



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Job Description: Head of Thai and non-executive Thai Principal

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

This post of Thai Principal is non-executive; the post-holder reports to the Master with respect to any and all responsibilities, listed below or otherwise. All signatory and decision-making duties are formal only and are assigned to the Thai Principal for compliance purposes only. The post-holder has no direct responsibilities, nor direct reporting duties, to the Board.

This Job Description should be read and understood in conjunction with the WCIB Class Teacher Job Description, the WCIB Teacher Standards, the Staff Handbook and the teacher's contract.

1. General

- 1.1. The post-holder reports, for all **teaching** purposes, to Heads of Junior and Senior Schools and in this capacity is responsible for leading the Thai Department and teaching Thai Language across the School.
- 1.2. This Job Description should be read as *additional* to the Job Description for Language Teacher, which is applicable in its entirety to this post-holder
- 1.3. The post-holder reports, for all **administration** purposes, to the Master and in this capacity is responsible for fulfilling all bureaucratic and administrative duties required by the Thai Ministry of Education.
- 1.4. This is a whole-School role.

2. Responsibilities: Teaching

- 2.1. Oversee and review the smooth and efficient day-to-day teaching of Thai Language in the School.
- 2.2. Ensure that the School's Thai Language Policy is up to date, compliant and implemented throughout the School.
- 2.3. Work with all Thai teachers to design and deliver Thai schemes of work units and lessons at all levels
- 2.4. As necessary, oversee and/or liaise with any Wellington Extra Thai programmes to ensure consistency
- 2.5. Be available to advise colleagues and, if necessary, parents, on Thai Language matters
- 2.6. Attend appropriate training courses as relevant and develop professional relationships with local counterparts
- 2.7. Attend staff meetings, assemblies and functions as appropriate.
- 2.8. Participate in the School's Performance Management and Coaching processes.
- 2.9. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection.



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

3. Responsibilities: Thai Administration

- 3.1 Accurately, and in a timely manner, fulfil all administrative duties detailed in the Appendix to this Job Description, which relate to compliance with the requirements of the Thai ministry of Education.
- 3.2 Communicate with, and advise, the Master on any and all matters of concern in a timely manner in order to ensure swift and appropriate resolution and to maintain the highest standards and the best relationship with the Ministry at all times.
- 3.3 This Job Description is not exhaustive and will be subject to periodic review

4. Appendix: Thai Administration Duties

- 4.1 The following duties are as signatory and, in some cases, advisor only; all responsibility to the Board, and decision-making responsibility, remains entirely with the Master.
 - 4.1.1 Oversee and take responsibility for the academic affairs of the Formal School
 - 4.1.2 Appoint and remove Teachers, Education Personnel and officers of the Formal School in accordance with the regulations prescribed by the Executive Board.
 - 4.1.3 Control and administer the Teachers, Educational Personnel and students of the Formal School.
- 4.2 The following duties are administrative requirements of the Thai Ministry of Education and should be carried out by the Thai Principal, in appropriate collaboration with other Administrative staff. The Thai Principal is entirely responsible to the Master who, in turn, is responsible to the Board, for the efficient and effective carrying-out of these duties.
 - 4.2.1 Prepare a register of Teachers, Education Personnel, officers and students and other documents relating to the provision of education in accordance with the rules set forth by the Thai Ministry of Education.
 - 4.2.2 Prepare evidence relating to educational measurement and evaluation in accordance with the rules set forth by the Thai Ministry of Education.
 - 4.2.3 Perform other academic duties in accordance with the official rules and regulations including School Charter, policy, rules and regulations of the school and other duties as set forth by the Thai Ministry of Education.
 - 4.2.4 Coordinate between Thai government agencies and the Formal School
 - 4.2.5 Prepare, submit and maintain documents required for reporting to Thai government agencies
 - 4.2.6 Be familiar with Thai government agency rules, regulations and Acts (according to Ministry of Education, Labour, Immigration laws, etc.) relating to the School's activities and keep up-to-date on them