



Job Description – Cross-Campus Principal – School Development

Title of Post:	Cross-Campus Principal – School Development
Responsible to:	Head of School
Direct Reports:	Secretary Head of Thai Programme Assistant Principal, Curriculum Technology Assistant Principal, Professional Learning Assistant Principal, Sports and ECA Head of Libraries

Role and Position in the Organisation

The purpose of the Cross-Campus Principal role is the provision of academic leadership within the Cross-Campus faculty to ensure the highest quality of education and student attainment in accordance with the School's stated Mission and Objectives.

The Cross-Campus 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 Principals of the Primary and Secondary School. Through effective delegation, the Cross-Campus Principal leads and manages the work of key leaders across the campus and key administrative staff in the Business team.

On occasions, the Cross-Campus Principal will be nominated by the Head of School to be acting Head of School during periods of his/her absence.

The Cross-Campus Principal is responsible for:

- Providing professional leadership and management of the School accreditation process liaising with NEASC and CIS over the ten year review period.
- Reviewing and overseeing enhancements to vertical articulation of student learning especially between KS2 and KS3.
- Providing leadership and management of the Performance Management (PM) process and systems in consultation with the Assistant Principal, Professional Learning and the SLT.
- Overseeing and confirming all school academic policies within a formal review cycle, liaising with all necessary stakeholders.
- Developing and leading the process of ongoing curriculum review school wide in consultation with the Principals and Assistant Principals (Curriculum) of each school.
- Developing and leading a number of 'innovative learning and teaching groups' in Primary and Secondary.
- Developing student involvement in school wide development.
- Chairing the School's Environmental Group as the School works towards the Green Flag Award.



Key Relationships

Head of School
Primary and Secondary Principals
Cross-campus Assistant Principals
Academic Leadership Team (chair of monthly meetings)
Environmental Committee
Vertical Articulation Committee
Teachers, students and parents

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 – Learning and Teaching – the Cross-Campus Principal will:

Take overall responsibility for the leadership and management of the curriculum across Cross-Campus functions, specifically to:

- 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 our 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 child to reach his/her full potential.
- Have a teaching load of approximately 2 – 4 periods per week in either Primary and/or Secondary.
- Provide strategic and operational advice to the Head of School on all academic matters relating to the accreditation process, vertical curriculum alignment, PM and policy development.
- Manage and administer the School-wide accreditation process under the supervision of the Head of School including preparation of all accreditation related communications material (online and offline).
- Provide strategic direction on all environmental learning initiatives including chairing the cross-campus Environmental Group.
- Oversee all school policies relating to the academic programme ensuring that a formal review cycle is adhered to.
- Work in consultation with the Principals and Assistant Principal Professional Learning 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 PM and other strategies.
- Take a leadership role in developing specific initiatives in learning and teaching.
- Work in consultation with Primary and Secondary Principals on any new initiative that requires vertical articulation.

- Work in consultation with the Primary and Secondary Assistant Principals, undertake a review of vertical curriculum articulations, and develop a process to systematically enhance this especially between KS2 and KS3.
- Demonstrate a readiness to challenge and remedy underperformance in consultation with the Principals and Head of School.

Strategic Area 2 – Professional – the Cross-Campus 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 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 pedagogy.
- Act as a reviewer and mentor to specific, designated senior staff as part of the School's PM system.
- Play a full role in the recruitment of staff. Work with the Head of School on the appointment of teachers and make recommendations on promotions.
- Ensure that there is efficient and effective line management and appraisal of individual members of the teaching staff following the School's PM System.
- Co-ordinate opportunities for members of staff to observe colleagues teaching across the School.
- Participate fully in any relevant committees and working parties.
- Proactively manage own personal professional development.
- Promote, support and communicate work/life balance initiatives to ensure that the professional, social and personal needs of the academic staff are met.

Specifically to line manage the Cross-Campus Assistant Principals and other designated members of middle/senior leadership.

Strategic Area 3 – Culture and Communication – the Cross-Campus 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.
- Actively participate in Senior Leadership meetings keeping all members of the leadership team informed about areas related to accreditation, policies, environmental issues, and PM.
- Consistently use and develop information systems to ensure exemplary communication links with all stakeholders.
- Contribute articles related to accreditation, policy updates, environmental issues and other relevant cross campus developments to the School newsletter and other publications.



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

Strategic Area 1 – Policy and Planning - the Cross-Campus Principal will:

- Contribute to whole-school policy and decision-making as an active member of the Senior Leadership Team and the Academic Leadership Group. By invitation, as an ex officio member, provide Cross-Campus perspectives to Board sub-committees.
- Following consultation, construct, implement and evaluate the annual Cross-Campus Development Plan.
- Ensure policies covering all aspects of the work of the Cross-Campus faculties 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 Cross-Campus faculties and active projects.

Strategic Area 2 – Finance and Resources - the Cross-Campus Principal will:

- Construct, manage and be accountable for the Cross-Campus annual budget, ensuring appropriate resources are in place to support learning, whilst maintaining best value.
- Oversee other Cross-Campus budgets through liaison with relevant direct reports.
- Ensure all stakeholders are empowered to contribute to the budgeting process, identifying priorities and curriculum needs.
- In conjunction with the Principals and Head of School, determine the budgetary implications of accreditation training and visits.

Strategic Area 3 – Admissions - the Cross-Campus Principal will:

- Assist with the introduction of the School to prospective parents, in particular in explaining issues related to teacher performance and the School accreditation process.
- Actively promote the School at events in Bangkok by networking with other educators.

Strategic Area 4 – Health and Safety - the Cross-Campus Principal will:

- Safeguard children 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 Cross-Campus Principal will:

- Work with SLT to ensure that all facilities are appropriately deployed to ensure the effective delivery of the curriculum.
- Contribute to the planning and development of the School's facilities and liaise with the Head of School on suggestions for enhancing the facilities to ensure optimum use.



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