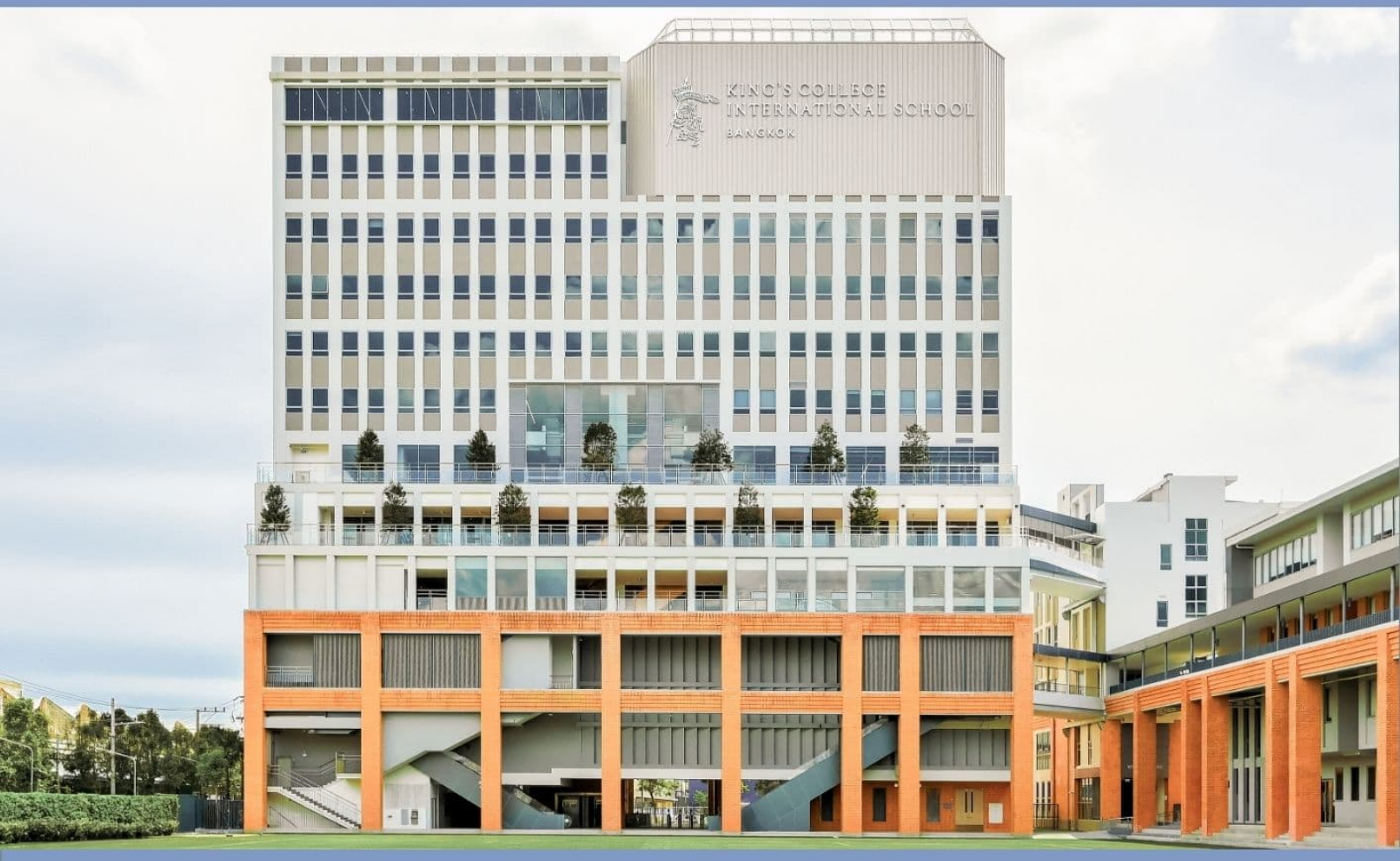
KING'S COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

# RECRUITMENT PACK

## Head of English

Engage, Inspire, Extend




King's College International School Bangkok is fully committed to best practice in safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of a DBS check (if relevant) ICPC, other criminal records checks, suitably translated if you teach outside of the UK, satisfactory references, and medical clearance. We are committed to the BISSC Safer Recruitment Code of Conduct.




# ABOUT KING'S BANGKOK

## A Great Heart Takes You Further

King's College International School Bangkok is a King's College Wimbledon International School. We opened in September 2020 for boys and girls and now cater for over 1,700 students aged 2 –18 in Early Years to Year 13, offering IGCSEs, A-levels and pathways to the world's best universities. We are a vibrant, dynamic community committed to working in partnership with parents to help each student achieve their full potential and more.

Our vision is to engage, inspire and extend our students. Our values of good manners, kindness and wisdom infuse all that we do.

We are therefore looking for outstanding teachers and leaders who embody our values, who understand the values of a UK-style education and who are open-hearted in their approach to living and working in Thailand.

We value the people in our community, and we recruit the best. To help us do this, we offer an excellent package of international benefits including annual flight allowance, medical insurance, housing allowance, a competitive salary and places in school for up to two children subject to our admissions process.

# WELCOME FROM THE EXECUTIVE PRINCIPAL

Dear Candidates,



Welcome to King's Bangkok International School where we are on a journey to become one of the best schools in Asia. As we do so we benefit greatly from our close partnership with King's College School, Wimbledon, who have helped us shape our academic curriculum, co-curricular programme and pastoral care system. Connectivity and co-working across the world are key themes for us.

You may be new to international education or to Thailand. The education we offer may be very different to the one you experienced. Yet I hope that we all share the same dreams for all children - that they will be excited to come to school because of the huge range of activities on offer; that they will learn to follow their own academic interests and try new pursuits. With your guidance they will be given independence and asked to take intellectual risks. We ask you to get to know them in a variety of contexts and be there to support them whenever they need it.

Ii you have the highest of academic standards for yourself and those you teach then we invite you to apply. You will be someone for whom our values of kindness, good manners and wisdom are a driving force.

Sarah Raffray

Sarah Raffray
Executive Principal

# WELCOME FROM THE INTERIM HEAD OF SENIOR SCHOOL

Dear Candidates,



King's Bangkok is a school where good manners, wisdom and kindness are at the heart of everything we do. Our staff share a genuine sense of purpose and a commitment to excellence, creating a culture that is ambitious, collaborative and deeply focused on ensuring every student thrives.

Our mission is to develop confident, compassionate and responsible young people with the knowledge, character and values to lead remarkable and meaningful lives. We believe this is only possible by attracting exceptional educators and support staff who are passionate about their profession and dedicated to making a lasting difference.

Our students benefit from an exceptional academic education alongside a rich and varied co-curricular programme. Through sport, music, the performing and creative arts, leadership opportunities, service and a wide range of clubs and societies, they are encouraged to discover new passions, develop resilience and grow into well-rounded individuals ready to make a positive contribution to the world.

If you join King's Bangkok, you will become part of a warm, supportive and intellectually stimulating community where professional collaboration, continuous improvement and high expectations are the norm. We are committed to investing in our people, recognising that outstanding schools are built by outstanding staff.

We look forward to learning more about you and wish you every success with your application.

**Matthew Gibson**
Interim Head of Senior School



# WELCOME TO THE KING'S FAMILY OF SCHOOLS

Being a teacher at King's Bangkok means you are joining a family of schools whose mission is to create exceptional educational experiences and opportunities for students, staff and the communities they serve, through its world-class global family of schools.

We do this in the following ways:

1. We share best practice in education across our family of schools and ensure their successful and effective implementation.
2. We foster an international outlook and intercultural understanding among students and staff by offering opportunities to connect, engage and enrich their learning across the global King's community.
3. We devise and implement effective strategies to attract and recruit outstanding staff and provide outstanding professional development opportunities across our global network through an internationally respected programme of development and support.
4. We enable students from a diverse background to benefit from a King's education and extend contributions to our local communities through the funds we generate for King's bursaries and partnership programmes.




# BACKGROUND TO KING'S BANGKOK

At King's Bangkok, our three pillars build a successful education. All of these elements develop students who achieve academically and are prepared for life beyond school. They are all underpinned by our values of good manners, kindness and wisdom.

The students of King's Bangkok love learning and their imaginations are fed by wonderful teachers who know how to engage, inspire and extend their classes. We aim to develop independent and enquiring minds by offering individualised care and a huge variety of experiences designed to help children grow into young adults who can make a positive contribution to society.

Students study a broad and balanced curriculum. We ensure that every student is cared for by underpinning every aspect of school life with a strong inclusive and supportive pastoral care system. We want every student to be excited to come to school and this is enabled by the King's Bangkok Co-curricular Programme: a range of CCAs, ECAs, clubs and societies which give our students a broad base of skills and challenges. Underlying everything we do is a strong sense of moral values. Rational discussion, tolerance of others and respect for their beliefs, even when they differ from your own, are vitally important. We want students from King's Bangkok to be recognised not only for their many talents but, above all, for their courtesy and humanity.

Everything we do is built on the foundations of good manners, kindness and wisdom. They run through every interaction we have with our community and the messages we give when dealing with success, failure, conflict or emotion. We call this approach the King's Bangkok Way because we are all on a journey of personal growth.



# THE ROLE

We are seeking to appoint a dedicated, well-qualified **Head of English** to develop and deliver an outstanding learning experience for our students. They will have a focus on student-centred learning and have a strong subject knowledge to engage, inspire and extend the students. English is amongst the most popular subjects at IGCSE and A level, and they are held in high esteem by students and parents alike.

The Head of English is responsible for the running of the department and for promoting their subject, and ensuring excellence of delivery for themselves and their staff alongside their classroom teaching, pastoral and safeguarding responsibilities.

Since 2020 we have grown rapidly and this is an exciting opportunity for a candidate who will inspire, set the highest of standards and build systems to ensure that as we continue to grow we set the scene for future excellence.

This position will also play an active role in the co-curricular and pastoral aspects of the school with the opportunity of being a form tutor for the right candidate.

If you value colleagues who will support you, you are excited by a new school environment in which we all work hard for each other, and if you have a nurturing approach to education we would welcome your application for a position with us.

**Starts**

**August 2027**



# THE DEPARTMENT - ENGLISH

The Senior English department at King's currently comprises thirteen teachers, including nine First Language English teachers and four English as a Second Language (ESL) specialists. In addition, three members of the department are involved in teaching Media Studies. The department is led by the Head of English, who manages the Head of ESL, Second in Department and the Media Studies Coordinator.

The team shares a passion for developing students' language and communication skills while promoting a love of literature. In addition, we have a commitment to delivering the highest quality of education for all students. This involves a standardised approach to assessment and feedback and by offering a range of competitions and extra-curricular enrichment activities. The English team has been noted one that leads within the school in terms of pedagogy, setting the standard for feedback, assessment and curriculum development. Staff are incredibly collaborative, supportive and forward-thinking and they regularly share best practice with the wider school community.

In Key Stage 3 (Years 7-9), pupils develop their analytical, creative and communicative skills through a broad and engaging curriculum, which incorporates poetry, drama and novel study each year, with additional emphasis on project-based learning. Alongside the First Language English curriculum, the ESL stream provides targeted support for pupils developing their academic English, helping them to build their linguistic confidence and the proficiency to succeed across the wider curriculum. At IGCSE (Years 10 and 11), pupils study either English Language and Literature (two IGCSEs), First Language, or the Second Language only routes, following Cambridge and Pearson Edexcel qualifications. The department has established an excellent record of examination success, consistently achieving outstanding results, with a particularly strong level of progress made by students relative to their starting points.




# THE DEPARTMENT - ENGLISH

From 2023 to 2026 the proportion of students taking both English Language and Lit has risen by 20%, with 64% completing both IGCSEs, whilst still improving on the level of results each year

In the Sixth Form (Years 12 and 13), pupils can study Pearson Edexcel International A Level English Literature and Cambridge International A Level Media Studies. Both subjects are becoming increasingly popular as they encourage independence of thinking, critical analysis and an appreciation of how meaning is constructed across different texts and contexts. The proportion of students has increased by 5% in English Lit and is now 14% of the year group, with Media studies numbers increasing by 33% in its second year running.



# JOB DESCRIPTION

**REPORTING TO :** Deputy Head of Senior School - Academic

## KEY RESPONSIBILITIES

**Strategic direction & leadership**

- Taking forward the strategic vision and development plan for the English department in line with whole school aims.
- Supporting and promoting the school's strategies at the departmental level, including those relating to academic enrichment, continued professional development, teaching and learning and digital strategy.
- Leading by example, as a leader and ambassador for English within and beyond the school.
- Contributing to whole school evolution and developments.

**Curriculum & quality assurance**

- Ensuring that the English curricula aligns with the school's strategic vision.
- Ensuring that English schemes of work, day to day lessons and broader departmental activities are high quality, satisfy the requirements of awarding organisation specifications, and provide an exciting and engaging pupil experience.
- Undertaking ongoing evaluation and quality assurance of the department's activities through lesson observations, work scrutiny and pupil voice, and taking action to further improve teaching and learning outcomes and the pupil experience.




## KEY RESPONSIBILITIES

**Assessment & examinations**

- Sustaining excellent International A level and IGCSE results.
- Creating exam entries and predictions.
- Coordinating arrangements for English internal assessments and examinations, including A level and IGCSE mock examinations.
- Overseeing the setting, marking and moderation of any coursework as applicable.
- Organising schemes of work, the departmental handbook and departmental resources.
- Overseeing departmental marking, feedback and assessment procedures to help pupils achieve their potential in English.
- Coordinating pupil intervention, including coordinating extra sessions to support English pupils with their work.
- Analysing examination data and using this to review schemes of work and curriculum delivery, and further improve the work of the department.
- Fostering a supportive, inclusive, empowering and enabling environment.
- Promoting high standards in the use of English as the common language.
- Acting as line manager for departmental colleagues, providing personal and professional support and guidance to enable each colleague to teach excellent lessons, fulfil their potential, enjoy their work and gain familiarity with examination systems.
- Engaging in ongoing professional development, and supporting staff to engage in professional development, including courses run as part of Sapienter Develop.
- Leading the annual departmental review process, and supporting the school's teacher review systems.
- Appointing, inducting and mentoring new colleagues in line with relevant standards and the school's probationary processes.



## KEY RESPONSIBILITIES

**Enrichment & pupil experience**

- Coordinating an exciting programme of subject-specific academic enrichment beyond timetabled lessons, including clubs and societies, talks and lectures, and trips and educational visits for pupils in all year groups.
- Supporting the delivery of the King's Essay and EPQ programme.
- Assisting pupils with their higher education applications, including writing references and coordinating mock interviews and extension classes for pupils interested in studying English or a related subject at university.
- Undertaking pupil voice from time to time.
- Acting as the point of liaison with learning enrichment to ensure the needs of all pupils studying English are supported and met.

**Admissions, events & other**

- Representing the department throughout the school and beyond, including at open days/evenings and subject choice events.
- Discussing teaching allocations with the director of studies, and helping to construct a departmental timetable.
- Supervising break times and other duties as directed.
- Attending meetings and school events, which may take place in the evenings or weekends as required.
- Managing the department's use of resources, including allocation of teaching rooms on an annual basis, promoting use of the school library and overseeing the departmental budget, ensuring the most effective use of school resources.
- Attending relevant Fobisia meetings, feeding back on best practice as appropriate.
- Developing relationships with external organisations, such as our international and partnership schools and higher education institutions.
- Undertaking any other reasonable task as requested by the senior team and/or your line manager.



## GENERAL REQUIREMENTS

- To ensure that each child makes the maximum possible progress, feels safe, and enjoys their time at school.
- To be a role model for the children in the values of kindness, good manners and wisdom, work ethic and high standards.
- To have a clear understanding of the needs of all students, including those with SEN, EAL or disabilities and to use distinctive teaching approaches to extend and support all children.
- To take an active role in the co-curricular programme.
- To be dedicated to pastoral care, including as a tutor if required.
- To do any reasonable duties as requested by the school.




# THE PERSON

## THE POST WILL SUIT SOMEONE WHO:

- Is, or aspires to be, a strong, dynamic and inspirational middle leader.
- Has excellent subject knowledge, and a personal commitment to ongoing professional development.
- Has strong pastoral instincts and a commitment to excellent pastoral care and safeguarding for all pupils.
- Has a desire to contribute to the school's thriving co-curricular programme.
- Is eager to share in the joy of learning inside and outside the classroom, and is committed to academic excellence.
- Wishes to actively promote the school's ethos and values, including curiosity, academic excellence and enrichment, among the pupil body.
- Has the highest aspirations for both pupils and staff.
- Is capable of efficiently managing and responding to the needs of the department, acting as an inspiring leader of the English department, and creating an enabling supportive environment for staff to flourish.
- Will maintain a sharp and efficient grasp of syllabus requirements and curriculum development.
- Will help the team to lead every pupil through their studies.
- Will be committed to leading, developing and supporting departmental staff, both in relation to their teaching and broader contributions to school life.
- Communicates well with the ability to inspire others.
- Is able to lead and work as part of a team, with excellent communication skills.
- Can think flexibly, and possesses excellent skills of organisation and problem solving.
- Promotes a culture of equality, diversity and inclusion among pupils and departmental colleagues so everyone feels they fully belong.
-



# QUALITIES, QUALIFICATIONS AND SKILLS

## ESSENTIAL

- A degree in English, or a closely related discipline.
- A PGCE or equivalent leading to qualified teacher status.
- Five or more years of experience in teaching.
- Evidence of professional development and self-learning.
- To be kind, well-mannered and wise as a role model for our students.
- Highly organized, efficient and excellent communicator familiar with dual-language environments.
- Always motivated for the best interest of the child and able to work productively within a high-performing and energetic setting.
- To be passionate about helping us replicate the success of King's College School Wimbledon in Bangkok by being committed to teaching the whole child.
- Familiarity with the national curriculum in England and EYFS as appropriate.
- To be an inspirational teacher who knows how to support and extend each student.
- Outstanding ICT skills with working experience of Google suite of applications and Apple operating systems to promote learning.
- Willing to embrace the resilience, adjust and flexibility required for best practice in safeguarding.
- Fully prepared to lead and support change in a fast-paced growing school.



# SAFEGUARDING AT KING'S

At King's, we recognise our moral responsibility to safeguard and promote the welfare of all pupils. We actively promote best practice in safeguarding in international schools.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the BISSC Safer Recruitment Code of Conduct and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: https://www.kingsbangkok.ac.th/en/school-life/policy. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- Past employers (references will be requested for shortlisted candidates prior to interview in line with Keeping Children Safe in Education)
- Ability to obtain a clear enhanced DBS check/International Child Protection Certificate and a criminal records check (or equivalent) from the UK and from all other countries you've worked in with no question regarding suitability to work with children.
- Appropriate references from your current and previous employer, enforced by personal phone calls made to each referee.
- Identity checks.
- Verification of qualifications and/or professional status in line with Thai law and visa requirements.
- Fitness to work checks.

# REMUNERATION AND BENEFITS

The successful candidate will receive a competitive salary and package, commensurate with the importance and high profile of this position, including housing allowance and medical insurance as well as places in the school for up to two children, further details can be discussed at interview.



| REMUNERATION AND BENEFITS |
| --- |
| Competitive salary |
| Places in the school for up to two children |
| Medical Insurance |
| Housing allowance |
| Annual flight allowance |
| Daily working days lunch |
| Work Visa provided by the school |

# APPLICATIONS

A full application form and cover letter, along with an accompanying CV in support of your application should be sent through the Schrole platform here: https://www.schrole.com/schools/kings-college-international-school-bangkok/. Incomplete applications will not be considered.

The school may choose to begin interviews before the closing date and so early applications are encouraged.

All staff are expected, in the spirit of teamwork and for the welfare of the school, to perform any other related tasks, within reason, for the department and from time to time, support other departments as requested by his/her immediate supervisor.

# PROFESSIONAL / ACADEMIC REFEREES

You are required to provide three referees. At least one of these must be the **Head of School** of your current or most recent school, regardless of whether you have worked directly with them or not. At least one of the other two referees must also be a Head of School from the last ten years, and all referees must be senior personnel with appropriate authority.

If your current or most recent employment did not involve work with children, your second referee (where possible) must be from a recent employer where you worked directly with children.

Please note that referees must not be relatives, nor individuals known to you solely in a personal capacity (e.g., as friends or peers). Kindly provide full contact details for all referees, including their email addresses. We conduct online background checks and follow the BISSC Safer Recruitment Code of Code of Conduct.

# EQUALITY STATEMENT FOR RECRUITMENT

We are committed to creating a diverse workforce where all have a sense of belonging and are authentically part of building our community. We welcome interest from all applicants and wish to encourage more applications from underrepresented groups. We continuously strive to create an inclusive environment free from discrimination and other forms of identity-based harm. We actively work to create equitable working conditions and equitable opportunities for professional growth and development for all members of staff. Our values of Kindness, Good Manners and Wisdom inform our interpersonal interactions and decision-making on a systemic level guiding us towards our diversity, equity and inclusion goals. We are very interested in hearing from you if you share our values. Please contact **HR** (recruitment@kingsbangkok.ac.th) if you would like to discuss any accessibility requirements for the recruitment process or role.

# Introducing the King's Bangkok Way

## Mission

To produce well-rounded, academically successful, happy young people.

## Vision

To engage,inspire and extend our students, our staff and the wider community.

## Values

To create a community where everyone mirrors our values of good manners, kindness and wisdom.

King's College International School Bangkok

727 Ratchadaphisek Road, Bang Phongphang
Yannawa, Bangkok 10120