



## RUGBY SCHOOL JAPAN

### **Librarian, Rugby School Japan**

Rugby School Japan opened in Kashiwanoha (“Oak Leaf”) Smart City, Chiba Prefecture (Greater Tokyo), in September 2023, championing a new era of British international education in Japan. The School is the second international sister school of Rugby School, one of the UK’s most prestigious and well-known schools. Rugby School Japan is a co-educational day and boarding school based on a campus within walking distance of a baseball stadium, football pitch, lake and running track in Kashiwanoha Park. In its first year of opening, the School had 140 pupils on roll, and pupil numbers are upwards of 300 for our third year, with pupils studying in all seven year groups (Years 7-13).

Rugby School Japan shares Rugby’s ethos of ‘the whole person, the whole point’: the School believes in taking education beyond the classroom and nurturing the whole person – in mind, body and spirit – to give pupils a holistic sense of self and to enable them to achieve in all areas of life. Rugby School Japan aims to become a benchmark for British education worldwide.

### **Rugby School**

Rugby School is a co-educational boarding and day school situated in the English county of Warwickshire. Founded in 1567, it is one of the original ten English public schools defined by the Public Schools Act 1868. Rugby’s greatest Head Master, Dr Thomas Arnold (1828-42), transformed British education and formed the model that many other schools have since adopted. He recognised a modern concern – that education should address the formation of character, going beyond an understanding of learning as simply the acquisition of knowledge.

Today, the School has 850 pupils aged 13 to 18 housed in 15 houses, 13 of which are for boarders and 300 pupils aged 3 to 13 at its Prep school, Bilton Grange. Rugby is national and international in outlook and recruitment, with boys and girls from all over the UK and 10% from overseas. The School is now almost equally populated by boys and girls. In 2022, Rugby achieved record results at GCSE and A-level, and has been described by Tatler as ‘a school at the top of its game’. The opening of Rugby School Japan is the next step in this rich history, as Rugby proudly takes its educational philosophy international to make a difference across the world.

### **Academic**

In line with Rugby’s mission to offer a broad education that is not merely about an acquisition of knowledge, Rugby School Japan offers a diversity of subjects from a young age. The Rugby School Japan Curriculum, across the range of academic subjects, is designed:

- to instil a love of learning and of individual subjects,
- to ensure social and personal development,
- to foster a multicultural and multilingual environment, which in addition to Modern Foreign Languages, celebrates local Japanese cultures and traditions,
- to provide academic support and acceleration as appropriate,
- to develop a suitable work ethic and self-motivation and to help each child to reach his or her academic potential,
- and ultimately to prepare children for IGCSE and A level.



The School offers a curriculum in Years 7-9 that is based upon the National Curriculum of England Key Stage 3 but centred around the Rugby Learner Profile, IGCSE courses in Years 10 and 11, and A-levels in Years 12 and 13. Lessons take place over 6 days per week, and academic enrichment is available to all age groups during the school day and in the evenings. Teachers are drawn from around the world, and in our search for additional teaching talent we will target outstanding educators, with proven records of achievement as teachers and scholars. They will have an enthusiasm for teaching in an international setting, and a commitment to making Rugby School Japan a world-class school.

### **Pastoral**

It is Rugby School Japan's aim for the quality of the pastoral care to be apparent in the smiles and sounds of busy children enjoying their day. Good pastoral care comes from the staff caring about all the children. The School strives to get to know and understand each child, building strong relationships with them. Rugby's tutor based approach means that teachers have a first point of contact should there be a concern for a child. This also means parents can go to the tutor with any concerns they may have and get a quick response to help resolve the issue. Pupils are encouraged to talk to any member of staff about a worry they might have, including their Tutor, Housemaster/ mistress or the School counsellor.

### **Boarding**

The House system originated at Rugby School 200 years ago and is a central aspect of the pastoral care throughout Rugby School Japan. Within their Houses girls and boys have regular opportunities to represent their House in a range of sports, music, drama and co-curricular events, and to earn points for their House. The School takes boarders from Year 7 through Year 13 (aged 11 to 18), with one girls' House and one boys' House open already and two more being prepared to open in September 2024, and anticipates providing boarding across six Houses at capacity. Throughout their time, boarders will be cared for by a committed team of House staff.

### **Enrichment**

Rugby School Japan's enrichment (co-curricular) programme is a key strength the School celebrates, as the broad range of activities enrich each child's learning experiences. These activities are run by staff members, who will be encouraged to promote their own passions and hobbies outside the classroom, as well as specialist instructors brought in to broaden the programme on offer. Taking place every weekday afternoon and on a Saturday morning, enrichment activities are broadly incorporate Visual and Performing Arts, Personal Enrichment, Academic Development, Team and Performance, and Leadership and Competition. All pupils participate throughout their time at Rugby School Japan.

### **Sport**

Throughout Rugby School Japan's educational experience PE and sport plays an integral role. The School is committed to creating a positive PE and sporting culture in which teachers, coaches, parents, supporters and officials work together to achieve the School's vision. This area of education is not simply about health and fitness, but about learning skills and life lessons that prepare boys and girls for the world beyond school. It is also about preparing some pupils for a professional sporting career. The School has access to world-class sports facilities with a large indoor sports hall (1,200 square metres), a 25-metre swimming pool, tennis courts, and a full size 3G rugby pitch. The incredible surroundings – a baseball stadium, football pitch, lake and running track within walking distance to the school – provides the School community the means to provide the boys and girls with plenty of space and fresh air to grow.

### **The Location**

Rugby School Japan is located on the 4-hectare city campus in Kashiwanoha, Chiba Prefecture (Greater Tokyo). On one of the Chiba University campus sites, the School is fitted with all the state-of-the-art facilities expected from a world class educational facility including professional-standard sports facilities, a black-box theatre, a dance studio with Harlequin flooring, and more. Thirty minutes by train from Central Tokyo, Kashiwanoha is being designed to become a smart micro city, leading by example and championing sustainability.

Japan boasts some of the most unique and beautiful landscapes, vistas, volcanos and coasts in the world. The country is home to the highest quality and most diverse range of offerings imaginable – globally sought-after skiing and snowboarding in Niseko, scuba diving in Okinawa, industry leading technological advancements in transportation, engineering and IT, and a celebrated history that uniquely blends Japanese and Western cultures.



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## **The Library**

The aim is for the library at RSJ to be seen as a cornerstone for teachers and pupils to support and enrich teaching and learning. Reflecting the importance of scholarship, literacy and fostering creativity and imagination, the library is extremely well-resourced, in a generously-sized space split over two floors and situated in its own wing of a purpose-built teaching block within the heart of the School. Open throughout the working day, teachers are able to bring their classes and tutor groups to the library to use the facilities for research to support and extend the curriculum, but it is also a space that pupils use in their free time, making the most of educational resources, as well as for the sheer enjoyment of reading for pleasure. The activities of the library go well beyond the walls of the library and, indeed, of the School, and pupils are involved in bringing their love of literature to the local community through regular and one-off events which the librarian oversees.

Building upon the successful work of our founding librarian, the successful candidate will play a key role in further leading and developing the work of the library as the School enters its fourth year. The post holder is required to manage the day-to-day running of the whole school library, ensuring effective services to pupils and staff in line with the ethos of the School. Although not a subject-teaching role, the ability to instruct and guide pupils in skills such as online research, evaluating credible sources of information and academic referencing will be essential. As the School grows, it is anticipated that other library staff will be recruited, so the ability for the librarian to potentially lead and manage a team of library staff in the future will be important.



## JOB DESCRIPTION

<b>Job Title</b>	Librarian
<b>Department</b>	School Library
<b>Function</b>	Academic Support
<b>Reports to (Job Title)</b>	Assistant Principal (Teaching & Learning)
<b>Location</b>	Rugby School Japan

The post holder is required to manage the day-to-day running of the School Library, ensuring effective services to pupils and staff in line with the ethos of the School.

### KEY RESPONSIBILITIES/ACCOUNTABILITIES:

#### Professional Duties

#### Main Duties

- Continue to develop and manage the library in order to foster a love of reading for all pupils. This will involve considering the best use of the physical space as well as contributing to a culture of reading.
- Manage the purchasing of stock selection, to meet the needs of the School's curriculum.
- Oversee the issue and discharge of books and other materials, including the preparation and despatching of overdue notifications.
- Participate in Library professional organisations and activities (i.e. membership, conferences, meetings and group discussions, book fairs, seminars, workshops etc.) to keep abreast with the current trends in librarianship.
- Establish productive working relationships with staff and pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils.
- Interact and work co-operatively with others and engage all pupils in activities, including leading a team of library pupil leaders.
- Support the use of IT in learning activities and develop pupils' competence and independence.
- Help all pupils to access resources.
- Take responsibility for lower school pupils during their regular library lessons.
- Work alongside the HMs and HoDs in making books and resources available to pupils in the boarding Houses and departments.
- As the School grows, the ability to lead and manage a team of library staff.
- Lead and coordinate courses, including library induction courses, to help develop pupils with a high degree of confidence in research skills including digital-based resources.
- Work closely with the EPQ Coordinator to help pupils develop their research skills in this area.
- Support staff with topic specific books and resources that will enrich pupil learning.
- Create, check and tidy resources, maintaining a well organised working environment.
- Contribute to the overall ethos, work and aims of the school.
- Implement school policies.
- Contribute to the academic planning cycle, alongside other staff.
- When required, support pupils completing the Extended Project Qualifications (EPQ), including acting as a supervisor.
- Any other duties as required within the scope of the post.



The following duties shall be deemed to be included in the professional duties which academic staff may be required to perform:

**Appraisal and professional development**

- Participate in arrangements made for staff appraisal and professional development.
- 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.
- To undertake mandated job related training as required and instructed 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 as necessary, register 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**

- Safeguard and promote the welfare of all the children and young people at Rugby School Japan.
- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- Ensure all staff act in accordance with Rugby School's policies and procedures.

**Public examinations**

- Participate in arrangements for preparing pupils for examinations and supervise them during public and internal examinations and assessments.

**Equality and diversity**

- Acting in accordance with Rugby School Japan's equality and diversity 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**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	<i>These are qualities without which the Applicant could not be appointed.</i>	<i>These are extra qualities that can be used to choose between applicants who meet all of the essential criteria.</i>	
<b>Qualifications</b>	A university graduate with a good Honours degree.	Qualified librarian.  A Masters or further degree.	<ul style="list-style-type: none"> <li>● Production of the applicant’s certificates.</li> <li>● Discussion at interview.</li> <li>● Independent verification of qualifications.</li> </ul>
<b>Experience</b>	Experience managing or working in a learning resource centre or library.	Experience of working with young people.  Experience of working in an administrative role, ideally in a school or customer-service driven environment.	<ul style="list-style-type: none"> <li>● Contents of the application form.</li> <li>● Interview.</li> <li>● Professional references.</li> </ul>
<b>Skills</b>	<p>Working knowledge of library-specific systems.</p> <p>Ability to lead and manage within a school library.</p> <p>Ability to organise own workload, prioritise and meet deadlines.</p> <p>Ability to work on own initiative, and as part of a team.</p> <p>Ability to communicate effectively with pupils, staff, and leadership.</p> <p>Excellent interpersonal, written and oral skills.</p> <p>Ability to maintain appropriate constructive relationships when dealing with pupils.</p> <p>Ability to engage young people in reading and help to foster a love of literature.</p>	Highly developed IT skills and a willingness to keep up-to-date with new technologies.	<ul style="list-style-type: none"> <li>● Contents of the application form.</li> <li>● Interview.</li> <li>● Professional references.</li> </ul>



<p><b>Knowledge</b></p>	<p>A knowledge of young adult literature and a willingness to keep up to date with new releases.</p>	<p>Adept in the knowledge of online applications and databases (particularly library-specific software).</p> <p>An understanding of how ICT can be used effectively to motivate young people to learn.</p> <p>Current knowledge of educational change and issues.</p>	<ul style="list-style-type: none"> <li>● Contents of the application form.</li> <li>● Interview.</li> <li>● Professional references.</li> </ul>
<p><b>Personal competencies and qualities</b></p>	<p>Committed to safeguarding children.</p> <p>Determined and driven.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and professional boundaries with children, young people and staff.</p> <p>Creative and imaginative.</p> <p>Committed to on-going CPD.</p> <p>Determined to grow and develop as an individual.</p> <p>Willingness to embrace a coaching philosophy in all aspects of school life.</p> <p>Team player, who is willing to take on any task assigned.</p> <p>Excellent command of written and spoken English.</p> <p>Positive approach to problem solving.</p> <p>Flexibility in terms of meeting the identified needs of the school community.</p>		<ul style="list-style-type: none"> <li>● Contents of the application form.</li> <li>● Interview.</li> <li>● Professional references.</li> </ul>

**The Benefits**

The remuneration package will be competitive and internationally benchmarked.



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## APPLICATION PROCESS

### **Closing Date**

Friday 13th March (early applications are encouraged); Rugby School Japan reserves the right to make an appointment at any stage of the recruitment process.

### **Interviews**

Interviews will take place online, or at Rugby School Japan where possible. Applicants should complete an application via the TES portal.

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

Please note that you may 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 as part of the School's recruitment and safeguarding procedures.

### **Child Protection**

Rugby School Japan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. In addition, all successful candidates will be vetted in accordance with COBIS, NMBS and KCSiE requirements.

Rugby School Japan's Safeguarding Policy can be found at  
<https://rugbyschooljapan.ed.jp/school-policies/#safeguarding-policy>