SINE

Teacher's handbook

Academic Year 2026-2027



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INTRODUCTION TO SINE

WELCOME MESSAGE FROM THE DIRECTOR

Welcome to SINE! Teaching English in Thailand is fun and rewarding as well as challenging and frustrating at times. We started the SINE project 16 years ago emphasising the fun and rewarding while minimising the challenging and frustrating.

We have developed standardised multi-media programs that both engage and stimulate students. Our programs work well, but only if we have the right people delivering them. If you bring enthusiasm and positivity to the classroom, your students will respond well. You'll have a memorable time helping your students become confident English teachers.

Thailand is a wonderful country and I hope you enjoy the experience.



Nicholas Newell, Director



INTRODUCING SINE

In 2010 SINE was established as an Education Service provider delivering total education packages to Government schools.

We know how important learning English is for Thai students and we try to make learning as fun and rewarding as possible. Teaching English to large classes can be challenging, we believe the only effective way to do this is through engaging multi-media lessons.

We try to foster a caring family atmosphere in our teams. At the root of everything we do is our mission to provide the best experience for both our teachers and our students.

This handbook is intended to help you familiarise yourself with our requirements and procedures.

SENIOR MANAGERS



NICHOLAS NEWELL
Director



JASON MURPHY
Program Manager Thailand



JIBB
General Manager



ANDREW FERRAN
Recruitment and HR Manager



NATALIE HALL
Social Media Manager



NOO LEK
HR Assistant



TOK TAK
General Manager's Assistant

ASSISTANT PROGRAM MANAGERS

Our APMs are the boots on the ground for SINE. You will see them in your school and they are your first port of call for help and support. They have all taught for SINE so they know the teaching experience first hand. Our APMs will visit schools, conduct observations, assist with training and support you day-to-day.



PAM

Area Manager
Upper Isaan



LEE

Area Manager
Bangkok West



DOM

Area Manager
Lower Isaan



WILL

Area Manager
Bangkok East



ANDRIES

EP Manager
Thailand

OPERATIONS TEAM

Our Operations team, led by Inna, are responsible for liaising with school management, school coordinators and the Head Office Team.



INNA

Head of Operations



MHU

Assistant Operations Manager EP- Bangkok and Central Thailand



TON AOR

Assistant Operations Manager EP- Bangkok and Central Thailand



BEAM

Assistant Operations Manager Northeastern Thailand



TAEW

Assistant Operations Manager Northeastern Thailand



FANG

Assistant Operations Manager Bangkok and Central Thailand



TANGMO

Assistant Operations Manager Bangkok and Central Thailand



GARFIELD

Assistant Operations Manager Bangkok and Central Thailand

EVENTS AND CAMPS TEAM

Our camps team will come to your school every-so-often to run fun, interactive and exciting English camps for the students. You will be asked to support the camp team during these events! They are lots of fun and a great way to build relationships with your students.



CHARLES
Events Manager



JACE
Camps Leader



NANNIE
Camps Team



KEPTONG
Camps Team

SALES TEAM

You will see our sales team in your school now and again. They are based at our Ekkamai Head Office, but they meet regularly with the Heads of the Foreign Languages Department and School Directors.



NAMTIP

Head of Sales



JAZZY



AEK



NING



AOFFY



TOK

IT SUPPORT TEAM



OH

Head of IT Support



TA



NICK



PHU



FILM



ART

FOREIGN TEACHER ADMINISTRATION TEAM

The FTA Team, led by Tan, are responsbile for all things visa. They will manage both your visa and work permit applications. We have an FTA team in Bangkok and Isaan, you won't see them in person often but you will have a dedicated team member assigned to you.



TAN
Head of FTA



NID
FTA Bangkok



PIN
FTA Bangkok



PEACH
FTA Bangkok



MEAW
FTA Bangkok



BEE
FTA Isaan



POOK
FTA Isaan



GAI
FTA Isaan



AOR
FTA Isaan

IMMIGRATION SUPPORT TEAM

Our immigration team will support teachers within Bangkok and Central Thailand.
They are true masters of the Thai immigration system and Ministry of Education, when you're with them you're in safe hands!



NARONG



LEK



ZEE



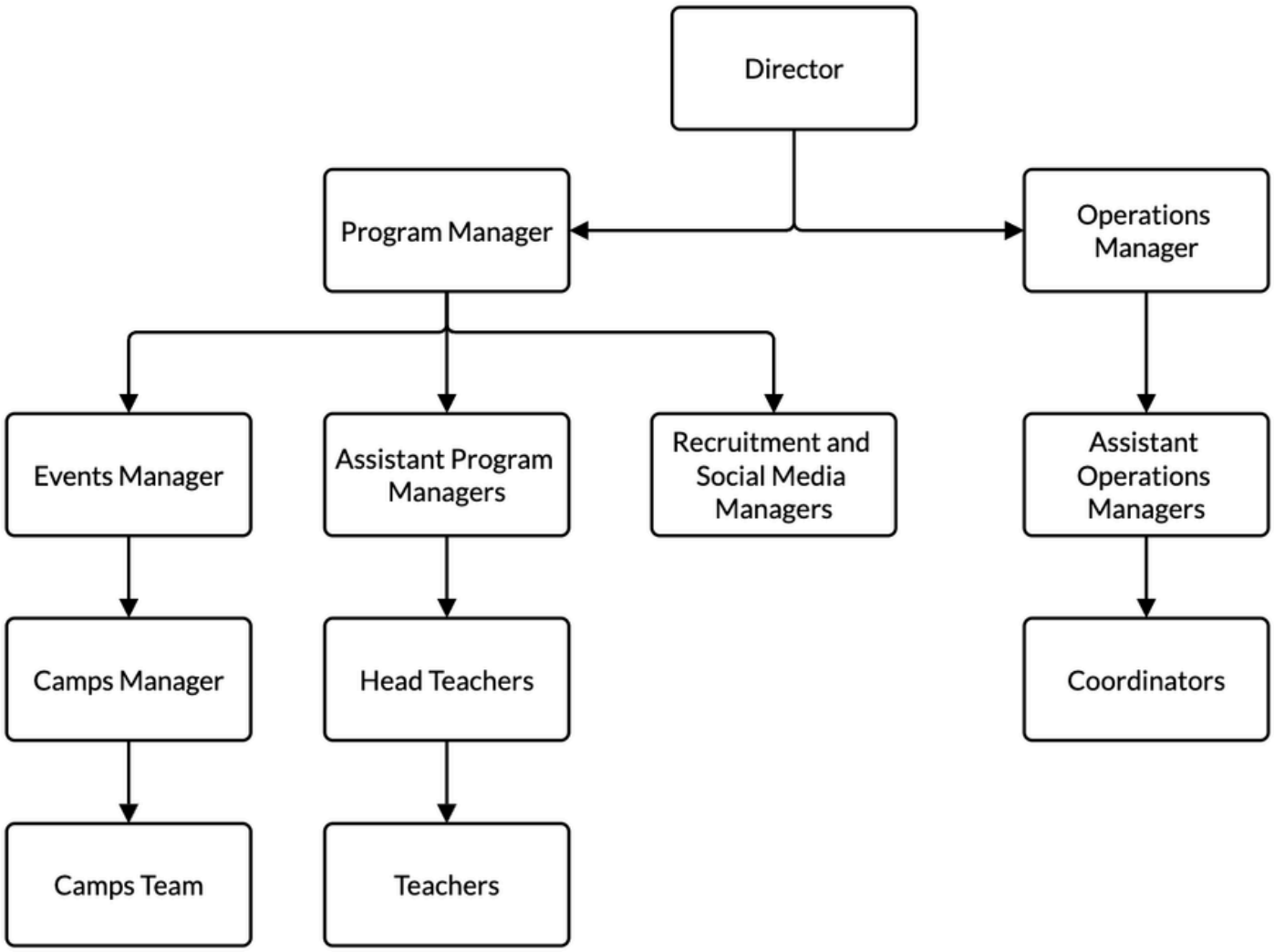
MONG
Isaan

LINE MANAGEMENT

It is important to know who your line manager is and who to reach out for support. In schools with Head Teachers, they are your line manager. In all other schools your APM is your line manager.

Our senior management team do love talking to you but with such a high number of teachers they simply don't have the time. If you have a non-urgent query speak with your Head Teacher or APM. If it is something urgent or you are sick you must inform the **Program Manager.**

You should <u>not</u> take up any personal or administrative issues with Thai teachers or staff at the school. Speak with your coordinator or your APM and they will liaise with the staff on your behalf.



HEAD TEACHERS

These teachers have all been promoted in-house due to their outstanding dedication, effort and ability to build relationships within the school. If your school has a Head Teacher, they are your first point of contact.

Below are the schools with Head Teachers and which of our Programs they teach.

Bangkok and Central Thailand East

Satri Samut Prakan | Dalton Le | EP
Satri Witthaya 2 | Wickus Smith | EP
Wat Chiratham | Benjamin Gowans | IEP
Kanarat | Imran Rao | Conversation
Kanchanapisek Suphan Buri | James Tshering | MEP
Suan Kularb Rangsit | Oli Sole | Conversation
Thanyarat | Fritz Schultz | IEP
Kanasoot | Jana Coetzee | EP
Satri Witthaya 2 Upper | Lanese Jafta | Conversation
Triam Ratchada | Jacob Crafword IEP
Satthasamut | Colleen Webster | Conversation

Bangkok and Central Thailand West

Bangmot | Andrew Smith | Conversation
Horwang| Kezia France | Conversation
Rachinee Burana | John Ebrahim | Conversation
Rattanakosin | Chad Guy | Conversation
Satri Witthaya | Adam Wileman | Special Program
Wat Sutthi | John Errington | Conversation
Suan Kularb Nonthaburi | Arnat Donaghey | Conversation
Debsirin Nonthaburi | Tyler Muehl | EP
Kanchanapisek Nakhon Pathom | Nicholas Brady | Conversation
Triam Udom Suska Nonthaburi EP | Michi Todd | EP
Wat Raj O Ros | Michael Windsor IEP

North Eastern Thailand (Isaan)

Bueng Kan | Themba Mbatha | Conversation
Phadungnaree | Lourens Sheepers | Conversation
Khu Khan | Kyle Turner | MEP
Sri Kranuan | Simon Dale | Conversation
Nang Rong | Tom Appleby | IEP

CONTACT INFO

Director: Nick	director@sineeducation.com	
Program Manger: Jason	0954013584 Call out sick: 0941604535	jason@team.sineeducation.com
APM: Pam	0858490853	pam@team.sineducation.com
APM: Lee	0889621296	lee@team.sineducation.com
APM: Will	0958869590	will@team.sineducation.com
APM: Andries	0937757411	andries@team.sineducation.com
APM: Dom	0949 721 719	dom@team.sineeducation.com
General Manager: Jibb	02711417035	jariya@sineeducation.com
Operations Manager: Inna	0930033173	kunyamas@team.sineeducation.com
Recruitment Manager: Andrew	02711417035	recruitment@sineeducation.com
AOM 1, BKK EP: Mhu	094-779-2463	aom_1@team.sineducation.com
AOM 2, Isaan: Teaw	061-067-3344	aom_2@team.sineducation.com
AOM 4, BKK: Fang	097-052-1423	aom_4@team.sineducation.com
AOM 5, BKK: Garfield	081-773-2474	aom_5@team.sineducation.com
AOM 6, BKK EP: Mhu	094-779-2463	aom_6@team.sineducation.com
AOM 7, Isaan: Beam	098-117-7051	aom_7@team.sineducation.com
Events Manager: Charles	charles@team.sineeducation.com	
Camps Manager: Jace	jace@team.sineeducation.com	
FTA Manager: Tan	tan_fta@fta.sineeducation.com	
Social Media: Natalie	socialmedia@team.sineeducation.com	
HR Assistant: Noo Lek	hr@sineeducation.com	

GETTING STARTED

HEAD OFFICE

Our Head office is located on the 11th floor of SSP Tower 1, Sukhumvit 63 in Central Bangkok.

Should you ever visit our head office please remember this is a place of work for many companies, not just SINE, so please dress and act professionally.



GETTING AROUND

We offer all new teachers transport to their new school when they first go there, if your school is outside of Central Bangkok. Generally speaking, heavy traffic in Bangkok is common however the rest of the country is likely to only have traffic during peak times.

There are several modes of public transport in Thailand including boats, buses, taxis, motorcycles. In Bangkok there is the sky train (BTS) and the underground (MRT). You need to think about your travel time – experienced teachers and Thai staff can usually offer sound advice on the best ways to travel to and from your school.

Motorcycles- if you want to drive a motorcycle to school, be aware that you should get a Thai driving license after 6 months of being in Thailand. Schools try to encourage students to wear a helmet, so it is important to set a good example and always wear a helmet, even when driving around town outside of school hours.



LOCATION

We work with Government Matthayom schools in various locations around Thailand.

The majority of our schools are now in or around Bangkok and Central Thailand, but we have around 30% of our schools in towns in the North East (Isaan).

You will be working in a specific school to be agreed with the Recruitment and Program Manager. Several factors affect which school you will be offered. The two most important considerations are where **you** want to be and the make-up of the school's current teaching team.

ACCOMODATION

Most teachers in the Bangkok Metro Area live in a condo, these are usually inexpensive. You should expect to pay a deposit equivalent to two month's rent, plus a month's rent in advance.

Your first's month budget will be at least **50,000thb (Bangkok)** or at least **40,000thb (Isaan/Central Thailand)** . This should cover your rent, deposit and living expenses for the first month. The deposit is usually returned when you complete the lease period.

Your coordinator will help you find somewhere to live. Each CO has a list of suggested accommodations. These places are within commutable distance from school and in budget. It is likely the other teahers from your school will live there too

FIRST IMPRESSIONS

The school's Thai staff will form an opinion of each teacher based on their first impression of you. Once formed it can be hard to change, regardless of how good you are. Therefore, on your first day in school, you should do everything possible to make a good impression.

Dress extra smartly; make sure your clothes are neat and ironed. Men should wear a tie and long-sleeved shirt on the first day. Be polite and greet your Thai colleagues, preferably with a wai.

Above all, smile. In Thailand, a smile can take you a very long way. Indeed, smiling at and greeting both staff and students as you walk around school will do you a lot of good!



GETTING CONNECTED

One of the first things you need to do once you arrive in Thailand is get a sim card for your phone. You can do this at a 7/11 or in any large mall. Avoid purchasing a SIM at the airport as the tariffs are aimed at tourists.

The three main providers are TrueMove, AIS, and DTAC. You will need your passport to purchase a SIM. You may be asked for some other documents depending on the provider.

These providers also offer WIFI. You can sign up for WIFI once you have a rental agreement.

WEATHER AND CLIMATE

Thailand is hot and humid. As a result, perspiration can be a problem, especially during the hottest season (March to June). Thai's have high standards of personal hygiene. Wear deodorant, vests and shower at least twice a day to maintain good personal hygiene.

During the rainy season (July to October) you should carry an umbrella, a plastic poncho or a showerproof jacket. It is very common to experience being caught in an unexpected downpour.

HEALTH AND SAFETY

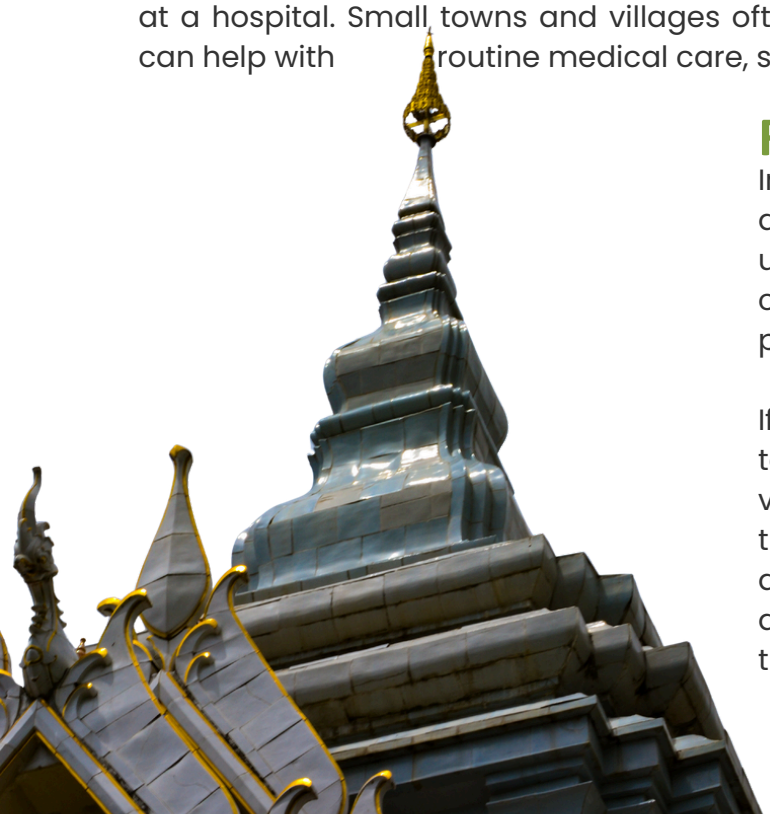
- If you are coming to Thailand from a cooler climate, you will be pleased to know that colds, coughs and similar ailments are rare in Thailand. Most foreigners living in Thailand enjoy good health.
- You should cover up if you go out after dusk, this is the worst time of the day for mosquito bites.
- The UV in Thailand is consistently high, so take care to protect your skin.
- Cuts and grazes should be cleaned quickly to avoid infection.
- There is very little violent crime, robbery or burglary in Thailand. However, you should still use common sense when going out alone at night.
- The main risk in Thailand is motorcycle accidents, particularly when riding without a helmet or driving drunk.
- It is generally not safe to ride a bicycle on main roads, where you are at risk from other vehicles, especially lorries and buses.
- Tap water is not safe to drink but you can use it to wash dishes and brush your teeth.

MEDICAL INSURANCE

SINE provides basic medical insurance through Allianz. You will receive a handbook outlining what is, and what is not covered by the policy. Generally, the policy provides quite good coverage for short-term illness and common emergencies, but limited coverage for long-term conditions.

The general rule is that you should always check the cost before agreeing to any treatment. Our Foreign Teacher Administration team (FTA) can help you if you have any questions. They can help communicate with the hospital on your behalf.

Routine medical treatment is available at government and private hospitals, staffed by specialist doctors, as opposed to general practitioners working in medical clinics. Pharmacists are generally very helpful and can give you some medicines without a prescription. However, if you need antibiotics or painkillers you will need to see a doctor at a hospital. Small towns and villages often have small clinics staffed by nurses who can help with routine medical care, such as cleaning a wound.



RABIES

In Thailand, there is a risk of rabies from cat, dog, bat and monkey bites. Animals are usually unvaccinated, and monkeys often congregate near temples and forest park picnic areas where there is food.

If you are bitten, you should go **immediately** to the local hospital for a post-exposure vaccination. The vaccination, administered through a series of injections over a period of days, is highly effective in preventing the development of rabies. Modern rabies treatments are painless and inexpensive.

TEACHER ATTIRE

Item	Women	Men
Top	Short or long sleeved button up or blouse. No bare shoulders and covering your chest	Long sleeved-button up shirt. Tie *if your classrooms have AC
Bottoms	Skirt or dress. Knee length or below. Avoid 'figure-hugging' material	Smart dress slacks in grey, navy or black. No jeans
Shoes	Smart and closed-toe. Avoid heals as you will stand in class	Smart dress shoes. No trainers
Other	Minimal jewellery. No facial piercings. Tattoos must be covered. Ensure you are clean, smelling good and are well-presented	

EXAMPLES OF OUR CURRENT TEACHERS









CULTURAL AWARENESS

LAND OF SMILES

Thai people have a reputation for being friendly and welcoming and the Thai smile is certainly one of the first things you notice when arriving here. As you spend more time here, you'll discover more of the complexities and subtleties of Thai society, but your interactions with Thai people will be overwhelmingly positive. Thai people's tendency to focus on the present gives rise to a wonderful sense of fun and playfulness. This can occasionally lead to frustrations when looking for western-style planning and efficiency, but it gives everyday interactions a level of warmth and friendliness lacking in the West.

BACKGROUND

Thai culture is a unique mix of Thai, Khmer, Mon, Indian and Chinese traditions and beliefs. The culture is underpinned by the national religion, Buddhism, which informs many of the rituals and conventions of life in the Kingdom. Respect for age and position and preference for non-confrontation also gives Thailand a somewhat anachronistic feel for visiting Westerners.





CONSIDERATIONS

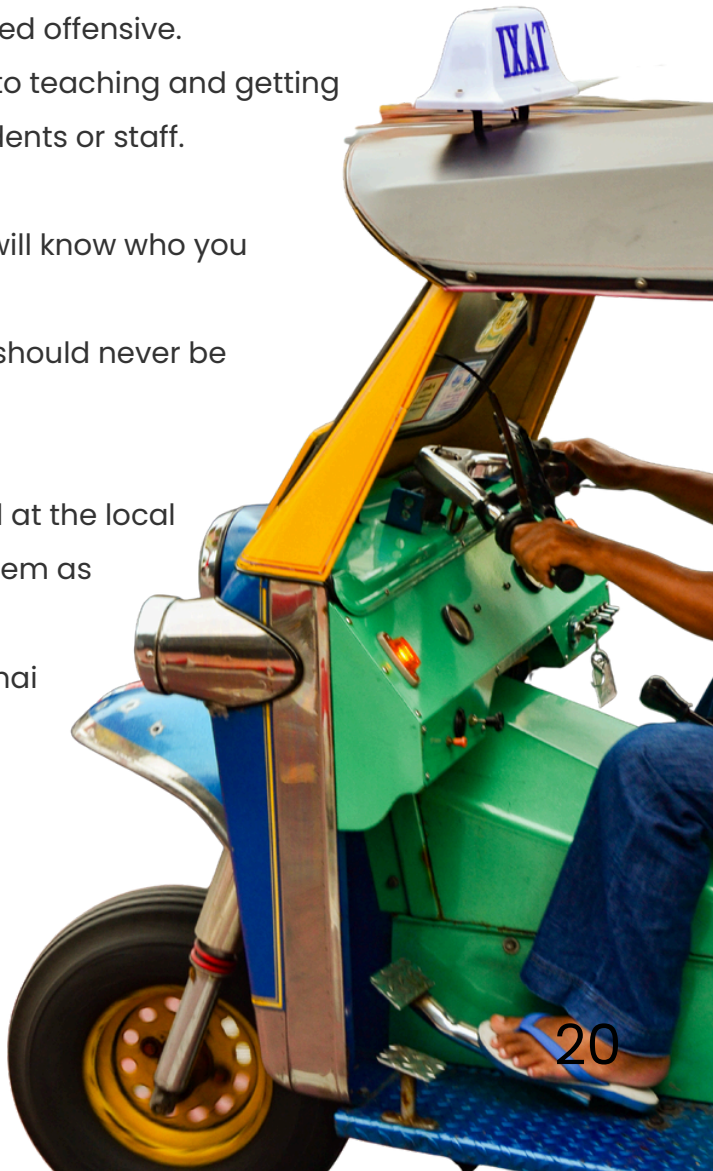
Thai and Western cultures have evolved separately over thousands of years and the differences can feel very strange. It is important to remember that neither is right or wrong, they are just different. Please avoid using phrases which can be offensive such as 'common sense' when referring to how other people are – what is common sense to you may not be to somebody with a different perspective and vice versa. Likewise, the 'right' way of dealing with a problem or disagreement in the west is not necessarily the 'right' way of dealing with it in Thailand because of the cultural differences.

'FARANG' (Fuh-Lang)

You will probably hear the word farang a lot. It is used in everyday conversation, especially when discussing a foreigner; however, it can have other meanings, so don't make assumptions! It is not used as an intentional insult, so please don't react negatively to hearing it. People will react very positively when you demonstrate some awareness of Thai social customs and behavior.

TOP TIPS FOR ADAPTING TO THAI CULTURE

- If students mention the Thai Royal Family, comment on them only with the highest regard. The Lèse-majesté laws forbid any negative comments about the Royal Family or Buddhist Faith.
- Do not discuss potentially offensive or sensitive issues with students
- Do not enter into relationships with other staff. This is generally considered detrimental to your profession.
- Never criticise SINE Education, its staff and materials, or your school. Espeically, not in earshot of your coworkers.
- Always avoid touching students except for hand-shakes, high fives etc. Especially avoid touching their heads and necks.
- Never sit on tables or desks.
- Do not point at anyone or anything with your feet.
- Remove your shoes when other adults do.
- Never show anger or annoyance openly.
- Keep yourself free from body, alcohol and tobacco odour.
- Treat all books and supplementary materials with care and respect. Sliding, throwing and dropping books and materials is considered offensive.
- Always take a non-confrontational approach to teaching and getting things done; never intimidate or humiliate students or staff.
- Avoid stepping on money.
- If you are working in a small town, everybody will know who you are and everything you do will be seen.
  For example, it is okay to have a drink but you should never be seen to be drunk.
- Smoking in public should be avoided. You may bump into your students outside of school at the local market etc., they may wai you; acknowledge them as their family may be present.
- Don't make negative references to Thailand, Thai people, Thai culture, Thai food, etc.
- Don't discuss drugs- both legal and illegal.
- Be polite and make an effort to make friends.
- Pay attention to the people around you and act in a similar manner! This is also a great tip for learning the language too.



WORKING WITH SINE

PROFESSIONALISM

You should at all times have your telephone on during the hours you are working, silent mode is preferred. There are times when representatives of the company may need to contact you. All teachers must have a working local phone number. Having a local number is required by Thai immigration!



EXPECTATIONS

- Be fully prepared for all classes
- Be in the classroom before the students arrive
- Be punctual, including arriving at school on time
- Follow the lesson plans provided
- Finish the lesson on time and never let your students leave early or keep them late
- Participate in morning activities as required, including gate duty once a week
- Complete all administrative requirements promptly
- Be flexible in meeting scheduling needs and helping Thai staff in your school
- Be prepared to participate in any training or school activities
- Properly use and maintain all shared resources
- Behave in a manner becoming of the teaching profession
- Attend teacher meetings when required
- Cover classes as required
- Always ensure that you are clean and fragrant when entering the classroom



CONSIDERATIONS

Family: If you would like to take a family member or friend in to your school, you must seek prior permission for this from the Program Manager. We must send a formal request letter to the school. If permission is granted, please remind your guests that they must dress appropriately.

Professional Attire: A common complaint from schools is that teachers look like tourists and not like professionals in the workplace. Wear smart, plain shirts. **Don't** wear t-shirts, even if you have been told you can wear casual clothes. **Never** wear shorts on campus.

CONTRACTS

SINE Education offers contracts to all full-time employees. Contracts are valid for a maximum period of ten months and provide a guaranteed monthly salary, end of contract bonus and basic medical insurance. There are also provisions for sick leave.

We employ a specialist Foreign Teacher Administration (FTA) team at our head office in Bangkok and a regional team in Isaan who handle all administrative requirements for visas, work permits and health insurance.

REQUIREMENTS

The following is required for us to apply for a Work Permit and Non-B Visa on your behalf.

- A Bachelor's degree and transcripts
- 24 photographs(12 3x4cm and 12 4x6cm)
- Valid Passport
- Medical Check (Done in Thailand)
- Criminal Record Check (Done in Thailand)

Our FTA team will be alongside you throughout this process. They will direct you where and where to go, and support you at immigration.





PAYMENT

You will be paid monthly in arrears on the last working day of the month. Initially you will be paid in cash. Once you have a work permit you **must** open a Thai bank account. Once opened, you'll be paid by direct deposit.

You will be paid for all public holidays during the period of your contract. You will probably be expected to work for part of the mid-term break but we will try to ensure you get at least two weeks paid holiday during that break. Christmas is not a public holiday in Thailand so the schools are open as usual and you are expected to be at work.

You are paid a lot more than most Thai teachers so it is not a good idea to discuss salary and benefits with non-SINE staff as this can lead to resentment. Teachers who have worked a full academic year and who stay with SINE Education for a further year will be eligible for a small salary increase in their second, third and fourth years.

Any extra teaching hours above your standard contracted 24 hours per week will be paid at the rate of 400 baht per lesson.

You will be told the dates of your holiday as soon as we can do so. In some schools, that information only comes at the last minute. Please try not to book anything until SINE Management has confirmed the dates.

TEACHING SCHEDULE

Although you will have a regular weekly schedule, it may occasionally be necessary to change your schedule at very short notice to cover for absences or due to school events.

From time to time, you may be asked to be present at a school for activity days. On these occasions, you will probably not be expected to teach, but you may be expected to take some part in the activities. Often, this will be down to your own initiative. Please check with your Coordinator. You may sometimes question why you are there; often it is simply a case of showing solidarity and representing your commitment to your school.

CLOSURES

Occasionally during the academic year your school may close for special events including but not limited to sports days, cadet training or scout camps. This closure could be from one day up to two weeks in duration. This is not a de facto holiday for SINE teachers. You may be required to help cover at another SINE partner school, so you must be on standby. Please let your line manager know as soon as you hear about an upcoming school closure.





TEACHER ADMIN

Teacher admin is just as important as teaching, so please make sure that you do all paperwork on time and keep an accurate record of attendance for each class. You should submit the class attendance records to your Coordinator on Friday afternoon after your last class. It is best to do your test marking at the first opportunity as your Coordinator will need to put it in the correct format for the school. Coordinators are often informed of deadlines for marks at very short notice. There is additional information about assessment and grading at the end of this handbook.

TEACHING TEAM

No SINE teacher is ever the only one in a school. Our teaching teams vary from two up to twenty-two people. A four or five teacher team is an average size.

We also employ a Thai Coordinator in every school. They are a member of your team, and they act as a link between you and the school staff. Their role is to help with the day-to-day admin that is involved in teaching in schools. They are your colleague and must be treated with respect.

LEAVE AND ABSENCES

Thailand is the land of holidays! With many public and school holidays. Therefore, Teachers are discouraged from taking personal leave during semester. However, if it is necessary, you must make a written request to the Program Manager at least one calendar month before your intended date of absence. Such leave is usually unpaid and subject to written approval.

Teachers are responsible for informing SINE Education if they are unable to work due to sickness. If you are sick, you **must** telephone Jason (PM) as soon as possible, he is available from 4am! If you are unable to reach him, please telephone one of the APMs (Pam, Lee, Will, Dom, Andries) or the OM (Inna). You **must** speak with one of these people. A text message or email is **not** sufficient. You must call no later than **7am**. A prompt notification will assist in the difficult and disruptive task of arranging cover for your classes. Please make every effort to meet your teaching commitments.

Both a doctor's certificate and a receipt from the clinic/hospital are necessary in order for teachers on the group medical plan to be reimbursed. These are also required as evidence for extended sick leave requests.

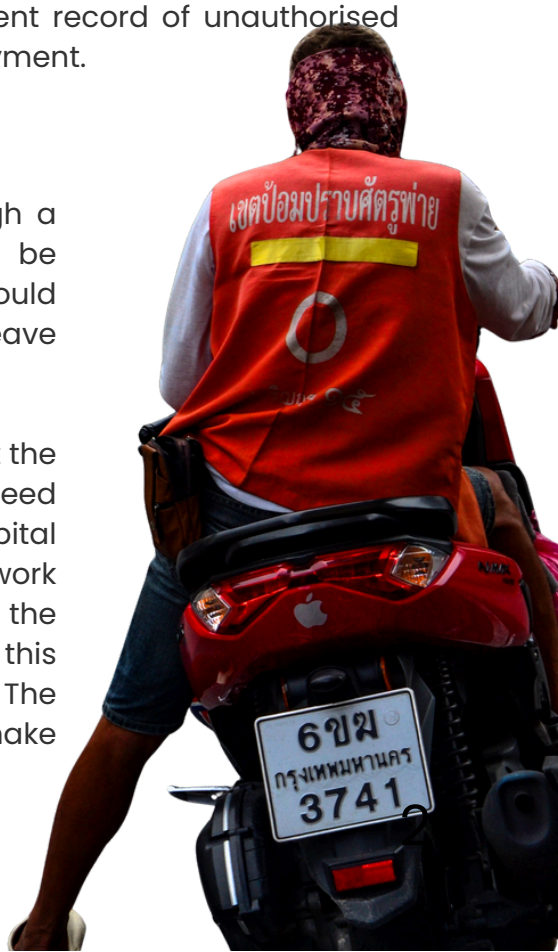
Sine Education will pay for up to two days per semester sick leave on production of a medical certificate. Payment without a medical certificate is at the company's discretion.

Unauthorised absences are disruptive to the running of a school's educational programs and reflect on the professional image of the school, on Sine Education and on the teacher. Consequently, any absence not authorised in advance is considered serious and SINE Education reserves the right to withhold salary payments for any such absences at the rate of ฿2000 per day missed. A persistent record of unauthorised absences may result in termination of the teacher's employment.

HEALTH INSURANCE

We will provide you with basic medical insurance through a group medical plan with Allianz. Your insurance will be activated from your first day of employment. You should register with your local hospital as soon as you can, don't leave it until you need their services.

If you find that you have to use your insurance, you must let the hospital take the details from your Allianz card so you will need to have it with you. You will probably have to pay the hospital yourself, in which case you will need all the paperwork (especially the receipts and a medical certificate) which the hospital provides in order to make a claim. You must give this paperwork to your CO on your first day back at school. The Foreign Teacher Assistance staff at SINE will help you to make your claim, or may even do it on your behalf.



TEACHING MATERIALS

At SINE Education, we use our own curricula. We offer three main programs to our schools.

Total Conversation Program (TCP) develops students; vocabulary, speaking and listening skills in common face-to-face situations. There are currently 9 levels of TCP.

Integrated Skills Program (ISP) is at a higher level and takes students to the next step as they develop four skills for communication in real-world situations. There are 2 different ISP programs with 6 levels of each.

Advance Your Skills (AYS) is our most challenging program and only suitable for stronger speakers of English (lower intermediary) who need to improve the accuracy of their English communication and succeed in standard tests of English like the ONET or TOEFL tests. We are constantly developing new materials and improving old materials.

The programs used follow a structured teaching method and should be followed correctly. You will see this demonstrated during your training, you will also have a chance to practice this during training.

EQUIPMENT

You will deliver your lessons using SINE's computers. Nobody except you and your SINE colleagues will have access to those computers.

We provide everything you need to deliver your lessons. Please do not download anything else onto your SINE computer or transfer any files from a USB drive as viruses have been a big headache in the past.

We provide you with a 'clicker' – a remote control device which enables you to manage the PowerPoint presentation from anywhere in the classroom.



IN THE CLASSROOM

OVERVIEW

Class sizes, on average about 40 students, vary from school to school, as do the length of periods which are normally 50 or 60 minutes.

You may have your own classroom or you may share a classroom with other teachers, including Thai teachers.

Please make sure that you always follow the lesson plans provided. You are expected to familiarise yourself with your lesson plans before teaching a class in order that you can be fully prepared. A few minutes spent doing this the day before will prove to be very helpful to you.

ENGLISH ONLY

You should not use Thai in your classroom. The majority of your students will have little or no knowledge of English so be patient with them.

There can be some confusion over British English and American English. The SINE curriculum uses both, selecting the language most common in Thailand. Students may have come across the alternative words, point out to the students that both words are correct.
With the students it is important that, whilst we check their pronunciation, we don't damage their confidence. Give feedback to the whole class and never highlight individual errors.
Things to look out for – with Thai being a tonal language, the students have a tendency to assign a tone to syllables, especially at the end of words.



GIVING INSTRUCTIONS

Before giving instructions make sure that you have the students' attention. They should close their books and put their pens/pencils down. Grade your language appropriately and make the instructions as clear and concise as possible and provide a demonstration.

When finished, check the students' understanding with a few simple questions, don't simply ask if they have understood as the answer will almost always be yes.

PRACTICE

Practice is the key to developing fluency and confidence in speaking English. You should make sure all classes have time for the controlled speaking practice and stronger classes should be pushed to do as much 'freer practice' as possible.

DISCIPLINE

SINE TEACHER

The teacher will try all professional methods and tactics in classroom control and will encourage student participation. All SINE teachers have constant support and ongoing training from head office including visits, email and phone calls. If the SINE teacher has exhausted all methods and tactics and the behavioural problems still persist, details of the students or class should be passed on to the SINE coordinator.



SINE COORDINATOR

The SINE coordinator will speak to the students or class in Thai, advise better behaviour and warn that their home room advisor will be informed if behaviour does not improve. If the SINE coordinator is called a second time, then the home room advisor is informed. The coordinator has the details of all home room advisors.



DO's and DON'Ts

Do

- Move students around
- Be fair
- Focus on rewarding good behaviour rather than highlighting the negative
- If the class is being particularly bad, do review your own methods for that lesson; it's not always the students' fault.

Don't

- Shout - this only raises the noise levels in the class
- Single out or humiliate the students
- Make promises or threats that you can't or won't keep
- Hit or throw things at the students
- Punish the children by making them use English
- Send them out of the classroom
- Don't let students mark other student's tests
- Bear grudges. Every lesson should be a 'clean sheet' with all past sins forgiven.

ASSESSMENT

GRADES

Unless you are told otherwise, you will need to make the following marks each semester:

- Attendance 10 points
- Student books 10 points
- Speaking test 20 points
- Mid-term test 20 points
- Listening test 20 points
- Final test 20 points

Total 100 points

It is often surprising to new teachers that students cannot fail their internal school tests. This means that, if the pass mark is 50%, every student will need to have a mark between 50% and 100%.

WRITTEN TESTS

All students participate in written tests throughout the academic year. They also do listening and speaking, mid-term and final test.

No help should be given during the tests.

SPEAKING TESTS

During the first half of each semester, we do a speaking test with every student.

- You should test all the students in one lesson.
- Students are not allowed to use their books for this test.
- Encourage your students to practice the test dialogue using the SINE online lessons ahead of the test lesson.
- Practice the speaking test dialogue in the weeks leading up to the tests.

All speaking tests must be completed and scored submitted to the CO before students sit the written mid-term test. Your coordinator will give you the deadline for all scores to be handed in.

LISTENING TESTS

During the second half of each semester, we do a listening test with every student.

- Most but not all of the vocabulary in the tests will have been covered during the course.
- The test should be done at the beginning of the lesson.
- The test is PowerPoint based and usually consists of 4 categories totalling 20 questions.
- The test usually only takes about 10-15 minutes.
- You are responsible for marking the tests and submitting all scores to the coordinator.

After the test you will have time to deliver a multimedia or review game to the students

ASSESSMENT PROCESS

1. Warn students in advance when their speaking tests will be to ensure they have time to prepare. Tell them they will not be able to use their book during the test. Inform them from which lesson the dialogue is taken from and encourage them to take a photo for home self study.
2. Show the students the Grading Assessment PowerPoint slide in Thai which explains the process to the students. You should show this at the beginning of each speaking-test session.
3. Write the student names and numbers on the Speaking Test Assessment sheet . These sheets are provided by the CO and designated for that class.
4. Check off the student names on the class list so you know who has and has not been assessed. Update your coordinator regularly so she/he knows who has yet to be tested.
5. Mark the students' scores on the assessment sheet when they finish the assessment.
6. Students are scored on the following criteria: F=fluency / C=confidence /P=pronunciation A=accuracy / V=vocabulary /A=attitude
7. For the fluency, pronunciation and vocabulary criteria, the students can score between 1 and 4 points. For accuracy and attitude, students can score between 1 and 3 points. For confidence, students score 1 or 2 points. The maximum total score is 20 points. All students score a minimum of 12 points (60%).
8. Give the completed score sheets to your coordinator.

ONLINE LESSONS

To help students improve their English and to allow them to prepare for their speaking test, SINE has made TCP and ISP2 core sessions available online. To access the sessions, the students will need to take the following steps.
Please encourage your students to use the online lessons.

1. Go to www.sineeducation.com
2. Click online in the top menu
3. On left side menu locate the speaking test PDF's
4. Click on the lesson they want to practice

Your coordinator will have the school / level -specific usernames and passwords – please ensure they are clearly displayed in your classrooms.



ENGLISH COMPETITIONS

Sometimes, Thai teachers will ask SINE teachers to help prepare students who are entered into an English competition. This is normally a competition against other schools in the local area so your help and input are crucial and very much appreciated in the joint effort to represent the school in the best possible way.
Assisting students in English competitions holds great significance for your school and to SINE teachers alike. It not only showcases our commitment to excellence in English education, but also strengthens relationships between SINE and Thai teachers.

YOUR ROLE

When you are not teaching, make yourself available in the SINE office for any students to approach you and ask for help. This will normally be listening to the student tell a story, act out a skit or read a poem etc. As SINE teachers, we listen and correct any pronunciation issues. We also give advice on how to improve the overall performance.

BENEFITS

- Building Strong Bonds: Supporting Thai teachers and students in competitions fosters goodwill and cooperation, strengthening the relationship between SINE and Thai teachers.
- Engaging with students in competitions provides you with valuable teaching experiences and enhances your own professional development.
- Your involvement in preparing students for competitions elevates the schools reputation within the community and among stakeholders.

Your role in assisting students in English competitions is pivotal to their success and to the overall growth of your school. Your dedication and support are highly appreciated, and we encourage you to continue nurturing your students English language skills with enthusiasm and commitment.



OBSERVATIONS

SINE

Teacher Observation Sheet

School		Class	
Teacher		Lesson	
Date		Registered	
Observer		Attending	

		Excellent	Good	Ok	Poor	Not Done	
	Classroom Setup & Professional Conduct (20)	**4**	**3**	**2**	**1**	**0**	**N/A**
1	Teacher arrives before students and is prepared	☐	☐	☐	☐	☐	☐
2	Materials and equipment are ready	☐	☐	☐	☐	☐	☐
3	Teacher greets students and sets positive tone	☐	☐	☐	☐	☐	☐
4	Behavior expectations are clear and consistent	☐	☐	☐	☐	☐	☐
5	Teacher maintains professional presence	☐	☐	☐	☐	☐	☐
	Lesson Introduction (12)	**4**	**3**	**2**	**1**	**0**	**N/A**
6	Lesson aim is introduced clearly	☐	☐	☐	☐	☐	☐
7	Teacher activates prior knowledge / elicits ideas	☐	☐	☐	☐	☐	☐
8	Students are attentive before moving on	☐	☐	☐	☐	☐	☐
	Presentation & Explanation of Content (20)	**4**	**3**	**2**	**1**	**0**	**N/A**
9	Key language or content is presented clearly	☐	☐	☐	☐	☐	☐
10	Teacher speech is slow and clear	☐	☐	☐	☐	☐	☐
11	Examples are simple and appropriate	☐	☐	☐	☐	☐	☐
12	Teacher uses gestures / context / visuals	☐	☐	☐	☐	☐	☐
13	Teacher checks understanding before continuing	☐	☐	☐	☐	☐	☐
	Pronunciation & Drilling (if applicable) (20)	**4**	**3**	**2**	**1**	**0**	**N/A**
14	Teacher leads strong choral repetition	☐	☐	☐	☐	☐	☐
15	Hand signals are used to cue repetition	☐	☐	☐	☐	☐	☐
16	Individual students are drilled	☐	☐	☐	☐	☐	☐
17	Teacher remodels when errors occur	☐	☐	☐	☐	☐	☐
18	Students respond confidently	☐	☐	☐	☐	☐	☐
	Student Practice & Engagement (24)	**4**	**3**	**2**	**1**	**0**	**N/A**
19	Task instructions are clear	☐	☐	☐	☐	☐	☐
20	Teacher demonstrates task if needed	☐	☐	☐	☐	☐	☐
21	Students participate actively	☐	☐	☐	☐	☐	☐
22	Teacher monitors by moving around	☐	☐	☐	☐	☐	☐
23	Teacher provides support without overhelping	☐	☐	☐	☐	☐	☐
24	Teacher encourages effort and confidence	☐	☐	☐	☐	☐	☐
	Pair / Group Work (if included) (12)	**4**	**3**	**2**	**1**	**0**	**N/A**
25	Roles or pairing are assigned clearly	☐	☐	☐	☐	☐	☐
26	Students speak to each other (not only teacher)	☐	☐	☐	☐	☐	☐
27	Teacher listens and supports during speaking	☐	☐	☐	☐	☐	☐
	Feedback, Correction & Management (16)	**4**	**3**	**2**	**1**	**0**	**N/A**
28	Feedback is calm and encouraging	☐	☐	☐	☐	☐	☐
29	Errors corrected respectfully	☐	☐	☐	☐	☐	☐
30	Praise is used to reinforce effort	☐	☐	☐	☐	☐	☐
31	Classroom control is consistent and fair	☐	☐	☐	☐	☐	☐
	Lesson Closure (8)	**4**	**3**	**2**	**1**	**0**	**N/A**
32	Teacher checks understanding before ending	☐	☐	☐	☐	☐	☐
33	Lesson ends smoothly and professionally	☐	☐	☐	☐	☐	☐

	Rapport (The teacher manages the class in such a way that encourages the students to be active) (12)	
34	Was the classroom atmosphere pleasant and conducive to learning?	
35	Did the students feel relaxed enough to ask questions and take risks?	
36	Did the teacher have a professional and friendly classroom presence?	

Initial Comments

Points of Improvement

Overall

	Total	Possible	Final Score
Overall rating for teacher performance	0	0	#DIV/0!

Teacher's Signature _____ Date _____

Observer's Signature _____ Date _____

OBSERVATIONS

You will be observed by your Assistant Program Manager once or twice per term. They will watch you deliver a lesson and assess you according to the criteria above. Afterwards they will discuss your strengths and give advice with regards to any areas for improvement.

BRITISH VS AMERICAN

Here are some common differenced between British and American English. Don't forget that both are correct and you can tell your students the differences.

British English	American English
American football	Football
autumn	fall
biscuit	cookie
caravan	trailer
car park	parking lot
chips	French fries
cinema	movie theater
cock / cockerel	rooster
courgette	zucchini
crisps	chips
curtains	drapes
film	movie
fizzy drink / pop	soda
football	soccer
fortnight	two weeks
full stop	period
garden	yard
hair slide	barette
handbag	purse
holiday	vacation
lorry	truck
mobile	cell phone
pavement	sidewalk
postman	mailman
pudding	dessert
queue (*noun*)	line
queue (*verb*)	stand in line
rubber	eraser
rubbish	garbage / trash
skipping rope	jump rope
sweets	candy
tap	faucet
torch	flashlight
trousers	pants
vest	undershirt
waistcoat	vest
wash up	do the dishes
wash your hands	wash up
zip	zipper
Z (the letter) = zed	Z (the letter) = zee