

**HEAD OF PREP SCHOOL**

**August 2021**

**Overview**

Rugby School Thailand (RST) opened in 2017 on its purpose-built, 74-acre campus in glorious countryside south of Bangkok. It is a member of the Rugby School Group and the first sister 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 Prep School currently educates 340 pupils, almost all of whom join from RST’s Pre-Prep. The Rugby curriculum aims to develop the whole person, providing boys and girls with an academic education, a broad co-curricular programme and outstanding levels of pastoral care and support.

The Principal of Rugby School Thailand now seeks to appoint an experienced and inspirational senior leader to succeed the founding Prep School Head, Nigel Westlake, who retires in 2021 having done an outstanding job in establishing a thriving and successful prep school.

**The role**

The Head of Prep School is accountable to the Principal of Rugby School Thailand for the successful leadership and development of the Prep School. He or she is a member of RST’s Senior Leadership Team and chairs the Prep School Management Team, which currently comprises the Deputy Head Academic, Deputy Head Pastoral, Assistant Head Co-curricular and Assistant Head Administration.

As a member of RST’s Senior Leadership Team, the Head of Prep School will work collaboratively with Prep Heads and senior leaders across the Rugby School Group to ensure best practice within the context of a Rugby education, to advance educational thinking and innovation, and to harness the professional and educational synergies that will be generated from the growth of the Rugby School Group in the years ahead.

Prep School pupils are taught in classes in Year 3 and by their tutors and subject specialists in Years 4 to 8. A broad academic curriculum is offered that places emphasis upon the core subjects of English, Mathematics and Science, and includes Art, DT, Thai, Mandarin, French, Spanish, History, Geography, Drama, Swimming, PE, Computing, Music and PSHE. Over 100 co-curricular activities are on offer each week to enable children to pursue their interests and acquire new ones. All pupils are prepared for entry to the Senior School at RST, where they go on to pursue IGCSE and A-level studies, and compete for entry to the world’s top universities.

The responsibilities of the Head of Prep School include:

* The inspirational leadership of the Prep School community.
* With the Prep School Management Team, the smooth and successful management of the Prep School within the context of RST.
* As a member of the RST Senior Leadership Team, contributing to the planning and delivery of the School Development Plan.
* As Head of the Prep School, devising and implementing the Prep School’s Development Plan which is embedded within the overall School Development Plan.
* Overseeing all pupil recruitment processes, including admissions procedures and selection.
* The welfare and development of all pupils between Year 3 and Year 8, and of their teachers and support staff.
* Appointing, leading, managing, appraising and monitoring the Prep School teachers.
* In consultation with the Principal and Chief Operating Officer, setting and managing Prep School budgets.
* Promoting strong links with parents and the local and wider communities
* Promoting and marketing RST’s Prep School to prospective parents and pupils.
* In conjunction with the Compliance Committee, ensuring the Prep School is compliant with BSO regulatory requirements and prepared for any compliance and/or qualitative inspections, including quality assurance inspections undertaken by Rugby School.

**Experience and qualifications**

The successful candidate must be a graduate and possess a teaching qualification. Further professional qualifications are desirable but not essential.

This position would suit either an existing Head or someone seeking a first Headship. Senior management experience within the British Prep or Primary phases is essential.

**Qualities**

The successful candidate must have the capacity to lead and to work as a member of a team.

Evidence of integrity, stamina and sound judgement are essential, as is a commitment to, and a real interest in, the education and welfare of children.

A sense of humour and a delight in pupils as individuals are highly desirable, as is an appropriate steeliness when required.

**Skills**

The successful candidate will be recognised as an outstanding teacher and will have a successful track record of leading teams and of formulating and implementing a strategic vision.

Excellent communication skills are essential, as is the ability to get on with a wide range of people.

Well-developed organisational and IT skills are expected, as is an understanding that the work of a Head is not limited to the hours of the school day.

**Terms of employment and remuneration**

The successful candidate will be appointed on an initial three-year contract and will be required to complete a successful probationary period.

A highly competitive expatriate package will be offered, including:

* A spacious family house on site
* Private health insurance for the Head, his or her spouse and children
* 100% fee remission for up to three children of school age who meet the school’s entrance criteria
* An annual flight allowance for the Head and his or her family
* A relocation allowance

**Child protection at Rugby School Thailand**

Rugby School Thailand is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.

As a member of the School’s teaching staff, the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the School. The School’s procedures and policies for child protection and security are published in the Staff Handbook, to which all teachers have access via the internet, and training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

Questions related to the welfare and safeguarding of children will be included at interview.

**Application Process**

Please apply by emailing a completed application form, covering letter (no more than 1 side of A4), CV and recent photo to Ian McIntyre IMM@rugbyschool.net

Long-list and short-list interviews will be held at Rugby School in the UK. It is hoped that a visit to Rugby School Thailand can be arranged to comply with the current travel restrictions; in any event, a live tour of the School will be offered to short-listed candidates.

**Closing Date**

Friday, 27November 2020, although we encourage early applications and reserve the right to appoint at any stage of the process.

**Longlist interviews**

Week commencing Monday, 7 December 2020 at Rugby School in the UK

**Shortlist interviews**

Thursday, 14January 2020 at Rugby School in the UK

Should you wish to have an informal conversation or if you have further questions, please email Ian McIntyre (IMM@rugbyschool.net), Rugby School’s International Development Director, who can put you in touch with the Principal-designate.