



Paintbrush Foundation

44/11 The Bloom, Sukhumvit 71
Phra Khanong Nuea, Wattana, 10110 Bangkok

ENGLISH TEACHER 2022 AGREEMENT

Name: Supreeya Weerachatsakul

Position: English Teacher

Employment type: Part-time

The management would like to request the aforementioned employee to abide by the rules and regulations stated in this document, in order to maintain a professional system at the school.

Responsibilities

- Teach the assigned subject following the schedule established by the school
- Maintain a welcoming, safe and clean environment for the class
- Ensure the continuity and regularity of the lessons
- Prepare and plan different lessons and activities for your students before each class
- Collaborate with and support the other teachers
- When needed, buy the necessary teaching equipment after validating the budget with the management
- Demonstrate a commitment to safe, non-aggressive discipline when needed
- Demonstrate a commitment to learn and grow as a teacher

Working schedule and payment terms

- Salary is transferred on the last day of each month.
- Working hours and compensation:
 - Every Wednesday from 16.00-19.00: **3,000THB/month**
- In the event where the school is officially closed for national holidays or any special event, the employee will still receive the full salary as usual.
- Extra-hours given outside the established schedule (meetings, activities with the children, events) are not compensated, but not mandatory. The employee decides if they want/can join the event on a voluntary basis, the extra-time given to the organization is given for free, as charity work.



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Rules and regulations

A. Teaching schedule and class rules

- Teachers are required to arrive at the school on time. Not being punctual creates problems to the organization system and affects the credibility of the school.
- Teachers are discouraged to use their mobile phone during the lesson, except if this is related to the teaching content.
- Teachers decide when their students need a break. The teacher is responsible to look after their students at all times and to go find their students when it's time to start the lesson again.
- 30 min before the end of the lesson, the teachers will gather all the students at the first floor, in order to check their attendance and talk with the students about any upcoming project/event.
- Teachers will turn off the lights and AC and tidy up each teaching room after the lesson.

B. Cancellation

- Teachers cannot take leave more than once every other month. Their behavior will be observed on a six-months basis. If the teachers cancel more often than this, they take the risk of being dismissed (exceptional cases can be discussed at the manager's discretion).
- Class cancellation must be made at least 1 day in advance.
- In the event of class cancellation, teachers will still receive their full salary as usual, providing they are following the regulations about cancellation.
- In case of illness or emergency, cancellation can be made on the same day. The teacher is required to warn the team in advance, as much as possible, in order to give enough time to plan and possibly to look for a volunteer who could replace them. Any on-the-spot cancellation without warning will be considered at the manager's discretion.



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For any inquiry or suggestion, the employee will directly consult the school director.

I, _____ have read and acknowledge these present regulations and commit to closely follow these guidelines. In the event where I don't fulfill my duty, I will be relieved of my functions after consultation with the School Director.

Date: _____

Date: _____

Signature: _____

Signature: _____

(Supreeya Weerachatsakul)
English teacher

(Geraldine Nemrod)
Foundation Director