



### **Public Speaking/Creative Writing freelance coach job description :**

Beyond Books is an Extra-Curricular Activities (ECA) solutions provider to International and bilingual schools based in Bangkok. We are looking for qualified teachers who share a passion for developing creativity and communication skills in young children. Teachers will teach public speaking and creative writing and student levels range from primary 1 to secondary school students. Classes are held at different international schools around Bangkok. Each class is between 40 minutes to 1 hour. The lesson curriculum and resources are provided by Beyond Books and teachers can choose the days they would like to teach on. Once assigned, teachers have to complete a course of between 8-12 weeks.

### **Responsibilities :**

- Conduct public speaking and/or creative writing courses based on Beyond Books curriculum.
- Be prepared with resources and familiarised with the lesson plan prior to the class time.
- Reach the school at least 15 minutes before class time.
- Maintain a student attendance record for every session.
- Maintain student progress report for every session.
- Ensure the safety and well-being of all students at all times during the course of time they are with you.
- Dismiss students to the assigned dismissal area before leaving the school.
- Maintain clear and open communication with the Beyond Books management team throughout the course.
- Attend all Beyond Books training and orientation sessions.

### **Qualification:**

- Must have a teaching degree and relevant teaching experience.
- Experience in public speaking and creative writing whether teaching or professionally is preferred.
- Must have police clearance from country of passport issued.
- Must have a Thai police clearance (background check). If you have not obtained one, Beyond Books will issue you a letter to obtain this.
- Must have a visa to live/work in Bangkok. Beyond Books does not process work visas for teachers.

Interested applicants, please send your resume and cover letter with available background checks to [info@beyond-books.co](mailto:info@beyond-books.co)