



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

PREP AND SENIOR SCHOOL HOUSE PARENT

Job Description

For August 2019

Introduction

Our House Parents play an invaluable role in the day to day running of the school and as such are instrumental in determining the type of school that we are. Houses at Brighton College Bangkok underpin all that we do, and this will be a key role over the next few years as we grow, develop and refine what we do.

An outline of the role

The House Parents play an integral part in all aspects of our school, they lead and manage the day-to-day pastoral care and welfare of all the children in their House. S/he should be an adaptable and innovative leader, a good motivator, communicator and administrator, and should be capable of managing key aspects of an expanding and high-profile British-style International School. House Parents will develop a dynamic and exciting team spirit with healthy competition, encouraging the pupils in all areas of school life. With the primary goal of creating a strong and unified community within our College community to which all pupils are proud to belong and towards which they feel a strong sense of unity. S/he should be able to provide professional leadership and guidance on a wide range of pastoral matters to ensure the happiness, progress and development of the pupils and the Tutor team in the House.

The role is almost entirely pupil focused; House Parents will get to know, monitor, support and track the pupils in their House. House Parents will lead and liaise with Tutors and have access to all the pupil data through iSams as well as confidential files to enable them to know thoroughly the pupils in their care.



Skills

- Enthusiastic and passionate about education with a sound understanding of UK best practice
- Possess excellent communication skills and be professional and confident in communicating with all school stakeholders and external agents
- Able to lead and create a strong and dynamic team of Tutors
- Creative and innovative across all aspects of pastoral care in the school
- Able to provide support, guidance and leadership to the staff in their department
- Competent in monitoring and evaluating teams and individuals
- Understanding of the needs and issues facing all stakeholders within the College community
- An exceptional organiser and administrator
- Be persistent and see tasks through from beginning to end
- Flexible and adaptable to the varied demands of working in a startup school
- Proactive in all aspects of College life through participation and support
- Able to work successfully under pressure with excellent organisational skills
- Able to take responsibility and be accountable for all aspects of the House
- Able to present a professional image in line with the high expectations of Brighton College
- A talented communicator both orally and in writing
- A confident and competent user of IT in the classroom and for administrative purposes

House Parents are responsible for

- The welfare, happiness and progress of all pupils in their House
- Ensuring every pupil in the House develops their social and academic potential to the fullest
- Ensuring good discipline by supporting the Tutors as matters arise and dealing with disciplinary matters and logging them appropriately

Leadership Responsibilities

In addition to the roles and responsibilities of a member of teaching staff (as outlined below), House Parents are responsible for:

- Leading a House Tutor team and create and develop a positive team atmosphere
- Driving excellent standards of pastoral care in the House
- Introducing creative initiatives and driving collaborative projects to ensure a varied and inspiring school experience for all
- Ensuring that all members of the House team encourage each pupil to reach their potential through enthusiastic and personalised tracking and monitoring and rigorous record keeping
- Tracking and monitoring the progress of all pupils in the House, including attendance and punctuality and acting upon this
- Developing and maintaining close relationships with the parents of children in the House, to welcome them and get to know them
- Liaising with parents on all academic, pastoral and disciplinary matters, as appropriate in consultation with the pupils' class teacher / House Tutor
- Selecting, training and leading House Captains / Heads of House
- Ensuring registration and tutor times are constructive and beneficial for all involved with all necessary tasks and activities carried out and followed through
- Leading the future development of the House in the College
- Leading and organising a House Charity and to run one event per academic year

- Contributing to the Pastoral Budget in consultation with the Head of School
- Organising regular Tutor meetings and recording the minutes
- contributing to the College VLE, the website, social media and publications as necessary
- Leading on and overseeing the completion of accurately produced reports
- Contributing to the College's Self Evaluation and Development Plan
- Attending all meetings and INSET as required
- Maintaining close links and regular contact with House Parent Reps
- Working with the Pre-Prep House Parents as necessary throughout the school year
- Attending all parents' evenings, assemblies, productions, sporting and special events in which members of your House are involved
- Supporting and coordinating members of your House in all House competitions
- Developing and leading House Assemblies linked to the School Values, PSHEE and any other events either nationally or internationally as necessary
- Organising House events including but not limited to: a start of year House social such as bowling, a House breakfast for each year group, a House tea for parents at the start of the year, pastoral parents' meetings
- Welcoming new pupils and ensuring that everything is organised for their first day including a buddy, planner, timetable
- Contributing to the induction of new staff
- Encouraging the development of and giving any necessary support to, creating a House space of which the pupils can be proud and enjoying having ownership of
- Involvement in the appraisal of the Tutors
- Tours for prospective families as necessary
- Completing pupil confidential references as requested by the Leadership team

Duties and Responsibilities of a teacher at Brighton College Bangkok

- To be an ambassador of the College at all times, in school and in Thailand
- To teach and carry out other professional duties as required by the Head, and actively support the Co-Curricular programme

Teaching and Learning

- To encourage all pupils to reach their academic potential through enthusiastic and personalised teaching, tailored challenge, rigorous record keeping and follow up
- To be aware of, and comply with, all the College policies including those for marking and assessment, teaching and learning and reporting
- To develop and share schemes of work and resources, using in-house formats
- To assist with covering colleagues as required
- To prepare, invigilate and assess, as required, internal and external tests and examinations

Pastoral

- To actively promote the social, moral and cultural ethos of the College community
- To create an atmosphere of support by being aware of, and fully compliant with, all the College Policies, including the Code of Conduct, the School Rules, and the Anti-bullying Policy
- To be familiar with all the College's policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times
- To promote exemplary behaviour and a responsible attitude amongst pupils

- To be aware of and act upon all policies regarding the safeguarding of children

Professional Responsibilities

- To promote pride in the College among the pupil body through high standards of dress behaviour and commitment
- To ensure that all communication is acted upon appropriately and in a timely manner
- To be responsible for all College resources, particularly those in your care, reporting damage or loss to the appropriate authority within the College
- To carry out any reasonable professional request made by the Head Master or Head of School

Formal Qualifications/Experience

- A good UK Honours Degree (or equivalent)
- A certified teaching qualification (i.e. Qualified Teacher Status)
- A distinguished record of teaching
- Middle Leadership experience an advantage
- A strong record of professional development
- Working knowledge of the National Curriculum, GCSE/IGCSE and A Level, as appropriate
- At least four years of teaching experience

Remuneration

- A competitive salary
- A responsibility allowance
- A relocation allowance
- Accommodation allowance
- 100% remission of school fees at BCB for two children, subject to the usual standards and procedures for admission
- Medical insurance for the post holder and his or her children and dependent spouse
- Return flights to point of origin for the post-holder and his or her family

Applications

To apply, please send the following to Vanessa Robitaille, Acting Head of College at applications@brightoncollege.ac.th

1. An application letter, addressed to the Head of College, of no more than two sides, outlining your strengths and stating why you wish to be considered for the role.
2. Your CV, including contact details of three referees.
3. A completed Teaching Staff Application form, which can be found [here](#).

The College reserves the right to appoint candidates prior to the closing date and so early applications are advantageous.

Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, a disclosure will be requested from the UK's Disclosure and Barring Service for British nationals; local police checks will be undertaken for successful applicants of other nationalities.