



RUGBY SCHOOL



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Rugby School is a diverse and inclusive community. We welcome applicants from all education sectors. We aim to use collaboration, curiosity and expertise to uncover the best in every student and member of staff. Equity and service are fundamental to our practice, inextricably linked to a desire for excellence in all aspects of school life.

The recruitment and development of staff who share the School's desire to learn and improve is a key strategic objective. Consequently, we have invested much in staff development. A coaching philosophy runs throughout the School. Many staff are members of coaching groups, consisting of their peers and convened with the intention of helping all members of the group grow and develop. All new teaching staff undertake two days of coaching training before beginning teaching at Rugby. In addition, we promote professional learning through frequent whole-school INSET sessions and department meetings devoted to teaching and learning. We run in-house leadership development courses for aspiring senior and middle managers. The School also funds learning and teaching awards for those staff who want to research a particular aspect of their teaching, as well as assisting in funding for teachers who wish to pursue further professional qualifications. Our goal is that if colleagues choose to leave Rugby, they do so with a greatly enhanced professional skill set, ready for the next job in their career.

The Rugby Way of teaching, inspired by university seminars, is grounded in the principles that 'prep', genuine preparation for lessons, allows students time to think and understand the core and hinterland knowledge they need; that classroom culture should be collaborative and discursive; and that lessons should focus on addressing questions and problems that challenge students to think at the edge of their existing understanding. We invite our new colleagues to join us in developing this innovative approach that will make Rugby unique within the UK independent school sector.

The School is committed to its 'Whole Person, Whole Point' ethos. A rigorous academic heart forms the foundation of the education we offer. Academic standards are high. Alongside A Levels, Rugby now offers the International Baccalaureate Diploma, a world class qualification that aligns strongly with the School's commitment to provide an outstanding holistic education. Our IB, A Level and I/GCSE results are consistently excellent. Almost all of our students progress to good universities, with a number winning places at Oxford or Cambridge. A small, but growing cohort take up places at elite universities in the USA, Canada or Europe.

Our teaching staff are three dimensional, embracing the co-curricular and pastoral aspects of teaching at Rugby as well as the academic, where success is not achieved at the expense of educating the whole person. Our Music and Drama are exceptional, while our Sports teams achieve regular success on the national stage. The breadth and excellence of our co-curriculum matches the quality of learning that takes place in the classroom. The School prides itself on its pastoral care, in which all teaching staff play an active role as tutors, coaching their tutees in weekly 1-1 meetings. In coaching our students, we recognise that they are best placed to make decisions about their learning and education. Our role is to ask the right questions, listen, understand, and grow self-regulated learning and self-regulated living.

There are seven boys' and six girls' boarding Houses, together with a boys' day House and a girls' day House. The House is the fundamental social and pastoral unit; it is run by a Hm

(Housemaster/Housemistress), assisted by tutors drawn from all teaching staff. Meals for students are taken in Houses.

The working week at Rugby is varied and exciting as well as challenging. As a full boarding school colleagues will work Monday to Saturday with occasional commitments on Sundays. A typical week will involve teaching students from across the school, with lessons finishing just after 5pm on Monday and Friday, and between 12.30 and 4pm the rest of the week. Sport is built into our Scheme of Hours, all full-time academic teaching colleagues contribute to the sports programme, and should expect to be involved in coaching sport twice each week as well as taking a team on a Saturday afternoon. Academic teachers support the operation of the boarding houses, as well as tutoring, they will have duty in a house from 6-10.30pm once a week, which colleagues find to be one of the most rewarding aspects of working at Rugby. Our lively evening programme means that our teachers will be involved in their departments, offering out of hours support or academic enrichment for around an hour each week.

Working at Rugby is well remunerated with salaries higher than the state sector equivalent. All full-time academic teaching staff benefit from accommodation provided by the school, worth between £12,000 and £30,000 p.a. Teachers join our The School offers subsidized private health insurance for academic teaching staff, with the option to include all immediate family members. The school age children of our staff are eligible for a 60% fee reduction at Rugby or Bilton Grange (our prep school), with further means testing depending on family circumstances. Teaching staff eat in our boarding houses during the working week and are welcome to join their house for breakfast and dinner, should they wish to. Alongside the normal opportunities for worldwide travel on school trips, we offer an exciting international exchange programme for academic teachers, as well as opportunities to visit and work in our growing Rugby Group of international schools in Thailand and Japan.



THE FUTURES DEPARTMENT

The Futures Department is excellent and seeking to become sector leading. It offers 1-1 mentoring to all students as they progress through their time at Rugby School. The Department aims to ensure all students receive guidance individualized to their strengths and interests in order to support their decision making about their future. The Department is based in spacious and well-equipped facilities in the Collingwood Centre (the School's Sixth Form Centre) including an office, classroom and several interview rooms. The Department consists of three full time futures advisors, including the Head of Futures, and works closely with our Head of World University Applications, Master in charge of Medics, Heads of Oxbridge & Scholars, as well as the Heads of academic Departments and Hms (House Masters and Mistresses).

The Futures Department has a clear programme of education that runs through the School from F Block (year 9) to the XX (year 13), makes use of Unifrog and Morrisby Assessment. Every year an annual Careers Convention takes place, led by the Futures Department, during which the whole school take the morning off timetable to engage with panels and speakers drawn from across the Rugbeian Community. The network of alumni and parents provides generous support for the Careers Department and is an area that the School hoped to develop further. The growing network of international schools, including in Thailand, Japan and Nigeria, present exciting opportunities to develop links and grow our network.

The majority of our students leave for excellent Higher Education institutions in the UK, including Oxford and Cambridge. A growing number go abroad to some of the world's best universities, including Harvard, Princeton, and Stamford in the US, McGill in Canada and Bacconi in Europe. In addition, leavers take up places at prestigious conservatoires, art schools, and degree apprenticeships. In support of our students, we are seeking to further enhance our capacity to support them in identifying and consciously developing their professional skills by utilizing the wide array of co-curricular, academic and leadership opportunities offered at Rugby.

JOB DESCRIPTION

Job Title	Head of Futures and Early Careers
Department	Pastoral
Function	O&A
Reports to (Job Title)	Assistant Head (Upper School)
Location	Rugby School

JOB PURPOSE

The Head of Futures is responsible for the leadership and oversight of the Futures provision at Rugby School. The post holder is expected to ensure the Futures provision at Rugby School is excellent, meaning that students are empowered for life after school in Higher Education and in the first stages of their career. This means leading the futures team and leveraging the wide array of educational experiences on offer in the school, the parent body, and the OR network. The goal is to ensure all students are able to make well informed choices about their future, that they are able to identify and evaluate their skills for employment and benefit from real life workplace experience and insight. The School aspires to be sector leading in this regard. To effectively deliver this, it is expected that support for Rugby School students will continue beyond year 13, throughout their undergraduate experience.

The term 'Futures' refers to Higher Education, Degree Apprenticeships and Careers. The scope is worldwide including the UK, US, Canada, Europe and Oceania.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Head of Futures

Set and implement the strategy for the provision of Futures guidance.

- Produce a clear written strategy document for the Futures Department.
- Develop and maintain a development plan.
- Ensure the excellence of Futures provision.
- Regularly review and evaluate Futures provision to ensure continued development.
- Report annually to the Deputy Head (Academic) and when called upon to the Governing Body.
- Ensure the School meets the Gatsby Benchmarks.

Lead the Futures Department:

- Maintain a positive outlook.
- Support the process of change and development over time.
- Ensure cohesion, common purpose and positive working relationships within the staff in the futures team.
- Maintain excellent communication within the futures team
- Ensure the Futures Department engages students in meaningful thinking about their future options.
- Ensure the department provides bespoke guidance to each individual student in the school.
- Ensure the department considers student feedback in reviewing and developing its programmes.

- Contribute to the provision of one-to-one guidance for students by the department.
- Liaise with the wider School staff, including house, academic and Rugbeian Community, to maximise support for the development of student knowledge, skills insight and experience in relation to Higher Education and Careers.

Engage the wider Rugby Community in support of the development of student knowledge, insight and experience of Higher education and Careers.

- Ensure the parent body is kept informed about developments and trends in Higher Education and Careers (particularly undergraduate employment).
- Draw on the knowledge and experience of the parent body and OR Community to gain and disseminate excellent information about employment and employability.
- Cultivate and utilise the parent body and OR Community for the provision of insight and experience of the world of work.

Oversee the process of application to university or vocational courses.

- Oversee the process of UCAS application.
- Liaise closely with the Head of World Universities.
- Oversee the work of the department in regard to applications for Degree Apprenticeships and other vocational opportunities.
- Work with the Assistant Head (Upper School) to ensure the process of application to University is completed to the highest standard.
- Ensure the department continues to support recent leavers with their applications.

Develop and maintain excellent networks, knowledge and understanding of the Futures environment.

- Develop networks across Higher Education, Employer groups, Undergraduate employment opportunities, Careers adviser groups.
- Develop excellent knowledge of the Higher Education landscape in the UK and abroad.
- Develop excellent knowledge of the graduate employment landscape in the UK and abroad.

Child protection, discipline, health and safety

- Safeguard and promote the welfare of all the children and young people at Rugby School.
- Maintain good order and discipline among the students 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.

Appraisal and professional development

- Participate in arrangements made for appraisal and professional development.
- Review methods of teaching and programmes of work in the department.
- 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.
- Carry out appraisal of direct reports in the Futures Department and contribute to the appraisal of other colleagues as relevant and by request.

Equality and diversity

- Act in accordance with Rugby School's equality and diversity policy, maintaining a fair and consistent manner in all actions.

Flexibility

- Support Futures events and activities outside normal working hours, including occasional weekends, as befits the operation of a full boarding school. TOIL is offered to compensate for these expectations.
- Undertake such other reasonable duties from time to time as the School may reasonably require.

The Benefits

- Free staff Gym membership
- Various local discounts on food and retailers
- Cycle to work scheme
- National retail benefits and discounts
- Free access to wellbeing classes e.g. Yoga
- Discounted School fees (subject to the discretion of the Governors)
- Employer pension contribution: up to a maximum of 12%
- Death in service benefit: 3x annual salary
- Free onsite parking (dependent on availability)
- Employee Assistance Programme
- In-house vouchers/ meals for some special occasions



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	A university graduate with a good honours degree.	A Master's or further degree.	Production of the applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Experience working with either a Higher Education careers department or undergraduate recruitment.	Experience of working with young people.	Contents of the application form. Interview. Professional references.
Skills	Ability to organise own workload, prioritise and meet deadlines. Ability to work on own initiative, and as part of a team. Ability to communicate effectively with students, staff, and leadership. Excellent interpersonal, written and oral skills. Ability to maintain appropriate constructive relationships when dealing with students. Good IT skills.	Highly developed IT skills and a willingness to keep up to date with new technologies.	Contents of the application form. Interview. Professional references.
Knowledge	Excellent knowledge of UK Higher Education and early career pathways. Current knowledge of educational change and issues.	Excellent knowledge of Higher Education worldwide.	Contents of the application form. Interview. Professional references.
Personal competencies and qualities	A commitment to safeguarding children. Determined and driven. Motivation to work with children and young people.		Contents of the application form. Interview. Professional references.

	<p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</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>		
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www.rugbyschool.co.uk