



RUGBY SCHOOL JAPAN

Graduate Assistant, Rugby School Japan

Rugby School Japan launched in Kashiwanoha (“Oak Leaf”) Smart City, Chiba Prefecture (Greater Tokyo), in September 2023 to champion a new era of British international education in Japan. It is Rugby’s second international sister school. The School 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.

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 has been 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 the National Curriculum of England Key Stage 3 in Years 7-9 when all pupils will complete 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, with proven records of achievement as teachers and scholars. They 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. The School takes boarders from Year 7 through Year 13 (aged 11 to 18) and anticipates providing boarding across six Houses at capacity. Throughout their time, boarders are cared for by a committed team of House staff.

Co-curricular

Rugby School Japan's co-curricular programme is developing into a key strength the School will celebrate, as the broad range of activities enrich each child's learning experiences. These activities are run by staff members, who are encouraged to promote their own passions and hobbies outside the classroom, as well as specialist instructors brought in to broaden the programme on offer. Activities include music, the arts and outdoor activities.

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 – provide 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 a 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.



The Graduate Assistant Role

The post holder will gain experience of and insight into a British-style boarding school, but one with the added dimension of being located in an international setting. The role could potentially provide a springboard to a career in the independent school sector, and promises a hugely varied and interesting taste of life in a busy, high performing institution. The successful candidate will be expected to participate fully in the boarding and co-curricular aspects of the school, amongst other roles.

In September 2025, two additional boarding Houses will be fully functional and equipped to a high standard to accommodate the full and weekly boarders, as well as day pupils. This will provide all pupils a base for themselves during their time at the school.



JOB DESCRIPTION

Job Title	Graduate Assistant
Department	Boarding Houses and Sports, Drama or Music Department
Function	Pastoral and Co-curricular Support
Reports to (Job Title)	HM and Director of Sport, Drama or Music
Location	Rugby School Japan

The post holder will be required to support the School's Sports, Drama or Music Departments, as well as to be resident in a boarding house as a member of a core house team, alongside a Housemaster or Housemistress (HM) and an Assistant HM (AHM). The boarding houses provide the base and a 'home-away-from-home' for all the pupils, regardless of whether they stay overnight at the school or go home in the evenings. The HM has responsibility for the running of the house and the wellbeing of the pupils within it, and the Graduate Assistant is tasked with supporting the HM in these duties.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Professional Duties

Main Duties: Pastoral

- To live in a boarding house and carry out a variety of duties, including in the evening, providing tutorial and pastoral support to the Housemistress or Housemaster.
- To encourage pupils and help foster a safe and happy living environment.
- To interact regularly with the pupils in the house.
- To be first port of call within the house when required (typically one overnight a week).
- To be on duty for an additional evening during the week.
- To assist in house and school activities at the weekends.
- To assist the AHM when the HM is absent.
- To communicate with the HM and other members of the house team appropriately, and to raise concerns using the appropriate channels and methods.
- To provide a comprehensive handover of information at the conclusion of a duty shift in the house.
- To communicate with parents as required.
- To assist with house events as they occur.
- To assist with the pupils' weekend activities programme.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- To undertake a planned and agreed programme of CPD, including attendance at internal and external meetings and courses to keep abreast of best practice.
- To undertake other tasks and duties appropriate to the role and/or in the reasonable discretion of the School.

Main Duties: Sport, Drama or Music

- To support the Sports Department in coaching one of the School's major sports, or help with drama productions and activities, or support the Music Department in the tuition of instrumental, singing and theory lessons, as well as with school performances and productions



- To support the Sport, Drama or Music Departments by carrying out daily administrative tasks, updating school databases and portals.
- To support one of the departments in logistical tasks to enable matches, productions and practices to take place.
- To lead and supervise training sessions and help assist in the coaching of other sports offered by the School, or to assist with drama or musical rehearsals
- To support the school in its delivery of pre-season training, fitness testing, assessment days and primary school tournaments or productions
- To be fully involved in life and activities within the school calendar.

The following duties shall be deemed to be included in the professional duties which 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.
- 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

	Essential	Desirable	Method of assessment
	<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>	
Qualifications	A university graduate with a good Honours degree	Relevant coaching or instrumental teaching qualification with evidence of continuing professional development	<ul style="list-style-type: none"> ● Production of the applicant’s certificates ● Discussion at interview ● Independent verification of qualifications
Experience	Experience of working with young people	Representative level playing experience in at least one of the School’s sports, or a a music performer at a high level music	<ul style="list-style-type: none"> ● Contents of the application form ● Interview ● Professional references
Skills	<p>Ability to coach at least on the School’s major sports, coach acting and performance skills, or play the piano/other mainstream instrument</p> <p>A good command of the English language and the ability to communicate with people of all ages and backgrounds</p> <p>Good people skills including an interest in, and empathy with, young people</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>	Professional sports, drama or music coaching qualification	<ul style="list-style-type: none"> ● Contents of the application form ● Interview ● Professional references



<p>Knowledge</p>	<p>A sound knowledge of more than one of the School’s major sports, or technical understanding of staging an orchestral or other music production</p>	<p>Knowledge of strength and conditioning programmes</p> <p>Knowledge of performance analysis</p>	<ul style="list-style-type: none"> ● Contents of the application form ● Interview ● Professional references
<p>Personal competencies and qualities</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"> ● Contents of the application form ● Interview ● Professional references

The Benefits

The remuneration package will be competitive and internationally benchmarked for the role

APPLICATION PROCESS

Closing Date

Friday 7th 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 during the spring term 2025.



Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to the 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.

The Rugby School Group Safeguarding Policy can be found on the RSJ website