



Si Ri Panya
International School



HEADTEACHER RECRUITMENT PACK



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WELCOME FROM THE COMPANY DIRECTOR AND FOUNDER



Thank you for your interest in the Headteacher post at Si Ri Panya International School. It gives me great pleasure to tell you about our wonderful School and the well-rounded and exciting education we offer to our wide range of pupils.

We are a small, 1-form entry school from Year 1 to 6 with classes capped at 20 pupils, located on the beautiful, tropical island of Koh Phangan. We have experienced teachers who work well together as a team, inspiring a lifelong love of learning in our pupils.

Through great teaching and a bespoke engaging curriculum, we enable each child to discover the joy of learning, to help them to fulfill every aspect of their potential and to encourage their growth into effective global citizens, ready to play their part in the world and their community.

Areas within the school I am particularly proud include our nurturing family atmosphere, happy learners with good behavior across the school and engaging teaching. I believe that these are the foundations that cause our pupils to make great progress in all aspects of learning!

Choosing the right school is an important decision. We are here to help answer any questions you may have during the recruitment process as it is vital the School and yourselves are the right 'fit' for each other.

I hope that after reading about our School, you will be inspired to apply for this exciting and rewarding role.

Kind regards,
Mrs Nicola Bunchuay
Company Director & School Founder



WHAT DO YOU LOVE ABOUT SI RI PANYA INTERNATIONAL SCHOOL?

“Si Ri Panya is a special island school whereby the kindness, tolerance and big hearts of the children makes every day unique and special.”

Staff member 2021

“I love how Si Ri Panya is like a family. We are a close school community where everyone is valued and appreciated. The focus on developing the whole child, socially, emotionally and academically, through a creative curriculum, is at the forefront of our ethos and why I choose to teach here.”

Staff member 2021

“The children here are amazing. They are from so many different backgrounds. They show how the world should be, as one big community.”

Staff member 2021

“Si Ri Panya is a warm, friendly, creative school where the pupils are at the heart of everything it does. The family team ethos makes it a wonderful place to work, with everyone helping and supporting each other. The children are all polite, kind are caring and clearly love learning and enjoy coming to school.”

Staff member 2021

“The multicultural and diverse students at Si Ri Panya always make it an exciting place to work. Our children love to share and learning about their home countries always brings a smile to my face. Working in a cross-curricular way means I can teach exactly what my children need in a fun and exciting way and not be constrained by timetables or whole-school directed lessons at inconvenient time.”

Staff member 2021





“Si Ri Panya is a great place to work because of the supportive group of teachers that the school has. We are committed to giving the children the best possible opportunities and the school recognises this by giving us the freedom to deliver an engaging curriculum. We are able to choose our own themes and activities based on the children’s interests and needs. I love how the children are able to develop a love of learning, through a fun, creative and practical approach.”

Staff member 2021



“Manu (year 4) is so happy to come every day to school and from school, and we are so happy to see his blooming, and his amazing progress in English after only one year. He started not long ago to learn how to play the ukulele after learning in school, and he has now taught me to play the two songs. Thank you so much for creating this wonderful space, that is our anchor on the island.”

Parent email 2020



“Maia (Year 5) is so fond of you and the cooperation between you and Teacher Steve, it has been great for the kids this year. It seems like there is a very good connection between the teachers and it clearly shows within the kids as well. So, thank you for that!”

Parent email 2020

“I just want to take the time to thank you all very much for the opportunity to speak with the students. As a former teacher, please let me say the students were incredible! They were so very polite and enthusiastic and their knowledge regarding key terms like "nocturnal" or "coldblooded/ectotherm" and even "ambush"! was inspiring to see and a tribute to you all!”

Outside visitor 2021



“At school I like the food and I have made friends with everyone as everyone is kind.”

Student KS1



“I love fun days like sports day, our Australian bush-tucker trials and when our class got a class hamster, I also enjoyed printing our animal pictures onto t-shirts.”

Student LKS2



“I like all my lessons as I get to be creative and today, I tried sewing!”

Student UKS2



OUR CURRICULUM

We follow the British National Curriculum objectives for KS1 and KS2 which we deliver in a creative, engaging way. Our curriculum has been specifically and carefully planned by our teachers to reflect our diverse learners and unique school setting. Taking the children's interests as a central focus for our teaching, we have created an atmosphere of 'irresistible learning!'

Each term we have a whole school 'Big Idea', which is then divided into three fun and engaging 'Topics' across the Key Stages. Our 'topic' based approach to teaching and learning allows many areas of the curriculum to be connected together and integrated within the topic.

Topics have been designed to incorporate the following components:

- » Learning in the community
- » Parent Workshops
- » 'Child as Teacher/Leader'
- » Class Presentation of their learning to the school community or wider community e.g An exhibition, a parent assembly

Mathematics

We follow the White Rose Math scheme of work.

Religious Education

One whole school RE day each term which is planned to ensure all RE objectives are taught during an academic year. This is in conjunction with the Buddhist Thai holidays we also celebrate.

Whole school days

Throughout the academic year, we incorporate many other exciting whole school days such:

- » Mindfulness Day
- » E-Safety Day
- » Sports Day
- » Art Exhibitions
- » World Earth Day

Eco-school

We are an eco-school member and our pupil-led eco-committee work hard to implement our agreed eco-goals across the school.

Our bespoke curriculum has been a huge success and is an area of our school we are deeply proud of. Feedback from our pupil curriculum council, as well as staff and parents show that we are building a whole new culture of deep understanding, confidence and competence – a culture that produces strong, secure learning and real progress.



ADDITIONAL INFORMATION ABOUT THE GROWTH OF SI RI PANYA

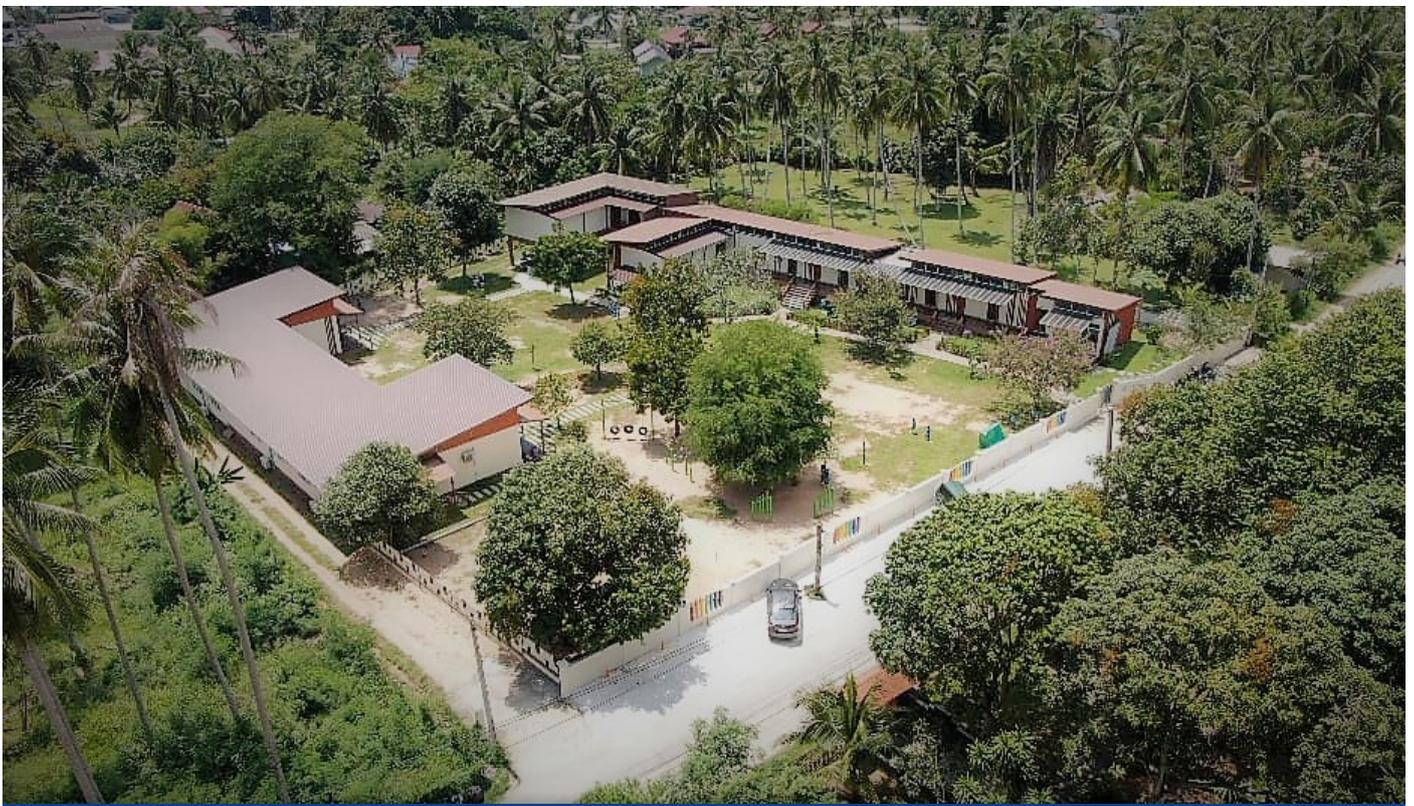
Si Ri Panya International School has grown steadily for the past eight years and will continue to do so. We originally opened in 2012 in a converted house with just five pupils, we have now grown to upwards of 100 pupils.

In 2014 the school purchased 2.5 rai of land and started construction of a purpose-built school buildings.

In September 2019 we finally achieved our international school license (replacing our previously held tutorial license) from the Thai government and became a member of the Education Development Trust (EDT) and the International Schools Association Thailand (ISAT).

In 2020, we purchased a further 3.5 rai of land adjacent to the school, in order to meet the legal requirement for future expansion to secondary and Early Years. We are currently working with an architect to finalise building plans for a new covered sports area (equivalent size to a basketball court) as well as a large music, dance and performance room. We plan to begin construction before September 2021.

We have already been awarded our Year 7 license from the Ministry of Education, but, although we are growing and plan to expand further into secondary and early years we will do so at the pace of our pupils, community and teachers at a time that is right for everyone.



SEE US IN ACTION



JOB DESCRIPTION



Job Title:

Headteacher Si Ri Panya International School

Reporting to:

Company Director Si Ri Panya International School & School Board

Purpose of the job

- » Establish, evaluate and develop the academic aims and standards of the School in partnership with pupils, staff, governors, school personnel and parents.
- » Take responsibility for the leadership, and management of the School.
- » Assist the Thai Director and Company Director in establishing and maintaining a vibrant and thriving school
- » Manage the performance of the teaching staff.
- » Ensure that quality educational programmes take place in a safe, positive and healthy learning environment.

Duties & Responsibilities

Leadership

- » Promote high standards in all aspects of school life, particularly in pupil progress.
- » Actively support the vision, ethos, culture and policies of the School.
- » Inspire and motivate pupils, teachers and other school employees.
- » Comply with the professional duties of the staff Code of Conduct.
- » Contribute to a school culture which is positive, purposeful and professional.
- » Engage positively in the school performance review arrangements.
- » Committed to safeguarding and to promoting the welfare of children and young people.

Strategy & Direction

- » Work with the Leadership Team to provide strategic leadership to shape, deliver and actively promote the environment and school culture that is consistent with the ethos and expectations of the School
- » Contribute to the development of the overall School vision and values and ensure that pupils, staff and parents all understand and subscribe to the vision and values
- » Work closely with the Leadership Team to ensure effective implementation of the school's strategic and development planning and to lead this process
- » Ensure that professional development is available for all and linked to the school's development plan and priority needs
- » Promote and market the school in support of pupil admissions and staff recruitment

Management

- » Establish and maintain the efficient day-to-day running of the School, including organising cover for teaching staff as well as all rosters and rotas
- » Support building budgets and monitor spending in the School
- » Oversee construction of and monitor the school timetable in the School
- » Work closely with the Company Director and Thai Director in the appointment of academic, administration and curriculum support staff
- » Ensure that learning is at the centre of all decisions related to planning and resourcing
- » Hold regular meetings of the School Leadership Team

Curriculum Development & Pastoral Support

- » Be responsible for the delivery of the agreed curriculum and the maintenance and development of the highest possible academic standards
- » Establish, review and adapt an appropriate blend of the British Curriculum and Thai Language and Culture Curriculum for all pupils
- » Monitor, evaluate and review classroom practice to ensure high quality teaching and learning is in place

- » Plan and prepare staffing structure for the School
- » Oversee the development of assessment and tracking systems to monitor and evaluate pupils' progress, achievement and attainment
- » Remain up to date with changes in educational theory and subject/phase requirements
- » Establish and regularly review all academic policies, curriculum documents and schemes of work
- » Oversee and take responsibility for the pastoral support of all pupils in the School
- » Ensure that pupils' personal development is effectively promoted through the curriculum and other enrichment activities
- » Oversee an extensive enrichment programme for all School pupils

Academic Support

- » Establish an overall view of the academic profile of the School and its pupils, both individually and collectively
- » Assist staff in supporting individual pupils, small groups and class learning needs, offering support and encouragement to colleagues at all times to ensure pupils are supported in their learning
- » Oversee and support the recruitment, induction and training of new academic staff

Collegiality

- » Lead by example and set high and realistic expectations in all professional matters, ensuring that all staff and pupils observe matters such as dress, behaviour, punctuality, attendance and mutual support
- » Maintain a teaching load appropriate to the position, including participation in extra-curricular activities as appropriate, and as agreed with the Company Director
- » Take a fair and appropriate share of duties and act as a Duty Supervisor
- » Together with the Company Director and Thai Director, manage staff disciplinary issues effectively and in a timely manner

Communications & Public Relations

- » Actively establish good relations with parents and all other visitors to the school
- » Present a coherent and accurate account of the school's performance in formats appropriate to a range of audiences
- » Oversee the organisation of and attend academic parents' evenings and be available to meet parents as required
- » Oversee the production of reports
- » Communicate closely with parents and ensure that pupil progress is regularly reported, and relevant data is always available
- » Support and attend all major school events
- » Work to maintain effective partnerships with the community, promoting and representing the school at local, national, and international level
- » Operate effective communication channels throughout the school

Safeguarding

- » Take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the school help to identify, assess, and support children who are suffering harm



This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed as appropriate.

Signature of post holder _____ Date ___ / ___ / ___

Signature of Company Director _____ Date ___ / ___ / ___

APPLICATION PROCESS

1. VISIT: We warmly invite you to visit the school if you are in Thailand and able to do so, though we understand this will not be possible for applicants overseas

2. APPLY: Email your CV and cover letter along with the name and contact details of your three most recent employers for references. Attention of Headteacher - hr@siripanya.com You will then receive by email an information pack about:

- » Si Ri Panya Benefits Package
- » Si Ri Panya Living and Working in Thailand

3. INTERVIEW: If you are shortlisted you will receive an email asking you to attend a Skype interview. Please note: The position you are interviewing for is a full-time professional role, the work permit provided is specific to this role and will does not allow any other part time jobs or volunteering. There will then be a second final Skype interview. If your final interview is successful you then sign a contract (your intent to work for Si Ri Panya International School subject to satisfactory references). We are here to help every step of the way and due to the role additional Skype meetings may be requested by both sides as it is important to make sure the school and yourself are the right 'fit'.

4. SAFEGUARDING: Si Ri Panya is committed to safeguarding its students. As part of the recruitment process, shortlisted applicants must provide:

- » An up-to-date Criminal record police check (no older than 6 months, this is also an immigration visa requirement). **Please note: Successful applicants will also be required to have a Thai police check done upon their arrival**
- » Scanned copies of degree certificates and teaching qualifications. **Please note: Successful applicants will also be required to submit their full academic transcripts as part of the visa process.**

5. CONTRACTS & VISAS: After signing the contract we will start to prepare your non-b visa and work permit application. We will need:

- » Scanned copy of your passport page
- » Scanned passport style photo

We will send you the completed non-b visa documents which you sign and then take to your closest Thai Consulate to receive your initial 3-month non-b visa (1-2 day processing time, please check with your specific consulate).

You can then sign a renewable two-year contract to work for Si Ri Panya and book your flight!

6. ARRIVAL: Upon arrival, we will pick you up from Koh Phangan Ferry Port Terminal, and take you to your accommodation ready for your work induction. The cost of your 3-month non-b visa will be refunded to you in Thai baht with your first month salary.





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