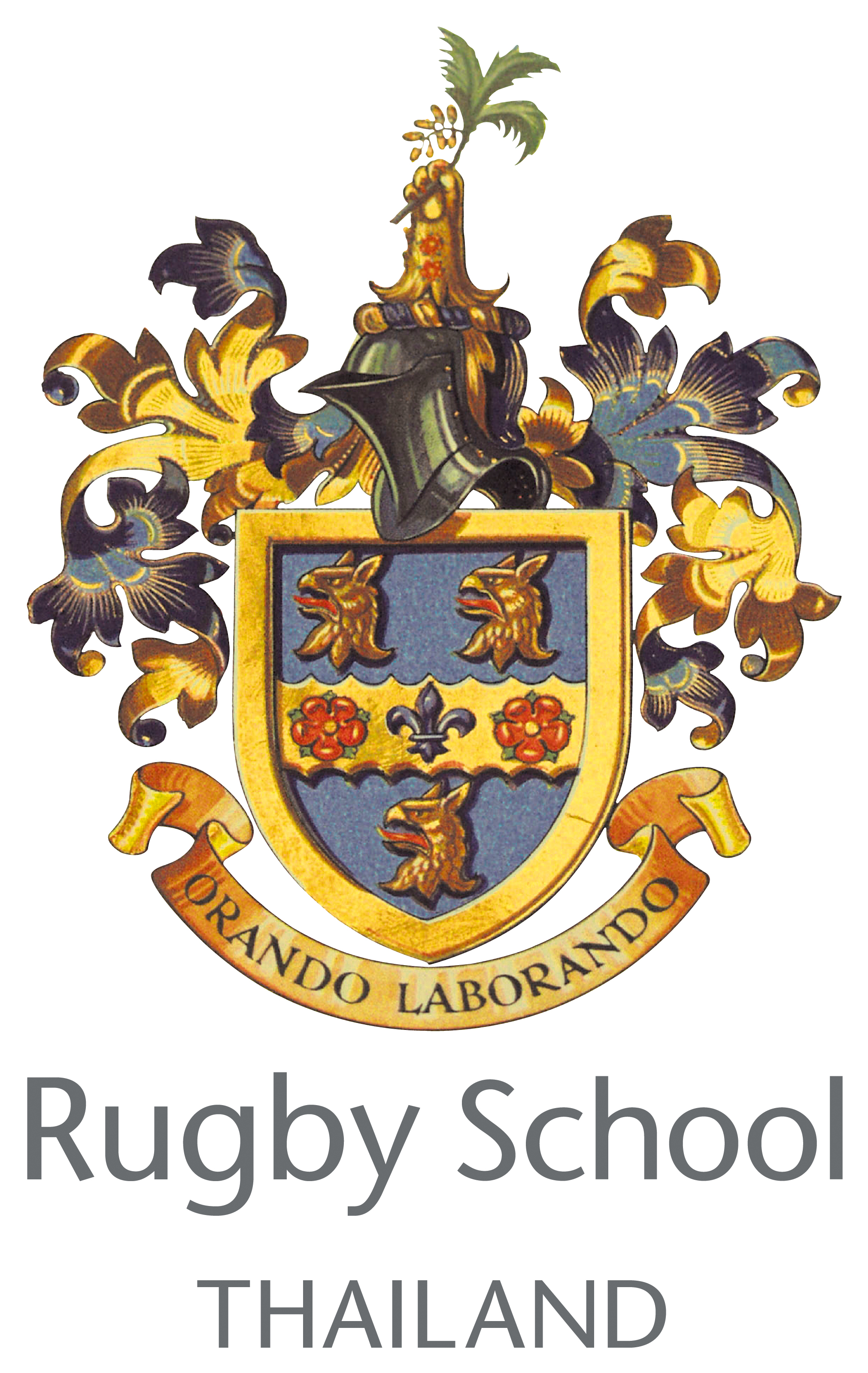
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**PREP SCHOOL**

**HEAD OF LEARNING SUPPORT**

from August 2021

*The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.*

**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 2020, the School had grown to 780 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 350 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. 430. The normal school day runs from 8 am to 5.50 pm.

The main Prep School building houses 30 classrooms, 4 science laboratories, 5 Learning Support rooms, 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. The school is committed to the education of ‘the whole child’ and, as such, the standard school day runs from 7.45 am to 6 pm, Monday to Friday.

Adjacent to the classroom building 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. This year a sports complex has been completed; it incorporates a large multi-sports hall, a 25m pool, a 50m pool, a gymnastics hall and a fitness suite.

**Job description**

The Head of Learning Support will be responsible for co-ordinating support for all aspects of special needs, including those pupils who are gifted and have learning difficulties.

The Support for Learning department is in a central position within the main prep classroom block. It comprises 5 rooms, one of which is the office for the head of department. There are two other Support for Learning teachers.

**As HEAD OF DEPARTMENT…**

* To oversee and manage other members of the Support for Learning department, providing such support and guidance as is required
* To maintain and develop the mutually supportive working relationships within the department
* To arrange regular appraisals of teachers within the department, in accordance with the prep school’s broader appraisal policy
* To oversee and administer diagnostic assessment of children where necessary, in order to identify their specific learning needs and offer individualised support.
* To support with and evaluate admissions assessments to ensure that Rugby School Thailand is able to meet the needs of any child being offered a place.
* To review regularly the curriculum framework and Support for Learning Policy, setting out a clear strategy for supporting children with Special Educational Needs.
* To co-ordinate with class teachers and subject specialists to ensure that children with Special Educational Needs are able access the curriculum throughout the School.
* To ensure each child with learning needs has an Individual Education Plan (IEP), and all their teachers understand each IEP and tailor their lesson planning accordingly.
* To ensure pupils’ IEP targets are reviewed and updated regularly in collaboration with other teaching staff, relevant external specialists and parents.
* To use IEPs effectively to set pupils challenging learning and developmental goals, and to draw upon varied strategies, resources and technologies to support pupils in achieving these goals.
* To co-ordinate with the Prep School Leadership Teams and other staff to ensure that the School’s co-curricular and activity programme is accessible to all children with learning needs.
* To deliver targeted individual and small group lessons to cater for the learning needs of specific children or groups of children.
* To arrange classroom support in discussion with classroom teachers.
* To demonstrate excellent subject knowledge in all relevant areas.
* To follow school procedures for assessing, recording and reporting on children’s achievements and to use this information effectively to convey progress in report writing and record keeping.
* To establish common practices and a shared vision within the whole school for outstanding learning support provision.
* To co-ordinate, manage and use specialist knowledge to draw on support from external professionals where necessary, such as Speech and Language Therapists or Occupational Therapists.
* To prepare and implement an annual Department Development Plan, and contribute towards the School Development Plan.
* To follow and implement school policies and procedures in and out of the classroom.
* To provide a safe, purposeful and well-managed learning environment.
* To prepare and manage the department’s annual budget ensuring that the department makes good use of all resources.
* To value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents.
* To lead INSET and CPD on learning support provision and to help other staff keep abreast of the latest strategies and techniques for supporting children with learning needs in their classes.
* To ensure that all aspects of Health & Safety are fully understood and all procedures followed, completing appropriate Risk Assessments where necessary.
* To work with the Prep Head to recruit exceptional department staff as appropriate.
* To actively promote the RST ethos and vision through enthusiastic participation in all areas of school life.
* To be responsible for the Department’s contribution to the School’s VLE, the website, social media and publications as necessary.
* To always set high expectations, which inspire, motivate and challenge pupils.
* To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.

**As TEACHER…**

Rugby School Thailand teachers will carry out their duties responsibly and with regard for the best interests of their pupils and the school. In particular 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.
* 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, INSET, school assemblies, school lunches, parents’ evenings, Speech Day and similar important functions out of school hours; be willing to accompany school trips.
* Ensure the teaching 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.
* Contribute to the Activities programme according to experience and qualifications.
* Subject to experience, qualifications and interest, assist with the coaching of sport

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 two Saturday morning activities 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
* Genuine warmth, care and concern for the welfare of all children
* Proactive in all aspects of School life through participation and support
* Able to lead and create a strong and dynamic team
* Creative and innovative across and beyond the curriculum
* Able to work successfully under pressure with excellent organisational skills
* Able to take responsibility and be accountable for all aspects of their department
* Able to present a professional image in line with the high expectations of Rugby School Thailand
* Excellent written and oral communication skills and the confidence to make effective presentations to audiences of pupils, parents and staff.
* 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, and/or

Specialist Support for Learning qualification

**Knowledge and Experience**

Essential

* + - Knowledge of the UK education system
    - Knowledge of the UK prep school system
    - At least 3 years’ experience of Special Educational Needs
    - Well-developed knowledge of issues relating to Special Educational Needs

Desirable

* + - Knowledge of international education
    - Experience within a UK Prep school
    - Experience within a UK boarding school
    - Leadership experience
    - 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 payable at end of contract
* fully furnished accommodation suitable for singles or families throughout the contract
* flight at start and end of contract
* biennial flight allowance (including family)
* private health insurance (10% co-pay)
* 100% fees remission for 2 children, 50% for 3rd child, 25% for 4th child
* relocation allowance

**Application Process**

**Closing Date** (please note that longlisting begins before the Closing Date for applications)**:** **Wednesday 6th January 2021**

…though earlier applications are encouraged.

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

**Interviews:**

Shortlisted 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.

Please send a covering letter (no more than 1 side of A4), a recent photograph and a completed application form to the 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/about-us/careers/

If you have further questions, please email Nigel Westlake at prepcareeers@rugbyschool.ac.th.

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

*Rugby School Thailand is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. You will be required to provide 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.*

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