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Information for Teaching Applicants

2020-21

**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 (beginning in August 2020). EY, Primary and Secondary are all located on the same site. Most children on the roll are mixed-culture Thai/Other (55%) followed by Thai (12%), Chinese (13%), Russian (9%), Korean (8%) and other nationalities. In November 2019 , the enrolment was 287; the school has capacity for around 400 students (two-form entry throughout EY and Primary). Plans for the construction of another secondary building are currently underway; this would allow for further growth of student numbers to around 500.

**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 court, school garden, EYFS/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 <https://www.educationdevelopmenttrust.com/en-GB> 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**

British education with a Global Perspective. in which six interlinking elements 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 British 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. 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: Rich learning experiences - exploration, the need for problem-solving, challenge and hands-on experience.

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

**(The Learning Rainforest Tom Sherrington)**

**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 Management Team is made up of four members: the Head of School, School Manager, Deputy Head of School and Director and Sport and Activities. Middle management comprises of three Heads of Houses, Head of EYFS, Head of Key Stage 1, Head of Key Stage 2 and Head of Secondary Curriculum and Assessment.

**Teaching Loads**

The week has 40 x 40-minute periods

Primary Classroom & Secondary subject teachers: 32 periods per week

Heads of Key Stage & Heads of House: 28

Head of Teaching and Learning: 24

Director of Sport & Activities: 20

Deputy Head: up to 12

Teachers deliver up to 2 ECAs and are also required to do supervision duties as the needs of the school demand.

**The Teaching Day & Week**

**Monday, Tuesday & Thursday**8.30am: National Anthem / Flag Ceremony / Line up
8.35am: Registration
3.40pm - 4.30pm: Compulsory ECAs for Y1 - Y12; Optional ECAs for Reception
3.40pm - 5.00pm: Free After-School Care for Kindergarten
3.30pm - School day finishes for Nursery
4.30pm: School day finishes; free playground / library supervision until 5.00pm

**Wednesday & Friday**8.30am: National Anthem / Flag Ceremony / Line up
8.35am: Registration
3.30pm: School day finishes
3.40pm - 5.00pm:
Optional paid for After-School Care Clubs
or
Free Playground / Library Supervision

**Staff Meetings & Briefings**

Staff briefing is at **8.15am** every Monday and it is compulsory for all members of teaching staff to attend. This is not a briefing for discussion but to pass on essential information and an opportunity to gather as a team at the start of each week.

CPD Bitesize is held every second Wednesday afternoon. This is an opportunity for teachers to share ideas, resources and interesting research with their colleagues. All teachers are encouraged to contribute to these sessions.

Whole school, House or Phase meetings may also be held on Wednesday afternoons when necessary. These will start at 3.40pm and will be kept brief. House, Phase or department meetings may also take place at other times, e.g. mornings, lunchtimes etc., as arranged by Heads of House, Heads of Phase 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);

• a Bachelor Degree with Dip.Ed. (Australia, New Zealand, South Africa).

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.

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| --- | --- |
| **Years of****Experience** | **Monthly Basic****(Gross****Baht)** |
| NQT -1 | 77,500 |
| 1-2 | 88,500 |
| 3-4. | 99,500 |
| 5-6. | 105,000 |
| 7-8.  | 110,000 |
| 9-10. | 116,000 |
| 11-12. | 120,000 |
| 13yrs+. | 130,000 |

**Documents requested and Safeguarding checks**

1. Passport details page and current visa if work in Thailand (at least 1 month remaining).

2. Original Certificates and Degree (s).

3. Transcripts(s) of qualifying degree.

Notice: Degree certificate and transcripts certified by Lawyer from home country or by embassy Thailand.

5. 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

6. Police clearance from home country and Thailand if local hire. Paid for by Teacher

7. English test for Non-Native: TOEIC (605)/TEFEL (550)/IEITS (6.5) with an acceptable pass score

 Notice: Excepted UK, USA, RSA, Canada, Australia or New Zealand

8. Two references from university / ex-employer

 **Other Benefits and Allowances for Teachers**

**Pension contribution**

Assuming satisfactory performance, all teachers will receive a one-month salary upon completion of each two-year contractual period.

**Air fares (Employee)**

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 or one child are included.

**Shipping and Settling-in Allowance**

A shipping/settling-in allowance of up to THB 25,000 is given with your first pay for overseas hire teachers and an allowance of up to THB10,000 given with your first pay for local hire teacher. This is used to cover costs of transporting the teacher’s personal and teaching resources to Thailand, the cost of obtaining a medical certificate as well as visas and so on. Please submit receipts and the completed reimbursement form on arrival to claim for the allowance.

**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 License – 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.

**Lunches**

Teachers receive a free lunch.

**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.

**Dependant Children Education**

Tuition fees only provided for up two eligible dependant children.

**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. This table is included as a guide only.

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| --- | --- |
| **Position** | **Allowance/THB Gross per month** |
| Head of EYFSHead of Lower School 1-3 Head of Upper School 4-6 | 20,00020,00020,000 |
| Head of HouseHead of Teaching and Learning | 15,00015,000 |

 **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.