

## CURRICULUM VITAE



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**D.O.B.** 6<sup>th</sup> August 1957

**EDUCATION** Shooters' Hill School, London, UK: 1969-1975  
University of Oxford, UK: 1976-1980  
University of Cambridge, UK: 1983-1984

**QUALIFICATIONS** B.A. (Hons) University of Oxford, Modern History: 1980  
TEFL teaching certificate (Pilgrims): 1992  
M. Phil. University of Cambridge, Linguistics / Education: 1984  
Diploma in Psychotherapy: 1989

**EMPLOYMENT** 1980-1983: Tutor of History etc, Brown & Brown Tutors, Oxford  
1984 (summer): Tutor in EFL, University of Cambridge Board of Extra-Mural Studies  
Aug 1984 - June 1985: Teacher of English, Riyadh Schools, Saudi Arabia  
Sept 1985 – June 1986: Tutor of History, Government & Politics and EFL (all at pre-university/university entrance level), Brown & Brown Tutors, Oxford  
Aug 1986 – Sept 1987: Director of Studies, St George's College, London  
Sept 1987-Aug 1989: Teacher of English Language and Cross-Cultural Values  
Induction, Cultural Institute, Ministry of the Interior, Riyadh, Saudi Arabia  
Sept 1989-March 1992: Tutor (English and Communication Studies) and  
administrator, David Game College, London  
April 1992-November 1999: Principal, Irwin College, Leicester  
November 1999 – June 2006: Chairman & Director of Operations (E & SE Asia), Irwin  
College & (until May 2008): Director, Irwin Educational Services Co Ltd, Thailand  
(<[www.iesthailand.com](http://www.iesthailand.com)>)  
May – Nov 2008: Headmaster, Nantawan Trilingual School, Thailand  
Sept 2009 – May 2010: International Consultant, Varee Chiangmai School, Thailand  
(part-time)  
Feb 2009 – Feb 2012: Director/Headmaster, Nantawan International School, Thailand  
Feb 2012 – December 2013: Chief Consultant / Director, Irwin Executive Services Co  
Ltd, Thailand  
January 2014 – May 2016: Lecturer, School of Liberal Arts & Director, Centre for  
International Studies and Continuing Education, Shinawatra University, Thailand  
(<<http://www.cisce.siu.ac.th/>>)  
June – August 2016: Head of School, Da Vinci International School, Thailand

## RESPONSIBILITIES AND ACHIEVEMENTS

**POSITION:** Head of School, Da Vinci International School, Hua Hin, Thailand (June – August 2016)

**RESPONSIBILITIES & ACHIEVEMENTS:** Compiling policy, information & marketing materials (re curriculum, admissions, teacher requirements and packages, equal opportunities etc); conducting media interviews, attending & addressing marketing events & recruiting teachers.

**POSITION:** Director, Centre for International Studies and Continuing Education ('CISCE'), & Lecturer, School of Liberal Arts, Shinawatra University, Thailand (January 2014 – May 2016)

**RESPONSIBILITIES & ACHIEVEMENTS:** Investigated, proposed, initiated & developed international inter-institutional links with other universities in UK, Australia, Switzerland, Vietnam, Cambodia, Malaysia & Nepal; attended Shinawatra University delegations overseas to expedite MoU signature & link activities; built international network of student recruitment agents; compiled & managed delivery of professional training to external clients (e.g. SC Asset, Royal Thai Police); promoted scholarship schemes; drafted & proof-read press releases, announcements, policy statements, information materials & contracts; developed links with, arranged credit banking/recognition of prior learning for & delivered guest lectures to staff & students at linked schools; lectured & supervised graduate & undergraduate students; managed CISCE website.

**TESTIMONIALS** are available from (i) The Emeritus President, Shinawatra University: Professor Dr Voradej Chandarasorn (<[vchandarasorn@yahoo.com](mailto:vchandarasorn@yahoo.com)>) (ii) The Associate Dean, School of Liberal Arts, Shinawatra University: Dr Palphol Rodloytuk (<[palphol@hotmail.com](mailto:palphol@hotmail.com)>).

**POSITION:** Guest lecturer at ASEAN seminar held at Chiang Mai University, Thailand (August 2012)

**RESPONSIBILITIES & ACHIEVEMENTS:** Delivered lecture to c 100 teachers and others at seminar held under the auspices of ASEAN at Chiang Mai University ("THE ASEAN EDUCATION CHALLENGE"). The lecture is viewable at: <<http://www.youtube.com/watch?v=eFRurr7pEMg>>.

**POSITION:** Chief Consultant/Director, Irwin Executive Services Co Ltd, Thailand (February 2012–December 2013)

**RESPONSIBILITIES & ACHIEVEMENTS:** Managed ASIC international education accrediting services in Asia (Thailand, Singapore, Myanmar, Vietnam, Cambodia and Laos) on behalf of ASIC Malaysia; made site visits for information and institutional accreditation purposes to schools, colleges and universities in foregoing territories. 7 May 2013: held conference at Sheraton Riverside Hotel Bangkok for Thai universities on int'l accreditation attended by 96 representatives (I delivered keynote address). Managed information dissemination, meetings & follow-up work; operated Asian regional office in Bangkok, managed budget & issued reports; liaised with British Embassy Bangkok, Ministry of Education, British Council & other bodies. Compiled corporate training proposals.

**TESTIMONIAL:** Available upon request.

<p><b>POSITION:</b> English Programme assessor, Bright Future International Training Service (BFITS), Thailand (January 2012: short fixed-term consultancy contract)</p>
<p><b>RESPONSIBILITIES &amp; ACHIEVEMENTS:</b> Conducted audit of BFITS' English Programme at St Joseph's Convent School, Bangkok, via interviews with teachers and other staff &amp; inspections of lessons, reviews of curricular materials &amp; evaluation of professional protocols; issued report with recommendations upon conclusion.</p>
<p><b>TESTIMONIAL</b> viewable at:  <a href="http://www.iesthailand.com/images/testimonials/testimonials_8eacc2e237cb754992247bbfd64db57e.jpg">http://www.iesthailand.com/images/testimonials/testimonials_8eacc2e237cb754992247bbfd64db57e.jpg</a>.</p>

<p><b>POSITION:</b> Headmaster/Director, Nantawan International School, Thailand (Feb 2009 – Feb 2012)</p>
<p><b>RESPONSIBILITIES &amp; ACHIEVEMENTS:</b> Compiled and managed implementation of school development plan (re academic, managerial/HR, financial and marketing aspects) addressing repercussions of school's change to int'l status; set up, managed &amp; developed school academic &amp; administrative oversight systems; was Head of School Management, Accreditation, Health &amp; Safety, Special Needs, KG / Primary Liaison / Progression, Teacher Induction &amp; Continuing Professional Development, KG Curricular, Discipline, Teachers' Handbook &amp; Parental Liaison Committees; liaised with Cambridge International Examinations; attended ISAT (International Schools' Association of Thailand) events (e.g. meetings re ONESQA cyclical quality appraisal of schools).  Oversaw school's transition to int'l school status; prepared school for CIS accreditation/ISAT membership; managed parental information events (open days, coffee mornings, end-of-term reports, meetings etc); managed teacher training, textbook &amp; teaching materials procurement, set up Secondary Section &amp; compiled information sheets / newsletters and website entries accordingly. Introduced and oversaw new school assembly system involving students delivering presentations, a Hall of Fame (also displayed on school website), weekly academic and behavioural awards, inviting guest speakers (e.g. fire &amp; police officers, monks etc) &amp; the integration of the latter's subject matter with topical curricular-based themes. Liaised with Cambridge International Examinations re curricular delivery &amp; centreship.</p>
<p><b>TESTIMONIALS:</b> A testimonial for the teacher training aspects of this work is viewable at:  <a href="http://www.iesthailand.com/images/testimonials/testimonials_0c4200714a4a40557c32de3fb5ce78b1.jpg">http://www.iesthailand.com/images/testimonials/testimonials_0c4200714a4a40557c32de3fb5ce78b1.jpg</a>. Other testimonials are available upon request.</p>

<p><b>POSITION:</b> International Consultant, Academic Auditor &amp; Teacher Trainer, Varee Chiangmai School, Thailand (Sept 2009–May 2010: 2 short fixed-term consultancy contracts)</p>
<p><b>RESPONSIBILITIES &amp; ACHIEVEMENTS:</b> Delivered presentations to owner, managers, teachers &amp; parents re int'l school curricula, best practice, mission statements, accreditation &amp; management; helped to initiate school's Int'l Annexe; helped obtain Cambridge International Examinations centreship; conducted audit of Int'l Annexe teaching &amp; management.</p>
<p><b>TESTIMONIALS</b> are viewable at:  <a href="http://www.iesthailand.com/images/testimonials/testimonials_f236c78bebb9ee1fd9d40421dc12e600.jpg">http://www.iesthailand.com/images/testimonials/testimonials_f236c78bebb9ee1fd9d40421dc12e600.jpg</a> &amp;  <a href="http://www.iesthailand.com/images/testimonials/testimonials_a4548a0846868246ae653027b0518608.jpg">http://www.iesthailand.com/images/testimonials/testimonials_a4548a0846868246ae653027b0518608.jpg</a>.</p>

**POSITION:** Head of International Development, The Regent's Schools, Thailand (March – August 2009: fixed-term consultancy contract)

**RESPONSIBILITIES & ACHIEVEMENTS:** Built network of int'l student recruitment agents for Regent's Schools Thailand & UK; compiled & distributed communications (flyers, newsletters, contractual documentation & certificates) to latter; attended int'l marketing events (e.g. education fair in Seoul, Korea); helped arrange school visits by agents; attended & briefed meetings of school's Marketing Committee; compiled & presented information materials (website, prospectus, flyers, press releases, announcements & Power Point presentations) re studying at Regent's School UK; helped launch & manage Cambridge Academics (a professional tutoring organisation based at but managed independently from The Regent's School); compiled & disseminated information materials (a brochure, a flyer, a website etc) in relation to latter.

**TESTIMONIAL** is viewable at:

<[http://www.iesthailand.com/images/testimonials/testimonials\\_0963dabafee73890dfa190d9e1aa9836.jpg](http://www.iesthailand.com/images/testimonials/testimonials_0963dabafee73890dfa190d9e1aa9836.jpg)>.

**POSITION:** Headmaster, Nantawan Trilingual School, Thailand (May – November 2008)

**RESPONSIBILITIES & ACHIEVEMENTS:** Designed and implemented English Programme syllabuses in all subjects required by Thai Ministry of Education curriculum; liaised with Schools Section of Samut Prakarn Education Office re latter's implementation; oversaw academic co-ordination between different subject areas & school departments; liaised with Cambridge International Examinations (CIE) to ensure compatibility between the school's revised syllabuses and CIE's curriculum; obtained CIE centreship for school; managed delivery of CIE programmes (with attendant bibliographies, CIE-recommended textbooks etc), assessments & teacher inductions at school; managed Cambridge ESOL delivery; designed & published press releases & information programmes for staff, students, teachers & parents; set up & managed Parents' Association; recruited, inducted & evaluated teachers delivering CIE curriculum; liaised with CIE over adopting CIE-compatible Kindergarten curriculum; set up new Secondary Section for Year 7+ based on CIE curriculum with homeroom teacher system; set up House, disciplinary & academic administrative systems & managed bespoke events (e.g. inter-school Science Fair); compiled & managed teacher training / CPD events; applied CIE-based entrance tests for Primary and Secondary students in English, Mathematics, Science & IT; organised CIE-derived online teacher training programme; oversaw school website.

**TESTIMONIALS:** Available upon request.

**POSITION:** Chairman & Director of Operations (E & SE Asia), Irwin College UK & Director, Irwin Educational Services Co Ltd, Thailand (November 1999 – April 2008)

**RESPONSIBILITIES & ACHIEVEMENTS:** Nov 1999: established & directed Irwin College UK's Asian Representative Office in Bangkok (later registered as IES Co Ltd); developed links with student recruitment agents in Thailand, China (including Hong Kong & Macao), Singapore, Malaysia, Vietnam, Indonesia, S Korea & Turkey. Visited these territories to represent Irwin College UK at British Council & similar educational exhibitions & trade missions & attended private seminar and advertised interview campaigns with local agents to expedite student recruitment to Irwin College.

Nov 1999 – April 2006: acted as Chairman of Irwin College Ltd; 2005-6: acted as Company Secretary for Irwin College Ltd; chaired Board meetings, kept minutes & dealt with attendant legal responsibilities accordingly.

1999: Represented Solihull College UK & University of Northumbria at Newcastle, UK (later 'Northumbria University') in Thailand: formed and developed institutional links with Rajabhat Institutes, Assumption Commercial College, Huachiew University, St John's University, Yonok College, Eastern Asia University, Phitsanuvej Hospital, Phitsanulok Language School, Thammasat University, Mahidol University, Chulalongkorn University, Ramkhamhaeng University, Bangkok University, Rangsit University, Eastern Asia University, Dhurakijpundhit University, ORIC & the Law Society [Thailand].

Submitted bids on behalf of Solihull College & its associated educational equipment suppliers (Philip Harris) for Thai training contracts funded by World Bank and ADB; secured ADB-funded textiles training grant for Solihull College to train 12 employees from Ministry of Labour & Social Welfare, Thailand; liaised with British Embassy (Bangkok), British Council (Bangkok) and British Chamber of Commerce (Thailand) re foregoing.

April 1999: assisted Dr Geoffrey Walford (Professor of Education, University of Oxford, Fellow and Tutor of Green College, Oxford, Junior Proctor, University of Oxford) in making contact with Assoc. Prof Chawalert Letcharlolarn at Chulalongkorn University, Thailand, to collaborate over research into & compilation of article re voucher system in education.

June 1999: arranged meetings for Solihull College's Director of Centre for International Development with Rajabhat Institutes, Assumption Commercial College, Huachiew Chalermprakiat University, St John's University, Yonok College; arranged lecture & interviews for him at British Council Bangkok; assisted with follow-up report & implementation of action points thereafter.

June 1999–June 2001: provided consultancy services for vocational education project to be based in Phitsanulok (central Thailand) suggested initially by Dr. Kasem Watanachai (sometime Minister of Education and President of Huachiew Chalermprakiet University) involving Solihull College, other UK institutions, Pitsanuvej Hospital (Phitsanulok), Naresuan University (Phitsanulok) and Phitsanulok Management Services.

January 2000: helped organise 3-day seminar in Bangkok and Samut Prakarn where UK vocational college heads gave advice to newly autonomous Thai vocational college heads.

January 2001: provided consultancy services to Mahidol English Language Services, Mahidol University on recruitment of students from China for split Thai-UK educational programmes.

April 2001–June 2002: acted as Thailand representative, Warwickshire College: arranged meetings for visiting UK representative with interested Thai parties.

April–May 2001: attended International Agents’ and Representatives’ Conference, Bangkok, University of Northumbria at Newcastle, UK.

August 2001–May 2003: managed project to make UK Pre-Masters’ Bridging Programme accredited by University of Northumbria available locally in Thailand and adjacent countries.

September 2001–June 2002: member of TUERN (Thai-UK Education Representatives’ Network, British Council, Bangkok).

November 2001: appointed Local Consultant/Expert for European Union-funded study into EU grant-funded mobility awards in Thailand at Chulalongkorn University, Bangkok, and the Asian Institute of Technology, Pathum Thani.

2002–2007: arranged promotional seminars and alumni events in Thailand for University of Portsmouth (UK), York St John University (UK), London School of Science and Technology, d’Overbroeck’s College (Oxford, UK), Cyprus Institute of International Management & other institutions.

2007–2009: initiated and co-ordinated scholarship scheme for University of Portsmouth (UK) with Royal Thai Police (‘RTP’) funded by Chevening funds made available by the UK Foreign and Commonwealth Office via the British Embassy, Bangkok, and the British Council, Bangkok; arranged seminar with RTP for Professor Savage from University of Portsmouth.

**TESTIMONIALS** are viewable at:

<[http://www.iesthailand.com/images/testimonials/testimonials\\_3b1dfa98b555134ae7df52a0c001b\\_b3f.jpg](http://www.iesthailand.com/images/testimonials/testimonials_3b1dfa98b555134ae7df52a0c001b_b3f.jpg)>

<[http://www.iesthailand.com/images/testimonials/testimonials\\_650983292f90a1b60524afd0f7914\\_020.jpg](http://www.iesthailand.com/images/testimonials/testimonials_650983292f90a1b60524afd0f7914_020.jpg)>

<[http://www.iesthailand.com/images/testimonials/testimonials\\_e5088c9d24b5a7caaddc5621c35e\\_9eb6.jpg](http://www.iesthailand.com/images/testimonials/testimonials_e5088c9d24b5a7caaddc5621c35e_9eb6.jpg)>

<[http://www.iesthailand.com/images/testimonials/testimonials\\_3e11221cbe672fbcf923ed582e0ba\\_ae2.gif](http://www.iesthailand.com/images/testimonials/testimonials_3e11221cbe672fbcf923ed582e0ba_ae2.gif)>

<[http://www.iesthailand.com/images/testimonials/testimonials\\_8e2978da04544eebd49b8f38ff5ea\\_f32.gif](http://www.iesthailand.com/images/testimonials/testimonials_8e2978da04544eebd49b8f38ff5ea_f32.gif)>

<[http://www.iesthailand.com/images/testimonials/testimonials\\_d522d0d3347b0825ebfa36d5d579\\_ea0b.gif](http://www.iesthailand.com/images/testimonials/testimonials_d522d0d3347b0825ebfa36d5d579_ea0b.gif)>

<[http://www.iesthailand.com/images/testimonials/testimonials\\_0238bb5b8d5355458db8d692f906\\_80bc.jpg](http://www.iesthailand.com/images/testimonials/testimonials_0238bb5b8d5355458db8d692f906_80bc.jpg)>

**POSITION:** Principal, Irwin College, Leicester, UK (April 1992 – November 1999)

**RESPONSIBILITIES & ACHIEVEMENTS:** Turned college round from a small (c 100 students), locally focussed institution into larger (300+ students) & dynamic international one through marketing strategies & establishing new academic courses (university foundation, ESL programmes etc); rebranded college's ethos as based on British curriculum within international context & presided over academic, residential, pastoral, commercial, financial, legal aspects of repositioning; increased international student recruitment via marketing strategies, recruitment of agents, international education exhibition attendance, British Council events etc & via developing college procedures (pastoral / EL support etc); built referral & progression relationships with local schools to provide their graduates with seamless transition route to Irwin College (in 1993 one local school - Woodbank College - merged with Irwin College); secured centreship for Irwin College with all (I)GCSE and GCE 'A' Level examining boards (University of London [now Edexcel], University of Cambridge Local Examinations Syndicate; University of Oxford, OCR, Joint Matriculation Board, Associated Examining Board, Qualifications and Curriculum Authority, Welsh Joint Education Council, AQA).

Developed academic counselling system to help Irwin College graduates gain entry to university; set up generic university foundation programme at Irwin College as alternative to A Levels (this was accepted by 50 UK universities with Middlesex University as initial & Northumbria University as subsequent main articulation partners); set up university foundation courses in Medicine, Dentistry and Pharmacy leading to degree courses taught in English at UK General Medical Council-recognised Czech Universities (Charles University, Masaryk University, Palacky University); set up pre-Masters' bridging programmes at Irwin College in UK Study Skills / Business, Economics, Social Studies, Engineering etc (recognised by 36 UK universities); operated British Council-recognised EFL summer schools; presided over 2 successful British Accreditation Council inspections of Irwin College; represented Irwin College at Conference (later 'Council') for Independent Further Education events; oversaw successful college inspections by OFSTED, Leics Social Services, Leicestershire Fire & Rescue Service and Leicester City Council's Environmental Service; compiled and delivered new teacher & personal tutor induction events.

**TESTIMONIALS** are available upon request.

**INTERESTS** Member, Mahidol University Philharmonic Orchestra Supporters; Member, Buddhist Society; Member, Siam Society; Member, National Museum Group (Bangkok); Member, Bangkok Readers' and Writers' Guild; Member, British Library; Member, Conference for Independent Education.

## SKILLS, APTITUDES & AREAS OF EXPERIENCE GAINED

**School leadership:** Overall responsibility for institutions I have headed; setting, upholding & monitoring standards; defining and promoting institutions' visions and missions; representing institutions at professional body meetings & other official occasions; working with external statutory & other bodies to ensure compliance with relevant KPIs (academic, legal, professional, practical etc); participating in institutional delegations when visiting linked institutions.

**Strategic management:** Membership of Boards and management committees; contributing to discussions and decisions re policy, direction & planning; establishing goals, deploying resources, compiling, implementing & reporting on ensuing action plans.

**Academic management:** Curricular delivery oversight & co-ordination; liaison with examining boards & curricular bodies (e.g. Cambridge Int'l Examinations, Edexcel etc); compilation of course / curricular information booklets & information sheets; planning, introduction & implementation of new academic programmes (generic & Medicine / Pharmacy / Dentistry university foundation courses, Diploma courses leading to Year 2 of BA degrees); securing validation & recognition by universities.

**Institutional development:** Compiling & managing school development plans based on best practice; sourcing & deploying data to measure institutional performance / effectiveness.

**Staff management:** Advertising & compiling job descriptions for, interviewing, shortlisting, & appointing teachers & administrative staff; conducting induction & guidance sessions for new teachers/staff; holding regular teachers'/staff meetings; evaluating teachers & other staff; designing & implementing appraisal-based bonus schemes; compiling & regularly updating teachers' handbook.

**Staff development:** Compiling, managing & delivering teacher/staff training & professional development events; conducting teacher/staff needs analysis questionnaires; collating feedback.

**Marketing & student recruitment:** Planning, attending, contributing to, reporting on & conducting follow-up work from international & local events (educational exhibitions, trade fairs, promotional seminars & roadshows, advertised interview campaigns etc); recruiting, briefing, liaising with & supporting student recruitment agencies in over 25 countries; issuing contracts & certificates to latter & keeping them regularly supplied with information materials; working with British Council offices, British embassies, TPUK & other diplomatic, governmental & commercial bodies.

**Event management:** Conference management & hosting; liaison with hotel & other venues; compilation & distribution of delegate packs.

**Legal administration:** Chairman & Company Secretary of UK Ltd co; attending to legal responsibilities arising therefrom; drafting & proofreading contractual & similar (e.g. MoU-related) documentation; company & regional representative office formation & management.

**Educational consultancy:** Advising school owners, managers & parents re international education; advising international educational institutions re marketing prospects in Asia; compiling & implementing marketing & student recruitment plans; managing marketing events.

**Business consultancy:** Evaluating schools for sale & purchase; liaison with school merger & acquisition agencies; advising school owners re institutional development.

**International inter-institutional link development:** Initiation & development of MoU with external institutions; management of link activities (institutional visits, guest lectures, staff / student exchanges, seminars, research sharing, credit banking, recognition of prior learning etc).

**Supervision, teaching & lecturing:** Delivering classes & lectures and tutorials & supervising thesis & dissertation production in History, Government and Politics, British Constitution, Constitutional Studies, European Studies, Public Administration, Global Issues and English Language.

**Editing, copywriting & proof reading:** Editing & correction of English language texts (academic, legal – contracts & MoU, announcements, notices, manuals etc).



**Project management:** Establishing tutoring service; scholarship administration; website management; overseeing school health & safety; leading & monitoring compliance with accreditation requirements.