



Rugby School
THAILAND

PREP SCHOOL

HEAD OF ENGLISH

from August 2019

Rugby School Thailand

Rugby School Thailand (RST), a co-educational day and boarding international school set in 80 acres of glorious Thai countryside south of Bangkok, very successfully opened its doors in September 2017 for 110 pupils aged 2 – 10 years. By September 2018, the School had grown to 420 pupils up to Year 12, including boarders. In September 2019, more classes and a Year 13 will be added.

The structure, school day and ethos of RST is based upon the British Independent School model, rather than the standard international school model. As such, the school has three sections: Pre-Prep (2-6 year olds), Prep (7 – 12 year olds) and Senior (13 – 18 year olds).

Rugby School Thailand is the first overseas sister school of Rugby School UK, one of the most prestigious and well-known schools in the UK. Rugby School Thailand shares Rugby School UK's DNA in every important respect. It is unique.

The Prep School

The Prep School comprises 6 year groups: Year 3 – Year 8. There are currently 180 pupils in the Prep School, with boarding offered from Year 3. The maximum size of class is 18. The capacity of the Prep School is c. 400. The normal school day runs from 8 am to 5.50 pm.

The main Prep School classroom block houses 30 classrooms, 4 science laboratories, 2 Music classrooms, 14 music practice rooms, 1 dance/drama studio, 1 theatre, 1 prep

library, 2 ICT suites, 3 Art studios, 2 DT workshops, 1 Food Technology suite, and 3 indoor recreation spaces.

The Prep School academic curriculum draws from the best of the England & Wales National Curriculum, and the best of the British Independent Prep School approach.

Adjacent to the classrooms is a large covered sports hall, extensive playing fields, and a 25m swimming pool. Beyond the swimming pool is the junior dining hall and the prep boarding accommodation.

Over the next 2 years, further construction will take place. The Prep School will have use of the main drama and music auditoriums, the main sports hall, the tennis academy and the golf driving range.

Job description

The successful applicant will lead the Prep English Department and will teach English from Year 4 to Year 8. An interest in Drama and the ability to direct Plays is an advantage.

The Prep English Department currently has 3 English teachers and this will grow to 4 in September 2019. The job description should be read and understood in conjunction with the Staff Handbook and the teacher's contract.

As HEAD OF DEPARTMENT...

Professional and Curriculum

- Lead by example in all areas of school life and be a powerful role model for colleagues as an outstanding practitioner.
- Determine the aims and objectives of the department, ensuring compatibility with those of the Rugby UK, and Rugby School Thailand
- Maintain awareness of curriculum developments in the subject and encourage departmental colleagues to do the same.
- Produce a departmental handbook outlining the aims and objectives. The handbook should be annually updated.
- Produce and regularly update schemes of work and curriculum documents.
- Monitor the teaching within the department.
- Introduce creative initiatives and drive collaborative projects to establish a varied and inspiring curriculum
- Provide advice to parents and pupils re academic progress and future prospects.
- Provide opportunities for pupils to broaden their interest in and knowledge of the subject; foster cross-curricular links where appropriate; and contribute to the coverage of the ICT syllabus.

- Encourage departmental staff to produce stimulating displays, especially including recent work produced by pupils.
- Track and monitor the progress of all pupils across the Department
- Work with the Senior School Head of Department and the Pre-Prep Subject leader to develop and consolidate the subject within the School

Departmental Staff Manager

- Provide direction and give support to departmental staff as appropriate.
- Encourage teamwork within the department.
- Ensure that all members of the departmental team enable each pupil to reach their academic potential through enthusiastic and personalised teaching
- Ensure that all members of the department have familiarised themselves with the special educational needs of any individual pupil and that appropriate strategies are being followed
- Direct and promote INSET within the department.

Organisation of the Department

- Create an organisational structure for the department that encourages the generation of ideas and the allocation of responsibilities.
- Organise teaching resources.
- Adopt safety policies appropriate to the needs of the department.
- Chair regular minuted departmental meetings.
- Take overall responsibility for the organisation of trips within the department.

Communications

- Represent the views of the department within the school and at Heads of Department meetings.
- Report to the department on school issues.
- Create and foster links with other schools and the community where appropriate.
- Ensure that all communication is acted upon appropriately and in a timely manner, and is reported to Senior Management as appropriate.
- Be responsible for the Department's contribution to the School's VLE, the website, social media and publications as necessary

Finance and Resource Control

- Produce an itemised annual budget for submission to the Bursar and Prep Head, taking account of the development needs of the department.
- Operate within the agreed budget, keeping appropriate records.

- Ensure that copyright and licensing regulations pertaining to printed materials, recordings and software are not breached.
- Report requirements for maintenance and decoration of rooms within the department to the Bursar.

As TEACHER...

Rugby School Thailand teachers will carry out their duties responsibly and with regard for the best interests of their pupils and the school. In particular teachers will:

- Conduct themselves in an appropriate professional manner at all times and support and foster the aims of the school.
- Prepare short-term teaching plans for their form in line with the Department's curriculum documents.
- Make adequate provision within the organisation of the teaching for the range of ability within the class.
- Make themselves familiar with the contents of the Teaching Staff Handbook.
- Be familiar with and mindful of the school's health and safety guidance.
- Undertake the preparation, assessing and reporting required to ensure that pupils achieve the highest possible standards.
- Ensure the safety and good conduct of the pupils, following the guidance in the Teaching Staff Handbook.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated by the Senior Leadership Team punctually, efficiently and in accordance with the guidance in the Teaching Staff Handbook.
- Be aware of and act upon all policies regarding the safeguarding of children.
- Promote pride in the School among the pupil body through high standards of dress, behaviour, manners, respect for others and property and general attitude.
- Attend staff meetings, school assemblies, parents' evenings, Speech Day and similar important functions out of school hours; be willing to accompany school trips.
- Ensure the subject classroom is kept in a reasonable state of tidiness, and to make it an attractive working-place with regularly updated displays of children's work and stimulus material.
- Carry out supervisory duties as arranged by the Prep Senior Leadership Team
- Support the pastoral care policy of the school as Form Tutor, Personal Tutor, or House Tutor.
- Contribute to the Activities programme according to experience and qualifications.
- Assist with the coaching of sport according to experience and qualifications.

The member of staff will also be required to carry out any other duties that the Headmaster might reasonably request from time to time to facilitate the smooth running of the school.

BOARDING RESPONSIBILITIES

As a school with boarders, RST teachers run an evening and weekend programme of learning enhancement, activities and trips. And teachers undertake additional evening and weekend supervisory duties.

All members of the prep teaching staff will contribute to this programme and/or to duties, according to their areas of interest, experience and expertise, and according to their other school commitments.

Typically a member of staff will offer one evening activity/duty per week, and one weekend duty per term. The overall work load of each member of staff will be adjusted fairly to take into account any additional evening and weekend commitments. Saturday commitments will vary and again individual staff timetables will be adjusted accordingly. Each member of staff will have regular 'free' weekends.

Person Specification

Personal Qualities

- Enthusiastic with a sound understanding of UK best practice
- Flexible and adaptable
- Proactive in all aspects of School life through participation and support
- Able to lead and create a strong and dynamic team
- Creative and innovative across and beyond the curriculum
- Able to work successfully under pressure with excellent organisational skills
- Able to take responsibility and be accountable for all aspects of their department
- Able to present a professional image in line with the high expectations of Rugby School Thailand
- An effective communicator both orally and in writing
- A confident and competent user of IT in the classroom and for administrative purposes

Formal Qualifications/Experience

Education Attainment

Essential University degree from a recognised academic institution
Teaching Qualification from a recognised academic institution

Knowledge and Experience

Essential

- Knowledge of the UK education system
- Knowledge of the UK prep school system
- A distinguished record of at least 3 years Geography teaching experience of Prep School age groups
- Working knowledge of the National Curriculum and ISEB

Desirable

- Knowledge of international education
- Experience within a UK Prep school
- Experience within a UK boarding school
- Leadership experience
- Experience working with children who have English as a second language

The successful candidate will be appointed on an initial 2 year contract and will need to complete a successful probationary period.

Salary and benefits are competitive and will be commensurate with the responsibilities of the position and the size of the School.

A highly competitive expatriate package includes:

- annual bonus or pension allowance
- fully furnished accommodation suitable for singles or families throughout the contract (if recruited from overseas).
- flights at beginning and end of contract (including family)
- annual flight allowance
- private health insurance (10% co-pay)
- 100% fees remission for 3 children
- relocation allowance
- free wi-fi

Application Process

Interviews will be held either at the Rugby School Thailand campus, or at Rugby School UK. Initial interviews may be via video link.

Closing Date:

Monday 5th November 2018

...though earlier applications are encouraged.

Interviews:

Thailand: w/b 5th November 2018

UK: w/b 12th November 2018 and w/b 19th November

Please send a covering letter (no more than 1 side of A4), a recent photograph and a completed application form to the Founding Head Master and Prep Head, Nigel Westlake, at prepcareers@rugbyschool.ac.th by the relevant closing date.

An application form can be found on our TES job website or on the Rugby School Thailand website: <https://www.rugbyschool.ac.th/careers/>

If you have further questions, please email Nigel Westlake at prepcareers@rugbyschool.ac.th.

Qualifications, Identification, Health and Background Checks

Please note that you will be required to bring documentation to interview providing proof of your identity and qualifications. You may also be required, within the final appointment process, to undergo a health check and relevant background checks (e.g. International Child Protection Certificate and a local police certificate) as part of the school's recruitment and safeguarding procedures.

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