**Teacher of English**

**Senior School**

**(The successful candidate will be required to be interim Head of Department for the academic year 2021-2022)**

**Senior School**

Rugby School Thailand (RST) opened in 2017 on its purpose-built, 74-acre campus in the countryside south of Bangkok. It is a member of the Rugby School Group and the first partner school of Rugby School, one of England’s most famous boarding schools, which was founded by Royal Charter in 1567. Rugby School Thailand embraces Rugby’s educational ethos of developing the whole person. It aims to become one of the leading British schools in South East Asia.

RST currently educates 800 pupils aged 2 to 18 in its Pre-Prep, Prep and Senior Schools. It has a thriving boarding community and pupils can board from age 10. The School consists of a Pre-Prep (age 2-7), a Prep School (7-13) and a Senior School (13-18), each with purpose-built, dedicated facilities on the same stunning campus. RST is currently seeking COBIS accreditation and will pursue international membership of HMC and IAPS in due course.

**The Senior School**

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

The Senior School academic curriculum draws from the best of the UK National Curriculum. Each department offers either GCSE or IGCSE courses in E and D Block. In the Sixth Form, Rugby School Thailand pupils 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 operates as its partner 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; a Black Box theatre; Music classrooms; seventeen music practice rooms; a recording studio; and a dance studio. A separate Science Centre houses 13 laboratories, and a lecture theatre. The Webb Ellis Centre houses both 50m and 25m swimming pools plus a warm up pool; an air-conditioned basketball stadium; a fitness suite; gymnasium; and two PE classrooms. Floodlit football fields and tennis courts complete the sports facilities.

The Sixth Form Centre provides a hub for Year 12 and 13 students as they pursue independent and group study as they complete their A Levels.

**The English Department**

The English Department is housed in the School’s new Senior School teaching building. Classrooms have been designed to allow for collaborative learning and teaching, with break-out spaces, operable walls, and modular furniture. All members of the English Department teach across the age range, with teachers enjoying working both with those who have a deep interest in English, who will go on to read English at university, as well as with the scientist or mathematician whose primary interest may lie elsewhere but who nevertheless strives for the top grade in English. This is an important facet of the Department as it promotes a collegial environment and allows for the cross-fertilisation of ideas.

Year 9 pupils follow a course which is designed by the Department which prepares them for their IGCSE course. In Years 9, 10, and 11 pupils study English for six periods per fortnight. Ten periods are allocated in Years 12 and 13. Pupils follow the Cambridge curriculum at IGCSE and A Level.

English teachers are required to promote interest in English beyond the formal curriculum with pupils being entered in various external competitions, as well as societies that occur during the evenings in the boarding houses. It is expected that a healthy number of Rugby School Thailand pupils will go on to read English at university.

**Job Purpose**

Our English teachers foster a deep appreciation of English language and literature through innovative, engaging lessons, and the promotion of English within the school community.

The post holder is required to plan, organise and achieve English 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 engaging, innovative lessons, 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 expected and the highest standard of teaching and learning is maintained
* With the Head of English, review and develop the curriculum in line with School policy and national trends
* Develop and evaluate teaching approaches

**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
* Support all members of the department
* Set departmental priorities in consultation with the Head of English
* Contribute to 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

**Administration**

* Ensure that assessment of pupils' work within the department is regular, thorough, and follows the departmental marking policy
* Prepare for assessment and/or examinations (internal and external) and liaise with staff responsible for their organisation
* Maintain departmental records
* 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
* Contribute to 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
* Contribute to the production of a termly academic journal focussing on the highlights of the English 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
* 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
* 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 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**

* To have read and understood the Child Protection and Safeguarding Policy and understood your role in relation to promoting the welfare and protection of children.
* To act on aspects of pupil welfare and safeguarding raising any concerns by following school protocol/procedures.
* To take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**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 and tutoring programme

**Equality**

* Act 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 English at Rugby School Thailand.

The role will necessitate use of initiative, exceptional organisational skills, and the ability to inspire pupils to master the study of English language and literature. Personal skills include:

* A passion for education in an international setting
* A love of teaching English
* 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

**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)
* private health insurance with a 10% co-payment on claims
* 100% fees remission for 2 children; 50% for the 3rd child, 25% for 4th+ child
* relocation allowance
* In addition, staff will have use of school facilities, 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 Rugby School Thailand, or via Skype.

Short list interviews will be held either at Rugby School Thailand or Rugby School UK.

**Closing Date**:

Friday, 15th January, 2021 (1700 GMT)

***(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 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](mailto:aball@rugbyschool.ac.th)

**APPLICATIONS THAT DO NOT INCLUDE A COMPLETED RUGBY SCHOOL THAILAND APPLICATION FORM WILL NOT BE CONSIDERED. ONLY LONG LISTED CANDIDATES WILL BE CONTACTED.**

**Qualifications, Identification, Health and Background Checks**

Please note that you will be required to bring documentation to interview providing proof of your identity, including an attested (by a notary) birth certificate, and qualifications. If successful at interview the position will be offered subject to satisfactory references and police checks. For candidates who have worked and/or lived in the UK, we will request that you have an up to date ICPC and we will complete Prohibition Order Checks. We also require that anyone who has lived and worked in a country other than the UK for more than 6 months has a police check from the national checking agency. All references will be verified, we require a minimum of two references with one reference from your present or most recent employer. You may also be required, within the final appointment process, to undergo a health check. Rugby School Thailand is an equal opportunities employer.