



## **Phuket Has Been Good To Us Foundation Job Description: English Teacher**

1. Contract length of 11 months. Teacher reports to Senior Teacher.

### **2a. The school system in Thailand**

The government school system comprises both compulsory and voluntary education for Thai students. Nine years of education are required for all Thai children. All children begin primary school at six years of age; some begin in kindergarten, at an earlier age, either at the elementary schools or in nursery schools sponsored by the local administration organizations. Public elementary schools teach two years of kindergarten and six years of basic education.

Lower secondary education (junior high school, grades 7 - 9) is taught either in an "expanded opportunity" school, basically elementary schools with a lower secondary education classes added, or in "true" secondary schools, which educate children from grades 7 - 12. These true secondary schools tend to be in urban locations, whereas the expanded opportunity schools tend to be rural.

For children who complete the ninth grade ("secondary grade 3," as it is known in Thailand), two tracks are available. Those children interested in continuing academic studies will attend upper secondary school. Most provinces have at least one upper secondary school per district. Children interested in a vocational track, will attend a vocational, technical, or agricultural school. The vocational track will provide students with an equivalent high school certificate, or if the student attends for two additional years, he or she will earn an associate degree. Some vocational students even continue to attend college.

Colleges of varying quality levels are available for students all over the country; Phuket has a "Rajabhat" university and several are available in the lower south of Thailand. Another track that is available to Muslim children is the religious school. There are several religious high schools in Phuket and Southern Thailand. In areas where there are significant concentrations of Muslim children, the public schools provide classes in Islamic and Koranic studies.

### **2b. Job Description - overview**

- Develop teaching methods and lesson plans, in line with curriculum objectives.
- Facilitate learning by establishing a relationship with pupils and by their organization of learning resources and the classroom learning environment.
- Develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.
- Evaluate (in oral and written form), record progress and prepare pupils for the Foundation's assessment tests, school internal tests and national tests.
- They link pupils' knowledge to earlier learning and develop ways to encourage it further.
- 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.

### **3. Roles and Responsibilities**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis with the Senior Teacher or Director of Operations, to clarify individual responsibilities within the general framework and character of the post.

- Teaching the English curriculum at a school designated by the Foundation;
- Taking responsibility for organizing the classroom and learning resources to create a positive learning environment, including its tidiness and cleanliness;
- Planning, preparing and presenting lessons that cater for the needs of the whole ability range within the class;
- Motivating pupils with enthusiastic, imaginative presentation;

**Phuket Has Been Good To Us Foundation**  
80/14 Moo 3, Kamala, Kathu, Phuket 83150  
Tel: (076) 278 146, Fax: (076) 341 534

[info@phukethasbeengoodtous.org](mailto:info@phukethasbeengoodtous.org) <http://www.phukethasbeengoodtous.org>

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- Maintaining discipline;
- Preparing and marking (grading) to facilitate positive pupil development;
- Meeting requirements for the assessment and recording of pupils' development;
- Providing feedback to parents on the progress of the Foundation's educational program and of students progress, using a newsletter, contact with individual parents and any other means requested by the Foundation;
- Working with the Senior Teacher to plan and co-ordinate work;
- 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;
- Staying up to date with changes and developments in the structure of the curriculum and making suggestions to the Senior Teacher about how the Foundation's teaching methodology could be improved;
- Taking part in school 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 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;
- Liaising with colleagues in the Foundation and in the school and working flexibly;
- Assisting with set up and attending fundraising events as and when required;
- To undertake any other reasonable tasks related to the post which may be required from time to time.

#### 4. Code of Professional Conduct

- The teachers should be aware that they are an ambassador of the Foundation, and that their public behaviour maintains the honour and dignity of the profession.
- The teacher adheres to the Foundation's Child Protection Policy, teaches and relates to his/her colleagues and students in a manner that respects the dignity and rights of all persons without prejudice, as to race, religious beliefs, colour, gender, sexual orientation, physical characteristics, disabilities, age, ancestry or place of origin.
- Teachers are expected to use appropriate language at all times.
- Smoking and drinking alcohol are not permitted during working hours.
- Teachers are required to wear appropriate clothing as directed by the Foundation.
- Foundation teachers must not take on private students if such work interferes in any way with their obligations or performance of their duties in this position. OR Foundation teachers must not engage in any non-school related activity / extra work (e.g. private students) if such activity / work interferes in any way with their obligations or performance of their duties in this position.
- Where the teacher has access to confidential information concerning students, colleagues, the school, and the Foundation, the teacher must not reveal or discuss the information except to those colleagues who have a professional role in relation to the individual or situation.
- As professionals, the teachers will avoid workplace gossip and negativity as it raises resentment and becomes a barrier to effective communication and collaboration. All teachers have an obligation to take active steps to divert conversations away from it if we come across it.
- Work as part of a team, contributing as well as learning from others, help build a strong workforce.
- The teacher shall not divulge to any documents which have not been officially released, share or remove records from files, without official permission.
- The Teacher should wear a helmet when driving two wheeled vehicles.

#### 5. Post Location

The teacher will be placed within any of the three schools in the Phuket province, as designated necessary by the Foundation. The head office of the Foundation is currently at 80/14 Moo 3, T.Kamala, A. Katu, Phuket, 83150 Thailand.

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**6. Qualifications & Skills**

- 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, with TEFL experience
- 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.

**7. Remuneration**

- 35,000 THB per month less government taxes and four weeks paid leave during holidays in October.

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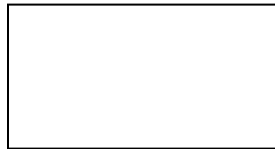


Vocational Opportunities  
Through English

**SIGNED AND SEALED**

This **Job Description** is signed as an agreement to all articles in both the contract and the Job Description executed by the parties.

**THE COMMON SEAL** of the *Phuket Has Been Good To Us Foundation*



**SIGNED** by

**Senior Teacher**

Jerraleen Balais

Date

**Office Manager**

Arporn Nortip

Date

**Teacher**

Name

Date

**In the presence of:**

Witness

Name

Date

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