



JOB DESCRIPTION

Post: Communication and Attendance Liaison

School: Kajonkiet Internationasl School Phuket (KIS)

Job Purpose: To effectively coordinate and support the work of the school, Senior Leadership Team, parents, community groups and PTA.

The key qualities that contribute to success as a teaching assistant are:

- excellent communication skills;
- exceptional writing and interpersonal skills both in English and Thai;
- confidence;
- excellent organisational skills;
- energy, resourcefulness, responsibility, and patience;
- ability to work independently, as well as being able to work in a team;
- superior time management and organizational skills and ability to work under pressure and meet deadlines.

All staff are ultimately responsible to the School Director. Your immediate responsibility is to the PA to the Principal.

Primary responsibilities, along with sample activities, include the following:

Attendance

- Manage attendance data daily, support and coordinate with the teachers on daily attendance. Reporting the absent list to the whole school by 9.00AM.
- Manage and tracking tardies and late passes, and early dimissals.
- Monitoring and ensuring complete entry of class attendance data by teachers.
- Contact home when the students are not present in the school. Inform the parents of any serious concern with regard to any issue relate to attendance of the particular student.
- Investigate non-attendance to insure legality of absence excuses. Report and alert to SLT if any serious concern arise from the attendance.

Parents and Families

- Conduct outreach to engage families in their children's education and maintain open lines of communications with families
- Serve as facilitator for parent and school community concerns and issues
- Support the marketing team to create and develop channels, ways to communicate with the parents on the school information.
- Attend parent meetings and workshops, where appropriate
- Support with any translation required by parents/school- letters, meetings, school activities, and workshops

As part of our team you will be expected to:

- act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school;
- support and contribute to the school's responsibility for safeguarding children;
- comply with health and safety policy and undertake risk assessments as appropriate;
- play a full part in the life of the school community and support its ethos;
- carry out any other reasonable tasks as directed by the school
- participate in the school's appraisal and performance management system;
- actively pursue your own personal and professional development.
- set challenging and demanding expectations and promote self-esteem and independence;
- maintain discipline in accordance with the school's policy and encourage good practice with regard to punctuality, behaviour, standards of school work and homework.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Phase Leader and member of staff, and will be reviewed annually.