



KING'S COLLEGE INTERNATIONAL SCHOOL  
BANGKOK

## Job description

*"Intellectually exhilarating yet principled...A real golden ticket."  
The Good Schools Guide on King's College School, Wimbledon*

Job title	Head of Thai Studies
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### Responsibilities and duties

Thai is an essential part of our curriculum as we want all children to develop a deep appreciation of the culture they are immersed in as well as developing their literacy and oracy in Thai language. The Thai department will work with all of our students from the early years all the way up to our oldest students. They will split the classes so that native Thai and non-Thai students can have separate language instruction and each develop at the appropriate pace. The head of Thai will coordinate the curriculum, work with the department to deliver celebration days which engage the whole school population and be in charge of testing and monitoring student progress.

### Overall

- To be a role model for the children in the values of kindness, good manners and wisdom, work ethic and high standards.
- To inspire and extend able students through planning, preparation and delivery of excellent lessons.
- To ensure that marking, recording, assessment and reporting meet the academic and pastoral needs of each individual child.
- To offer pastoral care and support, providing the children with a secure environment in which they can learn.
- To have the ability to build good relationships with children, parents and colleagues and demonstrate effective communication skills. Patience, flexibility, a commitment to teamwork and a sense of humour are essential attributes.
- To take a leading role in the development of the Thai curriculum planning including schemes of work and lesson resources.
- To be willing to contribute to our extensive programme of King's Activities (including both co-curricular and extra-curricular opportunities).



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*Professionalism*

- *To plan appropriately and to ensure all members of the department have short- and medium-term plans in place to meet the needs of all children.*
- *Coordinating the co-curricular and extra-curricular activities offered in the department.*
- *Line-managing the other members of the Thai department.*
- *Managing the staff-training for Thai culture and language.*
- *Creating a list of students who are a cause for concern in Thai and working with colleagues to help improve their progress.*
- *To design and work with the school community to deliver celebration days and events which engage the whole school population.*
- *To keep efficient tracking and progression records including formative and summative assessment.*
- *To report to parents on the development, attainment and progress of their child.*
- *To liaise with the form tutor when a student is of concern or has made exceptional progress.*
- *To take responsibility for the development of the Thai curriculum and resources with the rest of the team.*
- *To keep up to date with subject developments outside the school and to bring them to the attention of colleagues.*
- *To liaise with the SEN teachers where appropriate and support individuals.*
- *To deliver curriculum sessions to parents and teaching staff.*
- *To manage behaviour through positive reinforcement and role modelling.*
- *To participate in meetings as and when required.*
- *To be actively involved in professional development, including the weekly school meetings and the school Inset and induction programmes.*
- *To lead, direct and communicate effectively with support staff within the classroom.*
- *To communicate and cooperate with external partners as and when necessary.*
- *To take part in peer observation.*
- *To fully participate in the school's review process.*
- *To be able to work in a team, whilst also being able to each use initiative.*
- *To share responsibility for the development and pastoral care of all children in the school.*
- *To demonstrate excellent organisational and time-management skills.*
- *To participate in parent/teacher meetings to discuss student progress and targets.*
- *To be part of a house and fully participate in setting up and assisting at house events.*
- *To take a lead in testing and monitoring student progress across the department.*



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Qualities, Qualifications and Skills

Essential

- *To be kind, well-mannered and wise as a role model for our students.*
- *Three or more years of experience in teaching.*
- *A degree in education, a PGCE or equivalent leading to qualified teacher status.*
- *Competent ICT skills.*
- *Good English and excellent Thai oracy and literacy.*
- *The ability to work well as part of a team.*
- *A friendly, professional and approachable manner.*
- *Understanding the requirement to maintain confidentiality between colleagues, students and parents.*

Desirable

- *Experience in EYFS teaching.*