



Job Description

Southern International School Hat Yai

Post title: SEN Coordinator and Early Years teacher

Salary range: THB 65,000 – THB 80,000 gross/ month according to experience and qualifications plus benefits.

Contract length: Initially 2 years.

Job purpose:

The SEN Coordinator will develop imaginative ways to integrate and develop the current provision for one-to-one, small group, and in class support. The successful candidate will be able to fulfil the following roles with efficiency and a high degree of effectiveness:

- Carry out assessments of students' needs.
- Work with Phase Coordinators and teachers to ensure that there is effective provision for the needs of students within the delivery of the curriculum
- Identify and develop the most effective teaching and learning approaches for pupils with SEN and leading colleagues in the development of these approaches
- To develop a programme of both one to one and small group lessons as best suits the needs of each student.
- To manage a reliable and efficient system of assessment and reporting for all SEN students. To then provide subsequently to staff clear advice on each student's needs.
- To track achievements in lessons and set appropriate targets.
- Monitor teaching and learning activities to meet the needs of pupils with SEN.
- To offer SEN training and strategies for staff, when necessary.
- Liaise with parents and with external agencies as appropriate.



- Contribute to the formulation of school policies, school self-evaluation and the school development planning process.

Early Years teaching role:

It is expected that the successful candidate will be a class teacher for one of our Early Years classes (KG1 or KG2). There is a generic job description for this role below. Sufficient time will be allocated for the SENCO to carry out the above role through a reduction in timetable and additional duties.

The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school.



SIH Job Description: Teacher

Key Aims
<ul style="list-style-type: none">● Make sure children are safe, happy and that they are learning. This involves responding to the needs of the individual child, and helping those who need special help, in order to promote full curriculum access for all children regardless of physical or behavioral challenges.● Establish a positive working relationship with other teachers, teaching assistants and administrative staff.● Teach the curriculum in line with the school’s policy and procedures.● To leave the position in a ‘transparent’ and organised state so that a future teacher can easily step into the role.
Key Tasks
1 – Mission, Vision and Policies
<ul style="list-style-type: none">● Demonstrate a commitment to implement the mission and vision of the school ensuring children are working towards the stated outcomes.● Adhere to all policies and procedures stated and referred to in the Staff Handbook and Policy Manual.
2 - Teaching
<ul style="list-style-type: none">● Prepare suitable lessons and homework as per school policy.● Keep records of topics taught, including individual lessons where appropriate.● Have a sound knowledge of the relevant school, English National Curriculum and International Primary Curriculum (IPC) guidelines as appropriate and use these effectively in implementing a child-centred approach to learning in the classroom.● Ensure all assessable work is marked promptly and children are given feedback on how to make further progress.● Use a range of teaching approaches appropriate to meeting the needs of the individual child.● Provide a stimulating learning environment in the classroom, one which promotes the individual child’s self-esteem and confidence.● Establish and consistently maintain effective classroom routines.● Establish a good rapport with the children whilst maintaining clear classroom control.
3 - Monitoring, Assessment & Evaluation
<ul style="list-style-type: none">● Monitor, assess and evaluate each child’s learning.● Prepare clear, accurate and honest written reports of each child’s progress as required by school policy.● Be available to parents and recognise the importance of including parents in each child’s education, conducting personal interviews as and when required.



<ul style="list-style-type: none"> ● Maintain records of each child’s learning, and where required, ensure that samples of each child’s work and other appropriate information are maintained in suitable files and are readily available for quick reference. ● Demonstrate the ability to evaluate personal performance and make adjustments to provide more effective learning programmes for the children if necessary. 	
4 - Professional Development	
<ul style="list-style-type: none"> ● Demonstrate a commitment to personal development through regular, active participation in professional development activities, both formal (school sponsored INSET) and informal (e.g. participation in policy development, visiting other classrooms, schools etc.). 	
5 - Within School Interaction	
<ul style="list-style-type: none"> ● Behave in an ethical manner and maintain professional relationships with all academic and administrative staff. ● Implement school policies on supervising children’s behaviour and welfare. ● Work effectively with other members of staff and be punctual in meeting deadlines. ● Contribute positively to school meetings. 	
6 - School Community Interaction	
<ul style="list-style-type: none"> ● Maintain personal and professional relationships with members of the local community that are appropriate to a professional standing in the community. ● Participate in activities in which the school and wider community interact. 	
7 - Administrative Duties	
<ul style="list-style-type: none"> ● Maintain required records of each child’s assessment, attendance, minutes of meetings, textbooks and resources, accidents, correspondence with parents of children in the class, parental interviews etc. ● Supervise the work of any Teaching Assistant / Technician allocated to the class / subject. 	
Line manager	Early Years, Primary or Secondary Coordinator
Working Hours	7.30 am – 4.00 pm Monday – Friday
Number of working days per academic year	Up to 185 teaching days Up to 10 INSET / teacher preparation days 2 Induction Days (only for teachers starting their first contract) Up to 3 weekend days of INSET and promotional work on behalf of the school. Other teacher training days as required by Thai law.