



Senior School

Head of Drama

Rugby School Thailand, a co-educational day and boarding international school set in 80 acres of glorious Thai countryside south of Bangkok, opened its doors in September 2017 for pupils aged 2 – 10 years. From September 2018 the Senior School will also open, initially for pupils in Years 9, 10, and 12. We will adopt the nomenclature of Rugby School, our parent school, so these year groups will be known as F Block, E Block, and Lower XX.

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 will share Rugby School UK's DNA in every important respect. It will be unique.

The Senior School

The Senior School comprises Years 9 – 13.

The capacity of the Senior School is approximately 650, with students housed in outstanding classroom and boarding facilities.

The Senior School academic curriculum will draw from the best of the UK National Curriculum. Each department offers either GCSE or IGCSE courses in Years 10 and 11. In Years 12 and 13, Rugby School Thailand pupils will study A Level courses.

Rugby School Thailand aims to prepare pupils for further studies at the world's best universities. Unlike other international schools, Rugby School Thailand will operate as its parent school does in Warwickshire, with long school days and either classes or an enhancement programme on Saturday mornings.

The Senior School buildings are designed to offer an outstanding learning environment. The main buildings include a teaching block; state of the art, Design and Technology and Art and Design studios; ICT suites; Drama studios and a large auditorium; library; air-conditioned sports hall (with an elevated 240m running track indoors); 50m swimming pool plus warm up pool; floodlit football fields; tartan running track; golf driving range and tennis centre.

A Sixth Form Centre will provide a hub for Years 12 and 13 students as they pursue independent and group study as they complete their A Levels.



The Drama Department

The Head of Drama will have the enviable task of setting up the Drama Department at Rugby School Thailand.

The Department will be situated both in classrooms in the Senior teaching block as well as studios and rooms in the main auditorium complex.

Pupils are introduced to Drama in Year 9, and it is an elective at IGCSE and A Level. The Head of Drama will have the enviable task of building an exciting department focused on achieving outstanding results in both the theoretical and practical dimensions of the study of Drama.

The ability to another subject be an advantage in the initial years of Senior School expansion, although this is not essential.

The Head of Drama will be expected lead Drama in both the formal curriculum and the School's wider co-curricular programme. Drama will be an integral part of the life of the Senior School at Rugby School Thailand.

JOB DESCRIPTION

Job Title	Head of Drama
Department	Drama
Function	Academic
Reports to	Deputy Head - Academic
Location	Rugby School Thailand

Job Purpose

Key Responsibilities / Accountabilities

Curriculum

- Plan and implement the curriculum for Drama, including the production of schemes of work, taking into account where appropriate, any national guidance to ensure all syllabus requirements are adhered to
- Ensure that high academic standards are achieved and the highest standard of teaching and learning is maintained
- Review and develop the curriculum in line with School policy and national trends
- Develop and evaluate teaching approaches



- Publish annually a departmental handbook, including details of the curriculum and programmes of study
- Oversee the learning environment including displays of pupil work

Pupils

- Responsibility for pupils' progress and welfare within the department
- Establish a common approach to prep within school policy
- Establish and publish procedures for rewards and sanctions within School policy

Staff

- Manage the departmental resources in accordance with the School's policies and procedures, including performance management of staff
- Induct new staff
- Support and guide all members of the department
- Responsible for overseeing the professional development of department staff including yearly appraisals and internal training and development
- Set, in consultation with members of the department, departmental priorities
- Ensure effective communication and a unified sense of purpose within the department; hold regular, minuted departmental meetings, with a key focus on teaching and learning
- Establish good communication with other departments, including Learning Support staff, EAL staff, librarians and senior staff
- Advise the Head of Senior School on the selection of new staff
- The Head of Drama is a member of Heads of Faculty

Administration

- Ensure that assessment of pupils' work within the department is regular, thorough, follows the departmental marking policy (which you will devise), and check that accurate records are kept
- Prepare for assessment and/or examination (internal and external) and liaise with staff responsible for their organisation
- Maintain departmental records
- Liaise with staff and the Deputy Head – Academic regarding staff allocation and teaching groups
- Ensure that departmental stock and equipment are well cared for and economically used; liaise with the Bursar's office regarding funding and be responsible to the Bursar for budgets, grants, bills, recharges, etc. as directed
- Prepare an annual budget submission for the Drama department



- Represent the department in all matters within the School: attend Heads of Department meetings; contribute, as required, to the various open mornings, academic booklets and promotional literature
- Provide the Head of Senior School with a detailed report on the examination results by the second week in September each year
- Prepare a strategic plan for sustained academic excellence in terms of teaching and of pupils' results
- Organise and lead departmental trips, including residential trips that may occur outside of term time
- Oversee the production of a termly academic journal focussing on the highlights of the Drama teaching programme

Teaching

- Plan, prepare and teach well-structured, academically challenging, engaging lessons
- Teach, according to their educational need, the pupils assigned; setting and marking work, including examinations
- Ensure reliable and timely marking of assessment tasks is departmental policy – and that the policy is adhered to by all members of the department
- Adapt teaching to respond to the strengths and needs of all pupils, knowing when to differentiate appropriately
- Assess, record and report on the development, progress and attainment of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned
- Manage pupil behaviour effectively to ensure a good and safe learning environment
- Demonstrate outstanding subject and curriculum knowledge
- Communicate and consult effectively with the parents of pupils
- Communicate and co-operate with persons or bodies outside of the school
- Participate in meetings arranged for any of the purposes described above
- Advise and co-operate with other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements



Assessment and Reports

- Make accurate and productive use of assessment, providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Use relevant data to monitor, progress, set targets and plan subsequent lessons
- Analyse data to inform the strategic direction of the department, and to advise the Deputy Head – Academic on trends within the department
- Give pupils regular feedback, both orally and through accurate marking of work

Appraisal and Professional Development

- Participate in arrangements made for teacher appraisal and professional development
- Review methods of teaching and programmes of work
- Undertake such training as may be reasonably required by the School to adapt to the changing requirements of the School or as may be necessary to fulfil the School's statutory or regulatory obligations
- To undertake mandated job-related training as required by the School

Additional professional responsibilities

- Fulfil wider professional responsibilities by making a positive contribution to the wider life and ethos of the School
- Contribute to the provision of activities to support the co-curricular programme of the School
- Act as a personal tutor to pupils assigned in a Day/Boarding House
- Accompany pupils on trips away from the School
- Attend assemblies, registration of pupils and supervise pupils outside the classroom, whether these duties are to be performed before, during or after School sessions

Child Protection, discipline, health and safety

- Promote and safeguard the welfare of children and young persons
- Ensure all staff act in accordance with the Rugby School Thailand's policies and procedures



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Public examinations

- Participate in arrangements for preparing pupils for examinations and supervise them during public and internal examinations and assessments

Co-curricular

- Rugby School Thailand is a seven day a week boarding school. All staff are expected to tutor and contribute to the co-curricular programme

Equality

- Acting in accordance with Rugby School Thailand's equality policy, maintaining a fair and consistent manner in all actions

Flexibility

- Undertake such other reasonable duties from time to time as the School may reasonably require

Person Specification

The Head of Drama's success will be measured by the individual's ability to show initiative, flexibility and a clarity of vision in the creation of a vibrant, high-achieving department at Rugby School Thailand.

The role will necessitate use of initiative, exceptional organisational skills, and the ability to provide effective but sensitive leadership within the school, both through personal involvement and example and the use of clear communication and people skills. Personal skills include:

- A passion for education in an international setting
- A passion for the study of Drama
- A passion for multiculturalism
- Flexibility and adaptability
- A record of outstanding achievement in an independent school in the UK or elsewhere
- A restless desire to make Rugby School Thailand the pre-eminent boarding school in South East Asia
- An exceptional organiser and administrator
- A talented communicator both orally and in writing
- A strategic thinker
- An ability to develop and foster teamwork

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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
- Experience in an independent school in the UK or elsewhere
- At least 5 years teaching experience

Desirable

- Knowledge of international education
- Experience of management within an independent boarding school
- Experience leading or significant involvement in the start-up of a new school
- Experience working in the UK independent sector
- Experience working with children who have English as a second language

Remuneration Package

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
- fully furnished accommodation suitable for singles or families throughout the contract (if recruited from overseas)
- Economy flights to and from Bangkok at beginning and end of contract (including family)
- annual Economy flight for employee (excluding family) to home city (or cash equivalent towards a flight elsewhere)
- private health insurance with a 10% co-payment on claims
- 100% fees remission for 2 children; 50% for 3rd+ child
- relocation allowance



In addition, staff will have use of school facilities, free wi-fi, access to school transport, and concessional membership rates at local clubs (eg 11 km bike track on adjacent land, owned by the owners of Rugby School Thailand).

Application Process

Long list interviews will be held in person either at our Chonburi site, or at Rugby School UK. Some long list interviews will be conducted by Skype. Short list interviews will be held either at Rugby School Thailand or Rugby School UK.

Closing Date:

Friday 10 November (9am GMT)

Long List interviews:

Week commencing 13th November

Short List interviews:

Week commencing 27th November

Some Short List interviews for residents of Thailand or elsewhere in South East Asia may be held in the week commencing 8 January, 2018.

(Rugby School Thailand reserves the right to appoint by invitation before the closing date.)

Please send a covering letter (no more than 1 side of A4), a recent photograph and a completed application form to the Head of Senior School, Alan Ball, at seniorcareers@rugbyschool.ac.th by the closing date.

An application form is attached to this position description or one can be found on the Rugby School Thailand website. Should you wish to have an informal conversation or if you have further questions please email the Head of Senior School, Alan Ball at aball@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. Enhanced disclosure with the Disclosure and Barring Service (DBS) in the UK and a local police certificate) as part of the school's recruitment and safeguarding procedures. You will also need to have an International Child Protection Certificate (ICPC).



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
	<i>These are qualities without which the Applicant could not be appointed.</i>	<i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.</i>	
Qualifications	<p>A graduate with a good honours degree from a leading university.</p> <p>PGCE or equivalent</p>	A Masters or further degree.	<p>Production of the applicant's certificates.</p> <p>Discussion at interview.</p> <p>Independent verification of qualifications.</p>
Experience	<p>Demonstrable experience of contributing to the success and development of a department.</p> <p>A track record of classes having success in public exams.</p> <p>Evidence of a commitment to on-going professional development.</p>	<p>Leading an aspect of curriculum.</p> <p>Managing and appraising colleagues.</p> <p>Coaching in a school environment.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>

	<p>Experience of tracking and monitoring student progress and responding accordingly.</p>		
<p>Skills</p>	<p>Ability to motivate, lead and manage a large department.</p> <p>Ability to maintain appropriate discipline when dealing with students.</p> <p>Ability to organise own workload, prioritise and meet deadlines.</p> <p>Ability to work on own initiative, and as part of a whole school team.</p> <p>Ability to communicate effectively with other staff, students and leadership.</p> <p>Excellent interpersonal, written and oral skills.</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>



	Ability to network both inside and outside the school community.		
Knowledge	Highly developed IT skills and a willingness to keep up to date with new technologies. Current knowledge of educational change and issues.		Contents of the application form. Interview. Professional references.
Personal competencies and qualities	Determined and driven. Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Creative and imaginative. Demonstrably energetic and enthusiastic.		Contents of the application form. Interview. Professional references.



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	<p>Positive attitude to use of authority and maintaining discipline.</p> <p>Committed to on-going CPD.</p> <p>Determined to grow and develop as an individual.</p> <p>Willingness to embrace a coaching philosophy in all aspects of school life.</p>		
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