



Head of Modern Foreign Languages

Senior School

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 pupils 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 pupils as they pursue independent and group study as they complete their A Levels.



The Modern Foreign Languages Department

The Head of Modern Foreign Languages will lead a team Language teachers. The department will also employ native-speakers as language assistants. Administrative support for the Head of Modern Foreign Languages will be offered by the Senior School administrative team on a needs basis.

Languages will be taught in the main senior school teaching block. The Head of Department will have the chance to advise the Head of Senior School on specific physical requirements for languages classrooms between the time of their appointment and the start of school in September 2018. Each classroom will be equipped with 75 inch smart TVs that are connected to the School's IT network. Pupils will bring their own laptops and headphones to school.

In 2018-2019 Year 9 (F Block) pupils will be required to choose one Modern Foreign Language: French, Spanish, Mandarin, or Thai. They may choose up to two other languages from their elective options. All pupils must do at least one foreign language to IGCSE level in Year 11 (D Block). All languages follow the CIE IGCSE course. The maximum set size is 18. As the complexion of our first cohorts of pupils is clarified, the inclusion of other languages such as Russian, Japanese, or Korean will be considered.

We hope to have a healthy uptake of languages in Year 12 (Lower XX), when students begin A Levels. The first cohort of Year 12 pupils will begin in September 2018. The number of languages offered at A Level will be dependent on the numbers of pupils who elect to study a language. As the school grows, A Level classes will have two teachers, with teaching divided equally between them.

The Head of Department will be expected to ensure a rigorous teaching programme is in place in preparation for the public examinations that will follow in 2020. We expect Rugby School Thailand's Languages pupils to achieve to a very high standard.

The Head of Department, in conjunction with other Languages staff will be expected to develop a vibrant exchange programme with overseas schools and organisations. Rugby School Thailand's location makes China and New Caledonia options to European exchanges.

JOB DESCRIPTION

Job Title	Head of Modern Foreign Languages
Department	Modern Foreign Languages
Function	Academic
Reports to (Job Title)	Deputy Head - Academic
Location	Rugby School Thailand



JOB PURPOSE

The post holder is required to plan, organize and manage the Modern Foreign Languages' departmental requirements delivering the appropriate strategy for sustained strong academic outcomes, both in the short and long term. The individual is expected to engender a love of languages in a vibrant, innovative department.

The Head of Modern Foreign Languages is responsible for leading and managing the Modern Foreign Languages department. The post-holder is a permanent member of Heads of Faculty and as such will make a significant contribution to the academic direction of the School.

Key Responsibilities / Accountabilities

Curriculum

- Plan and implement the curriculum for Modern Foreign Languages, 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 Modern Foreign Languages 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 Modern Foreign Languages 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 Modern Foreign Languages 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

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 Modern Foreign Languages' 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 Languages
- 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

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 10th November (9am GMT)

Long List interviews:

Week commencing 13th November

Short List interviews:

Week commencing 27th November



Rugby School
THAILAND

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).