

Job Description: Education Manager (Primary Level: Key Stage 1 & 2, EYFS)

School: KK International School (KKIS)

Curriculum: British Curriculum (transition)

Location: Mae Sot, Northwestern Thailand (Thai-Myanmar Border)

Job Type and Start: Full-time for immediate start

Unique Job Opportunity:

KK International School (KKIS), the first to bring international education to the Thai-Myanmar border, is an emergent school shaping the future of education in a diverse cultural and geographic setting. Currently building a new school complex, KKIS offers a unique professional development opportunity. The position could suit an educator wishing to move into education management. Be part of a growing team dedicated to bringing high-quality education to the region.

Position Summary:

The Education Manager will guide the academic transition of the school's Key Stage 1 and 2 programs (Years 1-6) from Thai educational standards to the British curriculum. There is also some oversight and guidance of the EYFS preschool program. This pivotal role involves implementing the curriculum, assessing and training teachers, assessment of students' progress, and supporting the academic growth of the school in a remote international context. Moreover, the position requires development English Language Learner (ELL) programme to assist students from various socio-cultural backgrounds and language proficiencies to attain international standards. Reporting directly to the School Director, the Education Manager will ensure that the transition enhances the learning experience and provides students with an international outlook while adapting to the local context and challenges.

Responsibilities

1. Curriculum Transition and Implementation:

- Lead the academic transition of Key Stage 1 and 2 (Years 1-6) programs to align with the British Curriculum.
- Supervise lesson planning, assessments, and benchmarks based on the Pearson Edexcel program.
- Ensure resources and teaching strategies meet British educational standards while adapting to local needs.

2. Teacher Support and Training:

- Assess current teaching practices and provide ongoing professional development and training for primary-level teachers.
- Mentor teachers in delivering the curriculum effectively and adapting to the international school context.

3. Academic Coordination:

- Develop and manage the primary school timetable, including scheduling lessons, outdoor break supervision, and drop-off/pick-up duties.
- Coordinate teacher responsibilities to ensure smooth daily operations and efficient use of resources.

4. Student Assessment and ELL Program Development:

- Oversee student assessment frameworks to monitor progress and meet international standards.
- Supervise the English Language Learner (ELL) program to support students with varying language proficiencies and socio-cultural backgrounds.
- Upload all documentation on Google Drive and student interaction with Google Classroom.

5. School Growth and Leadership:

- Collaborate with school directors to support the academic growth and development of the school, in particular work towards international accreditation.

6. Compliance and Reporting:

- Maintain compliance with British and local educational standards.
- Report progress and updates to school directors regularly.
- Liaise with parents and families on student progress and school developments.

Qualifications and Experience

- Education: Bachelor's degree in Elementary Education or a related field.
- Experience: Minimum of 2 years with leadership experience in a school setting.

Skills:

- Strong leadership, organizational, and communication skills.
- Familiarity with the British Curriculum and curriculum transition processes.
- Experience with ELL program development is highly desirable.

Compliance:

- Provide a police background check from the candidate's home country.
- Submit two references from former employers or character referees.

Salary and Benefits

- Salary starting 50K Baht depending on qualifications and experience. As a new school, working independently from school fees, initially fees are kept low to encourage enrollment. Hence, startup salary.
- Non-B Visa and Work Permit.
- 12 month's salary with housing allowance and Social Provident Fund – covers medical.
- Friendly and supportive international team and comfortable working environment.
- Annual leave and public holidays in accordance with Thai government.
- Full contract with probationary period (3 months).

Application

Please submit your resume, a cover letter relating to the specific above-mentioned responsibilities and a short introduction video, and references to: englishclubkkhr@gmail.com

Education Manager – Roles and Responsibilities

Aspect	Roles and Responsibilities
Curriculum Oversight	Oversees the design, implementation, and continuous improvement of the school curriculum from Early Years to Key Stage 3, with particular attention to coherence, progression, and relevance.
Leadership	Leads the academic vision and strategy of the school. Provides leadership to all teaching staff, including mentoring and guiding team leads or subject coordinators. Supports alignment with school ethos and strategic goals.
Teacher Support	Provides both strategic direction and day-to-day academic support. Mentors staff across all key stages, fostering collaboration, high-quality instruction, and consistency in pedagogy.
Communication	Serves as the primary academic liaison with school leadership, parents, and external agencies. Facilitates clear communication between teaching staff and school management.
Assessment	Develops, implements, and reviews school-wide assessment policies. Ensures consistency and alignment of assessments with curriculum standards across all year levels.
Professional Development	Designs and coordinates whole-school professional development programs. Supports teacher growth by identifying needs, delivering training, and facilitating access to external opportunities.
Administrative Duties	Oversees academic administration including scheduling, compliance with educational standards, resource planning, and curriculum documentation. Supports implementation across key stages.
Student Outcomes	Monitors and analyses student performance data school-wide. Develops and leads initiatives to improve teaching quality and student outcomes, particularly in core learning areas.