



Senior School Principal

The Senior School Principal is responsible for the day-to-day management of the Senior School (Grade 6 – 12). They are a member of the school's leadership team and contribute to the overall leadership and management of the school. The Senior School Principal is responsible for the successful implementation of the school's Mission, Vision and Values in the Senior School and reports to the Head of School.

Guiding Principles

- Shapes a vision of academic success for all students by supporting and advancing the Mission, Vision and Values of Prem International School;
- Creates a climate that facilitates excellent practice in all areas of teaching and learning, extra-curricular pursuits, service-learning, student leadership and global citizenship.
- Ensures a rigorous, diverse and transdisciplinary MYP programme in Grades 6 – 10, based upon IB goals and mission; Ensures students have the tools and support they need to be highly successful within the IB DP, CP or IB Courses programme at Prem.
- Supports and advances international education, encouraging local and global partnerships for learning, student leadership and intercultural experiences.
- Encourages and cultivates leadership in others;

Essential Duties and Responsibilities

ADMINISTRATIVE

- Responsible for the development of the Senior School Timetable, ensuring that the needs of the IB Programmes are met, and student and teachers' schedules are as balanced as possible.
- Ensures that teachers effectively use the school learning and school management systems: E.g. Managebac, Google platforms.
- Ensure that accurate records are kept of punctuality and attendance, internal student grade data, external student achievement data.

TEACHING AND LEARNING

- Collaboratively lead the Senior School Leadership Team towards the effective management of the division in pursuit of the best possible outcomes for each and every student.
- Lead and manage excellence in the area of joyful and effective learning.
- Provide students with a rigorous academic programme and ensure that the assessment of student learning informs further learning and teaching.

- Work with the IB Coordinators to ensure that the curriculum in Senior School is accurately reflected, regularly reviewed and published to students and parents.
- Ensure that feedback, feedforward and goal-setting are implemented and used effectively.
- Lead and manage attendance, punctuality, discipline and the pastoral care programme;
- Collaborate with the IB Programme Coordinators, Curriculum Leaders and teachers to review and implement the school's curriculum, ensuring collaborative pre-planning and input from Learning and EAL Support.
- Ensure that data on student progress and achievement is collected, collated in a useful manner, shared and acted upon, putting necessary student interventions or extensions in place.
- Support the whole-school Professional Growth and Appraisal process; Supervise teachers and other faculty members to ensure effective student learning is taking place; provide feedback on performance. encourage professional development, facilitate peer goal-setting and monitoring, and support teachers through regular classroom visits.
- Develop leadership capacity within the faculty body through coaching and mentoring; Ensure support and coaching are available for teachers where needed.

STUDENT WELLBEING, LEADERSHIP and DISCIPLINE

- Together with the Pastoral Assistant Principal, ensure sufficient provision for student wellbeing is in place through: regular student support meetings, regular check-ins with students, homeroom care, communication and collaboration with the counselling team.
- Actively encourage student leadership through the Student Council, the House System, the Scholarship and Ambassador Programmes, as well as empowering each and every student to understand they can make a difference.
- Together with the Pastoral Assistant Principal, ensure that all behavioural matters that are consistent with Prem's Code of Conduct and expectations regarding kindness, respect and academic honesty are dealt with swiftly and appropriately.
- Work with all constituents to provide an aspirational education for character development that includes an emphasis on the Prem's Mission and the IB Learner Profile. Support initiatives that lead to the mixing of young people at a range of ages and stages.
- Collaborate with the Assistant Head of School to ensure appropriate standards of health and safety in the Senior School, and to ensure safe and engaging school trips, including Community Learning weeks..

PROMOTING THE SENIOR SCHOOL

- To work with Admissions and Marketing to boost enrolment of students who will add value to the school and benefit from a Prem Education. To ensure that Admissions tests, at each grade level, are effective in providing teachers with an accurate profile of each student entering Prem.
- Ensure parent meetings, conferences and parental workshops are calendared and advertised to parents.
- Ensure timely communication in regard to all Senior School events; work with the Assistant Head of School to ensure that key events are placed on the whole school calendar. Ensure student and parent "e-handbooks" are in place and updated with policy changes as needed.
- Work alongside the Marketing Team to develop outstanding relationships with the PSC, parents in general, and partnerships with the local community.

RECRUITMENT

- Recommend faculty appointments and renewals to the Head of School.
- Assist the Head of School in the process of recruiting the highest-quality teachers to enhance learning.
- Together with the Assistant Head of School, organise an effective 'New Teacher Orientation Programme'

WHOLE SCHOOL

- Develop and meet annual goals, discussed with and set by the Head of School, in support of the overall strategic plan. Complete an annual written self-appraisal against annual goals and job description;
- Work cooperatively and in open, clear communication with students, faculty members, and parents of Prem International School
- Work with all relevant constituents to ensure Prem exceeds or meets each requirement of our accrediting bodies – CIS, IBO, NEASC and ONESQA.

REQUIRED QUALIFICATIONS AND ATTRIBUTES

- An experienced teacher and administrator;
- A Master's Degree in Education, Education Administration or Curriculum;
- A minimum of eight years teaching experience, with at least three in a senior administrative role, preferably as Principal, Deputy-Principal or Coordinator;
- Excellent interpersonal skills with the ability and desire to work collaboratively with the school community;
- Experience in the IB and job-specific professional arenas;
- Experience in developing and implementing professional development;
- Highly organised with excellent writing, technical and communication skills;
- Effective leader and team manager;
- Present clearly and articulately in meetings with parents, teachers and students;

PREFERRED QUALIFICATIONS OR ATTRIBUTES

- Previous experience with accreditation process (IB, CIS, or NEASC)
- Further experience within the IB (i.e. IB workshop facilitator, IB consultant, etc)
- Strong understanding of all aspects of language development

CURRICULUM and ACCREDITATION

Prem International School is accredited by the *New England Association of Schools and Colleges (NEASC)*, the *Council of International Schools (CIS)* and the *Thai Ministry of Education* for grades EY1-12, and is authorised by the *International Baccalaureate (IB)* organisation to offer the IB Primary Years, Middle Years, Diploma Programmes, as well as the Career-related Programme.

