



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

DESIGN & TECHNOLOGY TECHNICIAN
Job Description

For August 2017

Brighton College Bangkok wishes to recruit a Design & Technology Technician to support the whole school of Brighton College Bangkok. The successful candidate will report to the teachers of Design & Technology and Art, with the Bursar having overall responsibility for all academic support staff.

Brighton College Bangkok

Brighton College is delighted to have opened its sister school in Bangkok, one of South East Asia's most vibrant and successful capital cities. Following the launch of the Pre-Prep School in September 2016, Brighton College Prep and Senior Schools will open their doors to their first pupils in September 2017, on an iconic and purpose-built 20-acre campus in central Bangkok. The College will be comprised of a Pre-Prep School, a Prep School and a Senior School with an ultimate pupil capacity of 1,500.

Brighton College Bangkok will deliver the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils will aspire to the leading universities of the world, including Oxbridge and the US Ivy League. In due course, the College will seek accreditation from the ISC, and membership of the HMC and IAPS.

Brighton College Bangkok benefits from a strong partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi and Brighton College Al Ain, its two sister schools in the Middle East. The Brighton family of schools currently educates more than 4,000 pupils and is the most academically successful family of schools.



BRIGHTON COLLEGE BANGKOK

A member of the Brighton College family of schools

JOB DESCRIPTION

Design & Technology Technician

Personal Skills

- Enthusiastic and passionate about education with an understanding of UK best practice
- Flexible and adaptable to the varied demands of working in a world-class school environment
- Able to work independently and collaboratively as part of a team
- Excellent organisational skills
- Reliable and respectful
- Able to present a professional image in line with the high expectations of Brighton College
- A talented communicator, orally and in writing, with a high level of fluency in the English language

Teaching and Learning

- To attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, behavioural, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- To be an ambassador of the College at all times, in school and in Thailand
- To support the positive learning and behavioural ethos of the school
- To be aware of and involved in the curriculum planning process and to attend necessary planning meetings
- To be able to assist and work alongside the children on the computer.
- To prepare materials and resources for children's use
- To undertake straight forward tasks on the computer such as labelling, lists, minutes and letters

Pastoral

- To show an active interest in each child's personal and domestic circumstances, and to foster the personal and social developments of each pupil in your care
- To actively promote the social, moral and cultural ethos of the College community
- To care for the social needs of the children as appropriate to their age
- To care for the safety and well-being of children during lunch and play times
- To help maintain high standards of safety and care
- To escort children to the nurse base if they are injured or ill
- To supervise children when playing in designated areas in accordance with rotas
- To assist with the orderly dismissal of children, ensuring they are safely escorted to their parents or after school active. This may include a bus duty.
- To assist and encourage children when eating their lunch

Professional Responsibilities

The list of responsibilities is wide-ranging. Duties will include, but will not be limited to, the following:

- Ordering of tools, materials and stationery for the department and to keep a record of accounts
- The preparation of materials for classes and the setting up of equipment required
- The setting up of Design and Technology and Art exhibitions
- Supervising individual pupils during practical lessons
- Keeping the department clean and tidy
- Ensuring that all windows and doors are locked at the end of the day
- To assist in design and decorations around the College, particularly with the laser cutter and wall stickers
- Any other reasonable management request

Working hours

- Usual working hours on the school site would be 7.15am – 4.15pm.

QUALIFICATIONS

- Thai Nationality
- Fluent in Thai and English
- Bachelor's degree
- First aid and health certificate preferred
- Excellent in both spoken and written English
- Experience working with children in an educational context
- Cheerful, hardworking, confident, creative, nurturing and caring

Remuneration

An attractive salary package commensurate with the responsibility of the post will be offered. This will be reviewed annually.

Applications

HOW TO APPLY

To apply, please send the following to careers@brightoncollege.ac.th :

- a) A typed letter of application, outlining your suitability for the role in no more than two pages, which should be addressed to the Bursar at Brighton College International School Bangkok;
- b) A current CV, including the names, email addresses and telephone numbers of three professional referees, one of whom must be your current or last employer.
- c) A completed Application Form, which can be found at <http://brightoncollege.ac.th/recruitment/vacancies/>

Please note that incomplete applications will not be considered and the College reserves the right to make an appointment at any stage of the recruitment process.

Please visit our website for more information www.brightoncollege.ac.th

Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, a disclosure will be requested from the UK's Disclosure and Barring Service for British nationals; local police checks will be undertaken for successful applicants of other nationalities.