



Phuket Has Been Good To Us Foundation

JOB DESCRIPTION: Teaching Fellow

The **Teaching Fellow** is a pivotal member of the Phuket Has Been Good To Us staff and a qualified and motivated individual interested in furthering their English teaching experience. Reporting directly to the Director of Operations and the Senior Teacher, the Teaching Fellow will be responsible for assisting the designated classroom(s) in accordance with the English language curriculum.

This is a 11-month or 5-month contracted volunteer position, preferably 11 months. It starts with the beginning of the Thai school year on 1st May.

Teaching Fellow Overview:

- Support English Teachers in their classrooms as an assistant or running a reading group, or as a substitute/relief teacher.
- Assist in developing teaching methods and lesson plans in line with curriculum objectives.
- Evaluate (in oral and written form), record progress and prepare pupils for the Foundation's assessment tests, school internal tests and national tests.
- Facilitate learning by establishing a relationship with pupils and by organization of their learning resources and learning environment.
- Develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.
- Challenge and inspire pupils to help them deepen their knowledge and understanding.
- Collaborate with other teachers to continually improve the Foundation's teaching methods and curriculum and the efficiency and effectiveness of the English program.

Work Schedule Overview

PHBGU currently works in 3 schools in Phuket:

- Rajaprajanugroh 36 (Kamala School)
- Anubaan Kamala School (AKS)
- Baan Kalim School

Usually schools are in session from 8:30 am to 4:30 pm, from Monday to Friday. Classes do not always run back to back, so there might be breaks in the school day in which teachers can work on planning or resource. The Teaching Fellow may teach in any of the 3 schools we work in but will most likely be posted at Kamala School. The Teaching Fellow can expect to work with classes from different grade levels and may be put in charge of their own class(es) based on experience and initial performance.

The school year runs from May to end of September, with a one month break, and then continues from November to end of March. A Teaching Fellow, however, may have a different schedule

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depending on their availability and on the teachers' needs. The schedule will be decided by the Senior Teacher and Teaching Fellow before the beginning of the term.

Our Students

As in any country, the students in our educational programs come from hugely varied social backgrounds. Some live in a supportive family unit or extended family, others live in situations that may include neglect and abuse, and some live at the schools.

Most of our work is at Kamala School, where students receive their education on the same site from the age of 5 to 18. Also called Rajaprajanugroh 36, it is one of the 38 special schools that the King's Foundation has founded throughout Thailand to help children in especially difficult circumstances. "Rajaprajanugroh" means mutual help and support (Anugroh) between the King (Raja) and the people (Praja). Most of them are boarding schools, all free of charge.

Besides the usual English Program at Kamala, the Foundation is particularly invested in these residential students by increasing their quality of life in addition to providing them with further English skills that will assist them in finding employment. That is why we run Coconut Club, an after school program focused at the 175 residential students. The program consists in one hour extra-curricular activities 4 days a week, plus swimming on Saturdays and group birthday parties 4 times per year.

Roles and Responsibilities

Please note that this is an overall definition of the post. Discussions will take place on a regular basis with the Senior Teacher to clarify individual responsibilities within the general framework and character of the post.

- Assist with teaching the English curriculum at a school designated by the Foundation;
- Take responsibility for organizing the classroom and learning resources to create a positive learning environment, including its tidiness and cleanliness;
- Motivating pupils with enthusiastic, imaginative presentation;
- Planning, preparing and presenting lessons that cater for the needs of the whole ability range within the class;
- Preparing and marking (grading) to facilitate positive pupil development;
- Providing materials for the Foundation including Sponsor A Child reports, blog posts about your experience, and other materials for marketing purposes as required;
- Safeguarding pupils' health and safety;
- Acting as a role model to students, in manner and appearance, dressing appropriately for the culture and expectations of the host school;
- Taking part in events and activities that promote the Foundation's program outside of normal teaching hours, including managing at least one day a week with the 'Coconut

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Club' and regular Saturday swimming or art classes or other similar program designed to give students opportunities to practice their conversational English outside the classroom;

- Participating in opportunities for further training and professional development;
- To undertake any other reasonable tasks related to the post which may be required from time to time.

Code of Behaviour

- The Teaching Fellow should be aware that they are an ambassador of the Foundation, and that their public behaviour should be appropriate for someone who is in charge of children.
- Smoking and drinking alcohol are not permitted during working hours.
- Employees driving mopeds are required to wear a helmet while employed by the Foundation.
- Employees are expected to use appropriate language at all times.
- The Teaching Fellow is required to wear appropriate clothing as directed by the Foundation.

Skills & Qualifications

- Candidate must have at minimum a Bachelor's degree from an accredited university.
- TEFL/CELTA/TESOL certification strongly preferred.
- Previous teaching experience, preferably in a government school setting, or equivalent experience working with children and/or schools
- Clear and concise verbal communication skills, excellent writing skills and the ability to communicate effectively with people at all levels.
- Ability to handle multiple tasks, projects and schedules.
- Flexibility and adaptability to operate effectively in a fast-paced environment; evening and weekend work, as required.

Remuneration

This is a contracted volunteer position. The individual will receive accommodation, work permit, visa and local transportation in lieu of salary.

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