



Terms of Reference (TOR)

Application for the foreigner teachers to teach English in the school (walk-in applicants)

Setthabut Bamphen School

313 Raminthra Road, Minburi, Bangkok 10510

Setthabut Bamphen School is looking for Native English Speakers / Non Native English Speakers individuals to join our team. We are looking for a serious, hardworking, positive, energetic teachers who would like to join our team of professionals. We are a government school and we are hiring DIRECT.

1. An English Teaching Position (the one who can teach also MATH, SCIENCE or PHYSICAL EDUCATION will be an advantage) needed for the semester 2 opening of Academic Year 2021-2022
2. * The applicant must be the native speaker from Great Britain, United States of America, Canada, Australia and New Zealand or the ones who can use English fluently as the native speakers. (Be currently located in Thailand) *
3. The applicant must speak clearly and fluently in the English language.
4. Teaching qualifications : Education degree or at least Bachelor's in any fields
5. Be trained in TEFL.
6. At least one year teaching English experience in a school. (Attach the confirmation letter from the former school.)
7. Age 25-55 years old.
8. Teaching 2 or more subjects, 20-25 hours per week in junior high school level and senior high school level.
9. The applicant can work throughout 5-month contract for semester 2.
10. The applicant provides lesson plans and teaching materials. (Course books are provided.)
11. We provide 5 – month contract and documents for work permit. CONTRACT / RENEWABLE
12. Plan and implement educational activities, events, and competition.
13. The applicant can train our students to get ready for any English skill Competitions.

14. The applicant can work with others, be adjustable to the school policy, and behave appropriately.
15. The applicant must do the school duty gate at 6.30 – 7.40 a.m. once or twice a week.
16. The applicant must clock in not over 7.30 a.m. and clock out after 4.30 p.m.
17. The applicant must behave in good morals and strictly disciplined. Perform duties as assigned and other duties assigned by the supervisor with the intention and tradition of Setthabut Bamphen School. Maintaining unity among Thai teachers and to help each other in duties and assigned tasks.
18. The applicant must take part in the special activities or Western important days such as Easter Day, Christmas Day etc. To have students can learn about the history and tradition.
19. The applicant must hold the activities to improve English competency for students both regular and intensive English program during the school's schedule.
20. If the applicant assigned by the order of the school such as special activities which is a public holiday must perform daily duty.
21. The applicant needs to have teamwork skill and get along with other colleagues.

Notes :

1. Admission of applicants: 1st – 15th of August 2021
2. The applicants send the application form with other related documents to the school by post.
3. The attached documents must be :
 - A recent photograph and a copy of your passport
 - A copy of your degree and transcripts (for VISA/Work Permit purposes)
 - Report of valid TOEIC/TEFL score of 750 points or above
 - Contact information: current phone number, Facebook and email address preferred
 - A confirmation letter from the former school
 - A copy of certificate of TEFL
 - A CD of 2 recorded class demonstration videos for 15 minutes, one for Junior High School and the other for Senior High School (Use English as a medium of instruction) along with the lesson plans of your class demonstration.
 - **All documents MUST BE CERTIFIED TRUE COPIED.
4. Send your resume and documents to Foreign Language Department
E-mail: fld.sbp2017@gmail.com (Attached a copy of your Transcript of Records)

- 5. The salary and benefits will be discussed for shortlisted candidates.
- 6. The school will be in touch as soon as your application is looked into.

Signature 

(Mrs. Teunjai Pinnigorn)

Director of Setthabutbamphen School