



Job Description: Academic Activity and KS 3 Coordinator

Job Summary:

The Academic Activity and KS 3 Coordinator plays a crucial role in identifying and fostering academic opportunities for KIS, Phuket students. This position involves collaborating with colleagues, students, parents, and academic teams to support and prepare students for academic competitions and enhance their academic skills in various subjects such as mathematics, science, business, and presentation pitching. The Academic Activity and KS 3 Coordinator will be responsible for coordinating workshops, communicating with parents, and assisting students in their academic journey.

Key Responsibilities:

1. Collaborate with colleagues within the academic department to identify and advise on new opportunities for KIS students, particularly those who are recipients of scholarships from the school.
2. Support, train, and prepare KIS students and scholars to participate in academic competitions and arenas. These sessions will be conducted outside regular school hours, either in the morning before school starts or at the end of the day.
3. Provide academic support to students within the classroom setting, offering assistance when required by the academic department.
4. Liaise consistently with the academic team to identify and nurture students who display exceptional talents in areas such as mathematics, science, business, and presentation skills.
5. Engage in effective communication with parents to update them on their child's academic development and training progress. Additionally, promote new academic programs or competitions to the parents' community.
6. Collaborate with competition organisers to register KIS teams and individual students for various academic competitions. Assist in preparing and submitting any required registration-related documents.
7. Organise and conduct workshops that offer students valuable training opportunities in their respective academic fields.
8. Provide necessary support and assistance to parents of scholarship recipients as needed.

Furthermore, this will role will be supporting the KS3 Phase Leader In coordinating with parents and students as assigned by the SLT and the responsibilities are as follows;

1. Information Liaison: Act as a central point of contact for students, parents, and teachers, providing necessary information on school events and activities. Ensure that all relevant stakeholders are informed and engaged in the school community.



2. Communication Support: Facilitate effective communication between the school and home regarding students' academic development, behavior, and personal concerns or issues. Maintain regular contact with parents in the KS3 sections, addressing any minor issues and escalating concerns to the Phase Leaders or middle management as required.

3. Parent Engagement: Foster positive relationships with parents by maintaining regular communication and addressing their queries or concerns promptly. Collaborate with Phase Leader and VP to provide necessary support and guidance to parents, ensuring a conducive learning environment for students.

4. Translation Support: Assist in the translation of letters and information sent to parents, as well as during meetings that require Thai translation services. Ensure that language barriers do not hinder effective communication between the school and parents.

5. Marketing Collaboration: Collaborate with the marketing team to identify and enhance personalised touchpoints for EYFS and Primary parents. Work together to create additional opportunities that promote the unique aspects of the KS3 Level, further enhancing the customer experience at KIS.

Qualifications and Skills:

- Bachelor's degree in Education, a relevant academic subject, or a related field.
- Proven experience in academic event coordination, student support, or related educational activities.
- Strong organisational and communication skills to effectively interact with students, colleagues, and parents.
- Excellent understanding of various academic subjects, particularly mathematics, science, and business.
- Ability to motivate and inspire students to excel in their academic pursuits.
- Knowledge of competition registration processes and documentation is an advantage.
- Proactive and innovative approach towards identifying and implementing academic opportunities for students.

Academic Activity and KS 3 Coordinator will play a vital role in nurturing and developing the academic potential of KIS students, contributing to their overall growth and success. The successful candidate will work closely with the academic and administrative department, parents, students and SLT team to create a vibrant academic environment that fosters excellence and a passion for learning.

Note: The above job description is intended to describe the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Duties, responsibilities, and activities may change, and additional tasks may be assigned as required.