



RUGBY SCHOOL
THAILAND

Job Description

School/ Department:	Senior & Prep Schools	Position:	Head of Spanish
Employer:	Rugby School Thailand	Location:	Chonburi
Contract Type:	Fixed term	Contract Term:	5 terms
Closing Date:	5th June 2026	Job Start:	1st January 2027

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, opened in September 2017 with 110 students. The School has now grown to over 1,200 students and attracts students from all over Thailand and South East Asia.

The structure, School day and ethos of RST are 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 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 students, 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.

About School/Department

The Prep and Senior Schools' academic curriculum draws from the best of the UK National Curriculum. Each department offers either GCSE or IGCSE courses in E and D Block (Years 10 and 11).



RUGBY SCHOOL THAILAND

In the Sixth Form, Rugby School Thailand students study A Level courses. There are currently around 300 in the Senior section of the School and around 500 in the Prep. Rugby School Thailand has a wide variety of Enrichment activities.

The 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 contains 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 department has four members of staff and runs a Spanish Class at IGCSE.

Teaching and Learning

At Rugby School Thailand, our teaching and learning philosophy is grounded in evidence-based practice and a commitment to continual growth. We work with Tom Sherrington's *WalkThrus* framework to ensure consistency in high-impact classroom practice. Each department uses the Walkthrus most suited to their subject, and teachers are given professional autonomy to bring their own strengths, passions and creativity to their practice.

We believe great schools invest in people. Every member of staff has access to peer coaching, and we foster a culture where development is a two-way, collaborative process. Teachers are encouraged to identify areas they wish to grow, and we offer a range of support — from coaching to internal and external CPD — to help them do so.

Our most recent external inspection rated the quality of teaching and learning as Outstanding, reflecting both the expertise of our staff and the shared belief that improvement is a collective endeavour. We welcome teachers who are ambitious for themselves and for their students, and who want to join a community that is supportive, reflective, and always striving to be better.

Responsibilities

Management

HoDs will:

- Promote a positive culture of developing practice in their department;
- Act as a role model of effective and sustainable leadership;
- Actively seek to grow and develop their team through department meetings and development time, performance management and effective delegation of responsibility.



RUGBY SCHOOL THAILAND

- Put students' learning and welfare at the centre of all of their decision making;
- Develop and implement a clear vision for effective teaching and learning across their department that embodies and complements the whole School goals;
- Model outstanding classroom practice;
- Have a clear understanding of what excellence looks like in their department and set standards that support staff and students in aiming for this;
- Maintain an active critical interest in educational research and debate and promote discussion and training around this within their teams;
- Manage effective systems for assessment and centralised tracking of learning in all students, that incorporate baseline data as well as identify underperformance and implement a range of sustainable intervention strategies;
- Share data in a timely manner with relevant Heads of Year and the Deputy Heads Academic;
- Work to sustain their expert knowledge about the examination courses their departments offer;
- Participate in a teaching and learning review of the department.
- To be responsible for departmental staff in the following areas:
 - In normal circumstances, the Head of Department will have direct involvement with the appraisal of departmental staff in accordance with the School's Development Cycle policy either as the Performance Manager or first advisor to the Performance Manager;
 - The Head of Department will observe the classroom performance of departmental staff both formally in accordance with the School's Development cycle policy and informally. The School's current Classroom Observation documentation will be used as the blueprint.
 - Monitoring lesson planning, assessment, marking and recording of data of departmental staff;
 - Ensuring that reports are written according to both departmental and School criteria and that deadlines are strictly met;
 - Ensuring that staffing needs are communicated for the following academic year as soon as relevant information is available;
 - Playing a role in the selection, and where practical, interviewing of staff;
 - Allocation of staff to teaching groups in a fair and focused way and in consultation with the Deputy Heads Academic;
 - To ensure, in the case of subject staff absence, appropriate cover work has been arranged;

Curriculum

- Lead excellent curriculum planning, implementation, and review the Schemes of Work that are shared with the Deputy Heads Academic;
- Be responsible for the promotion of English as an Additional Language within the department in the following ways:
 - Ensuring that departmental staff are incorporating EAL in their lesson planning and delivery, and providing appropriate differentiation, assessment;



RUGBY SCHOOL THAILAND

- Supporting the RST Co-ordinator of EAL in promoting School-wide goals and strategies in respect of developing students' English proficiency.
- Report annually to the Head and the Deputy Heads Academic in a formal and documented meeting which analyses the department's performance in the previous year (academic results / staffing / resources etc.) and sets agreed targets for the year ahead;
- Liaises with the other sections over transition and curriculum continuity;
- Be responsible for assessment in the following areas:
 - Ensuring compliance between schemes of work, classroom practice and examined content and skills for external examinations as defined by the relevant syllabuses for externally examined courses within the department.
 - Maintaining a high awareness among departmental staff of new or upcoming changes to courses including changes to content and/or assessment procedures.
 - Where appropriate, ensuring that external examination entries and predicted grades are accurate;
 - Co-ordinating the preparation and marking of internal assessment papers in line with external examination standards;
 - Co-ordinating the preparation and marking of admissions tests as required;
 - Where appropriate, selecting, in consultation with the Head and Deputy Head Academic, suitable examination boards which fit best with the School's values;
 - Submitting internal assessment data to the Deputy Heads Academic

Administration

- Clear Communication in the following areas:
 - Regular and published departmental meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
 - Attendance at regular Heads of Departments' Meetings and other meetings as required;
 - Ensuring that departmental information for curriculum booklets and other School materials are updated as required;
 - To be a point of contact for students, parents and staff for matters relating to the department;

Enrichment

- Contribute to the provision of activities to support the enrichment programme of the School;
- Accompany students on trips away from the School if required;
- To raise the profile of the subject through displays, events and activities related to the subject.

School improvement and effective partnerships

HoDs will:

- Work collaboratively and proactively with other staff and School leaders (across the whole School) to support and develop initiatives that promote the work of their teams and/or whole school goals;
- Proactively communicate with the parental community to constructively communicate the vision and goals of the department and School;



RUGBY SCHOOL THAILAND

- Look for opportunities to work collaboratively with other School leaders and managers to develop their own practice as well as the practice and provision within their department.

Resources

- Construct and submit the annual department budget request;
- Oversee the budget deployment;
- Take responsibility for all resources, both physical and electronic, in the department;

General School Responsibilities

Appraisal and Professional Development

- Participate in the staff appraisal and professional development programme;
- 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;
- Attend assemblies, registration of students and other School events as required;
- Liaise with Marketing regarding the promotion of the School as a whole on social media, the website and other media.

Other Responsibilities

- Take responsibility for promoting and safeguarding the welfare of children and young people within the School;
- Uphold and promote all aspects of the Child Protection and Safeguarding policies;
- Act on aspects of student welfare and safeguarding raising any concerns by following School protocol/procedures.