



CANDIDATE INFORMATION PACK

Director of Creative &
Performing Arts

JOB DESCRIPTION

Director of Creative & Performing Arts

Job Purpose

The Director of Creative and Performing Arts will be responsible for the overall strategic direction, leadership and management of the Creative and Performing Arts programme at DBS - comprising the Lower and Upper Schools. The Director of Creative and Performing Arts will also be expected to combine this role with a teaching position at the school, within the Faculty. Currently, the Director of Creative and Performing Arts will oversee and lead a Faculty comprising Music, Drama, Art & Design and Design & Technology.

The Director of Creative and Performing Arts must subscribe fully to the core values of DBS, and understand how academic study, pastoral care and co-curricular activities contribute equally within it.

The Director of Creative and Performing Arts is responsible and accountable for securing the highest standards of student achievement, specific to the subject, for the students that he or she teaches. This occurs through effective monitoring, evaluation and review of the learning progress and teaching outcomes, and setting targets for improvement.



KEY RESPONSIBILITIES

Line Management Structure

- The post holder will directly line manage the Art and DT Coordinator.
- The post holder will directly line manage the Performing Arts Facilitator and Musician-in-Residence.
- The post holder will manage and oversee progress and development of co-curricular standards with the teaching staff within the subjects of Drama, Art & Design, and Design & Technology.
- The post holder will oversee Lower School Music and Production.
- The post holder will be line managed by the Head of the Upper School.
- The post holder will liaise closely with the Deputy Head (Whole School) and the Director of the Enhanced British Curriculum.

School Values and Ethos

- To actively promote our Unique DBS Vision through enthusiastic participation in all areas of School life.
- To share and support the School's commitment to provide an all-round, outstanding education for all our students.
- The desire and ability to promote and develop Creative and Performing Arts across the Pre-Prep, Prep and Senior School community.
- To promote high participation levels of the Creative and Performing Arts outside of the curriculum and to contribute to the co-curricular enrichment activities of the School
- To ensure that the Faculty plans and delivers lessons in accordance with the school's High Quality Learning framework.
- To always set high expectations, which inspire, motivate and challenge both staff and students.
- To have the highest aspirations for all our students' development and achievements, both in and out of the classroom.
- To offer excellent pastoral care for all students.
- To respect and support Thai culture.
- To lead by example by being an outstanding practitioner in one or more aspects of the Arts; attend assemblies, parents' evenings, school functions and other staff meetings; and maintain high standards of professional behaviour, including timekeeping and personal presentation.
- To enhance DBS's local, national and regional reputation for Creative and Performing Arts.
- To follow, implement and advise on school policies and procedures in and out of the classroom.

Safeguarding Responsibilities

- To uphold the highest standards of safeguarding, consistently promoting the safety and well-being of all students in line with the school's Child Protection and Safeguarding Policy.
- To be vigilant in recognising the signs of abuse or harm, and to follow all school procedures for reporting concerns about students or adults without delay.
- To ensure that safeguarding is embedded in daily practice, including classroom interactions, co-curricular activities, off-site visits, and digital environments.
- To complete all required safeguarding and child protection training, including regular refreshers, and to remain fully informed of policy updates and expectations.
- To support a culture of openness, fairness, trust, and respect where all students feel safe, heard, and valued.
- To contribute to a shared responsibility for safeguarding by proactively collaborating with colleagues, Designated Safeguarding Leads, and relevant external agencies when appropriate.
- To support and monitor safeguarding practices within your area of responsibility, ensuring consistency with the school's wider safeguarding strategy and compliance with international accreditation expectations.



Teaching, Learning and Assessment

- Maintain an overview of the A Level Curriculum as experienced by students and liaise with Heads of Faculty to ensure the smooth progression to A Level courses
- Lead, support and monitor Sixth Form initiatives to develop effective learning approaches used by students in the Sixth Form that reinforces academic excellence
- Lead and manage the UCAS process for the UK, and the equivalents for US, Australian, Thai and other world-class universities.
- In collaboration with the University Guidance Counsellors, lead and prepare the relevant literature for parents, students and staff including university guidance booklets, relevant sections of the Staff and Parent handbooks, Student Handbook and the School website.
- Assist the Deputy Head of Upper School with a full review on IGCSE / A-level results, making recommendations for progression
- Be up to date with, and in a position to advise on, all aspects pertaining to university applications
- Attend and participate in FOBISIA network meetings with other professionals to enhance curriculum practice

Pastoral Care

- Assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files on iSAMs; have meetings with parents during or after school as required, communicate with parents; chair Sixth Form meetings and attend management meetings.
- Working with the Head of English and Head of Language Support to develop an effective programme of English progression within the Sixth Form to support university admissions
- Develop effective intervention strategies to ensure all students are supported in achieving their potential
- Oversee the Prefect application process and selection of Head Boy/ Head Girl (from academic year 2023-24) and Prefect Team and work alongside the students in fostering their leadership skills
- Oversee a pastoral Wellbeing programme for students to meet their academic and pastoral needs

Communication

- Ensure that positive communication is maintained with parents through reports, parents' evenings, letters and other informal opportunities e.g. Seesaw/Newsletters/Google Classroom.
- Respond to parental enquiries by telephone, letter or email as appropriate.
- Keep accurate records of all communication with parents, and any other pertinent pastoral information relating to students on iSAMs.

Professional Standards

- To attend assemblies, departmental meetings, parents' evenings, school functions, residential trips and other staff meetings as appropriate.
- To undertake supervisory duties during the school day.
- To recognise the importance of being an exemplary role model to all children within the School.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

Commitment to Professional Development

- To engage actively in ongoing professional development, demonstrating a commitment to reflective practice and continuous improvement.
- To take full advantage of in-school training opportunities and contribute to the professional learning culture through collaboration, coaching, or sharing best practice with colleagues.
- To participate in professional learning aligned with school priorities, student needs, and personal development goals, including safeguarding, wellbeing, and intercultural understanding.
- To stay informed of current educational research, innovations in teaching and learning, and subject-specific developments, applying them where appropriate to improve practice.
- To contribute to whole-school initiatives, CIS accreditation activities, and strategic projects as part of the school's improvement agenda.
- To seek and respond to feedback in a professional manner, using it to enhance teaching effectiveness and student outcomes.

Contribution to School Improvement, Innovation and Use of Technology

- To contribute actively to the school's strategic goals and improvement priorities, including those linked to accreditation processes.
- To participate in innovation and development projects that enhance learning, wellbeing, or global citizenship across the school.
- To bring creativity and evidence-informed practice to initiatives that improve student outcomes, teacher effectiveness, or community engagement.
- To collaborate with colleagues in project teams, curriculum reviews, and inquiry-based professional learning focused on the school's future aspirations.
- To take ownership of improving one's own practice while also supporting a culture of collective growth across departments and year groups.
- To integrate technology meaningfully into teaching and learning in ways that enhance engagement, creativity, and personalised learning.
- To model and promote ethical, responsible, and safe use of digital tools among students, aligned with the school's digital citizenship framework.
- To stay informed of developments in educational technology and incorporate relevant innovations that support high-quality learning.
- To use digital tools effectively for assessment, communication, collaboration, and resource creation.
- To support the development of students' digital literacy and critical thinking skills, preparing them for life in a connected and rapidly evolving world.

Person Specification
(E is Essential; D is Desired)

Qualifications

- Bachelor Degree in Music. (E)
- Postgraduate Certificate of Education (or equivalent). (E)
- Qualified Teacher Status. (D)

Skills and Experience

- Practical knowledge of specific ICT systems/software used in Music. (D)
- Experience of organising whole school events. (D)
- Experience of hosting or organising student participation in FOBISIA events (D)
- A minimum of four years relevant teaching experience. (D)
- Excellent working knowledge of the National Curriculum for England. (E)
- A high level of subject knowledge. (E)
- Experience of preparing students for GCSE/IGCSE and A-level Music examinations. (E)
- An understanding of how IT can be used to enhance the curriculum. (D)
- Experience of working with children who have English as a Second Language. (D)
- A strong academic background, stature and experience that will command the respect of students, parents, colleagues and the wider community. (E)
- An understanding of the demands of a UK independent day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Experience of curriculum development in the subject. (D)
- Knowledge and understanding of recent educational developments and best practice. (E)

Personal Qualities

- Ability to stretch the most able students, whilst also ensuring the curriculum is accessible to all. (E)
- Ability to inspire children with a love of learning. (E)
- An understanding of the needs, challenges and opportunities of an international school community. (E)
- Strong personal-relations and team-working skills. (E)
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a 'nine-to-five' approach. (E)



REMUNERATION

The successful candidate will receive excellent salary and benefits commensurate with their experience.

This will include:

- Competitive salary.
- On-site accommodation (if recruited from overseas) for first year of contract at least. Option to move off-site and receive housing allowance from the second year.
- Start and end of contract flights (for dependent spouse and children too).
- Annual flight allowance (for dependent spouse and children too).
- Medical insurance (for dependent spouse and children too).
- 100% Tuition fees contribution for up to two children (50% for subsequent children).
- An end of contract gratuity.



APPLICATION PROCESS

Please apply through TES.

If you have any additional questions about the role then please contact:
Nattavadee Phlages, Headmaster's PA at nattavadee.p@dbsbangkok.ac.th



Director of Creative & Performing Arts



DENLA BRITISH SCHOOL



DBS

Always to Greater Things