



Bangkok Patana School
The British International School in Thailand
Established 1957



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Appointment Details -

**Secondary School
Principal**

June 2020



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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 to ensure 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 Secondary School 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 Principal, Primary School
- Secondary School - led by Principal, Secondary School
- Cross Campus - led by Principal, Cross Campus
- 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 **Secondary School 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 the values and vision for the future of the education of students in the 21st century;
- 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, International Baccalaureate 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 Patana Community;
- a leader with the management skills to monitor effectiveness and performance.

THE SECONDARY SCHOOL



The Secondary School spans Key Stage 3, Key Stage 4 and Senior Studies. 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 Secondary School is organised into faculty areas, each under the management of a Head of Faculty. Subject Coordinators and Key Stage Coordinators are appointed to lead and manage specific subject disciplines within the faculties or to oversee specific areas such as learning and teaching within a department or faculty.

We also place emphasis on the pastoral system and devote two periods every week to tutorial sessions. The Assistant Principal for Student Welfare and the Senior Teacher for Key Stage 3 lead pastoral developments and work with the Heads of Year and tutors. The tutors also act as mentors for their tutees focusing on academic progress. The seven Heads of Year all play an important role in the leadership of the school, each one having a slightly different emphasis in line with the requirements of their particular Year group, including oversight of students' progress. The Pastoral Team are also responsible for reporting to and consultation with parents.

In May and June our students sit the (I)GCSE and International Baccalaureate examinations. Our results are extremely good with excellent pass rates. This success is in no small part due to our able, dedicated and enthusiastic staff who work extremely hard and contribute widely to the life of the school both inside and out of the classroom.

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 **Monday 31st August 2020**.

Long-listed candidates will be contacted by **Friday 4th September** and will be invited to join a video interview.

Following this process, applicants will be shortlisted and invited to join an online/ onsite interview process on **28th September – 2nd October 2020**.

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



Secondary Principal

School:	Secondary
Allowance Group:	N/A
Reports to:	Head of School
Direct Reports:	Secondary Assistant Principal, Curriculum and Assessment Secondary Assistant Principal, Student Welfare IB Co-ordinator Head of Careers and University Counselling Heads of Faculty (as allocated) Secondary Administration Manager Secretary to Secondary Principal
Indirect Reports:	Secondary Academic Staff

Role and Position in the Organisation

The purpose of the Secondary Principal role is the provision of academic leadership within the Secondary 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 Secondary 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 Primary School. Through effective delegation, the Principal of the Secondary School leads and manages the work of key leaders across the Secondary School and key administrative staff in the Business team.

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

The Principal of the Secondary School is responsible for:

- leading and managing the Secondary 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 Secondary School and all parts of the community.

Key Relationships

Head of School

Primary and Cross Campus Principals

Secondary 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 Secondary Principal will:

- take overall responsibility for the leadership and management of the curriculum in the Secondary 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 underperformance.

Strategic Area 2 – Professional – the Secondary 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 Secondary 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 Secondary 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 Secondary 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 Secondary School's liaison with the Primary School to ensure smooth transitions and continuity of learning;
- represent the Secondary 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 Secondary 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 Secondary perspectives to Board sub-committees;
- following consultation, construct, implement and evaluate the annual Secondary School Development Plan;
- ensure policies covering all aspects of the work of the Secondary 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 Secondary 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 Secondary Principal will:

- construct, manage and be accountable for the Secondary 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 Secondary Principal will:

- review all applications for admission to the Secondary 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 Secondary 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 Secondary 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.

Secondary 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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