



INTERNATIONAL  
SCHOOLS SERVICES

Making a world of difference

Elementary School Principal  
**Thai Sikh International School (TSIS)**  
*Bangkok, Thailand*

DEADLINE: March 1<sup>st</sup>, 2019

## Introduction

---



TSIS has been educating students since 1985. During the past 33 years, the school has developed two exceptional campuses with facilities which compare to some of the finest schools in Thailand and abroad to educate students aged 3 to 18 years.

Our school day commences at 7:55am and finishes at 2:40pm. Children have free play before school, during morning break and during their lunch break.

Our Junior School is strategically located in Wongwian Yai district of Bangkok and the Senior School is located on the south-eastern edges of the city, with a shuttle service for students from Bearing BTS Station. Both of our campuses have been developed to provide age appropriate learning environments for students. They are equipped with academic, sporting and other extracurricular facilities, recently renovated.

Since August 2017, TSIS has been managed by International Schools Services (ISS) an organization which is associated with over 300 schools around the world. While the change in management is bringing many improvements to the school, ISS is committed to ensuring that the foundation of teaching and learning continues to be based on the long standing TSIS principles of providing children with Education for Life:

- A safe and caring environment which supports physical, emotional, social and intellectual development;
- Universal values relevant to people of all nationalities, races and religions; and
- Outstanding academic skills.

TSIS follows the British national curriculum from Early Years Foundation Stage through to Key Stage 3, after which students are prepared for IGCSE and A-Level examinations. We take pride in the long list of students who have excelled in U.K. Board Examinations at these levels.

## Mission

---

The mission of the Thai Sikh International School is to provide a safe and caring environment which fosters academic success, celebrates diversity, promotes universal values and prepares students to be confident leaders in a global society.

## Philosophy

---

The Thai Sikh International School will motivate, encourage and prepare students to:

- achieve academic success by promoting independent learning, innovation, critical thinking and research.
- develop social skills, empathy, integrity and leadership qualities.
- engage in an intercultural, multi-lingual global community.
- embrace service in an inclusive interconnected world.
- adopt a healthy and active life style.

## The School

---

### HISTORY

The Thai Sikh International School (TSIS) was established in 1985 by the Thai Sikh Foundation, a registered body under the Royal Thai Government. The Foundation is a charitable, non-profit-making institution. The school is registered with the Thai Ministry of Education as an International School.

The school curriculum originates from the English National Curriculum, IGCSE and A-Levels, with other additional programs reflecting the school's international setting in Thailand. The school is accredited by ONESQA in Thailand and the Council of International Schools since 2013.

In 2017, the Board of Thai Sikh International School formed a partnership with International School Services (ISS) to manage the school and lay the foundations for its renewal and redesign with the aim to build on the rich history, traditions and successes of the school. A new Headmaster was appointed to lead the school, with new experienced international staff recruited at both campuses.

The firm commitment of resources and support from the Board, the hard work of ISS and TSIS staff, and the leveraging of ISS resources and expertise, are driving school improvement towards our shared goals.

### JUNIOR SCHOOL CURRICULUM OVERVIEW

The British National Curriculum provides our school with an internationally recognized curriculum framework, tailored to meet our values. The Junior School comprises the first three Key Stages of the National Curriculum:

1. The Foundation Stage comprises Nursery (K1) and Reception (K2) for children aged 3-5 years



2. Key Stage 1 comprises Year 1 and Year 2 for children aged 5-7 years
3. Key Stage 2 comprises Years 3, 4, 5 and 6 (from August 2019) for children aged 7-11 years

Our school's specialist Music, Art, PE and language teachers work alongside the class teachers to provide a well-structured program. In addition to Thai Language and Culture, TSIS Junior School offers Punjabi, Hindi and Chinese languages for students.

### **BOARD OF DIRECTORS/GOVERNANCE**

The Board of Governors consists of professionals and business owners in the Thai Sikh community and is well-established, having maintained the sense of direction and continuity of the school for more than 30 years. The Chairman of the Board of Governors has held the position since the school's founding by the Thai Sikh Foundation, a registered body under the Royal Thai Government. A number of Board members have been closely involved with the school from its origins. All members of the Board of Governors demonstrate keen insight and in-depth knowledge of the school and the Thai Sikh community based on many years of experience supporting the school.



### **STUDENTS**

As members of the TSIS Junior School community, our young students will learn how to:

- Value their own culture, while showing respect for that of others
- Work as individuals and as part of a team
- Develop lively, positive and inquiring minds
- Strive for excellence at all times
- Take pride in their achievements and the success of others
- Lead a balanced and thoughtful life

This year a Student Council was introduced at the Junior School to give students opportunities for leadership as well as to improve student voice.

### **FACULTY**

TSIS carefully selects class teachers who instill a love of learning in every child by maintaining a positive atmosphere where students thrive and can achieve their very best as independent learners.

Junior School class teachers - <http://tsi.ac.th/home/class-teachers/>



## PROFESSIONAL DEVELOPMENT

At TSIS we firmly believe students are not the only learners! With support from International Schools Services, the school and its leadership team continually seek ways to develop teachers' skills and ways of thinking - curriculum, pedagogy and child protection are some of the key areas.

## ADMINISTRATION

To view our Senior Leadership Team and key administrative staff - <http://tsi.ac.th/home/keystaff/>

## ACADEMIC CALENDAR

TSIS operates on a school calendar which is typical of most UK Curriculum schools in Thailand. Our academic year starts in mid-August and concludes in late-June.

The 2018-2019 calendar is summarized below:

	<b>Starts</b>	<b>Ends</b>	<b>Weeks</b>	<b>Total Days</b>
<b>Term 1:</b>	15 <sup>th</sup> August	14 <sup>th</sup> December	17	78 days
<b>Term 2:</b>	8 <sup>th</sup> January	5 <sup>th</sup> April	12	56 days
<b>Term 3:</b>	23 <sup>rd</sup> April	25 <sup>th</sup> June	10	47 days
			<b>Total</b>	<b>181 days</b>

School calendar - <http://tsi.ac.th/home/calendar/>

## ACCREDITATION/AFFILIATIONS

- o The Council of International Schools
- o International Schools Association Thailand (ISAT)
- o GBAC Greater Bangkok Athletics Conference
- o Examination Boards - Cambridge International Examinations, Edexcel, AQA

## CAMPUS/FACILITIES

The Junior Campus is equipped with academic, sporting and other extracurricular facilities. In addition to spacious classrooms, facilities incorporated in the design of the four-story building includes an assembly hall, air-conditioned gymnasium, libraries and dining hall. First-time visitors to the school are impressed by its beautiful, grassed playground and swimming pools. There is also a carpark and drop-off area in the basement to ensure that children arrive and depart each day in complete safety.



## TSIS LEARNER ATTRIBUTES

---

The TSIS Learner Attributes are unique to our school. Based on compelling research, we have identified 8 attitudes towards learning that we believe are essential for academic and personal success.

We strive for all students to see themselves as in control of their own learning and to understand that learning opportunities exist all around them, not just from the teacher. Our Learner Attributes are visible all over the school. They are referred to by all teacher's during lessons and are explored in greater depth during assemblies. Our ultimate goal is to create lifelong learners.

**Mindful:** We appreciate who we are, the perspectives of others, and of the world around us. We reflect on our knowledge and are metacognitive in our thinking.

**Honest:** We act with fairness, virtue and sincerity. We respect the rights and dignity of people everywhere. We are responsible for our actions and their effect on others.

**Resilient:** We are growth minded learners who embrace our mistakes and are persistent in improving our understanding.

**Empowering:** We are confident life-long learners and want others to know their contribution positively impacts achievement of goals.

**Happy:** We encourage positivity, individuality and passion. We learn in a safe and comfortable environment. We enjoy being at school.

**Empathetic:** We are conscious of emotions, actions and experiences and how they influence others.

**Inquisitive:** We question and research our curiosities. We critically think about complex problems when making decisions.

**Collaborators:** We communicate effectively and actively listen to ideas, thoughts, and opinions of others.

## Community

---

Parents are invited to join special activities at the school to develop a greater sense of community, and to observe and encourage their children to perform. For example, parents and alumni were invited to join the TSIS Family Fun Fair in March 2018, the largest community event hosted by the school in several years. Some parents and alumni set up entertainment, retail and food stalls. They also donated prizes for the raffle. The parents who attended the fair supported students who performed or participated in a sporting competition during the day.

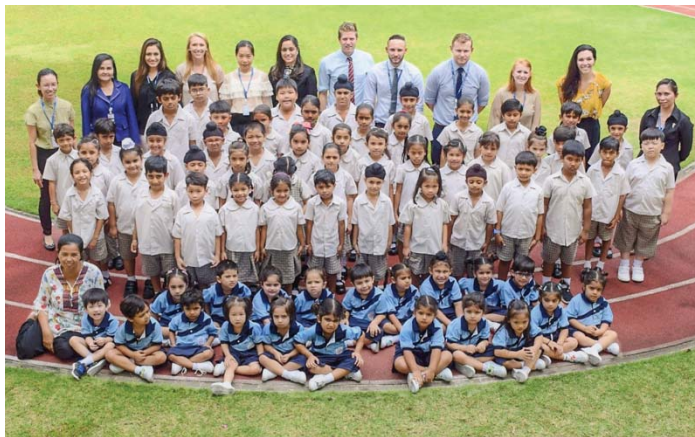
In May 2018, parent representatives were invited to contribute to the renewal of the TSIS Mission, Vision, and Core Values. Their involvement provided the school with a wider perspective as to how the community envisions the graduates of TSIS in the next five to ten years.

Parents are encouraged to collect Student Reports each term. On these occasions, teachers are available for conferences to encourage dialogues about how each student can be supported in their learning and development.

TSIS was accepted into the Greater Bangkok Athletics Conference (GBAC) in the 2018-2019 academic year. Involvement in GBAC provides students with opportunities to participate in a range of sporting competitions with students from other international schools.

The school has hosted representatives from various domestic and international universities to provide senior students with information about various paths of tertiary study. Alumni have also been invited to motivate students with stories of their tertiary studies and success after a TSIS education.

Recently, the Indian Embassy has reached out to the school to encourage greater cooperation. The embassy invited TSIS students to listen to a speech by the United Nation's Secretary General at the United Nations Conference Centre.



Service is an important TSIS core value. Students offer selfless service at the Bangkok Grudwara (Sikh Temple) in a program organized by the Sikh community. Our students have also been recognized for their participation in the World Ethics competition. The competition has been sponsored by the Dhammakaya Foundation for several years.

Administrators participate in activities led by educational organizations including International Schools Services (ISS), East Asia Regional Council of Schools (EARCOS), International Schools Association of Thailand (ISAT), Office of Private Education Commission (OPEC) and the Office of National Education Standards for Quality Assurance (ONESQA) to strengthen our educational programs and build intercultural and international connections for our students.

## Position Overview

---

This is an exciting time to be joining the Junior School which has experienced rapid growth in students over the past 12 months. The incoming Elementary School Principal will lead the continuing expansion of the school, part of the ongoing process to renew and redesign the TSIS educational program.

The Elementary School Principal is accountable to the Headmaster and to the Board of Governors for ensuring the educational and operational success of the Junior School. The Elementary School Principal is responsible for the quality of teaching and learning, for the internal organization, for operational management and control of the School, and for leading the teaching and support staff. The Elementary School Principal should be an inspirational and highly active leader, driven by integrity and a passion for excellence, and committed to the highest standards of teacher performance within and outside the school. The Elementary School Principal is a part of the Senior Leadership Team which comprises the headmaster, the principal of the Junior School, the Admissions & Community Relations Manager and the School Manager.

The professional qualities and knowledge required for this role are in the following areas:

- Visionary / Mission
- Strategic Leadership
- Leading Learning and Teaching (Shaping the Future)
- Working with Stakeholders
- Securing Accountability
- Supporting the work of the Board of Governors and International Schools Services
- Strengthening the Community

## **DUTIES & RESPONSIBILITIES**

Key areas of responsibility are:

### **A. Visionary / Mission**

The Elementary School Principal will:

- Work with the Board of Governors, under the guidance of the Headmaster, to promote the ideals of the Thai Sikh Foundation as appropriate through the teaching curriculum and the Sikh ethos and heritage of the school;
- Promote at all times and to all stakeholders the stated ideals in the Mission statement and Core Values of Thai Sikh International School;
- Under the guidance of the Headmaster and as a member of the Senior Leadership team provide a clear vision for the future of the school;
- Ensure that the holistic development of the students and their well-being in the school's care are accorded the highest priority.

### **B. Strategic Leadership (Shaping the Future)**

The Elementary School Principal will:

- Work with the Board of Governors, under the guidance of the Headmaster, to implement the shared vision and strategic plan for the school. At the core of this will be the educational, personal and spiritual development of the students;
- Lead by example, provide inspiration and motivation, and embody for the students, staff, parents and governors, the vision, purpose and leadership of the school;



- Provide educational vision and direction to create an ethos which enables effective teaching and successful learning and achievement by students to prepare them for life and to compete in a global context;
- Ensure the Mission of the school is clearly articulated, shared, understood and acted upon effectively by all and work with the school community to translate the vision and mission into agreed objectives and operational plans which will promote and sustain school improvement;
- Lead and manage the Junior School's continuous and rigorous self-evaluation process, completing an annual School Improvement Plans (SIP) in line with the CIS accreditation protocol;
- Produce, implement and evaluate school improvement planning, driven by the self-evaluation process;
- Promote a caring and nurturing environment for the school community, which takes account of different backgrounds, cultures and abilities within that community, underpinned by equality of opportunity for all in which individuals feel valued and where personal endeavor and responsibility are encouraged;
- Coach and work with others to create a shared culture, positive climate and an environment conducive to excellence.

### **C. Leading Learning and Teaching**

In agreement and consultation with the Headmaster, the Elementary School Principal will:

- Secure and sustain active teaching and learning through the school by monitoring and evaluating the quality of teaching and standards of students' achievement, using data and benchmarks to monitor progress in every student's learning and setting targets for improvement;
- Ensure that learning and achievement is at the center of strategic planning and resource management;
- Promote excellence in teaching and learning, ensuring a continuous and consistent school wide focus on students' achievement and development (moral, spiritual, physical, social and academic);
- Organize and implement the curriculum and its assessment;
- Ensure that effective and appropriate pastoral support is available to students;
- Ensure the further implementation and development of extra and cross curricular activities to broaden student experience;
- Develop and maintain a reflective partnership with parents to support and improve students' achievement and personal development;
- Demonstrate a complete understanding of and ensure a consistent quality in teaching and learning throughout all stages of the school from Early Years Foundation Stage, Key Stage 1, Key Stage 2 and beyond.

### **D. Developing Self and Working with Stakeholders.**

The Elementary School Principal will:

- Treat everyone fairly and equitably, with dignity and respect;

- Ensure a high standard of on-going professional learning for all staff and for self to enable and empower all staff to carry out their roles to the highest standard based on assessment of needs;
- Ensure active strategies and procedures for staff induction and integration, professional development, and performance review;
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory;
- Manage own workload and that of others to allow an appropriate work/life balance and inspire others to do similarly.

### **E. Leading the organization**

The Elementary School Principal will:

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, mission, Sikh ethos, aims and objectives of the school;
- Ensure a commitment to effective safeguarding and promoting the welfare of students.
- Be visible and committed to a collaborative and flexible leadership style, balancing competing objectives yet keeping the mission of the school and its key stakeholders in central focus;
- Establish collaborative and open relationships with all stakeholders;
- Critically evaluate the school's performance with the Headmaster;
- Communicate openly with the Headmaster on a regular basis;
- Evaluate the school's performance through ongoing structured and strategic evaluation with the Junior School Leadership Team;
- Ensure that communication channels exist, enabling all staff to receive information they need in order to carry out their professional duties effectively;
- Ensure structures deliver student progression, attainment and achievement;
- Effectively deploy the required level of both teaching and support staff within the delegated budget to realize the school's Mission;
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff;
- Implement the Performance Management Appraisal for all staff;
- Ensure effective use of all resources - financial, technological, facilities and human.

### **F. Managing the organization**

The Elementary School Principal will:

- Manage effectively within established parameters, budget preparation in order that the school secures its objectives;
- Work with the Headmaster and senior colleagues to recruit, and retain staff of the highest quality and to deploy all staff effectively in order to improve the quality of education provided;

- Manage and monitor the curriculum of the school within the agreed delegated budget. Set appropriate priorities for expenditure, allocating funds and ensuring active administration and control;
- Under the guidance of the Headmaster and with the staff of the school review and implement the school improvement plan;
- Manage and organize the accommodation of the school efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements;
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all.
- Ensure quality use and maximum impact of school data for student learning;
- Ensure the effective and safe operation of the After-School Activities program and School Trips.

### **G. Securing Accountability**

The Elementary School Principal will:

- Work with the Headmaster and the Board of Governors in providing information, objective advice and support to enable the school to meet its responsibilities and statutory requirements;
- Fulfil contractual accountability to the Board of Governors through a commitment to attend and report to meetings;
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to on-going review and evaluation;
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and guardians;
- Reflect on personal contribution to school achievement and take account of feedback from others.

### **H. Supporting the work of the Board of Governors and International Schools Services**

The Elementary School Principal will:

- Develop, promote and maintain the Sikh and international ethos of the school so that the Core Values are intrinsic to and permeate all aspects of the school life and curriculum;
- Regularly provide the Board of Governors and ISS, through the Headmaster, with reports on the state of the school, including progress linked to the Strategic Plan and SIP and other notable highlights and accomplishments of the school;
- Undertake other reasonable duties as may be required or designated by the Director and the Board.

## **I. Strengthening the Community**

The Elementary School Principal will:

- Develop and maintain effective partnerships with parents to support and improve students' achievement and personal development;
- Strengthen the school's positive image in the wider community and encourage the spirit of volunteerism in students;
- Actively support the diversity of the school's communities and students;
- Ensure learning experiences for students are linked to and integrated with the wider community;
- Seek opportunities to invite parents, community figures, businesses or other organizations into the school to enhance and enrich the school and its value to the wider community;
- Cooperate and work with relevant agencies to protect children.

## **ACADEMIC & PROFESSIONAL QUALIFICATIONS**

The successful candidate will have:

- A university honors degree with an internationally recognized teaching qualification
- A Master's degree in education or an internationally recognized School Senior Leadership qualification

## **SKILLS/EXPERIENCE/ATTRIBUTES SOUGHT**

- A minimum of ten (10) years of teaching experience in a multicultural international Jr./Elementary school.
- Experience in school improvement planning, curriculum development and assessment
- Excellent leadership, decision making, communication and ICT skills
- Ability to multi task and manage multiple high priorities
- A dynamic, innovative, flexible and results oriented leader

## **SALARY & BENEFITS**

- Salary: 70,000US\$ net per year (tax in Thailand paid by employer).
- Housing allowance: 40,000 ThB per month.
- Annual return flights for employee and approved dependents.
- TSIS tuition fees paid for 1 child
- Settling in allowance: US\$240.
- Personal effects - Initial: up to US\$1500 for excess baggage.
- Personal effects - end: up to US\$1500 for personal excess baggage at end of final contract.
- Professional development allowance: US\$1,500 (per contract).
- Life insurance: AIA (employee only).
- Medical and dental insurance: Navakij Insurance Co. (employee only).
- Visa and work permit related expenses.
- Two-year renewable contract.

## Application Instructions

---

Effective date: **August 1, 2019**

Application Deadline: **March 1, 2019**

Candidates will be reviewed as they are received. The school reserves the right to make an offer earlier than the deadline if the right candidate is found. You are encouraged to apply as soon as possible.

Please send a letter of interest, resume, photo, educational philosophy and references to:  
Lory Thiessen (ISS Senior Leadership Executive) at [lthiessen@iss.edu](mailto:lthiessen@iss.edu)

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and TSIS reserve the right to close the selection process at any time if an ideal candidate is found.



# TSIS

Thai Sikh International School