



Teacher of Biology

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 Biology Department

The Biology Department will be housed in the School's purpose-built Science centre, a striking building on the Senior School campus. It will house the Biology, Chemistry and Physics departments. The layout of the building encourages co-operation across the sciences so the faculty works together closely. It is expected that teachers will teach across the range of Senior school classes. This is an important facet of the Department as it promotes a collegial environment and allows for the cross-fertilisation of ideas. All members of the Biology Department will teach across the ability range of pupils. Teachers will enjoy working both with those who have a deep interest in Biology, who will go on to read Biology at university, as well as with the linguist or humanist whose primary interest may lie elsewhere but who nevertheless strives for the top grade in Biology.

Year 9 (F Block) pupils will follow a course which is designed by the Department, and introduces pupils to the pleasures of working in a laboratory, as well as introducing the concepts and topics that are explored in the IGCSE course. F Block pupils study 4 periods a cycle in each of Biology, Chemistry, and Physics. In Years 10 and 11 pupils take IGCSEs in Biology, Physics and Chemistry. Biology follows the Edexcel IGCSE. It is expected that all pupils will study the triple award in Science. It is expected that Biology will become a popular Sixth Form elective.

Biology teachers will be required to promote interest in Biology beyond the formal curriculum with pupils being entered in the external competitions and olympiads. It is expected that a healthy number of Rugby School Thailand pupils will go on to read Biology at university.

Our first Biology teachers will have the enviable task of having input into the equipping of the new Biology laboratories at Rugby School Thailand, and will work with the Head of Senior School in this task during 2018. The Science department will be supported by technicians.

JOB DESCRIPTION

Job Title	Teacher of Biology
Department	Science
Function	Academic
Reports to	Head of Science
Location	Rugby School Thailand

Job Purpose

The post holder is required to plan, organise and manage the Biology departmental requirements through a period of rapid growth. The post holder will apply the appropriate strategy to ensure an environment of academic rigour and restless endeavour typifies the department.



Key Responsibilities / Accountabilities

Curriculum

- Plan and implement the curriculum for Biology, including the production of schemes of work, taking into account where appropriate, any national guidance to ensure all syllabus requirements are followed
- 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

- Responsible 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 departmental resource 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
- Setting departmental priorities in consultation with members of the department
- Ensure there is effective communication and a unified sense of purpose within the department
- Establish good communication with other departments, including Learning Support staff, EAL staff, librarians and senior staff
- The individual may be the Head of Science, in which case she/he will be 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 Biology department
- Prepare a strategic plan for sustained academic excellence in terms of teaching and of pupils' results
- To 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
- Organise and lead departmental trips, including residential trips that may occur outside of term time
- Contribute to the production of a termly academic journal focussing on the highlights of the Biology 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 that reliable and timely marking of assessment tasks is departmental policy – and that it is carried out
- 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
- 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 in the Biology department 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 individual's success will be measured by her/his ability to show initiative, flexibility and a clarity of vision for the dynamic growth of Biology 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 love of teaching Biology
- A passion for multiculturalism
- Flexibility and adaptability



- A record of outstanding achievement in an independent school in the UK or elsewhere
- A passion for boarding
- 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.



Rugby School
THAILAND

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 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

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 can be found is attached to this job description or 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. Successful applicants will also have to possess an International Child Protection Certificate (ICPC).