



BANGKOK PREP

Bangkok International Preparatory & Secondary School
Est. 2003

Information for Teaching Applicants 2018-19

- National Curriculum of England
- Nursery – Key Stage 2 in Primary
- Key Stage 3, IGCSE and A Levels in Secondary
- Students age 3-18 years
- Central city residential location
- Serviced by BTS Skytrain and taxis
- Supportive Environment
- Internationally Accredited
- Winner of the 2009 Prime Minister's Award – Best Export Provider in International Education
- Thailand Trust Mark



For more information on prospective employment contact the Head of School's Personal Assistant by email hmsec@bkkprep.ac.th, phone (+66)2.662.7890 or visit our website www.bkkprep.ac.th , or submit your application direct through the school's online system at: <http://www.mvdmgroup.co.uk/bangkokprep>

**Bangkok International Preparatory and Secondary School
(Bangkok Prep)
Information for Teacher Applicants
2018-19**

A: School Background

Bangkok International Preparatory and Secondary School was founded as a result of the vision of two educators who had previous extensive experience in international education in Thailand and Vietnam. Friends and family members who shared a similar vision and philosophy also expressed a genuine interest in supporting the venture. The school opened for its first academic year in August 2003 with the Founding Chairman of the Board of Directors, Prof. Dr. Sippanondha Ketudat, stating that:

"with the globalisation movement thus comes the notion of 'Global Citizens' that necessitates a new form of education aimed at enabling them to love and work with people of different races and cultures....they must be prepared for multi – cultural interaction, values change, a cosmopolitan way of life, yet maintain their own ideals and identity".

The school was officially opened by H.R.H. Princess Maha Chakri Sirindhorn and its 2009 revised Mission Statement states:

"Our School provides an education where students can prepare for life and realize their full potential through a stimulating and challenging international learning community. We aspire to an appreciation of cultural diversity and a willingness to embrace social and personal responsibility."

Our Vision: *To be an outstanding learning community that is internationally-minded inspiring all members to achieve their potential.*

The school was the recipient of the 2009 Prime Minister's Award for Best Service Provider in International Education in Thailand. It is "Triple Accredited" and is a member of many Thai and International affiliated agencies and associations.

B: School Description and Facilities

The Primary School occupies possibly the most central and easily accessible site of all international schools in Thailand. Located adjacent to the BTS Skytrain station, Thong Lo, it provides convenience as well as a safe and secure location in one of Bangkok's most desirable residential neighbourhoods in Sukhumvit Soi 53.

There are approximately 55 classrooms, a multi-purpose sports complex with Dance Studio and Fitness Area, four science laboratories, four ICT computer rooms, two libraries, an outside games field with Synthetic Astro Turf, and a 289 seat Auditorium. The school has access to another field for football/soccer at a nearby location and has access to the Racquet Club.

The Secondary School campus is approximately 3 kilometres from the existing campus on Sukhumvit 53, and conveniently accessible from BTS On Nut, Sukhumvit 71 and Ram Inthra - At Narong Express way. The campus is surrounded by a private residential neighbourhood.

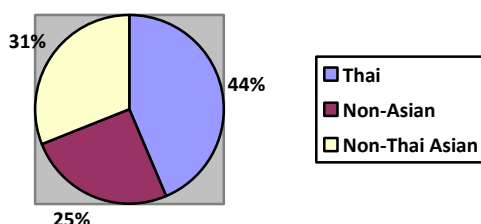
The state-of-the-art technology and facilities that are available at the new Bangkok Prep Secondary Campus feature modern classrooms and labs, a full sized sports

field, a 50-metre swimming pool, tennis courts, a sports complex, a creative arts, drama and music centre and an auditorium.

Bangkok Prep accepts children from 3-18 years of age. The school follows the National Curriculum of England for Key Stages 1-3, and has implemented the International General Certificate of Secondary Education (IGCSE) at Years 10/11 and A level for Sixth Form (Years 12/13).

C: School Size and Environment

The school has 39 different nationalities of students. The largest being Thai and the next largest nationality groups are British, Australian, Japanese, American and Indian.



In September 2017, the enrolment was 986 students from Nursery through Year 13.

The school has class sizes of 22 students, four classes in most year groups. Enrolment increases have been significant each year, with demand rising as the profile of the school is enhanced within the Bangkok community. The students are a delight to teach. The school has links in through The Chitralada Palace School and caters for both host country national expectations as well as expatriates. Like most international schools in Thailand, the majority of students are Second Language English speakers. However, English is the language of instruction.

D: School Structure

The school's management and governance is shown in **Appendix 1**. The school is proprietary, with shareholders providing significant initial financing for the securing of the prime residential site and ongoing facilities construction. One of the major shareholders is the License Holder, Khun Patrada Yomnak, (Khun is the Thai term for Mr or Mrs) who liaises closely with the Head of School. The school is governed by a Board of Directors and an Executive Board, comprising seven trustees, License Holder, Parent Representative and the Head of School. The Executive Board meets at least once per term and reports back, via the Head of School, to the school community. The current Head of School has an excellent working relationship with the Thai License Holder and the members of the Executive School Board and Directors.

E: Management Structure

The Senior Management Team comprises 6 members, each of who has significant management experience. The current Head of School, **Val Thomas-Peter**, who chairs the SMT, has been associated with international schools for over 15 years and joined Bangkok Prep in August 2014 after 6 years as Director of School at the Alice Smith School in Kuala Lumpur and previous headship posts in Dubai, Shanghai, Boston (USA) and the UK.

The License Holder, **Patrada Yomnak** holds a Master's Degree in Education and has been previously associated with other international schools in Bangkok and Hanoi. She had held a senior administrative position at the Ministry of Education. She has been involved in teaching and as an advisor at Chitralada Palace School. She is currently Co-Chair of the Government Liaison Committee of the Executive Committee of ISAT.

The Deputy Head of School, **Duncan Stonehouse** is also a UK national who joined the school in August 2014. Prior to this, he worked in the Senior Management Team for 9 years in Abu Dhabi at The British School Al Khubairat School.

The Head of Secondary is **Nigel Wilsonlock**, a UK national, who took up the position in August 2015. Prior to this, he worked in BIS Jakarta and Hong Kong.

The Acting Head of Primary is **Brad Owen**, a UK national, who took up the position in August 2017. Prior to this, he worked in British Schools in Shanghai.

The Deputy School Manager, **Mike Supat Rajkich**, is a Thai national who was educated and employed overseas. He has been employed at the school for 10 years and oversees the campus, admissions office and many other aspects of school management. He speaks three languages.

The Assistant School Manager, **Pim Yomnak** holds a second Master's Degree in International Education Administration. She has been employed at the school for more than 10 years and oversees the Marketing Department, campus development, and many other aspects of school management.

F: Staff

Currently there are 83 full time expatriate teachers, 3 part-time teachers, 4 expatriate administrators, 16 Thai language teachers, LOTE teachers, and 24 Thai degree qualified teaching assistants, mainly supporting the Primary School classrooms. The majority of teaching staff are UK nationals and most have had prior experience in other international schools. The school, like most international schools in Thailand, has a sizeable proportion of second language speaking students and employs 2 additional staff in the EAL (English as an Additional Language) programme. The school limits the number of students with learning differences and provides additional SEN staffing support in this area. Prospective teachers are expected to cater for the level of emerging English speakers in most classes and adapt their teaching styles accordingly.

G: Curriculum and Accreditation

The school offers the National Curriculum of England which it adapts to the needs of the student population. SATs are taken at targeted age ranges in KS1 and KS2 and IGCSE is offered as a precursor to A Levels, leading the students towards University education. Last year's IGCSE results were good. We are focused on the continual improvement of our A Level results in the coming years, as our 6th form grows.

The school was granted full 10 year Accreditation Status in March 2011 with joint Accreditation by CIS (Council of International Schools) and NEASC (New England Association of Schools and Colleges) as well as ONESQA (Thai Quality Assurance). As well as being an authorized IGCSE examination centre, the school is a member of ISAT, International Schools Association of Thailand and TISAC, (Thailand International Schools and Activities Conference). The School has also secured

successful membership of FOBISIA (Federation of British Schools in Asia) regularly takes part in its activities across the region.

H: School Year and Day

The school operates a northern hemisphere academic year from mid-August to late June. Classes begin from about 7.45 am and conclude between 2.30 – 3.00 pm. An extensive after school activities programme for students is offered each day. Some activities are outsourced to local providers. Each teaching staff member is required to offer at least one after school activity per week, with additional remuneration for extra approved activities.

I: Finances

The school is in the very enviable position of being financially stable, with additional support by the major shareholders. The school's enrolment has been increasing each year and the Board has ensured that tuition fees are kept at a competitive level commensurate with the other schools in the 'mid-sized' range within Thailand.

J: Strategic Planning

A School Development Plan for 2017-20 has been established in line with the identified Vision of *"to be an outstanding learning community that is internationally-minded inspiring all members to achieve their potential."* The Philosophy and Objectives and Life Skills statements can be found on the website. The SPD links both sections of the school for future developments. It covers the following five key areas:

- Academic Excellence
- Preferred Employer
- Infrastructive and Resources
- Pastoral Care
- Community

K: Conditions of Service

The 2018-19 full-time teachers' remuneration and benefits package is contained in **Appendix 2**. Newly recruited staff are placed on the salary scale Point according to prior full-time teaching experience with maximum entry level at Point 6. One additional Point can be awarded for an approved Master's Degree. All salaries are paid entirely in Thai Baht which is readily convertible to major foreign currencies. Taxation is according to Thai law and an example of calculation is included in **Appendix 3**. Some UK staff recruited directly from the UK may be eligible for taxation rebates (see **Appendix 4**). The cost of living in Bangkok is much lower than Western cities and the salary provides for a comfortable lifestyle for the employee. A housing accommodation subsidy is provided for all teaching staff and most staff live within a short distance of school. Taxis are cheap and plentiful; staff residing in Bangkok for a reasonable period of time often purchase motor bikes or cars. For overseas hired staff, airfares are provided at the commencement and conclusion of a two year contractual term, together with a mid-contract cash "professional allowance" payment. Health insurance is provided for the employee, as well as the costs of obtaining the various work permits and teaching license. A bonus incentive is provided for staff renewing beyond the initial two year period. Full details are provided in the "Teaching Employment Contract".

L: Responsibility Allowances

The school has identified numerous positions within both the Primary and Secondary schools where paid Positions of Responsibility (POR) are offered on a yearly basis. These positions offer successful applicants experience in middle level management

and recipients report direct to their line manager and the Head of Primary/Secondary.

M: Contractual Requirements

Full requirements and conditions are contained in the Teaching Contract. Full time Primary teachers are expected to be on the campus from 7.15 am to 4.00 pm, and Secondary teachers are expected to be on the campus from 7.30 am – to 4.15 pm. Teaching staff are expected to teach up to as 80% timetable, and take on class tutor group responsibilities. Staff are also required to undertake duties.

Staff Meetings

Primary Staff Meetings commence at 2.15 pm and Secondary Staff Meetings commence at 3.25 pm once a week after school until about 4.00 pm. Other subject/year group meetings may be held during the school day or after school.

N: New Staff Arrival and Orientation

Staff recruited to commence the new school year at Bangkok Prep will receive further details in a booklet entitled 'New Staff Arrival and Orientation Information 2018-19'. Key points covered will include

- Pre-arrival preparation and paperwork
- Non – Immigrant B Visa procedures
- Work Permits
- Taxation and entitlements
- Accommodation
- Helpful hints on Thailand and Thai Culture/customs
- Bank opening
- Medical services

O: Life in Bangkok

School-Living

The Primary school is located on the corner of Soi 53 and Sukhumvit Road. Its central position, directly adjacent to the modern and efficient skytrain BTS station "Thong Lo" makes access to Bangkok life so easy. The school is situated in one of Bangkok's upmarket residential areas (Sukhumvit) which is in the centre of much of Bangkok's shopping, restaurants, plazas, and embassy expatriate life. Taxis are air-conditioned and very cheap and getting around in non-peak hour traffic is quite reasonable considering the size of the city.

The Secondary School is situated off Soi 77 in the newly established T77 residential complex. It is close to the BTS Station "On Nut". For more information please visit this link <http://www.bkkprep.ac.th/secondary/new-secondary-campus-nut/>

Most teachers live in apartments within a 2 km. radius of the school and as well as using the above modes of transport, some have bought cars or motorbikes. The side streets (Sois) are alternate ways of travelling rather than using the main Sukhumvit Road. These Sois are clearly labeled in English numbers and follow a logical sequence. An underground railway system also opened up this decade and provides alternative transportation. The new modern airport, Suvarnabhumi, is located on the same side of the city as the school and access time to the airport is now only 30-40 minutes.

Apartments

Apartments are comfortable and air-conditioned and are generally well-furnished. Prices vary significantly and you will be given assistance and advice upon arrival on

the range and style of apartments. Rents are negotiable and the accommodation allowance assists you in your living style. Some staff try to live within their accommodation allowance, whereas others are prepared to pay extra for their personal life-style preferences. Accommodation costs are generally a little cheaper the further you move away from the Sukhumvit Road area. Maids/cleaners are readily available and affordable on your salaries if you so wish.

Eating and Shopping

Both campuses are located within easy distance of supermarkets and shopping centres. A wide range of international food and supplies is available, as well as fresh local produce. Bangkok has taken on a very sophisticated style over the past 10-15 years with superb restaurants catering for all culinary tastes, great nightclubs/pubs/and cinema centres showing the latest movies at a very reasonable price. There are numerous balls and dinner dances throughout the year catering for celebration of expatriate national events days (St. Patrick's Ball, St. Andrew's, St. David's, Rugby Club Balls etc.) – a good chance to dress up and join a table at one of the many five star hotels in town.

Weekends/Vacations

Whilst Bangkok offers so much to do, many staff try to get out of town for a weekend or long weekend to the beaches or islands. The Eastern Seaboard is now very accessible by public bus or hiring a taxi and Pattaya, Rayong, or Koh Samet are only 2-3 hours' drive away. Additionally, Hua Hin, Cha Am on the southern beaches are also 2-3 hours' drive/or train away. Chiangmai in the north is a 1 hour flight, additionally Phuket and Koh Samui have regular flights. Culturally historic cities of Sukhothai, Ayutthaya and Kanchanaburi are wonderful places to visit.

Bangkok is also a hub for flights to Laos, Vietnam, Myanmar (Burma), Nepal, Singapore, Hong Kong or Malaysia – all no more than 2.5 hours' flight time. Australia is only a 9 hour flight away to Melbourne or Sydney. Airfares have risen due to fuel surcharge, but several discount/low cost airlines fly many of these routes. Hotel/bungalow accommodation costs within Thailand are affordable and negotiable. The quality of expatriate life in Bangkok is good and should not be compared with the Bangkok that tourists see! Most staff finds their social niche in Bangkok and thoroughly enjoy life here. Others may find aspects of daily life frustrating, but it is crucial to develop a greater sense of tolerance and understanding rather than try and change the city! Sporting clubs (football, rugby, tennis, gyms etc.) are all readily accessible for those wanting a more active life.

Bangkok is what you make of it. It is a great city waiting to be explored.

P: A Former Overseas Hired Teacher's Perspective on Coming to Bangkok (Christian Bishop and his wife have two young sons, and spent 4 years of teaching at the school. They previously worked in Kenya and the UK.)

Leaving the country you live in and coming to a new one can be an altogether daunting prospect. I have compiled this information for new members of staff coming to Bangkok International Preparatory and Secondary School to try to fill in just some of the empty spaces as far as everyday life is concerned. It is not by any means the final say, it is just some information I have gathered in my time in Bangkok that I felt might be useful, I hope it is of use to you all!

Leaving your Country of Residence

When leaving your country you have a few things to consider. The visa requirement will be dealt with by the school, you should receive letters etc to take to the Thai

embassy etc. in your home country and a separate information sheet will be given to you regarding this and also about getting a police clearance check. The next task is to think about getting your belongings out to Thailand. Only bring what you feel essential, your CD collection, laptop computer etc. All electrical items are taxable upon entry to Thailand so don't bring your stereo system or your TV, they are all relatively cheap here. If you decide to ship goods to Bangkok, you need to ensure that your goods do not arrive in the country before you. **Do not arrange for your shipping agent to send your goods to Thailand until you have your Work Permit.** Ask the Head of School's P.A., as she is well informed on this issue. Clothes, although western sizes can be more difficult to get, electrical goods and interior furnishings are quite cheap here so please remember to travel light. Lastly a laptop will come through customs with you and so not be taxable whereas a desktop may be taxable in your freight. Desktops and laptops are relatively cheap here and you can have them built to your own specifications.

Climate and Clothing

The climate here varies in values of hot. In August it is humid but the temperature rises around Easter time, (a festival here called Songkran) to become very hot! There is little climatic change but there is usually a touch of cooler weather in December which is a refreshing change. The main factor here is the humidity but all the school classrooms have air conditioning as too do all the taxis, shops, sky train etc. The sun does not seem so intense here though so sunburn whilst on duty is not a concern. As a result of this the clothing that people wear reflects this. The foreigners all wear light cotton shirts and linens. I have to admit that I have jumpers and long sleeved tops in my wardrobe that have not seen the light of day since I arrived here. This may help cut down some of your packing too. Men wear a shirt and tie to work and women a conservative dress or slacks and top.

Cost of living

The cost of living here is very cheap compared to UK. As I will explain later the food is cheap to buy and can even be pricier to cook at home. Supermarkets tend to have a great range of imported goods of all sorts. We have all the important things but more unusual things, such as Marmite and Branston Pickle, have also hit the shelves now for a price! Tesco Lotus sell everything just like Tesco in the UK and smaller supermarkets also have great range, including fresh meat and fish counters. These supermarkets all deliver too so don't worry about lugging great numbers of bags home. The cost of a few items commonly bought at home:

Goods	Unit	THB	GBP
Chicken breasts	2.2 Pound	80	1.82
Bottle of Cola	1.5 Litre	23	0.52
Fresh milk	2 Litre	91.75	2.09
Bread	1/2 loaf	25	0.57
Bottle of beer	630 ml.	59	1.34
Sirloin steak	2.2 Pound	300	6.82

The cost of other things are relatively cheap too. To get about, ranges depending on the mode of transport. The sky train is cheap as too is the underground. Tuk Tuks are good value but only operate in local areas so will not take you great distances, not that you would want that too! Taxis are very good value and are everywhere. A taxi journey lasting for 45 mins will only cost you 100 THB = 1.90 GBP so long as you stay within the city. Clothes of all styles are found here. Some of the posh shopping malls such as Emporium and Siam Paragon have expensive designer shops where up to date fashions can be acquired. Street markets and Sukhumvit Rd. have

the same fashions but not as legitimate! Tesco Lotus, much the same as in UK supplies lots of good value clothes. A friend of mine arrived minus his case, which was in Hong Kong, and bought a new wardrobe there for 5,000 THB!

Needless to say all the modern TV series and Films are available to buy. Also Cable TV here shows live sport broadcasts, the latest "CSI", has 5 movie channels and has BBC and CNN news and entertainment channels. The internet is also very good here. Broadband connections start at 700 THB a month.

Mobile phones are again relatively cheap but if you have one at home bring it because these can be unlocked from your network provider for a reasonable price.

You can get pre-paid as you go cards here, or contracts, but the cost depends upon your use. Texts to UK are a good price.

Health Care

The school provides health cover for you as the employee. This covers you for doctor's appointments as well as hospital care should you be admitted. The hospitals here are great, private rooms have satellite TV and en-suite and the doctors are very well trained. The nearest and arguably the best is Samitivej which is 10 mins walk from school. If you are on medication or have a need for various medicines from time to time these prescription drugs can all be acquired over the counter at one of the many pharmacies here. Antibiotics cost as little as 100bt a strip.

Accommodation

The school will pay for your initial stay at a serviced apartment or hotel for up to 10 nights in which time the school can assist by contacting an agent for you to look for a place, you specify what you want and the agent will go looking for you. Many staff also seek advice from existing staff about their accommodation.

The one key point about accommodation here is the deposit. Most landlords will expect you to put down a month in advance plus two months deposit. If your apartment is 25,000 THB a month that's 75,000 THB in one hit!!! You may need to plan for this before arrival. The school may provide for a partial advance on your first month's salary if requested. Apartments are more expensive nearer the school but get cheaper the further away from Sukhumvit you go, it all depends on how much time you want to travel in the morning. This is helped by the school's location next to the sky train route as you can reach the school relatively painlessly from all over Bangkok. As some of you may have acquired a 'Lonely Planet' we are located on the South Eastern side of Bangkok central. This may help if an agent sends you any prospective addresses. Surprisingly it can get cheaper going further into central Bangkok, toward Nana BTS station. Here the condos can be cheaper than around Thong Lo.

Entertainment

There is lots to do here! Nightclubs, pubs, bars etc for the young or young at heart, theatre, cinema and concerts for everyone else! Bangkok has seen a huge rise in 'big names' visiting in past times, Santana, Eric Clapton, Oasis, Kylie Minogue, Bon Jovi and Metallica, etc. The cinemas are very good and gold class seats (2,500 THB) include double reclining bed with duvet and waiter service! Standard seats are about 200 THB. There is a vibrant sporting circle with active football, netball, cricket and hockey leagues running. For those with younger children there is an expat circle of playgroups to attend which quickly finds you friends and acquaintances.

Holidays

Thailand is great for cheap holidays, the whole of Thailand and South East Asia is on your doorstep. Flights to Australia are reasonable, flights to Chiang Mai vary depending upon the chosen airline. For a better idea on prices of places to stay check out some places and flights on www.asiatravel.com this will give you a very good idea at how much you can do on very little money. Obviously there are backpacker type places all over that are not on this site and cost far less, it just depends on what you are looking for. In Thailand there are lots of public holidays too, so lots of long weekends, the coast is only an hour and a half away so most staff zip off to the coast for long weekends, not a bad way to spend a weekend! Transport to and from vacations is easy. There are buses from near to school that go to the coast for as little as 350 THB or you can hire a car for about 1,500 /thb a day. Most of us hire taxis as they have agreed rates for such destinations, the average rate is about 1,000 baht per hours driving time, so a 3 hour journey will cost 3,000 THB. You can also get the train which is again cheap but takes a while, so I have heard.

Eating out

Bangkok has every type of cuisine and every range of price to match. The street food which is commonly some of the best, starts at about 30 THB for a green curry with rice and may go up to about 100 THB. Restaurants vary and depend on the swanky value as in all places. Some of the swankier ones are still good value in my mind, 400 THB for a main course, still way below the price of a bowl of chips in a Richmond restaurant! Also you can pick up a directory called Food by Phone which has all the restaurants in your area. This has been known to some staff as the bible and lists all restaurants on Sukhumvit. You can choose from this a starter from a Greek restaurant, an Indian main and a Danish desert! All delivered to your door in 30-45 mins. Do not worry about hot and spicy food, Thais are very understanding of the foreigners' inability to eat firey food.

Security

Thailand is incredibly safe and after spending the previous 5 years in Africa and the prior 4 in London, it's the safest I have felt in a decade. You can stroll the streets in safety, there is little to no risk of muggings etc. The security issues here were political and not aimed at harming civilians. The Thai people are naturally very calm and mild natured and this is reflected in their manner.

(Christian Bishop is now working in China)

Q: Are you ready for Bangkok Prep?

Bangkok International Preparatory and Secondary School is seeking outstanding educators who want to be a part of a growing mid-sized institution that is continually striving to develop and improve. Life in a big city school provides many conveniences but also presents challenges and demands. We require staff who are flexible, innovative, able to cope with the management of change, culturally sensitive, tolerant of student language acquisition and prepared to work beyond normal day school hours. We may not be the highest paying school but we do more than make up for this with our community spirit and great working conditions.

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Have you visited our website (www.bkkprep.ac.th)?



Appendix

Appendix 1: School Structure

Appendix 2: Staff Remuneration and Benefits

Appendix 3: POR Structure 2018-19

Appendix 4: Sample Approximate Tax Calculation

Appendix 5: 2018-19 School Calendar

Appendix 6: Location of Bangkok Prep

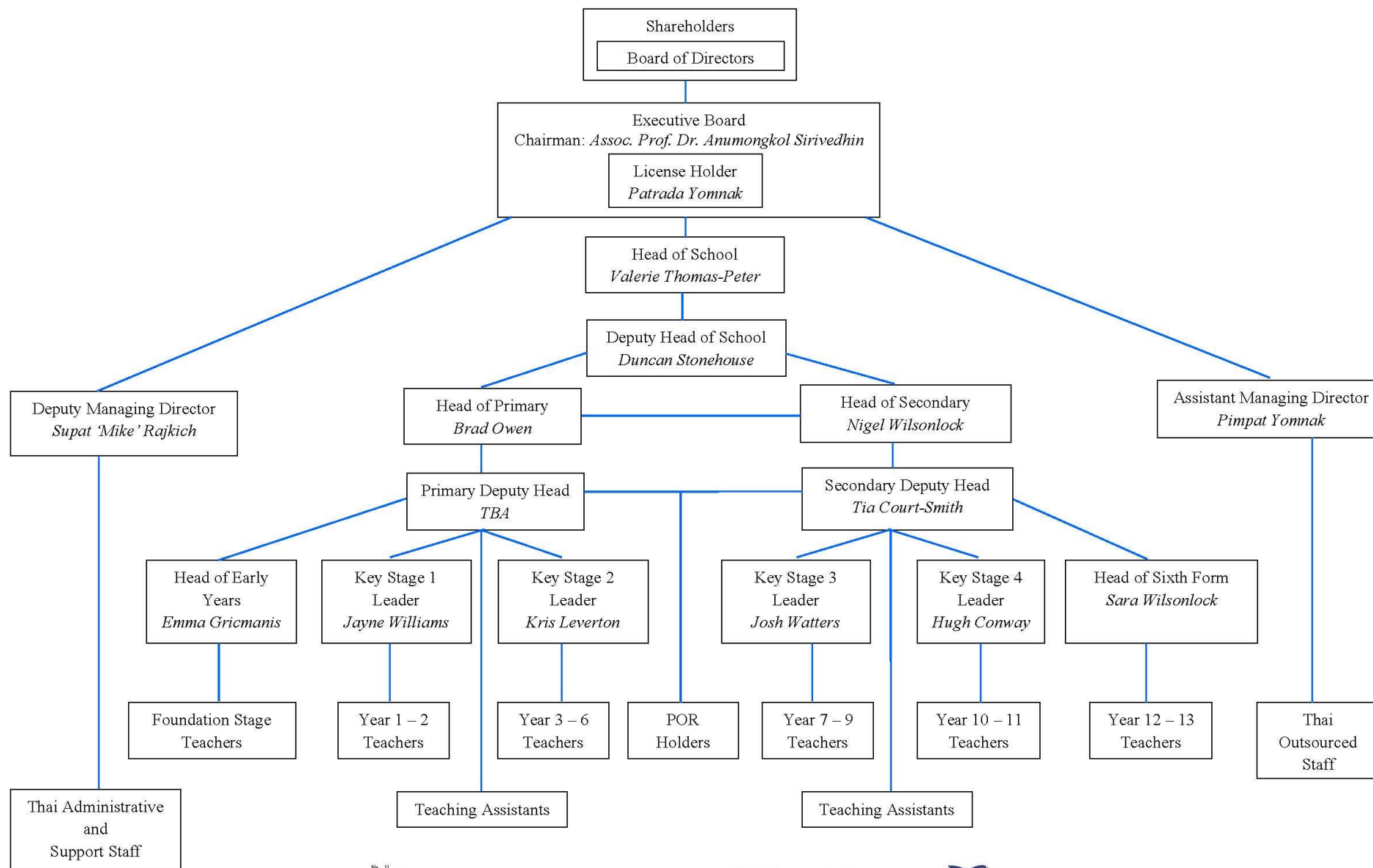


BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

Governance and Management Structure 2017-18



Appendix2
Remuneration and Benefits 2018-19
New Expatriate Teacher (fully qualified)
(Initial two year contract)

Update: October 2017

Description			
Salary	Point	Years Prior Teaching	Monthly Gross (THB)
Gross salary paid monthly (pro-rated) on last working day (Max entry: Point 6)	12	-	117,000
	11	-	115,000
	10	-	113,000
	9	-	111,000
	8	-	109,000
	7	-	107,000
	6 (Max entry)	6+	105,000
	5	5	102,000
	4	4	100,000
	3	3	98,000
	2	2	96,000
	1	0 < 2	94,000
Accommodation Allowance	• Baht 35,000 gross (first 2 year contract), increasing to Baht 40,000 gross for second and subsequent contracts		
Air fares (Employee)	<ul style="list-style-type: none"> • Start of contract – least cost economy, one way from approved point of origin • End of contract – least cost economy, one way flight to approved point of origin • Contract renewal – least cost economy, return flight to approved point of origin and Bangkok • Non-working dependant spouse eligible 		
Shipping Allowance	• Baht 15,000 gross upon arrival, and departure after 3 or more years' service		
Relocation Allowance	• Baht 15,000 gross for overseas hired employee upon arrival		
Mid - contract Professional Allowance	• Baht 54,000 gross paid at the end of the first year of the initial two year contract. The allowance will be paid in subsequent contracts providing a flight entitlement is not paid		
Bonus	• 10% of gross salary, including any POR, for a 2 year extension beyond the initial 2 year contract (paid at end of fourth year)		
Health Insurance	<ul style="list-style-type: none"> • Premium paid for expatriate teaching employee only • International cover (subject to limitations) • Subsidy paid (Baht 12,000) towards dependent spouse and child/ren medical (options) 		
Lap Top Computer	• Provided for use by secondary staff only		
Activities Payment above contract obligations	• Payment according to established rates for second and subsequent approved after school activity offerings		
Position of Responsibility Allowance	• Range from Baht 2,000 – 20,000 gross per month, depending upon position		
Permits	<ul style="list-style-type: none"> • Initial single non-immigrant B visa – paid by the employer for the employee only • Renewal of non-Immigrant B visa – paid by the employer for the employee and dependant spouse • Work Permit- paid by employer annually • Teaching License – paid by the employer annually • Multiple Re-entry Permit – paid by the employer once per academic year, if requested • Overstay fees are the responsibility of the employee 		
Upon Initial Arrival	<ul style="list-style-type: none"> • Initial up to 10 nights accommodation paid for by employer for employee and approved dependants • Initial medical examination (required for work permit) • Initial photographs (required for permits) 		
Dependant Children Education	• Tuition fees only provided for up two eligible dependant children		
Taxation	<ul style="list-style-type: none"> • All teaching staff will pay taxation at the prevailing Thai Government rates. • Dependant upon conditions criteria (prior taxation status in UK, total length of contractual service at the School being no more than 2 years), eligible employees will be given assistance in the process of submitting a claim for potential taxation rebate 		

For overseas-hired staff ONLY

Appendix 3
The new POR structure 2018-19

Position	Allowance (THB Gross/month)
POR 6 – Key Stage Leaders	20,000
POR 5 – Faculty Leaders	16,000
POR 4 – Year Leaders	12,000
POR 3 – HOD + 4	9,000
POR 2 – HOD + 2	6,000
POR1 – Special Projects	2,000

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Appendix 4
Sample Approximate Tax Calculation
For a 12 month fiscal year (January-December)

- Single employee
- Individual approximate taxation will be determined by the school upon your arrival

Deduction before tax

Employment standard deduction:	100,000 Baht
Personal allowance:	60,000 Baht
Non-Working Spouse allowance (legally married):	60,000 Baht
Child allowance:	30,000 Baht

Calculation of tax

Taxable income = Gross income – Deductions (using data above), where Gross income includes salary, housing allowance, professional, mid contract allowances, bonus, etc.)

First 150,000 Baht of taxable income is taxed at 0%

Taxable income over 150,001 Baht and up to 300,000 Baht is taxed at 5%

Taxable income over 300,001 Baht and up to 500,000 Baht is taxed at 10%

Taxable income over 500,001 Baht and up to 750,000 Baht is taxed at 15%

Taxable income over 750,001 Baht and up to 1,000,000 Baht is taxed at 20%

Taxable income over 1,000,001 Baht and up to 2,000,000 Baht is taxed at 25%

Taxable income over 2,000,001 Baht and up to 5,000,000 Baht is taxed at 30%

Taxable income over 5,000,001 Baht is taxed at 35%

Example (Single hire)

(Salary 100,000 Baht + Housing Allowance 30,000 Baht = 130,000 Baht per month)

Gross income	= 1,560,000 Baht	
Deductions before tax	= 160,000 Baht	
Therefore, Taxation Income	= 1,560,000 – 160,000	= 1,400,000 Baht
Tax on first 150,000	= 0% of 150,000	= 0
Tax on next 150,000	= 5% of 150,000	= 7,500 Baht
Tax on next 200,000	= 10% of 200,000	= 20,000 Baht
Tax on next 250,000	= 15% of 250,000	= 37,500 Baht
Tax on next 250,000	= 20% of 250,000	= 50,000 Baht
Tax on next 26,000	= 25% of 470,000	= 100,000 Baht
Therefore Total tax		= 215,000 Baht
Therefore Net Income	= 1,560,000 – 215,000	= 1,345,000 Baht

NB: approximate only, dependent on previous employment status (if within Thailand) and subject to any other additional allowances (e.g. *gross* professional mid contract allowance, *gross* POR, gross bonus, etc.)

Update: October 2017



BANGKOK INTERNATIONAL PREPARATORY & SECONDARY SCHOOL (Est. 2003)

Primary Campus

23 Sukhumvit 53
Wattana, Bangkok
10110, Thailand
Tel: 02.260.7890

Secondary Campus

77 Sukhumvit 77
Wattana, Bangkok
10110, Thailand
Tel: 02.700.5858

School Calendar Academic Year 2018-19								As of 28 September 2018 - draft 2
Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Important Dates
August 2018			1	2	3	4	5	5th: New staff arrive
	6	7	8	9	10	11	12	6th - 17th: Overseas-Hired Staff Induction
	13	14	15	16	17	18	19	13th: Mother's Day - holiday
	20	21	22	23	24	25	26	20th - 21st: Staff Training Days (no classes)
	27	28	29	30	31			22nd: New Student Orientation (no classes)
September 2018						1	2	23rd Aug: Term 1 begins
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
October 2018	24	25	26	27	28	29	30	27th -28th: Staff Training/Teambuilding (no classes)
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	15th: Anniversary of King Rama IX's Passing (day in lieu) - holiday
	22	23	24	25	26	27	28	22nd - 26th: half-term break
November 2018	29	30	31					23rd: Chulalongkorn Day - holiday
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
December 2018	19	20	21	22	23	24	25	
	26	27	28	29	30			
	3	4	5	6	7	8	9	5th: Father's Day - holiday
	10	11	12	13	14	15	16	14th: last day of Term 1
	17	18	19	20	21	22	23	17th -25th: Term 1 break
January 2019	24	25	26	27	28	29	30	26th - 28th: holidays
	31							31st : New Year's Eve - holiday
	31	1	2	3	4	5	6	1st: New Year's Day - holiday
	7	8	9	10	11	12	13	2nd - 4th: Term 1 break
	14	15	16	17	18	19	20	7th: Term 2 begins
February 2019	21	22	23	24	25	26	27	
	28	29	30	31				
					1	2	3	
	4	5	6	7	8	9	10	5th: Chinese New Year
	11	12	13	14	15	16	17	18th - 20th: half-term break
March 2019	18	19	20	21	22	23	24	19th: Macha Bucha - holiday
	25	26	27	28				
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
April 2019	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
	1	2	3	4	5	6	7	5th: last day of Term 2
	8	9	10	11	12	13	14	8th: Chakri Memorial Day (day in lieu) - holiday
	15	16	17	18	19	20	21	9th - 19th: school vacation days
May 2019	22	23	24	25	26	27	28	15th - 16th: Songkran - holidays
	29	30						21st: Easter
			1	2	3	4	5	22nd Apr: Term 3 begins
	6	7	8	9	10	11	12	
June 2019	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	20th - Visaka Bucha (day in lieu) - holiday
	27	28	29	30	31			
						1	2	
July 2019	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	27th: last day of school
	24	25	26	27	28	29	30	
August 2019	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	16th - 17th: holidays
	22	23	24	25	26	27	28	
September 2019	29	30	31					29th: holiday

Total: 181 School Days

Colour Codes

- School Vacation Days
- First/Last day of term for students
- New staff arrive
- New staff Induction Days

- Weekends
- Public Holidays - office closed / no classes
- Staff Training Days - no classes

Location Map

