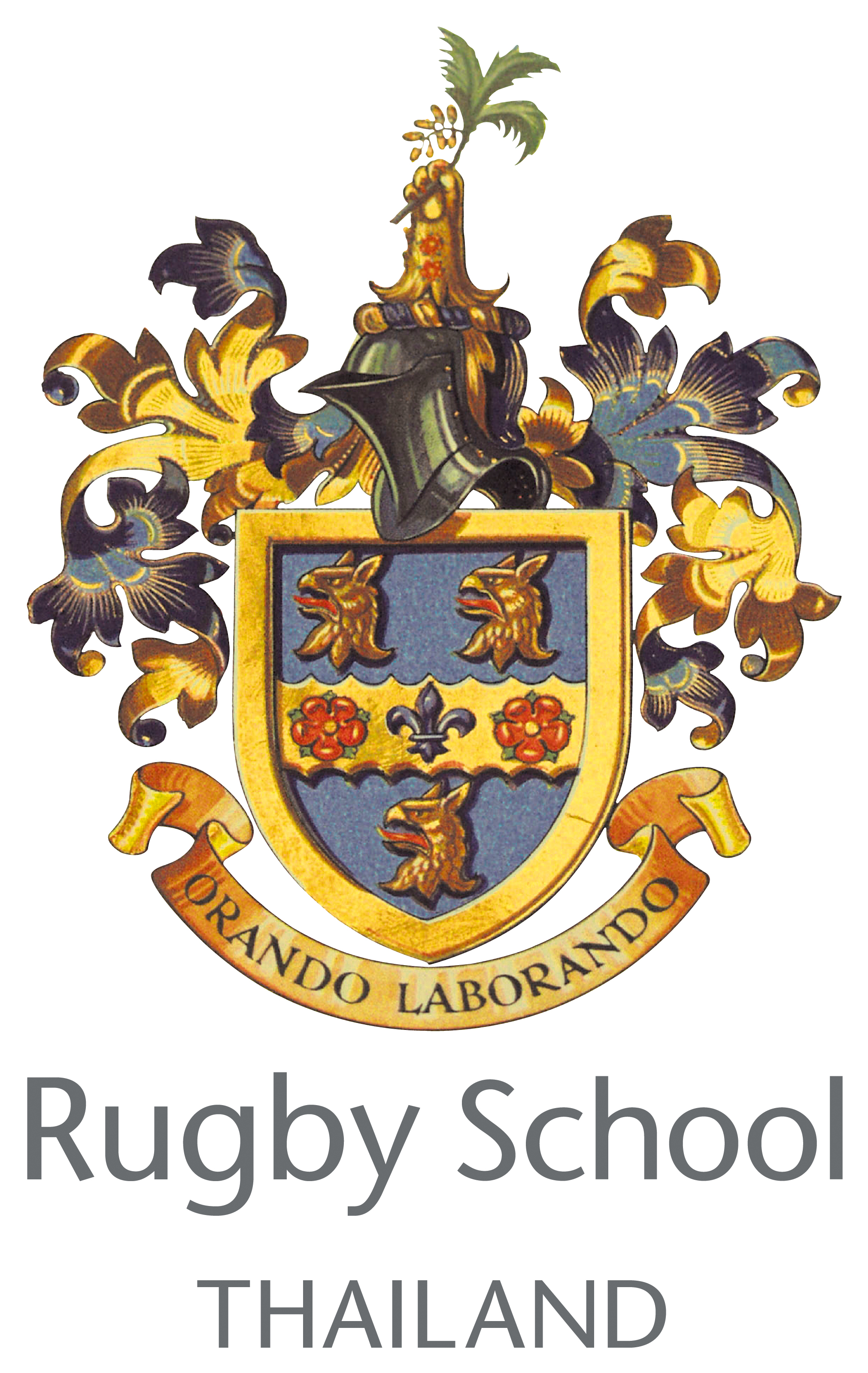
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**PREP SCHOOL**

**YEAR 3 CLASS TEACHER**

**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. 400. The normal school day runs from 8 am to 5.50 pm.

The main Prep School building houses 4 science laboratories, 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.

Adjacent to the classroom buildings 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 Year 3 teacher will teach English and Maths to the class and such other subjects as are agreed according to experience and qualification, and will have primary pastoral responsibility for the well-being of the pupils in his/her class.

The job description should be read and understood in conjunction with the Staff Handbook and the teacher’s contract. In particular, RST Prep 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 the class based upon the curriculum documents for each of the subjects being taught.
* Strive to ensure that the children in the class are happy, and that good relationships are maintained.
* Make adequate provision within the organisation of the teaching for the range of ability within the class.
* Be the primary source of information about each individual in the form.
* Be familiar and comply with the contents of the Teaching Staff Handbook.
* Ensure colleagues (e.g. Teaching Assistants) working within the classroom are appropriately involved in supporting learning and understand the roles they are expected to fulfill.
* Organise/assist with any performances and assemblies to be presented by the class.
* Be familiar with and be 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.
* 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, School assemblies, parents’ evenings, Speech Day and similar important functions out of School hours; be willing to accompany School trips.
* Ensure the classroom is kept in a reasonable state of tidiness, and to make it an attractive working-place with displays of children’s work and stimulus material that are all changed according to the school’s display policy.
* Carry out supervisory duties as arranged by the Prep Senior Leadership Team
* Support the pastoral care policy of the school as Form Tutor, Personal Tutor, or House Tutor.
* Attend school lunch and take a table.
* Contribute to the Activities programme according to experience and qualifications.
* Assist with the coaching of sport according to experience and qualifications.

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 every 10 days, and two Saturday morning activities per term. The overall workload 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
* Proactive in all aspects of school life through participation and support
* Creative and innovative across and beyond the curriculum
* Able to work successfully under pressure with excellent organisational skills
* Reliable and respectful at all times
* Able to present a professional image in line with the high expectations of Rugby School Thailand
* An effective communicator both orally and in writing
* 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

**Knowledge and Experience**

Essential

* + - Knowledge of the UK education system
    - At least 1 year’s teaching experience of Year 3 or similar age groups
    - Working knowledge of the England & Wales National Curriculum

Desirable

* + - Knowledge of international education
    - Knowledge of the UK prep school system
    - Experience within a UK Prep school or State School
    - Experience within a UK boarding school
    - 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:

* 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
* basic wi-fi

**Application Process**

**Closing Date** (please note that longlisting begins before the closing date for applications)**:** **Sunday 18th April 2021**

…though earlier applications are encouraged. (Rugby School Thailand reserves the right to appoint by invitation before the closing date.)

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 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 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.*

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