



TARA PATTANA

INTERNATIONAL SCHOOL THAILAND

Information for Teaching Applicants
2024-2025

Tara Pattana International School's Cultural Fit.

Working in a school where you are not aligned with the culture is a potentially unhappy experience. So we both need to have alignment if you come to work here!

We believe in our mission which is 'high expectations of learning that inspire students to reach their full potential in a caring international community'.

We believe that we take care of our staff, students and parents.

We believe that every child deserves a Champion.

We believe in prioritising CPD as we all have a professional obligation to improve as teachers.

We believe the cornerstone of education is building knowledge.

We include rich learning experiences, communication activities and cultural capital for our students.

We believe that truly great teaching is that which improves students' progress.

We expect the best of each other and ourselves.

We believe an evidence-informed approach to teaching and learning helps us identify what works best in the classroom.

We live by the values of Respect, Humility, Kindness and Hard Work.

We believe that hard work is the key to success for staff and students.

We believe basic literacy and numeracy are essential to students making good progress.

We welcome diverse ideas and teamwork to solve problems.

We believe that feedback should be timely and respond to the needs of the individual student so that they can make the necessary improvements.

We believe our house system and learner profile bring spirit and unite the school.

School Background

Tara Pattana International School was established in 2011. We broadly follow the National Curriculum for England, adapted to blend with Thai cultural values. TPIS is an all-through school with classes from Nursery (from 18 months) to Year 13. EY, Primary and Secondary are all located on the same site. Most children on the roll are mixed-culture Thai/Other followed by Thai Chinese, Russian, Korean and other nationalities. Current enrolment is 360; the school has capacity for around 400+ students (two-form entry throughout EY Primary and KS3).

School facilities

Our school facilities include open-plan learning spaces with indoor and outdoor learning facilities. We have a well-stocked library, an outside games field with synthetic astroturf, grass football pitches, indoor sports centre, basketball courts, tennis courts, school garden, separate EYFS and Primary playgrounds, a food-tech room, dance and ballet studio, purpose built art and music facilities and a 25m swimming pool.

School Accreditation

We are a fully accredited International School by EDT. Education Development Trust [Education Development Trust](#) has a well-established history of accrediting international schools in Thailand and is expanding this through Southeast Asia to the rest of the world. EDT have a particular expertise in the evaluation of school quality.

The Mission

High expectations of learning that inspire students to reach their full potential in a caring international community.

Learning Programme

Our learning programme has six interlinking elements designed to create caring, resilient individuals who can demonstrate leadership in a globalised world:

- **Academics:** A rigorous academic programme that incorporates the other five elements.
- **Activities:** A range of activities to include the arts, sports, leadership and clubs.
- **Outdoor Education:** Learning outdoors in the real world. Challenges to build leadership and resilience.
- **Learning for Life:** Character education and life skills to prepare students for dealing with personal and social challenges that all young people face.
- **Community Service:** Empowering students to connect with others, take action and help the local community.
- **Global Citizenship:** Intercultural learning that allows students to connect with other cultures.

Teaching and Learning Policy

At TPIS, we believe all students have a right to access a broad and balanced curriculum that is rich in knowledge and comprehensive in approach. We provide a rigorous, knowledge-rich education with a global

perspective for students of Early Years, Primary and Secondary ages that draws its strength from the National Curriculum of England, and adapts to blend with the values of Thai culture.

The cornerstone is knowledge: Core learning building very secure knowledge that goes deeper rather than wider and learning activities that build on prior knowledge, allowing students to explore and connect ideas, broaden their experiences and extend their capabilities. Knowledge needs to be questioned and debated.

We include opportunities for:

Rich learning experiences - exploration, problem-solving, challenge and hands-on activities.

Communication - Knowledge needs to be expressed: speech events, performances and showcase products of learning. All overlap and coexist together with cultural capital that has to be acquired.

We enrich student lives in a variety of ways, for example trips to museums and galleries, to mountains, rivers, beaches, and forests, to plays and concerts. We expose students to current affairs, political history, artists, filmmakers, TV, food etc.

House System

The House system at TPIS has been set up to enhance the sense of community within the school and is based on our school badge/motto "Expect the Best". All children and teachers are members of a House. The many House events unite children from different classes, ages, cultures and friendship groups to work together. They build vital teamwork skills, pride in themselves and respect for their peers.

The functions of the house are to develop a sense of identity, collegiality and belonging, to promote and celebrate achievement and to provide a platform for inter-school competition. TPIS has three houses each distinguished by a colour and a house name. The names and associated colours are:

Red – Vulcan (the flaming torch which represents light, sport and friendship)

Blue – Amazon (the tree which represents caring for our environment)

Green – Pegasus (the horse which represents energy and enthusiasm)

Management roles

The Senior Leadership Team is made up of five members: the School Director, Head of School, Deputy School Director, HR and Office Manager and the Deputy Head of School who, in addition to a whole-school role, has responsibility for Early Years. Our Middle Leadership Team comprises Head of Year 1 – 4, Head of Year 5-8, Head of Year 9- 11, Head of Year 12 & 13, Head of PE & Enrichment and the Head of Thai and Culture

Teaching Loads

The week has 30 x 55 minute periods per week

Primary Classroom, Specialist teachers & Secondary subject teachers: approximately 80%

Middle Leaders: approximately 65%

Deputy Head: approximately 25%

Teachers deliver up to 2 CCAs and are also required to do supervision duties as the needs of the school demand. As in all international schools, there is the expectation that teachers will - on occasion - be required to accompany students on day trips, residential trips or other educational and sporting trips that may take place at weekends or require overnight stays.

The Teaching Day & Week

Monday, Tuesday & Thursday

8.30am: National Anthem / Flag Ceremony / Line up

8.35am: Registration

3.40pm - 4.30pm: Compulsory CCAs for Y1 - Y13

3.30pm Monday - Friday - School day finishes for Early Years but children can be collected from 3.10pm

4.30pm: School day finishes; free playground supervision until 4.40pm

Wednesday & Friday

8.30am: National Anthem / Flag Ceremony / Line up

8.35am: Registration

3.30pm: School day finishes for all students; free playground supervision until 3.40pm

3.40pm - 4.45pm

Optional paid for Extra Curricular Activities (ECAs)

CPD

CPD is held every Wednesday afternoon. This is an opportunity for evidence based teacher training, coaching and to share ideas, resources etc. Attendance is compulsory and all teachers are encouraged to contribute to these sessions.

Phase or department meetings may also take place at other times, e.g. mornings, lunchtimes etc., as arranged by Heads of Year, SLT or in consultation with department colleagues.

Conditions of Service

All TPIS expat teaching staff must meet our minimum qualifications:

- a 4-year Bachelor of Education degree (or equivalent); or
- a Bachelor degree with PGCE, QTS (UK); or
- a Bachelor degree with iPGCE (UK); or
- a Bachelor degree with Teaching License (USA, Canada); or
- a Bachelor Degree with Dip.Ed. (Australia, New Zealand).

ESL/EAL teachers must have, in addition to one of the four qualifications above:

- a recognised EAL qualification such as TEFL, DELTA or CELTA diploma.

A suitably experienced candidate would ideally have both international and home country experience of teaching.

Newly recruited qualified expatriate teachers are placed on the salary scale point according to prior full-time teaching experience. Teachers advance on the scale according to years of experience.

Gross salary paid monthly (pro-rated) paid on the 3rd of each month.

| Years of Experience | Monthly Basic (Gross Baht) |
|----------------------------|-----------------------------------|
| 1 | 77,500 |
| 2 | 80,000 |
| 3 | 82,500 |
| 4 | 85,000 |
| 5 | 87,000 |
| 6 | 90,000 |
| 7 | 92,500 |
| 8 | 95,000 |
| 9 | 97,500 |
| 10 | 100,000 |
| 11 | 102,500 |
| 12 | 105,000 |
| 13 | 107,000 |
| 14 | 110,000 |
| 15+ | 112,000 |

Documents requested and Safeguarding Check

1. Passport details and current visa if working in Thailand (at least 1 month remaining)
2. Original certificates and degree(s).
3. Transcripts of qualifying degree.

NOTICE: Degree certificate and transcripts must be notarised by lawyer from home country or by the embassy in Thailand.

4. The educational degree certificate must be certified by local or overseas embassy or consulate of the foreigner and by the Legalization Division, Ministry of Foreign Affairs of Thailand. PAID FOR BY TEACHER.
5. Police clearance certificate from home country, the country you are currently working in and Thailand if hired locally. PAID FOR BY TEACHER.
6. English test for Non-Native speakers with an acceptable pass scoring: TOEIC (605) / TEFEL (550) / IELTS (65). Not required for those holding passports from UK, Ireland, USA, Canada, Australia or

New Zealand.

7. Two references from university / ex-employer. One reference must be from your current Head Teacher.

Other Benefits and Allowances for Teachers

Loyalty payment

Expected loyalty payment paid after 1st, 2nd, 3rd contract depending on appraisal summary. For teachers that renew initial 2 year contract will move to new increased salary scale.

2. Insurance and other benefits and allowance

| Responsibility | Teachers and Staff |
|--|---|
| Health Insurance | Plan One (spouse or one child) |
| Accident insurance | Included |
| Flights: Start of contract | One-way. The maximum flight reimbursement is: 20,000THB (Or least cost) Flights are also paid for one non-working dependant spouse or one child). |
| Flights: End of contract will be added to 3 rd May salary | |
| Transport of personal effects for relocation | 10,000 – 25,000 THB |
| Extra responsibility allowance | 1,000 – 10,000 THB |
| Lunches | Free lunch |
| Accommodation | A single new teacher will have 1-year of free accommodation (if available with TENANCY AGREEMENT). |
| School Uniform | Two free shirts |

Child /children of Teacher or staff

For the duration of this contract, the teacher with a maximum of two legal children per family will receive a full scholarship to attend Tara Pattana International School provided the child(ren) do not require special provision for SEND beyond that which can be catered for in mainstream classes. The scholarship will be only for the application, enrolment and tuition fees paid each term. Textbooks and examination fees for IGCSE and AS/A level are not included. All other expenses regarding the education of his/her children including textbooks and examination fees for IGCSE, AS and A level courses, will be met by the employee. Children must follow all school's policies and regulations requirements.

Permits

Initial single non-immigrant B visa – paid by the employer for the employee and legal dependants

Renewal of non-Immigrant B visa – paid by the employer for the employee and legal dependants

Work Permit - paid by employer annually

Teaching Licence – paid by the employer annually

Overstay fees are the responsibility of the employee

Medical Insurance

The health and accident insurance for the Teacher and two legal dependants (spouse or child) is provided. The conditions and benefits of insurance shall be as per the School's policy.

Tax

Teachers are required by Thai Law to pay income tax on all earnings including responsibility allowances. However, please note that your flight allowance, relocation allowance and expense claims are not subject to tax deduction. The due amount, determined by Thai Law, will be deducted from your gross remuneration each month or pay period. The school will prepare the tax returns for you to sign yearly. Usually, the school will make any final adjustment toward the end of the calendar year so that you will not have any refund or any tax to pay.

Teacher Accommodation

We can also offer single teachers a room rent-free if available and of interest to the teacher. There are 8 Rooms available. Teachers are responsible for paying utility bills. Depending on the requirements of new teachers and the school it could be possible to stay in the teachers' accommodation for the duration of your contract. Any changes would be discussed at contract renewal or at the end of the teacher's first year in the accommodation.

Responsibility Allowances

Please note that these responsibility points will be brought into effect as numbers in the school rise on a case-by-case basis. Even if a teacher has responsibility for a subject area the allowance will need to be re-negotiated at contract renewal time. These positions offer successful applicants experience in middle level management and recipients report direct to their line manager.

Contractual Requirements

All teachers are required to be in school no later than 8.00am in the morning and should not leave the campus before 4.30pm on Monday, Tuesday and Thursday. Teachers may need to stay up to 4.45pm on Wednesdays for staff meetings and CPD. Teachers should not leave school before 3.45pm on Fridays.

New Staff Orientation

Staff recruited to commence the new school year at TPIS will receive further details in a booklet. Key points covered will include:

Pre-arrival preparation and paperwork

Arrival at the airport and pick up

Non-Immigrant B Visa procedures

Work Permits, Taxation and entitlements

Accommodation on arrival

Helpful hints on Thailand and Thai Culture/customs

Bank opening

Medical services

Living in Pattaya

The school is situated close to the centre of Pattaya, a lively and dynamic city on the east coast of Thailand. Pattaya is an exciting place to live and work. There are numerous excellent restaurants, attractions and shopping malls. There is easy access to the beautiful beaches of Koh Samet and Rayong for a holiday. Pattaya is within easy reach of Bangkok - approximately 1.5hrs by car.

There are lots of places to stay near the school that are only a 25-minute drive to the Beach Road in Pattaya but with the added attraction of being quieter, having less traffic and having lots of green space. Popular areas with lots of shops and restaurants are Khao Talo, Pattanakarn Road, Mabprachan Lake, Soi Siam Country Club Road; further afield would include Jomtien Beach, Na Jomtien and Naklua 20 minutes away by car.