**Deputy Head – Co-curricular**

**Senior School**

Rugby School Thailand, a co-educational day and boarding international school set in 80 acres of glorious Thai countryside south of Bangkok, opened its doors in September 2017 for pupils aged 2 – 10 years. From September 2018 the Senior School will also open, initially for pupils in Years 9, 10, and 12. We will adopt the nomenclature of Rugby School, our parent school, so these year groups will be known as F Block, E Block, and Lower XX.

Rugby School Thailand is the first overseas partner school of Rugby School UK, one of the most prestigious and well-known schools in the UK. Rugby School Thailand will share Rugby School UK’s DNA in every important respect. It will be unique.

**The Senior School**

The Senior School comprises Years 9 – 13.

The capacity of the Senior School is approximately 650, with students housed in outstanding classroom and boarding facilities.

The Senior School Co-curricular curriculum will draw from the best of the UK National Curriculum. Each department offers IGCSE courses in Years 10 and 11. In Years 12 and 13, Rugby School Thailand pupils will study A Level courses.

Rugby School Thailand aims to prepare pupils for further studies at the world's best universities. Unlike other international schools, Rugby School Thailand will operate as its partner school does in Warwickshire, with long school days and either classes or an enhancement programme on Saturday mornings.

The Senior 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; Drama studios and a large auditorium; library; air-conditioned sports hall (with an elevated 240m running track indoors); 50m swimming pool plus warm up pool; floodlit football fields; tartan running track; golf driving range and tennis centre. These buildings are being constructed in phases as the school population grows.

A Sixth Form Centre will provide a hub for Years 12 and 13 students as they pursue independent and group study as they complete their A Levels.

**JOB DESCRIPTION**

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| Job Title | Deputy Head - Co-curricular |
| Department | Senior Management |
| Function | Co-curricular / Management |
| Reports to | Head of Senior School |
| Location | Rugby School Thailand |

**Job Purpose:**

The post holder, in addition to her/his teaching and pastoral commitment, is responsible to the Head of School for the quality and development of the School’s busy co-curricular programme.

**Principal Duties and Responsibilities:**

* To attend and contribute to Senior Management meetings, Leadership meetings, Governing Body meetings and other Committee and Parent meetings, as required by the Head of School
* To have a strategic and operational overview of, and to champion, all co-curricular activity at Rugby School Thailand
* To support the Deputy Head (Academic) and Heads of Department in the provision and promotion of academic societies and enrichment
* To support and ensure the framework exists for a positive and productive Community Action Programme
* To prepare a submission for SMT regarding membership of Round Square
* To have an overview of the co-curricular budgets and support and advise in the appropriate distribution of funds
* To organise and oversee the school calendar, including term dates and whole-school activities days, including Speech Days, concerts, Open Days, and other productions
* To monitor the provision of educational visits
* To ensure that provision for elite performers is of sufficiently high quality to maximise outcomes
* To ensure that elite performers maintain a balance between their co-curricular and academic endeavours
* To ensure high-quality provision for all participants in the co-curricular programme and to cater for the diverse needs of all students, ensuring quality provision for all
* To ensure that staff, parents and students have a proper respect for co-curricular provision and understand its importance
* To assist the Admissions Department and Head of School in recruiting high-calibre students
* To champion ‘Whole Person, Whole Point’ and to ensure that students are taking advantage of the opportunities available to them
* To market the co-curricular programme both externally and internally, in conjunction with the Marketing Department and SMT
* To teach an academic subject and to fulfil appropriate pastoral commitments, as required by the Head of School

**Specific Duties and Responsibilities:**

* To chair the Co-Curricular Committee
* To oversee the strategic plan for co-curricular activity
* To develop appropriate annual management objectives and KPIs and to hold the Directors responsible for achieving them
* To chair the Calendar Committee and to control the production of the termly school calendar and the day-to-day activities that it contains
* To organise two whole-school activities days per year
* To ensure the Saturday Enrichment Programme is organised and staffed efficiently, and that it maximises opportunities for students
* To advise SMT on appropriate term dates and to ensure they are published with sufficient notice for all stakeholders
* To have individual fortnightly meetings with the members of the Co-Curricular Committee and to provide support and monitoring
* To ensure that staff are appropriately allocated to the co-curricular programme
* To monitor staff involvement in the co-curricular programme and carry out an annual audit, ensuring that staff are appropriately busy (in consultation with the Deputy Deputy Heads (Academic and Pastoral) and to advise the Head of School of any concerns, contributing to annual appraisals, where required
* To work with the Directors, SMT, House Deans and tutors to ensure that students are sufficiently engaged in the co-curricular programme
* To promote a culture of participation amongst the whole school community in both performers and spectators and to support the House Deans, coaches and Directors in ensuring that students are appropriately behaved
* To monitor student involvement in the co-curricular programme liaising with the Safeguarding, Pastoral and Academic teams as appropriate to ensure the development of the whole person
* To mediate in the event of co-curricular clashes or concerns
* To support staff in promoting activities for the whole school community
* To assist the Directors in employing high-calibre external agents when required
* To assist the Directors in fostering strong networks with external agencies to develop elite performers
* To support the Directors and the Admissions Department to actively forge links with feeder organisations, including education agents
* To ensure that Rugby School Thailand facilities are of sufficiently high-quality to commit recruitment and retention of suitably high-calibre performers
* To oversee the effective use of Rugby School facilities to make sure that co-curricular provision is available to the whole school community, whatever their level of performance or interest
* To produce an annual co-curricular brochure, hold an annual co-curricular fair and provide information for social media, in conjunction with the Directors and the Marketing Department
* To support the organisation of an annual Arts Festival, sporting tournaments, music events, theatre productions, exhibitions, DofE expeditions and other large-scale co-curricular events
* To ensure that co-curricular achievement is properly celebrated and rewarded, for example whole-school assemblies, colours etc.
* To establish links with high quality outdoor education providers for the provision of Year group camps and expeditions

**Direct Reports**

* Director of Music
* Educational Visits Co-ordinator
* Head of Drama
* Head of PE and Games
* Head of Charities
* Director of Community Action
* Outdoor Education Co-ordinator

**Equality**

* Acting in accordance with Rugby School Thailand's equality 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**

The individual’s success will be measured by her/his ability to show initiative, flexibility and a clarity of vision for the dynamic growth of the Co-curricular programme at Rugby School Thailand.

The role will necessitate use of initiative, exceptional organisational skills, and the ability to provide effective but sensitive leadership within the school, both through personal involvement and example and the use of clear communication and people skills. Personal skills include:

* A passion for education in an international setting
* An exceptional organiser and administrator with a history of successfully organising events, managing others, and problem solving
* A passion for multiculturalism
* Flexibility and adaptability
* A record of outstanding achievement in a school in the UK or elsewhere
* A passion for boarding
* A restless desire to make Rugby School Thailand the pre-eminent boarding school in South East Asia
* An articulate communicator in both the written and spoken word
* A strategic thinker
* An ability to develop and foster teamwork
* The ability to work effectively without close supervision

**Personal Qualities**

* Team player
* Self motivated
* Strong EQ
* Network builder

**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 5 years teaching experience
* Success teaching to A Level (or equivalent) in chosen subject

**Desirable**

* Knowledge of international education
* Experience in an independent boarding school
* Experience in the start-up of a new school
* Experience working in the UK independent sector
* Experience working with children who have English as a second language

**Remuneration Package**

The successful candidate will be appointed on an initial 3 year contract and will need to complete 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
* fully furnished accommodation suitable for singles or families throughout the contract (if recruited from overseas)
* Economy flights to and from Bangkok at beginning and end of contract (including family)
* annual Economy flight for employee (excluding family) to home city (or cash equivalent towards a flight elsewhere)
* private health insurance with a 10% co-payment on claims
* 100% fees remission for 3 children, 50% for fourth and subsequent children
* relocation allowance

In addition, staff will have use of school facilities, free wi-fi, access to school transport, and concessional membership rates at local clubs (eg 11 km bike track on adjacent land, owned by owners of Rugby School Thailand).

**Application Process**

Long list interviews will be held in person either at Rugby School Thailand, or via Skype.

Short list interviews will be held either at Rugby School Thailand or Rugby School UK.

**Closing Date**:

Friday 16th November 2018 (1700 GMT)

**Long List interviews by Skype:**

From week commencing 12th November 2018

**Short List interviews**

Week commencing 26th November 2018

***(Rugby School Thailand reserves the right to appoint by invitation before the closing date)***

Please send a covering letter (no more than 1 side of A4), a recent photograph and a completed application form to the Head of Senior School, Alan Ball at seniorcareers@rugbyschool.ac.th by the closing date.

An application form can be found is attached to this job description or can be found on the Rugby School Thailand website. Should you wish to have an informal conversation or if you have further questions please email the Head of Senior School, Alan Ball at [aball@rugbyschool.ac.th](mailto:aball@rugbyschool.ac.th)

**APPLICATIONS THAT DO NOT INCLUDE A COMPLETED RUGBY SCHOOL THAILAND APPLICATION FORM WILL NOT BE CONSIDERED.**

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

Please note that you will 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 (e.g. Enhanced disclosure with the Disclosure and Barring Service (DBS) in the UK and a local police certificate) as part of the school’s recruitment and safeguarding procedures. Successful applicants will also have to possess an International Child Protection Certificate (ICPC).