



Job Description

Secondary Assistant Principal, Curriculum and Assessment

School:	Secondary
Allowance Group:	N/A
Teaching Allocation:	10% of contact periods
Reports to:	Secondary Principal
Direct Reports:	Head of Faculty (as allocated) Senior Teacher – Key Stage 3 (Curriculum and Assessment) Assessment Leaders Learning and Teaching Advisor

Role and Position in the Organisation

The purpose of the Secondary Assistant Principal, Curriculum and Assessment is to:

- provide professional leadership and management of curriculum and assessment and work in order to secure high-quality learning and teaching;
- provide effective use of resources and improved standards of learning and achievement in accordance with the school's Guiding Statements (mission, vision and values);
- lead Heads of Faculty, Senior Teacher – Key Stage 3 (Curriculum and Assessment), Assessment Leaders and Learning and Teaching Advisor;
- deputise for the Secondary Principal.

The Secondary Assistant Principal, Curriculum and Assessment reports to the Secondary Principal and is a member of the Secondary Leadership Team (SecLT) and the Academic Leadership Team (ALT).

The Secondary Assistant Principal, Curriculum and Assessment works in partnership with:

- the Heads of Faculty and Curriculum Leaders who are responsible for leading curriculum planning and implementation, assessment, curriculum management through data analysis, teaching standards and continuing professional learning (CPL);
- the Assessment Leaders who are responsible for IB & (I)GCSE coordination, curriculum management, internal examinations, assessment data analysis and Student Achievement publication;
- the Learning and Teaching Advisor who is responsible for supporting the Secondary School in improving standards of Learning and Teaching;
- the Cross Campus Principal and Primary Assistant Principal, Learning and Curriculum to lead and coordinate vertical articulation across the Whole School.



Key Relationships

Secondary Principal

Secondary Leadership team (SecLT)

Academic Leadership Team (ALT)

Heads of Faculty

Curriculum Leaders

Assessment Leaders

Teachers, students and parents

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 – Learning and Teaching – the Secondary Assistant Principal, Curriculum and Assessment will:

- in consultation with the Heads of Faculty and Curriculum Leaders ensure effective curriculum planning, delivery and assessment which shows continuity and progression;
- assist the Secondary Principal by coordinating the process of monitoring the standards of teaching and learning across the Secondary School;
- assist the Student Welfare team in ensuring the effective academic monitoring of students as they progress through the school and in particular in assessing the academic impact of the courses being delivered;
- 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, use appropriate data and benchmarks to set, monitor, track and evaluate individual student progress;
- monitor, evaluate and review classroom practice and promote improvement strategies, aiming 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 remedy underperformance in consultation with the Secondary Principal;
- undertake a teaching role (approximately 10% of the week).

Strategic Area 2 – Professional – the Secondary Assistant Principal, Curriculum and Assessment 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;
- ensure that there is efficient and effective line management of individual members of the teaching staff following the School's Performance Management System;
- coordinate opportunities for members of staff to observe colleagues teaching across the school;



- organise and contribute to opportunities for CPL in liaison with the Cross Campus Assistant Principal, Continued Professional Learning and the Learning and Teaching Advisor;
- act as a reviewer to specific, designated staff as part of the school's Performance Management system;
- proactively manage his/her personal professional development whilst working with the Secondary Principal to ensure the well-being of and a good work/life balance for all personnel;
- promote, attend (and where appropriate lead out on) all compulsory Contributing 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 Assistant Principal, Curriculum and Assessment will:

- actively participate in Secondary School Leadership meetings keeping all members of the leadership team informed about areas related to curriculum and assessment;
- communicate effectively with students, parents and the wider community regarding all aspects of curriculum provision and assessment;
- ensure effective liaison with examination boards both directly and indirectly via the Assessment Leadership team members with respect to IGCSE/GCSE/IB end- of-course syllabus assessment requirements and feedback;
- consistently use and develop information systems to ensure exemplary communication links with all stakeholders, particularly parents;
- contribute articles related to curriculum issues to the Patana newsletter, term magazines and other publications;
- ensure exemplary standards of behaviour and personal responsibility;
- nurture and build on the home-school partnership.

Goal II: We align our structures, policies and practices to support learning

Strategic Area 1 - Policy and Planning – the Secondary Assistant Principal, Curriculum and Assessment will:

- play a leading role in Whole School and Secondary School development planning;
- lead the Assessment Leaders and the Heads of Faculty teams to ensure short, medium and long-term curriculum planning and development;
- plan curriculum frameworks and staffing that ensure the effective delivery of the curriculum;
- plan and implement the Secondary School timetable and to work with the Primary School Assistant Principal, Learning and Curriculum to coordinate Secondary and Primary timetable needs for the whole school;
- coordinate the staffing arrangements for both short and long-term staff absence;
- ensure the coordination of both internal and external examinations across the whole



Secondary School;

- 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 Assistant Principal, Curriculum and Assessment will:

- in conjunction with the Secondary Principal, determine the budgetary implications of staffing the whole school timetable;
- coordinate and liaise with Heads of Faculty and Curriculum Leaders with respect to their curriculum areas' projected budgetary requirements and ensure that budgets are submitted in a timely fashion after due consideration.

Strategic Area 3 – Admissions – the Secondary Assistant Principal, Curriculum and Assessment will:

- assist with the introduction of the school to prospective parents in particular in explaining issues related to curriculum and assessment;
- work with the Secondary Assistant Principal, Student Welfare to ensure that each team meets the academic and welfare needs of new students.

Strategic Area 4 – Health and Safety – the Secondary Assistant Principal, Curriculum and Assessment will:

- ensure that teachers are aware of and adhere to Health and Safety policies relevant to their curriculum areas; in particular the preparation of relevant risk assessments and safety planning when trips and educational visits are being organised;
- maintain a watching brief on other health and safety matters and be proactive in reporting any perceived risks;
- safeguard students against all foreseen risks.

Strategic Area 5 – Facilities – the Secondary Assistant Principal, Curriculum and Assessment will:

- ensure all facilities are appropriately deployed to ensure the effective delivery of the curriculum;
- contribute to the planning the development of the school's facilities and to liaise with the Secondary Principal on suggestions for enhancing the facilities to ensure optimum use;
- project the changing needs as a consequence of the development of the curriculum;
- work with the Heads of Faculty and Curriculum Leaders in planning the use of facilities.

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



Bangkok Patana School
The British International School in Thailand
Established 1957

Bangkok Patana School

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

Student safeguarding

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.