



### **Teaching appointments for August 2018**

Dear applicant,

If you are reading this, you have probably seen an advert for a teaching post in our school. Congratulations! – you have taken the first step on a journey that can be both exciting and rewarding. To complete your application for any of the posts advertised, please send:

- a current CV with photo (max 2 pages),
- contact details of at least 3 professional referees,
- a letter of application (see guidelines below)

to [recruitment@gardenrayong.com](mailto:recruitment@gardenrayong.com) by **noon GMT on Thursday 25 January**.

*Please note that only complete applications containing all 3 elements will be considered.*

#### **Guidelines for the application letter**

Please address your letter to the Principal, Mrs Dinah Hawtree

Please do not write more than 2 pages, using verdana font size 11.

In your letter, please ensure you address the following points:

1. What attracts you to this role in this school?
2. How has your career to date prepared you for this post?
3. Describe a good lesson you have taught recently, and explain why you were pleased with it
4. What would you be able to offer our students in terms of opportunities beyond the classroom?
5. Your preferred location for final interview – Thailand, Middle East or London
6. **Additional information:**
  - a. If you are applying for a Secondary position, please indicate your second teaching subject(s)
  - b. If you are applying for a leadership position, please indicate your preferred leadership style and a recent example of how this has been used effectively.

We look forward very much to receiving your application. Please note, however, that school is closed from 16 Dec to 7 January, so responses may be a little slower than usual during that period. Longlisted candidates will be contacted as soon as possible after the deadline, and no later than Friday 9 February.

Initial interviews will take place by Skype in late January /early February, with final interviews face to face as far as possible, in Thailand, Middle East or London in early/mid February.

Kind regards

Mrs Dinah Hawtree  
**Principal**