

**THE NEW INTERNATIONAL SCHOOL OF THAILAND**  
**Bangkok, Thailand**  
**(An IBO World School)**

**Seeks a**

**Deputy Head/Director of Academic Studies.**

Post commences 1<sup>st</sup> August 2006.

[www.nist.ac.th](http://www.nist.ac.th)

## **THE SCHOOL**

The New International School of Thailand (NIST) is a non-profit association operated by the Foundation for International Education (FIE). From this Foundation a board of nine (9) parents govern the school. The FIE appoints the Headmaster who appoints other staff, both academic and non academic. NIST was founded in 1992 and is located on a site in close proximity to one of the main tourist and expatriate living areas. The school was founded at a time when it was very difficult for families to travel to more distant schools on the fringe of the city. The school consists of 1350 students ranging in age from 3 years (the Early childhood years) to 18 years, the final year of secondary education. There are 55 nationalities of students including a maximum number of Thai students (30%). The school is committed to excellence and ensuring that it strives to provide the best possible education for local and expatriate students living in Thailand. The school prepares students for the International Baccalaureate Diploma.

The school is fully accredited by NEASC and CIS. It is the only school in Thailand that offers all three programmes of the IB. Students graduating from NIST attend universities throughout the world.

## **LOCATION, CAMPUS AND FACILITIES.**

The school is located on a dead end street, Sukhumvit Soi 15 next to one of the many khlongs (water ways) that criss cross their way through Bangkok city. The city is a busy one and one of the most talked about aspects of life in Bangkok is 'the traffic'. However in recent years the city as changed markedly. A sky train now runs extensively through much of the city and recently a very modern underground rail system has been introduced. Thailand is still a relatively cheap place to live with some wonderful holiday destinations stretching from the sea to the mountains. Thailand remains one of the major tourist destinations in Asia. In addition there is a very large contingent of expatriates working in Bangkok or using Bangkok as a base for their work in the region.

The campus consists of 7 acres of land. In recent years facilities have been renewed and other renovations are planned. When founded in 1992 the NIST took over the site of an old school which had left the site. There is a full size pitch and a magnificent air conditioned sports centre which includes tennis courts, a swimming pool, fitness, Centre, gymnastics centre and health clinic. This centre is just 3 years old. A new purpose built Early Childhood Centre has just been completed along with a new cafeteria and classroom block. In January 2006 a

Performing Arts Building, library and administrative area will be opened. The school has plans to renovate the remaining classroom areas over the next few years.

Students may participate in a range of extra curricular activities after school activities and sporting events. NIST is a member of the South East Asian Schools Athletics Conference (SEASAC), and the Bangkok International Schools Athletics Conference (BISAC).

## **STUDENT BODY, FACULTY AND ADMINISTRATION**

Current enrolment stands at 1350 and there are plans to move from 4 classes to 5 classes across the school over the next few years. This will lift the student population to a ceiling of 1530. There are 650 students in the secondary school and 700 in Elementary school. There are a maximum of 25 students per class with plans to gradually reduce this number of the next few years to 23.

The school enjoys a very large permanent population with little turn over from year to year. The school is more or less full in all areas with maximum numbers always in Years 2 to 9.

NIST has an experienced faculty with many of the staff teaching at the school in the 6-10 year range. Of the 140 teaching staff there are 130 expatriate teachers. There is a low annual turnover. By Thai law all teachers must be qualified to teach and ministry regulations in this regard are very strict.

The Headmaster of the School (Simon Leslie) and the Elementary Principal (Mr. Paul Hamlyn) have been at NIST since August 2004. The Secondary Principal (Mr Adrian Watts) began his tenure at NIST in August 2000. The current Deputy Head and Director of Academic Studies Ms Anne Fowles is leaving NIST after 4 years of outstanding service to the school. The two Principals report directly to the Deputy Head in all academic areas.

## **CURRICULUM**

NIST offers the IB at all year levels. The Primary Years Programme (PYP) lays the foundation for the Middle Years Programme (MYP) and the IB Diploma is taught in the final two years. The school has produced consistently good results at the Diploma. The most recent results included one student who achieved 45 points. Approximately 90 students are examined at the IB level each year.

Admission to the school is based on an appropriate level of English and testing in other areas. Consideration of reports from previous schools are also considered. English as Second language support is extensively offered.

The school is currently trialling a tablet laptop programme with the few to establishing a programme in the school which would see all secondary students using a tablet in preference to text books for daily classroom and home use.

A broad range of extra-curricular activities include sports, yearbook, various clubs, arts, music, drama, MUN, and Amnesty International. There is also an extensive field trip programme.

## **THE POSITION:**

As Director of Academic Studies has oversight of all academic affairs of the school including students, academic staff and curriculum. He/She is a member of the Senior Management Team (SMT), which oversees the direction and operation of the whole school. He/She reports directly to the Headmaster.

## **Specific Tasks:**

### Management:

- Liaises with other administrators to ensure effective daily operation of the school
- Leads the school to ensure it meets all requirements for continuation of Accreditation status
- Oversees and monitors the academic budgets
- Reviews academic job descriptions for academic staff members

### Staff:

- Liaises with the Principals, Headmaster and coordinators determine staffing needs for the school
- Assists the Headmaster where required to recruit appropriately qualified teachers to best meet the needs of the educational programme
- Liaises with Principals to assign positions of responsibility and stipended positions in accordance with the school's published guidelines
- Maintains and further develops the school's teacher appraisal and evaluation procedures
- Oversees the Academic Staff professional development programme.

### Students:

- Approves, in conjunction with the Principals, student admissions in accordance with school policies and procedures
- Overviews and regularly reviews admissions assessment procedures
- Overviews, through the Principals, student welfare and discipline

### Curriculum and Timetable:

- Overviews, in conjunction with the Principals, the development, implementation and evaluation of the school curriculum
- Organizes the best structure to enable the school to achieve agreed educational goals
- Stays abreast of current educational development, including the impact of technology on the process of learning and communication
- Oversees the construction and implementation of a timetable to best fit the needs of the EY-Year 13 programmes

### Budget and Finance:

- Coordinates and rationalises academic budget requests based on curriculum programme needs
- Manages the operation of the academic budget within the approved guidelines

### Communications:

- Maintains effective communication with the staff and broader community through meetings, bulletins and NIST News

Professional Development:

- Has oversight of the school-wide staff development programmes
- Sets personal and professional goals and regularly reviews these with the Headmaster

Teaching Responsibilities:

- Teaches one class as required

As Deputy Head:

- Assumes leadership of and responsibility for the school in the absence of the Headmaster
- Oversees the employment of part time teaching staff
- Oversees the employment of substitute teachers and relief staff
- Chair of stipend committee (sports and activities) and responsibilities committee
- Oversight of staff handbooks and annual updates
- Oversees the schools orientation programmes for new staff
- Represent the Head on various NIPTA committees
- Oversees the whole school celebrations programmes (Wai Khru, Songkran etc)
- Major project coordinator (e.g. Strategic Planning Co-ordinator)
- Liaises with SMT, the Khru Yai (Thai Head) and Director of Development to ensure clarity and coherence of administrative procedures
- Accreditation – coordinates the preparation of the school self study, the team visits, and other liaison with CIS, NEASC and the local Ministry of Education.
- IBO liaison
  - programme evaluations
  - Staff release as workshop leaders
  - planning and coordinating IB workshops at NIST
- Other work as required by the Headmaster

**PROFESSIONAL QUALIFICATIONS & QUALITIES SOUGHT**

An experienced educator is sought for this position. Candidates for this leadership post must be innovative, reflective thinkers and an effective team member, who possesses interpersonal, organizational, and communication skills necessary to inspire Principals and teachers. Experience in another senior position within a recognized school will be essential. NIST is looking for a person with strong and proven leadership skills.

Candidates are expected to demonstrate:

- A record of excellence in instructional and curricular leadership. Experience gained at another international or independent school is preferred;
- Relevant and significant previous administrative experience;
- A solid knowledge of the IB programmes as well as current trends in education generally;
- An appropriate degree, the minimum qualification is a bachelors degree;
- A broad understanding of, and commitment to, the role of technology in education;

- Experience with developing and administering a professional growth and appraisal programme;
- Sensitivity towards, and familiarity with, a diverse range of student needs;
- A good sense of humour and an ability to communicate with staff, students, parents and board members;

## **TERMS AND CONDITIONS**

The salary and benefits will be commensurate with the responsibilities of the position and with the experience of the candidate.

## **PARTICULARS OF THE SEARCH**

Further details of the Search can be obtained by viewing the recruitment section on the CIS website or contacting direct:

Diane Baylis, Search Co-ordinator  
Council of International School  
Box NIST  
21A Lavant Street, Petersfield  
Hampshire GU32 3EL, England  
Tel: +44 1730 263 131; Fax: +44 1730 268 913.

Email: [DianeBaylis@cois.org](mailto:DianeBaylis@cois.org) The closing date for applications is: January 20<sup>th</sup> 2006.