Dusit

Green Valley

Sathorn

Sukhumvit 107

St. Andrews
International School

Dusit Green Valley Sathorn Sukhumvit 107

www.standrews-schools.com

# Preliminary information for candidates

## 2017-2018 Academic Year

# Welcome to St. Andrews

St. Andrews International Schools, Thailand is part of the Cognita Schools group. Cognita is a world leading international schools group, currently encompassing sixty-eight schools across the UK, Europe, Latin America and South-East Asia. We employ some 4,000 teaching and support staff in the care and education of around 27,500 pupils.

We have produced the information that follows so that all applicants for teaching positions at St. Andrews can gain a brief overview of our educational philosophy and terms/conditions of employment.

This summary is not intended to be exhaustive and we are sure that it will prompt many areas of discussion during your forthcoming interview. We hope that it does, however, enable you to gain a clear impression that St. Andrews is a group of schools with a history of quality and caring for both its students and employees.

In this regard, we can assure you from experience we are a small and ambitious group of International schools and we are looking for creative, flexible teachers to contribute to our energetic development plans.

As you read the information that follows, please take some time to reflect on whether you are fully prepared to come and teach in Thailand. Despite everyone's best intentions, a few (generally younger) teachers, occasionally allow themselves to become swept up in the momentum generated by the selection process, only to find once they arrive and start work that Thailand (as opposed to the school) is not all they had expected. So please pause before submitting an application – and then for those who are sure they are ready to make the move, we look forward to meeting you at interview.

*With all best wishes,*

The St. Andrews International Schools, Thailand Team

Andy Harrison, Head of School Green Valley

Karen Pennock, Head of School Sathorn

Peter McMurray, Head of School Sukhumvit 107

Caroline Ratcliffe, Head of School Dusit

# The Cognita Way

The St. Andrews Group of schools are part of Cognita who own more than 60 schools with 30,000 students worldwide. Cognita was successfully launched in 2004. Since then, we have worked to build a great family of schools. Everyone in Cognita is connected.

## Our Purpose

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

Cognita has 4 key ingredients:

**Academic** Pursuing academic excellence for every child

**Character** Developing character

**Enrichment** Accessing enrichment beyond the classroom

**Global** Connecting with a global community

## Cognita Way

Underpinning the Cognita Education is the Cognita Way, a simple way of operating.

**Energised Leadership**
Leadership which inspires success for all in the school community

**Innovation**
Constant and never ending improvement

**Personalised Learning**
Putting students and their needs first, now and in the future

## TEACHING EXCELLENCE

**People Growth**
Attracting, developing, retaining and caring for great people

**Community**
Flourishing and productive relationships with all stakeholders

**Brilliant Basics**
Embedding systems and structures that make the organization safe, compliant and effective

# Salaries and benefits received by full-time staff

## Principles

At St. Andrews, we wish to be seen as a good employer and we take the issue of staff retention very seriously. It is important therefore at the recruitment stage, for everyone to be clear about the salary and benefits package that accompanies a teaching position at any of our schools. Please feel free to raise questions if there are any issues that you think need further clarification.

The information below is just a brief summary of the detail contained in the standard contract of employment. If there is any doubt concerning the interpretation of this summary, then the contract itself is the superior point of reference.

## Salary Scales

St. Andrews teachers receive a gross monthly salary paid in Thai Baht. Entry to the 25-point salary scale is according to qualifications and experience and movement up the scale is made at the start of each academic year.

## Salary Scales 2017-2018

| Step Number | Monthly Gross Salary Payment (Thai Baht) |
|---|---|
| 1 | 90,880 |
| 2 | 93,710 |
| 3 | 96,530 |
| 4 | 99,360 |
| 5 | 102,190 |
| 6 | 105,010 |
| 7 | 107,840 |
| 8 | 110,670 |
| 9 | 113,490 |
| 10 | 116,320 |
| 11 | 119,150 |
| 12 | 121,970 |
| 13 | 124,800 |
| 14 | 127,630 |
| 15 | 130,450 |
| 16 | 133,280 |
| 17 | 136,110 |
| 18 | 138,930 |
| 19 | 141,760 |
| 20 | 144,590 |
| 21 | 147,410 |
| 22 | 150,240 |
| 23 | 153,070 |
| 24 | 155,890 |
| 25 | 158,720 |

## Placement on the scale

New teachers are placed on the scale according to the number of years that they have been teaching. The maximum entry on the scale is point 12.

## Posts with additional responsibility

These are awarded by individual schools in the form of an allowance. All positions carrying additional allowances are advertised within the individual schools and appointments are made following interviews.

## Settling-in allowance

Upon arrival in Thailand, each expatriate teacher will receive a one-off payment of 20,000 Baht to assist with the purchase of essential household items for their new home. Any costs incurred with the shipment of personal effects must be borne by the teacher and these costs can be deducted from this amount.

## Repatriation allowance

Upon leaving the company's employment each teacher will receive a repatriation allowance equal in value to the settling-in allowance they received on arrival.

## Bonus payments

Assuming satisfactory performance, all teachers will receive a two-month salary bonus upon completion of each two-year contractual period. This bonus payment is approximately 8% of salary and is considered to be equivalent to the UK employer's pension contribution.

## Flights

Expatriate teachers and their contractual dependents receive a one-way economy flight from their contractual airport to Bangkok at the start of their employment. Upon completion of the contract the teacher and contractual dependents will be entitled to the cost of a one-way economy flight back to their contractual airport.

During a two-year contract, the teacher and contractual dependents will receive the cost of a round trip economy flight between Bangkok and their contractual airport. The Company will calculate the cost of this round trip and inform the teacher by May 31st of every year.

The costs of all tickets are calculated by the school as being the average charged by the 5 main carriers. For mid-contract and end of contract flights, the net amount is included in the teacher's June salary payments.

## Medical Cover

The school's medical scheme provides a good level of health insurance. Just like all such schemes there are pre-set limits and details of these are available from the school.

## Police clearance and other formalities

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

All teachers appointed to St. Andrews are required to demonstrate that they are cleared by authorities in their own countries to teach children. For example, in the case of UK teachers, this means providing proof of clearance from the UK police Criminal Records Bureau. Everyone must also be in possession of originals of their University Diploma or Certificate showing that they are appropriately qualified to teaching the subject/age group for which they are applying. If for some reason these are not available, then fully authenticated copies must be provided. In the absence of these documents, it is extremely difficult to secure teaching licences, work-permits and appropriate visas in Thailand and we may not be able to consider your application.

## Personal issues

Many children attending International Schools in Thailand come from Asian countries and about half of our children are in fact Thai. Here in particular, teachers are held in extremely high esteem and this can place perhaps unfamiliar expectations on our staff. For this reason, we only appoint those whose appearance and behaviour suggests that they will have no difficulty in living up to these expectations e.g. we do not appoint teachers with visible body-piercing or tattoos

# Our Mission Statement

*"To Develop Independent, Confident, Lifelong Learners"*

St. Andrews International Schools in Thailand offer an education that extends beyond the English National Curriculum and embraces the learner-centred principles of the International Baccalaureate. The St. Andrews philosophy encompasses the whole child and each campus is small and exclusive by design. This allows the students to get to know all the staff in the school and our teachers are very aware of each child and their particular gifts. We place a great deal of emphasis on the development of social skills and the importance of valuing individual talents.

Our teachers are all fully qualified native English speakers and are recruited for their special talent and enthusiasm for teaching using child centred approaches and come with a very wide range of professional experience.

## Principles of teaching and learning

High quality teaching and learning is a consistent element within the St. Andrews group of schools. We recognise this in the way we recruit our teachers and in the ethical principles of management that we operate once they are working with us. We ensure that every child, in every classroom, in every St. Andrews school, experiences the curriculum and standards we promise in our promotional literature. All of our teachers understand that we intend to deliver all that we claim.

We promise: Independent, confident lifelong learners. This is the commitment we make to our parents and we therefore ensure that it is lived through the daily experiences of their children in our schools.

We acknowledge that in order to achieve this goal we must enable children of all ages to become:

- Creative thinkers
- Communicators
- Inquirers
- Risk takers
- Collaborators
- Reflective
- Principled
- Open Minded
- Caring
- Balanced
- Knowledgeable

We recognise that the clientele of each St. Andrews school is different and the teaching and learning policies of each school are therefore structured around the intention to develop these attributes.

To ensure that these abilities are developed consistently, all St. Andrews schools are committed to seven key principles:

1. All areas of work and activity have worth and are given appropriate amounts of time and attention
2. Teaching approaches rest upon agreed principles so that the children's skills and understanding can develop incrementally as they grow older
3. All teachers recognise that the personal and social needs of all children are paramount and schools have clear policies on how this understanding is interpreted in practice
4. All teachers' work is based on the fundamental principle that real learning arises from children being involved in relevant tasks that are based on their own experience of the world
5. Everyone involved with our schools recognises the need to know well every child and their parents
6. All St. Andrews schools conform to the same aesthetic model and are furnished, decorated and organised to reflect a sense of visual harmony
7. We have the highest expectations of ourselves, of the children in our care and of our professional standing in the community. We expect a lot and we ensure that our declared principles are lived through the daily experience of everyone involved

To join a St. Andrews School as a student is to become part of an extended family, which has common goals and a shared commitment to achieve something very special. We aim to excel in what we have chosen to do and the only route to success lies in the classroom and in the day to day endeavour of our teachers and children. These principles of teaching and learning provide the essential framework in which that 'something special' will occur.

# Our Schools & Current Vacancies

## Dusit Campus

St. Andrews International School, Dusit is a small community school set just outside the grounds of the Chitralada Palace. Dusit is a fully inclusive and co-educational school for up to 400 Thai and expatriate children aged two to 11. Since opening with five children in 2010, it has expanded to its current roll of just under 200 children distributed throughout 15 classes.

At St. Andrews, Dusit campus, the focus is on how children learn and the curriculum is delivered to meet all learning styles.

Dusit prides itself on providing an exciting, engaging and challenging curriculum which enables each individual student to make excellent progress and achieve their full potential. Students are recognized as individuals at St. Andrews and are encouraged to challenge themselves in all areas of school life and to do their best.

Our school boasts two swimming pools; a 25-meter competition pool and a smaller practice pool for introducing students to water, as well as a two indoor sports halls; one used for basketball, tennis and badminton, and the second for dance and gymnastics. In the centre of school is our all-weather sports pitch which is used for football and rugby. Students also have access to specialist teaching rooms for Music, Thai, Mandarin, French and English, in addition to a well-resourced ICT suite and library.

The Dusit Campus has a team of highly qualified and well-motivated staff. We have a cohesive team of teachers who know all the children in school. Teachers love teaching here, students love learning here and this leads to a close-knit community, where parents and teachers work together to ensure that the children in their care receive personalized learning every day.

Bangkok is a vibrant city full of life, with a fascinating culture and friendly people. Living in the Thai capital is an enriching experience so if you enjoy city life and love teaching then we look forward to welcoming you into our Dusit family.

## Green Valley Campus

St. Andrews Green Valley is located on the Green Valley golf complex in Rayong, an hour and a half outside of Bangkok and twenty minutes from the city of Pattaya and the beautiful coastline of the Gulf of Thailand. The campus is situated between lush, green hills and three championship standard golf courses. We have an environment second to none for educating our students and make the most of the opportunities it affords us.

The school has been open since 1996, and has steadily grown to just short of 500 students. Our target is to grow to approximately 560 students – i.e. a full two-form entry school. We are at an exciting stage of our development, with our Primary school now delivering the IB Primary Years Programme. Whilst our Secondary school continues to achieve outstanding IGCSE and IB Diploma results through a broad and balance international curriculum.

The school is purpose built and represents a modern vision of how education should be delivered. Light, airy and well equipped classrooms all have excellent views of the surrounding countryside. We aim to keep all class sizes below twenty students. On top of music rooms, science labs, an art studio, and IT suites, our own sports facilities (extensive playing fields, basketball court, and 8 lane swimming pool) are complemented by those at the golf course, so we have access to stables, golf courses and a driving range.

Pattaya is a thriving tourist area based around the local beaches and has many tropical islands just offshore. Over 2 million tourists visit the area every year and many people from Bangkok visit for the weekend to get away from the hustle and bustle of the city.

Pattaya is currently revamping itself and is seeing substantial business investments, with the area set to rapidly develop. It is an easy environment to live in, whether you are a single teacher, couple or family with children.

There is little you can't find in Pattaya; excellent seafood and Thai food aside there are restaurants of every kind and water sports facilities are everywhere (diving / snorkelling / sailing / windsurfing). Shopping is second to none and comparable with Bangkok, most items bought in Europe are available here at a fraction of the cost. Cinemas, gyms and health spas are evident on every corner and healthcare is excellent. If that isn't enough there is a flying school, fishing club, yacht and sailing club, international go-kart track, mountain biking clubs, two waterparks and 21 championship golf courses in the region!

Many of our teachers choose to live either on the beach front on the south side of Pattaya in apartments and houses or on golf courses in the surrounding area. The drive to school takes you through beautiful countryside with a mixture of pineapple, rubber, mangoes and coconut plantations. Further afield (30km) is the heart land of Thailand's manufacturing industry. This

is where many of the multinational companies have their base (e.g. Ford, Caterpillar, General Motors, Foster Wheeler, BMW and Shell).

The student body represents over 35 different nationalities, many of whom, including the expatriates are long-term residents in the area. Our families are either involved in local businesses, the industrial areas, tourism industry or have regional responsibilities in Asia and choose Pattaya as their base.

The parent body is incredibly supportive of the school. Parents assist primary children in reading and spelling activities and offer various extra-curricular activities throughout the school. We have an active Parent Teacher Group (PTG) who organise and support many school social events.

Our approach to the curriculum is well documented in other areas of this information pack. Our extra-curricular activities programme is as broad as your imagination, with more than 100 activities on offer for our students. Currently we offer all the usual arts and sports, with golf, horse riding, fishing and Thai cookery to name but a few.

Although still a small school by student numbers, our sports teams are highly competitive, regularly dominating the local sports scene. Our teams travel throughout Thailand and Asia to attend sports tournaments.

We pride ourselves on being an intimate school with a real sense of community where teachers are provided with an environment where they can concentrate upon and enjoy their teaching.

## Posts available at Green Valley Campus

- Early Years teachers/Coordinator
- PYP Coordinator
- Science (to IGCSE/IBDP)
- ICT Integration Specialist & Design Technology or Innovation teacher

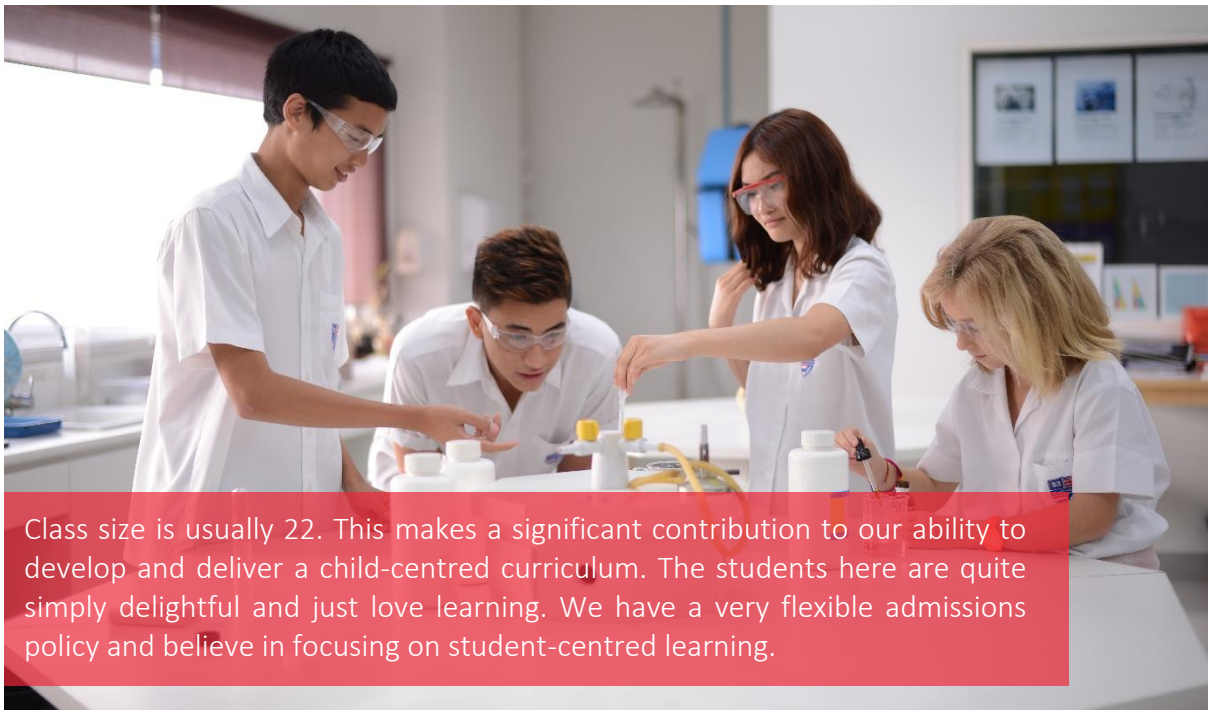
Candidates wanting to teach their second subject should also state which subject in their application.

# Sukhumvit 107 Campus

Our school is situated just off the Sukhumvit Road and 12km from the centre of Bangkok. A Sky-Train station stops immediately outside the school gates and this gives us very easy access into central Bangkok. The opening of the new airport, 15 km from the school, together with the sky-train extension has made this an up and coming area. As well as new housing and commercial developments, new restaurants and other service facilities are rapidly springing up.

Our school is at an incredibly exciting stage of its development. It currently has over 400 children aged 2-18. Our first cohort of IB Diploma students graduated in May of 2015. The school has seen significant growth over the last few years.

A secondary school building provides us with purpose built science laboratories, art rooms, IT suite, library, and a canteen as well as new classrooms. A new hard court and sports fields also add to our excellent facilities, which already include a beautiful 25m swimming pool, purpose built Early Years Centre and a light, airy main building, which was only opened 6 years ago. The whole school is fully air-conditioned. We have just completed a 4000 square meter multi-purpose hall, including a new canteen, auditorium, music and drama suites, primary library and a secondary library along with an administration block. We are in the final stages of constructing a FIFA regulation soccer pitch, which will be floodlit and are currently building a new 19 classroom block to allow for further expansion.



Class size is usually 22. This makes a significant contribution to our ability to develop and deliver a child-centred curriculum. The students here are quite simply delightful and just love learning. We have a very flexible admissions policy and believe in focusing on student-centred learning.

Thus, an integrated, curriculum, based on the English National Curriculum is well established, leading through IGCSEs to the IB Diploma Programme. We are an inclusive school and have high expectations for our students. All lessons are conducted in English and additional tuition is provided by EAL teachers, who support learning in classes as well as working with individuals and small groups out of the class.

Moving to live in a vibrant city and different culture can be both exciting and daunting. Our new teachers are well supported by their teaching colleagues and we enjoy a generally stable staff. Several of the openings this year are due to the expansion of the school and programme and the increasing reputation of the school in the wider community.

## Posts available at Sukhumvit 107 Campus

- Early Years Teacher
- Key Stage One Teacher
- Key Stage Two Teacher
- Biology Teacher (IBDP)
- Science Teacher (IGCSE to IBDP)

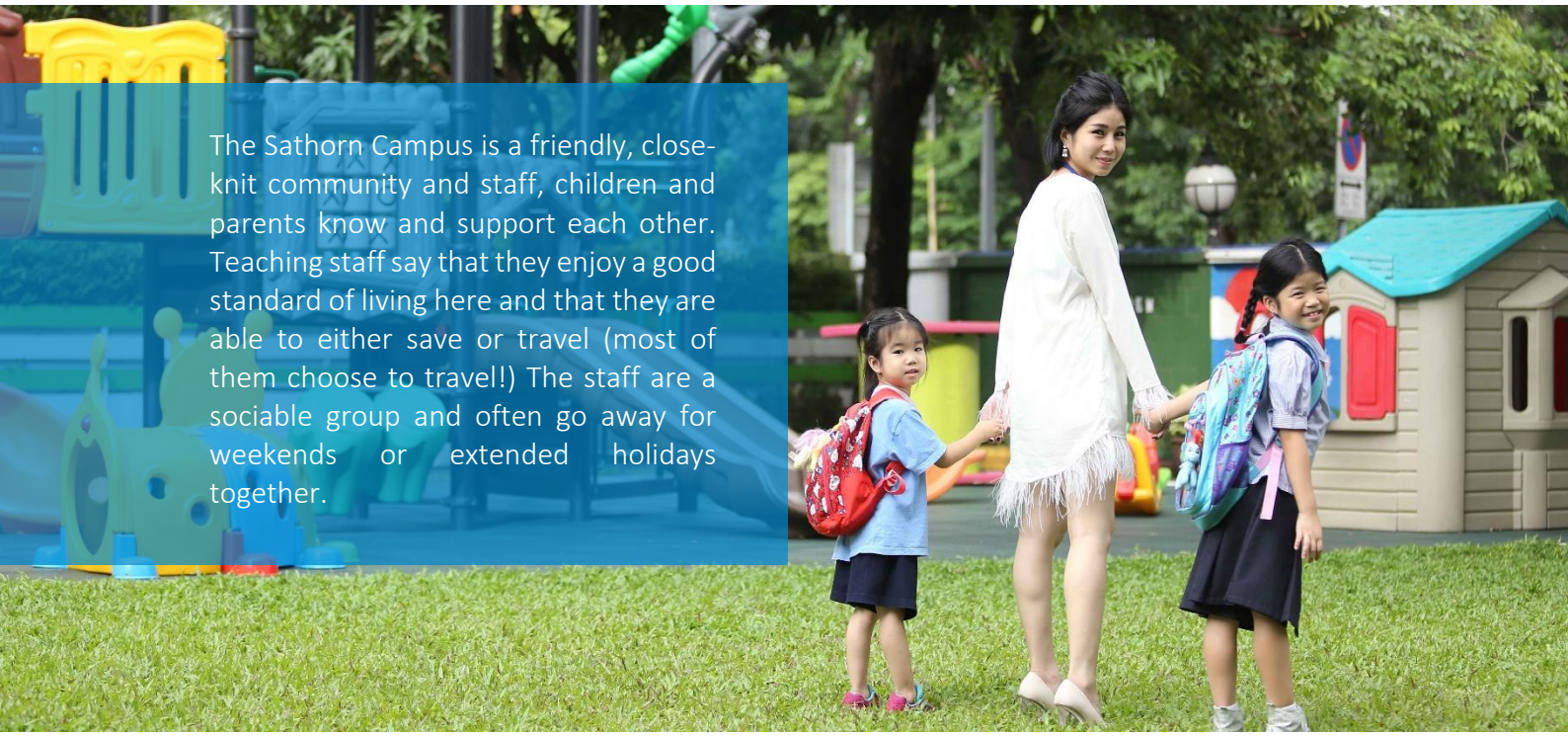
## Sathorn Campus

The Sathorn Campus opened in January 2003. It is in the middle of the Bangkok Business District (just off Convent Road with the Sky Train, MRT and busy Silom just a short walk away). The vibrancy of our surroundings is reflected in the energy of the school.

The school's intake is truly international with over 40 different nationalities. Most of our children either live locally or their parents work close by and only a handful come by bus. We see most of our children's parents every day and encourage them to support in school as much as possible. We consider ourselves a community Primary school with close links to those around us, which makes us different to many International Schools.

We take the best from the English National Curriculum and adapt it to meet the needs of our international community. We have a small Learning Support department and try to accommodate children with special educational needs wherever possible.

We have 360 children on role. At the moment our Early Years department consists of a large Nursery, two Kindergarten classes and three Reception classes. We have a two and in some year groups three form entry from Year 1 to Year 6. The Early Years and KS1 classes have a Thai teaching assistant each whilst KS2 share teaching assistants. We have specialist teachers for Thai, PE, French and Music. Our recent renovations include a new library and media centre, music room and a parent coffee shop.



The Sathorn Campus is a friendly, close-knit community and staff, children and parents know and support each other. Teaching staff say that they enjoy a good standard of living here and that they are able to either save or travel (most of them choose to travel!) The staff are a sociable group and often go away for weekends or extended holidays together.

St. Andrews, Sathorn is for those of you who enjoy a child-centred curriculum and have a genuine interest in quality teaching and learning. This campus is also great if you enjoy all that city life brings with easy access to the diversity Thailand has to offer!

## Posts available at Sathorn Campus

- Primary Teacher