



International School Bangkok

## **Panther Arts Coordinator**

### **ISB Vision**

Enriching communities through the intellectual, humanitarian and creative thoughts and actions of our learners

### **ISB Mission**

Through outstanding teaching in a nurturing environment, ISB inspires students to

- Achieve their academic and personal potential
- Be passionate, reflective learners
- Become caring, global citizens
- Lead healthy, active, balanced lives

### **ISB Definition of Learning**

Learning is the primary focus of our school and we recognize learning as a lifelong adventure. ISB values meaningful and transferable learning where we construct understanding by developing and applying knowledge, skills and attitudes. As learners, we develop and show our understanding when we:

- Apply our learning to new situations
- Inquire to extend our learning
- Create solutions
- Communicate our learning effectively
- Make connections across our learning
- Reflect critically on our learning

### **ISB Learner Attributes**

At ISB, we develop learners who are:

- Adaptable
- Creative
- Globally-minded
- Self-managing
- Socially-intelligent
- Value-driven

### **History**

Founded in 1951, ISB was the first international school in the Kingdom of Thailand. The school initially opened on the grounds of the US Embassy with 35 students, but with increasing enrollment moved to different campuses in the Bangkok area. Enrollment reached 3,650 students during the Vietnam War. In 1992, ISB moved to its present 35 acre purpose-built campus, 25 km from the center of Bangkok. 1,650 students are currently enrolled in the Elementary, Middle, and High schools.

### **Community**

ISB is proudly international in its student body, enrolling students from more than sixty countries. Students from the United States account for the highest percentage of enrollment, with students from Thailand, Japan, and Korea forming other major nationality groups. English is a second or third language for more than half of the students.

## **Academic Program**

ISB provides a university preparatory program with English as the language of instruction. Graduates earn a U.S. high school diploma and most students elect to pursue the International Baccalaureate Diploma program.

## **Inclusion**

Our school is part of the **Next Frontier Inclusion** network of schools. This signifies our unwavering commitment to develop our capacity to support more diverse learning needs. Therefore, we are seeking educators that not only embrace inclusion as a concept but successfully adjust their teaching to meet the needs of all learners. This includes students who need a higher level of challenge as well as those who require more support or a different approach to their learning.

## **Child Safeguarding / Culture of Care**

Safeguarding is a priority at ISB. Our Student Safeguarding Policy outlines the measures we take to create a safe and nurturing environment for all of the children we come into contact with in our work, as well as the procedures we use to ensure that we fulfill our professional and ethical obligation to identify children who are in need of help and protection and to take appropriate action to ensure their wellbeing. All employees and associates are required to adhere to a Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.

Additionally, ISB recognizes that every person deserves to be treated with respect and care. To this end, our Culture of Care, Learner Attributes (Creative, Socially Intelligent, Adaptable, Globally Minded, Self Managing, and Values Driven), and ISB Values (Courage, Commitment Care, Responsibility, Gratitude, Integrity, Respect, Balance) underscore all of our interactions. We have worked hard to establish a positive, safe environment for learning and working and seek educators who embody these principles and values.

## **Faculty**

The Pre-K to 12 faculty consists of over 200 educators including librarians, counselors, psychologists, learning coaches and special education teachers. Each of the school's three divisions has a principal and one or more assistant principals. There is also a Head of School, a Deputy Head of Learning, and a Deputy Head of School/Chief Financial Officer.

## **DEIJ - ISB Statement**

At ISB we understand that the issues we are facing around diversity, equity, inclusion, and justice (DEIJ) are far reaching, and as such, we are committed to taking a proactive approach to eliminating all forms of racism, discrimination, prejudice, and bias.

We are devoted to being a community that is welcoming, inclusive, and equitable. It is not enough to simply be diverse. We are dedicated to creating spaces where diversity can flourish by uplifting individuals and social identity groups to be proud of their uniqueness while honoring differences.

Our community is actively engaged in reflection and action planning to ensure that our school is creating and maintaining an inclusive culture where everyone feels they belong and where students leave ISB with the attitudes, values, and tools they need to enrich the world.

We know that this work is ongoing and will require continual focus and commitment. We come to this task with deep humility knowing that we have much to learn. We invite you to learn alongside us.

### **Job Description - Panther Arts Coordinator**

ISB offers multiple opportunities for students through extra-curricular activities that are organized through the Panther Den. The Arts Program Coordinator will be responsible for organizing and managing the after school Arts program at International School Bangkok. The Arts Coordinator will work under the supervision of the Director of Arts & Activities, who manages the Panther Activities events and programs administered through the Panther Den. The Arts Coordinator will liaise with parents and students, staff and the ISB instructional team.

### **Preferred Qualities and Experience Sought**

- Have strong organizational skills and the ability to think and lead independently
- Be culturally aware and globally minded
- Be positive, proactive, reliable and collaborative
- Be proficient in written English and possess good written and verbal communication skills
- Preference will be given to candidates with arts experience and/or arts teaching qualifications.

### **Duties and Responsibilities**

#### General Administration

- Build and advertise the Panther Arts schedule each semester.
- Manage the ISB teaching team in collaboration with the Director of Arts & Activities (DoAA).
- Assist with Information, Registration and Payment of the program, including summer and holiday offerings (includes Panther Activities Fair, and meetings for new families).
- Work with the instructors to develop and stay up to date with best teaching practices.
- Monitor classes to ensure quality of instruction and learning including quality teaching, discipline and safety of students is in-line with ISB mission, vision and policy.
- Ensure that all teaching staff hold current child safeguarding, first-aid and teaching qualifications. Arrange for updates as well as additional professional development, including English lessons, during summer breaks or quiet times.
- Communicate arts news and upcoming events to the ISB community.
- Be present at ISB for some arts courses and events.
- Work with volunteer parents to garner support for arts events.
- Administer all ISB policies regarding participation, safety, facilities, staffing, etc.
- Administer feedback surveys for parents/participants at the end of each season.
- Collate survey data and share results with program coordinators and DoAA.
- Work closely with teachers on programming, staffing, and events.

#### Financial

- Build and maintain a self-sustaining budget for the arts program.
- Manage salaries and hours of all arts staff.
- Manage the fee structure, payment and registration for classes.
- Manage finances associated with travel or entry to events hosted at other schools or organizations.

**Working Hours**

The position requires on average 12.5 hours per week, though this usually increases during registration periods or event hosting. Working hours are flexible, but usually afternoons are key periods when the coordinator can meet with the coaches and view some classes.

**Remuneration**

15,000-25,000 Baht per month paid for 10 months (15 August - 15 June)

**Procedure for Filing Application**

Please send a cover letter and CV outlining relevant experience to Anthony Giles, Director of Arts and Activities at International School Bangkok ([anthonyg@isb.ac.th](mailto:anthonyg@isb.ac.th)).