

Job Vacancies

Thai Language Hut is always interested to hear from qualified experienced teachers.

Presently we have the following vacancies:

Language Teacher – Full-Time Thai (Beginner to Advanced) /English (Beginner)

Employer

Thai Language Hut

Employer description

Thai Language Hut is a professional language school based on Sukhumvit 43 offering high quality language training courses. We are proud to offer and deliver training in a creative interactive way which allows our 'farang' and Japanese customers to learn quickly whilst enjoying the learning process – the teaching at this school is very customer focused. Our teaching is 1 to 1 private lessons or small private group.

Location

Sukhumvit 43, Bangkok

Job description

We are looking for responsible hard working and experienced language teachers who will work well with our existing team and can be trusted to do an excellent job.

The teacher will:

Teaching

1. Be required to deliver training to students using our core texts in both phonetic and in Thai script. It is expected and it is the responsibility of the teacher to ensure that students make good progress through the training material.
2. Identify new and interesting ways to impart knowledge to students and will work with the school to add these to the portfolio of methods.
3. Create new materials that add value to the teaching experience and share with existing staff.
4. Work to maximize marketing opportunities to promote the school and its activities to existing students and new.

5. Assist the school with administration to ensure that student and teacher records are correct and up-to-date.

Administrating

The teacher will work alongside the management and provide support in the following areas whilst maintaining good relationships between Thai Language Hut, their teachers and students:

1. Web Marketing
 - a. Update website using our in house content management system
 - b. Create interesting material for our language blog and YouTube websites
2. Work with the team to
 - a. Coordination lessons with teachers, students and classrooms
 - b. Matching the right teacher with the right student (abilities and teaching style)
3. Assist with
 - a. Enrollment
 - b. Payments
 - c. Materials and resources
4. Replying to student information requests email and phone where needed
5. Office administration
 - a. Record keeping for teachers and students
 - b. Management of classrooms

Experience

3 years working and teaching in a school environment or international organization. More experience and professional teaching qualifications, especially teaching to foreigners will be looked upon favorably as would a School Administration qualification. Japanese language an advantage.

Job requirements

Qualifications:

- Thai national
- Female
- Aged 25-45
- Bachelor Degree and/or Teaching Certificate/Education Degree
- Over 3 years Thai teaching experience
- Excellent written and oral English + Japanese
- Good Health
- Dynamic approach to work
- Ability to effectively manage time and schedules
- Ability to work independently and as a member of a team

- Flexible hours/Occasional weekend work and evenings
- Computer skills, Microsoft Office, Outlook + aptitude to learn new software
- Ideally to have previously worked as a secretary or administrative staff

Working Hours

9am - 6pm Monday to Friday

Salary is negotiable dependant on the skills and aptitude of the candidate.

This position is subject to a 3 month probationary period.

Apply information

Thai Language Hut

9/1 Baansaengmukda, Soi Sukhumvit 43, Klongtan Nua, Wattana, Bangkok,
10110 www.thailanguagehut.com

Interested candidates, please send your resume and photograph via email to
teacher@thailanguagehut.com

Applications accepted in English only by email.