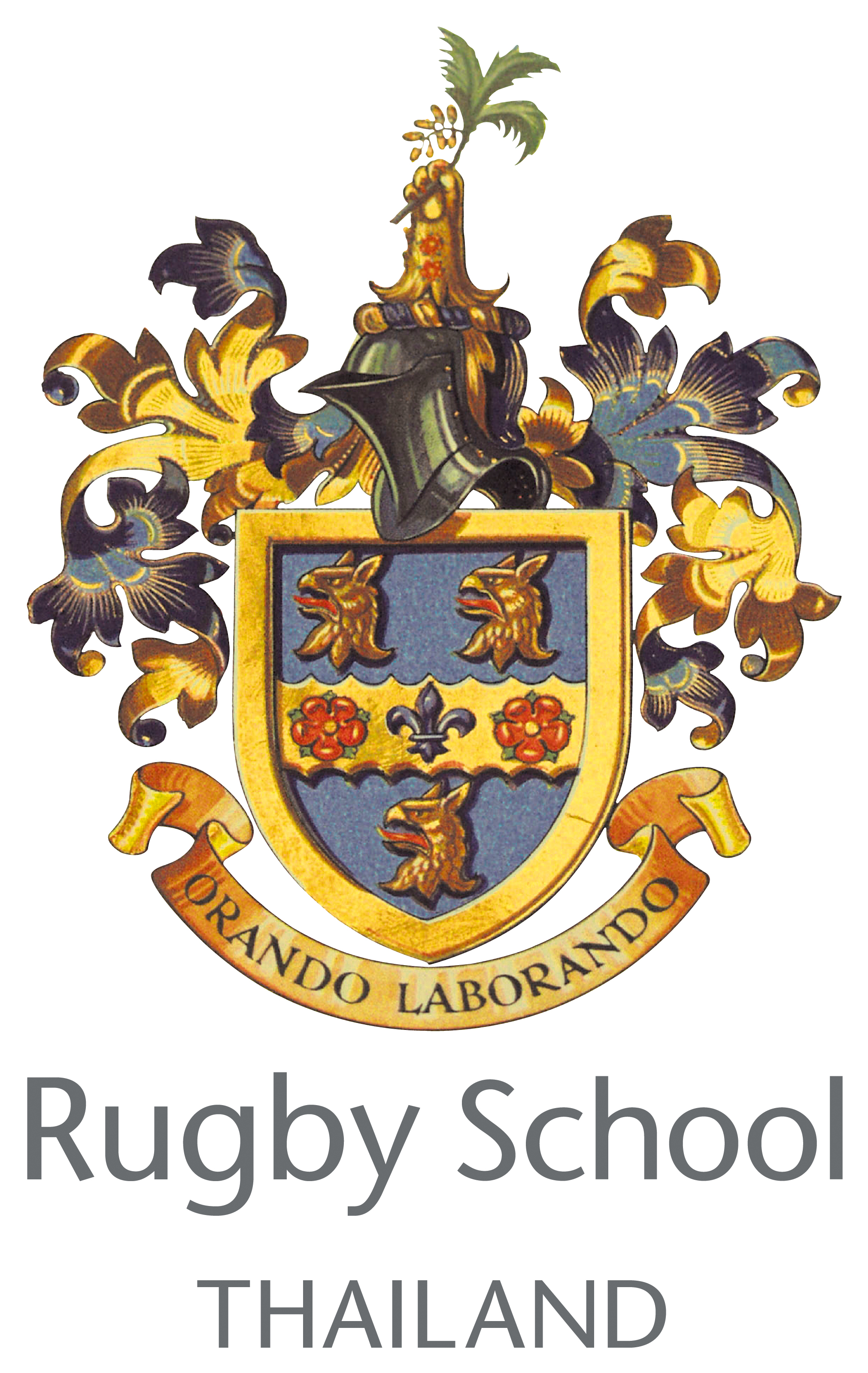
****

**PREP SCHOOL**

**TEACHER of MANDARIN CHINESE**

(Years 3 – 8)

**from August 2020**

**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 2019, the School had grown to 670 pupils up to Year 13, including boarders.

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 300 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 building houses 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 classroom buildings is a large covered sports hall, extensive playing fields, tennis courts and a 25m swimming pool. Beyond the swimming pool is the junior dining hall and the prep boarding accommodation.

Over the next 2 years, as the school continues to grow, further construction will take place, including a second sports hall, complete with 50 m pool and dedicated gymnastics hall, and a 600-seater drama and music auditorium.

**Job description**

The successful applicant will be capable of teaching Mandarin from Year 3 to Year 8, and will report to the Head of Modern Languages who is already in post.

*“We are seeking to appoint teachers who can combine academic rigour with personality, individuality, creativity and drive: teachers who energise pupils through their enthusiasm, teachers who inspire through innovative use of modern technology, teachers who develop rapport and command respect, teachers who have high expectations and instil self-discipline, teachers who can turn a dry topic into a tour de force, and teachers who…make…learning…fun.”*

The job description should be read and understood in conjunction with the Staff Handbook and the teacher’s contract. In particular, RST Prep 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.
* Make themselves aware of and comply with the School’s rewards and disciplinary policies.
* 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.

All members of the prep teaching staff will contribute to this programme 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 duty/activity per week, and one Saturday morning activity 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.

**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
* Creative and innovative across and beyond the curriculum
* Able to work successfully under pressure with excellent organisational skills
* Reliable and respectful at all times
* 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

* + - At least 1 year’s teaching experience of Prep School age groups
    - Working knowledge of the National Curriculum and ISEB

Desirable

* + - Knowledge of the UK prep school system
    - Knowledge of international education
    - Experience within a UK Prep school
    - Experience within a UK boarding school
    - 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 compete 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).
* 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 basic wi-fi

**Application Process**

**Closing Date** (please note that longlisting begins before the deadline for applications)**:**

Monday 27th October 2019

…though earlier applications are encouraged.

Given the large number of applications we receive for each post, only longlisted applicants will be contacted.

**Interviews:**

Longlisted candidates will be interviewed on a rolling basis. Interviews will be held either at the Rugby School Thailand campus, or at Rugby School UK or via video link. Rugby UK interviews will take place from Monday 11th 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 Head of Prep, Nigel Westlake, at [prepcareers@rugbyschool.ac.th](mailto:prepcareers@rugbyschool.ac.th) by the 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 prepcareeers@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 will 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.

\* \* \*