



Bangkok Patana School
The British International School in Thailand
Established 1957



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Appointment Details - Primary Principal

January 2021



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GUIDING STATEMENTS

MISSION

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

VISION

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.



VALUES

WELL-BEING

WE ARE

Protected, safe and secure
Motivated and engaged
Responsible and honest
Kind and compassionate
Balanced and fulfilled

LEARNING

WE ARE

Rigorous
Inquisitive and creative
Collaborative and confident communicators
Critical, reflective thinkers
Passionate, resourceful and resilient

GLOBAL CITIZENSHIP

WE ARE

Committed to integrity
Active volunteers
Diverse and inclusive
Ethical and informed
Empowered by our interculturalism
Inspired to improve global sustainability
Respectful contributors to digital and local communities



As the oldest and largest British international school in Thailand, Bangkok Patana School has well earned its strong reputation for academic, sporting, arts and extra-curricular excellence. It is a not-for-profit school; the Board and management are stewards of the organisation and they act on our core values of Well-Being, Learning and Global Citizenship.

We are a truly international school with more than 60 countries represented within our student body of over 2,200 children. We offer the English National Curriculum, IGCSEs/GCSEs and the IBDP. We are committed to the rigour of British education and emphasise hard work, integrity, strong moral principles and fairness. Our strong pastoral system supports student well-being and allows them to fulfil their potential.

Our well-appointed campus boasts some of the best learning environments in Asia. Every area is purpose-built and has been recently renovated with the involvement of students and faculty. One of the unique characteristics of our campus is the inclusion of collaborative working areas throughout the school. In addition, students can take advantage of the state-of-the-art Science Centre, an Arts Centre which has two theatres, sound-proofed music rooms, numerous Drama studios with mirrors and sprung floors and Art classes abundant in natural light. The Sports Complex has eight Tennis Courts and four full-size 11-a-side football pitches (in addition to the pitches on the school side).

Spaces alone don't make good education. Our robust professional learning programme ensures our teachers remain at the forefront of pedagogy. We have a strong relationship with the University of Bath and UCL, through which we encourage our faculty to pursue post-graduate degrees. We regularly arrange for training from thought leaders such as Dylan Wiliam, Dick Moore, Rick Hester, Ian Gilbert, Tom Sherrington and Ben Walden.

The Primary Principal is a key person in shaping the expectations and outcomes of our organisation.



ORGANISATIONAL STRUCTURE

The Head of School leads an organisation with four main sections:

- Primary School - led by the Primary Principal
- Secondary School - led by the Secondary Principal
- Cross Campus - led by the Cross Campus Principal
- Business - led by the Business Director

These five people comprise the Senior Leadership Team.

As our school is a not-for-profit organisation, we do not have shareholders. The Bangkok Patana School Foundation Board ensures the organisation is maintained and protected now and into the future.

[The Stewardship](#) booklet and the [Student Achievement](#) booklet both give an annual overview of the organisation.

CANDIDATE PROFILE

Our **Primary Principal** will be a dynamic, approachable and instructional leader with great energy and a love of learning.

The successful candidate is likely to fit most, if not all, of the following profile.



Experience and Qualifications

The successful applicant will have proven large School Principal leadership experience in a well-recognised, dynamic British School or in a British-based international school. S/he must have a Master's degree in some aspect of Education or Educational Management. To be eligible to apply, the applicant's current job title must be at the Assistant Principal level or higher.

Personal Attributes and Characteristics

The successful candidate will be:

- an exceptional leader who shares our values and vision for the future of the education of students;
- an individual who will continue to lead Bangkok Patana school on its journey from being a very good school to an outstanding school;
- an instructional leader of learning and teaching with a strong knowledge and understanding of the English National Curriculum, Primary school best practices and up-to-date experience of current initiatives; someone who is passionate about learning and teaching and committed to motivate and inspire;
- a reflective leader with the interpersonal skills to work collaboratively and build capacity through delegation and accountability;
- a compassionate, caring and approachable leader with a commitment to valuing and encouraging all members of the Bangkok Patana Community;
- a leader with the management skills to monitor effectiveness and performance.

THE PRIMARY SCHOOL



The Primary School spans Foundation Stage, Key Stage 1 and Key Stage 2. It is led by a Principal, two Assistant Principals and two Senior Teachers.

One Assistant Principal oversees the academic curriculum and is supported by an assessment team throughout the Key Stages. The Primary School is organised by Year group, each under the management of a Leader of Learning and Welfare and a Leader of Learning and Curriculum. Specialist teachers are appointed to lead and manage specific disciplines such as ICT, Music, Art or PE or to oversee specific areas such as physical development in the Foundation Stage, Gifted and Talented or Learning Support.

We also place emphasis on the pastoral system and PSHE is woven throughout the curriculum. Well-Being is the first of our values and is an important part of all endeavours. Class teachers are the main point of contact for students and parents and we have two Primary School counsellors.

The learning and teaching in the Primary School is driven by current research and best practice, ensuring that we are continually evaluating our programmes and how we deliver them to ensure that they are of the highest quality. We are a child-centred school that strives to live the Patana values of Well-Being, Learning, and Global Citizenship in everything that we do. We incorporate the Characteristics of Effective Learning and a play-based approach to learning across the Primary School and we align this with our Values and the IB Learner Profile. Our students are curious and engaged, and we capitalise on this to offer challenging and exciting learning opportunities that foster inquiry and independence.

THE APPLICATION PROCESS

Applicants are invited to email a two-page curriculum vitae that includes a current photograph and the names, email addresses and contact details of three referees, including the most recent line manager. In addition, the application must include a letter which addresses the profile and detailed job description and a one-page statement of their philosophy of education. All documents must be emailed through to Khun Suphasinee Sibsakul, Recruitment and Training Manager at susb@patana.ac.th.

Timeline

The deadline for applications is **10th February 2021**.

Short-listed candidates will be contacted by **11th February**.

Short-listed candidates will be invited to join an online/onsite interview process on **17th - 19th February 2021**.



Salaries and Benefits

There is a competitive salary and benefits package commensurate with the position and the experience and qualifications of the successful applicant.

For further information, please email Khun Suphasinee Sibsakul, Recruitment and Training Manager at susb@patana.ac.th.

JOB DESCRIPTION

The purpose of the Primary Principal role is the provision of academic leadership within the Primary School to ensure the highest quality of education and student attainment in accordance with the School's stated Guiding Statements (Mission, Vision and Values)



Primary Principal

School:	Primary
Allowance Group:	N/A
Reports to:	Head of School
Direct Reports:	Primary Assistant Principal, Learning and Curriculum Primary Assistant Principal, Learning and Welfare Other Members of the Primary Leadership Team, which may change yearly
Indirect Reports:	Primary Academic Staff

Role and Position in the Organisation

The purpose of the Primary Principal role is the provision of academic leadership within the Primary School to ensure the highest quality of education and student attainment in accordance with the School's stated Guiding Statements (Mission, Vision and Values).

The Primary Principal is a member of the Senior Leadership Team and of the Academic Leadership Team. He/she will be expected to develop a very close working relationship with the Principal of the Secondary School and the Cross Campus Principal. Through effective delegation, the Primary Principal leads and manages the work of key leaders across the Primary School and key administrative staff in the Business team.

On occasions, the Primary Principal will be nominated by the Head of School to be Acting Head of School during periods of his/her absence.

The Primary Principal is responsible for:

- leading and managing the Primary School on a day-to-day basis;
- ensuring the achievement of excellent educational standards, whereby each student is enabled to fulfil his/her potential;

- promoting and safeguarding the welfare of the students and staff;
- ensuring the provision of high quality communication within and between the Primary School and all parts of the community.

Key Relationships

Head of School

Secondary and Cross Campus Principals

Primary Leadership Team, Academic Leadership Team

Teachers, students and parents

Responsibilities, by area

Goal I: We focus on continually improving learning

Strategic Area 1 – Learning and Teaching – the Primary Principal will:

- take overall responsibility for the leadership and management of the curriculum in the Primary School;
- ensure the curriculum is challenging, appropriate and engaging for our international student body and which prepares them for a life of future study in an ever-changing world;
- ensure the School's policy for Learning and Teaching is consistently implemented and clearly articulated to all members of the school community;
- ensure the quality of teaching is of the highest standard, enabling each student to reach his/her full potential;
- ensure a consistent and continuous school-wide focus on student achievement and assessment and, using appropriate data and benchmarks, to set, monitor, track and evaluate individual student progress;
- monitor, evaluate and review classroom practice and promote improvement strategies; aim for outstanding standards of learning and teaching at all times through the exacting implementation of Performance Management and other strategies;
- demonstrate a readiness to challenge and address under performance.

Strategic Area 2 – Professional – the Primary Principal will:

- demonstrate the highest standards of professional behaviour and act as an ambassador for Bangkok Patana School both within the school and amongst the wider community;
- develop, motivate and lead all staff to achieve the highest professional standards;
- build a collaborative learning culture within the School;
- lead from the front, being high profile and demonstrating good practice in every aspect of Primary pedagogy;
- act as a reviewer and mentor to specific, designated senior staff as part of the school's Performance Management system;
- play a full role on the recruitment, review and retention of academic staff and work with the Head of School on the appointment, recommendation for promotion, and where necessary withdrawal of promoted and/or teaching positions;
- in liaison with the Cross Campus Assistant Principal for Continued Professional Learning ensure that the developmental needs (CPL) of Primary staff are provided where appropriate;
- manage his/her personal professional development and promote the well-being of and good work/life balance for all personnel;
- attend all compulsory Continuing Professional Learnings (CPL) sessions linked to student safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS).

Strategic Area 3 – Culture and Communication – the Primary Principal will:

- build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice;
- ensure that all members of the school community are provided with nurturing and attentive pastoral care;
- ensure exemplary standards of behaviour and personal responsibility;
- nurture and build on the home-school partnership;
- consistently use and develop information systems to ensure exemplary communication links with all stakeholders, particularly parents;
- coordinate the Primary School's liaison with the Secondary School to ensure smooth transitions and continuity of learning;
- represent the Primary School at Foundation Board sub-committees where required.

Goal II: We align our structures, policies and practices to support learning**Strategic Area 1 - Policy and Planning – the Primary Principal will:**

- contribute to whole-school policy and decision-making as an active member of the Senior Leadership Team and the Academic Leadership Team. By invitation, to provide Primary perspectives to Board sub-committees;
- following consultation, construct, implement and evaluate the annual Primary School Development Plan;
- ensure policies covering all aspects of the work of the Primary School are in place, regularly updated and accessible to members of the school community;
- report to the Head of School on a regular basis and apprise him of all relevant matters pertaining to the running of the Primary School and the welfare of the students;
- understand and adhere to the student safeguarding policy, code of conduct and methods of reporting a concern.

Strategic Area 2- Finance and Resources – the Primary Principal will:

- construct, manage and be accountable for the Primary School's annual budget, ensuring appropriate resources are in place to support learning, whilst maintaining best value;
- ensure all stakeholders are empowered to contribute to the budgeting process, identifying priorities and curriculum needs.

Strategic Area 3 – Admissions – the Primary Principal will:

- review all applications for admission to the Primary School and allocate places according to the criteria set within the School's Admissions Policy;
- work closely with the Head of Admissions and Head of Development, Marketing, Alumni and Publications to ensure the budget is met with regard to the filling of places;
- meet and greet prospective parents, to answer questions and arrange for them to see our facilities;
- actively promote the school at events in Bangkok and by networking with other educators.

Strategic Area 4 – Health and Safety – the Primary Principal will:

- safeguard students against all foreseen risks;
- maintain a watching brief on other health and safety matters and be proactive in reporting any perceived risks.

Strategic Area 5 – Facilities – the Primary Principal will:

- ensure all facilities are appropriately deployed to ensure the effective delivery of the curriculum;
- advise on the development of the school's facilities and discuss with the Head of School
- make any suggestions for enhancing the facilities to ensure optimum use.

Primary Principal: Safeguarding Responsibility

Bangkok Patana School is committed to keeping students protected, safe and secure.

Key safeguarding responsibility:

To support the Designated Safeguarding Leads (DSLs) in providing guidance and direction to staff in line with the Patana Safeguarding Policy and Staff Code of Conduct.

Responsibilities

- To nurture a culture of care in which the education, safety and well-being of students and others is paramount. (CIS Code of Ethics)
- To ensure that the Board, staff, students, parents and volunteers abide by the relevant code of conduct.
- To ensure that safeguarding measures are integrated into all procedures and systems including strategic planning, budgeting, PM and risk management.
- To ensure that we have robust safeguarding procedures in place as part of staff recruitment, including criminal record checks, background checks and the verification of references.
- To ensure that safeguarding, including digital safety, is part of the taught curriculum.

These duties will be developed into short and longer-term targets in consultation with the post-holder.





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