



BANGKOK PREP

Bangkok International Preparatory & Secondary School
Est. 2003

Information for Teaching Applicants

2019-20

**Bangkok International Preparatory & Secondary School
(Bangkok Prep)
Information for Teacher Applicants
2019-20**

A: School Background

Bangkok International Preparatory & Secondary School (Bangkok Prep) 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 multicultural interaction, values change, a cosmopolitan way of life, yet maintain their own ideals and identity.'

The school was officially opened by HRH Princess Maha Chakri Sirindhorn and its 2017 revised Vision Statement outlines our main aim:

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. The school is a prominent member of FOBISIA and competes successfully in BISAC with other prestigious international schools in Bangkok.

Fundamentally, the school's success has been due to a team of dedicated staff who have made the school what it is today. The current staff body are characterised by their commitment, excellence and dedication to an exceptionally unique student body.

The school has been fortunate enough to benefit from the leadership of some high-profile and respected Heads of School: Keith Wecker (former Head of School at NIST International School, Bangkok) led the school through a period of considerable growth and improvement between 2007 and 2014. Equally, Val Thomas-Peter (former Head of School at Alice Smith School, Kuala Lumpur) led the school between 2014 and 2018 and oversaw the opening of a new Secondary Campus, an increase in academic standards and a significant increase in student numbers. Similarly, Duncan Stonehouse has a wealth of experience in highly-respected British international schools, and has held roles as both the Head of Primary and Deputy Head of School at Bangkok Prep. He takes over as Head of School at a particular exciting time in the school's history.



B: School Description and Facilities

Bangkok Prep accepts children from 3-18 years of age. The school follows the EYFS in Early Years, the National Curriculum of England for Key Stages 1-3, and students work towards I/GCSE qualifications in Years 10 and 11, and A Levels in the Sixth Form (Years 12 and 13).

The Primary Campus 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.

Our Primary Campus houses a range of learning spaces available to teachers and children including modern spacious classrooms and specially designed 'break-out spaces' to develop collaborative learning opportunities. Our EYFS facilities now include open planned learning spaces with exclusive indoor and outdoor learning facilities. We have a well-stocked library and online digital library, an outside games field with synthetic astroturf, a seated Auditorium – complete with an array of audio-visual equipment, Black Box drama facilities, purpose built art and music facilities and our very own Primary swimming pool.

The Secondary School campus is approximately 3 kilometres from the Primary Campus on Sukhumvit 53, and conveniently accessible from BTS On Nut, Sukhumvit 71 and Ram Inthra – At Narong Expressway. 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.

C: School Size and Environment

The school has over 40 different nationalities in its student population: the largest being Thai, followed by significant numbers in the British, Australian, Korean, Japanese, American and Indian communities.

In September 2018, the enrolment was 1155 students from Nursery through Year 13 with interest in the school growing year-on-year. The recent separating of the Primary and Secondary Campuses has enabled the school - having previously been operating at capacity - to increase its enrolment. The school has class sizes of roughly 22 students, with five classes/forms in most year groups. The students are a delight to teach. 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 whom has significant management experience in British International Schools. The current Head of School, **Duncan Stonehouse**, who chairs the SMT, has been associated with international schools for over 13 years and joined Bangkok Prep in August 2014 having worked in the Senior Management Team at The British School Al Khubairat in Abu Dhabi.

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 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 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 approximately 200 expatriate staff, a team of Thai language teachers, and a generous number of teaching assistants who mainly support in Primary 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 4 additional staff in the EAL (English as an Additional Language) programme. The school limits the number of students with learning difficulties and provides additional Learning Support when necessary. 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. In the Secondary, /IGCSE is offered as a precursor to A Levels, leading the students towards university education. Last year's I/GCSE results the best in the school's history. We are focused on the continual improvement of our A Level results in the coming years, as our Sixth 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 International 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 07.45 in Primary and 08.00 in Secondary. An extensive Extra Curricular 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 of a similar size and reputation within Thailand.

J: Strategic Planning

A School Development Plan for 2017-20 has been established in line with the identified Vision of being *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
- Infrastructure and Resources
- Pastoral Care
- Community

K: Conditions of Service

The 2019-20 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.

N: Staff Meetings

Primary Staff Meetings commence at 2.45 pm and Secondary Staff Meetings commence at 3.25 pm once a week after school until about 4.15 pm. Other subject/year group meetings may be held during the school day or after school.

O: 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



P: Life in Bangkok

School-Living

The Primary Campus 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 Secondary Campus is situated near Soi 77 in the newly established T77 residential complex. It is close to the BTS Station On Nut. Both campuses are 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.

Most teachers live in apartments within a 2 km radius of each campus, 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 Ball, St David's Ball, 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!

Appendices

Appendix 1: School Structure

Appendix 2: Staff Remuneration and Benefits

Appendix 3: POR Structure 2019-20

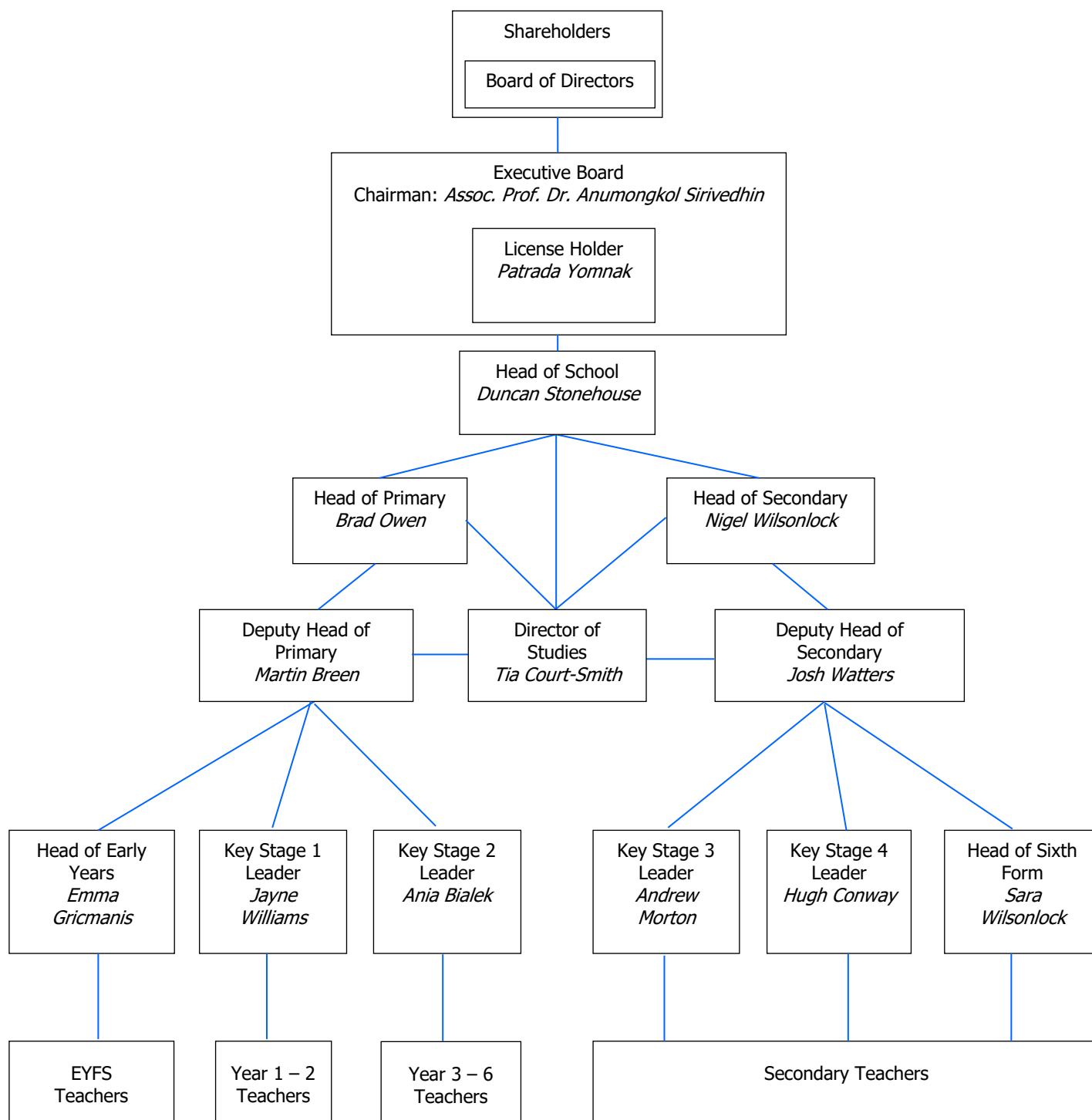
Appendix 4: Sample Approximate Tax Calculation

Appendix 5: 2019-20 School Calendar

Appendix 6: Location of Bangkok Prep



Appendix 1: School Structure





Appendix 2: Remuneration and Benefits 2019-20 New Expatriate Teacher (fully qualified) - (Initial two year contract)

Description			
Salary	Point	Years Prior Teaching	Monthly Gross (THB)
Gross salary paid monthly (pro-rata) on last working day (Max entry: Point 6)	12	-	118,000
	11	-	116,000
	10	-	114,000
	9	-	112,000
	8	-	110,000
	7	-	108,000
	6 (Max entry)	6+	106,000
	5	5	103,000
	4	4	101,000
	3	3	99,000
	2	2	97,000
	1	0 < 2	95,000
Accommodation Allowance	36,000 THB gross (first two-year contract), increasing to 41,000 THB gross for second and subsequent contracts		
Air fares For overseas-hired staff ONLY	<ul style="list-style-type: none"> Start of contract – one way from approved point of origin End of contract – one way flight to approved point of origin Contract renewal – return flight to approved point of origin and Bangkok Non-working dependent spouse eligible 		
Shipping Allowance For overseas-hired staff ONLY	15,000 THB gross upon arrival, and departure after 3 or more years' service		
Relocation Allowance For overseas-hired staff ONLY	15,000 THB gross for overseas hired employee upon arrival		
Mid-contract Professional Allowance	55,000 THB 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 (12,000 THB) 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 Extra Curricular Activities offerings		
POR Allowance	Range from 2,000 – 20,000 THB 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 and legal dependents Renewal of non-Immigrant B visa – paid by the employer for the employee and legal dependents 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 dependents Initial medical examination (required for work permit) Initial photographs (required for permits) 		
Dependent Children	Tuition fees only provided for up to two eligible dependent children		
Taxation	<ul style="list-style-type: none"> All teaching staff will pay taxation at the prevailing Thai Government rates Dependent 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 		



Appendix 3: POR Structure 2019-20

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
POR 1 – Special Projects	1,000 – 2,000

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



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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 2018



Appendix 5: 2019-20 School Calendar

School Calendar Academic Year 2019-20								As of 4th October 2018
Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Important Dates
August 2019				1	2	3	4	5th: New staff arrive
	5	6	7	8	9	10	11	6th - 16th: Overseas-Hired Staff Induction
	12	13	14	15	16	17	18	12th: Mother's Day - holiday
	19	20	21	22	23	24	25	19th - 21st: Staff Training Days (no classes)
	26	27	28	29	30	31		21st: New Students' Orientation
September 2019							1	22nd Aug: Term 1 commences
	2	3	4	5	6	7	8	24th Aug: ECA Expo
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	26th - 27th: Staff Training/Team Building (no classes)
October 2019	30							
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	14th: day in lieu of 13th Oct (Anniversary of King Rama IX's Passing) - holiday
	21	22	23	24	25	26	27	21st - 25th: half-term break
November 2019	28	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	19	20	21	22	23	24	
December 2019	25	26	27	28	29	30		
							1	5th: Father's Day - holiday
	2	3	4	5	6	7	8	12th: last day of Term 1
	9	10	11	12	13	14	15	13th: day in lieu of 10th Dec (Constitution Day) - holiday
	16	17	18	19	20	21	22	16th - 30th: Term 1 break
January 2020	23	24	25	26	27	28	29	
	30	31						31st: New Year's Eve - holiday
			1	2	3	4	5	1st: New Year's Day - holiday
	6	7	8	9	10	11	12	2nd - 3rd: Term 1 break
	13	14	15	16	17	18	19	6th: Term 2 commences
February 2020	20	21	22	23	24	25	26	25th: Chinese New Year
	27	28	29	30	31			
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
March 2020	17	18	19	20	21	22	23	17th - 21st: half-term break
	24	25	26	27	28	29		
							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
April 2020	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
			1	2	3	4	5	3rd: last day of Term 2
	6	7	8	9	10	11	12	6th: Chakri Memorial Day - holiday
May 2020	13	14	15	16	17	18	19	7th - 17th: School breaks (12th: Easter)
	20	21	22	23	24	25	26	13th - 15th: Songkran - holidays
	27	28	29	30				
					1	2	3	
	4	5	6	7	8	9	10	6th: Visaka Bucha - holiday
June 2020	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
	1	2	3	4	5	6	7	
July 2020	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	26th: last day of school
	22	23	24	25	26	27	28	29th: day in lieu of 1st May (Labour Day) - holiday
	29	30						30th: day in lieu of 9th Feb (Maha Bucha) - holiday
			1	2	3	4	5	
August 2020	6	7	8	9	10	11	12	6th: day in lieu of 4th Jul (Asalha Bucha) - holiday
	13	14	15	16	17	18	19	7th: day in lieu of 5th Jul (Buddhist Lent Day) - holiday
	20	21	22	23	24	25	26	
	27	28	29	30	31			28th: HM The King's Birthday - 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

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



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Appendix 6: Location Map

