



RUGBY SCHOOL JAPAN

Assistant Principal (Academic: Teaching & Learning), Rugby School Japan

Rugby School Japan opened in Kashiwanoha (“Oak Leaf”) Smart City, Chiba Prefecture (Greater Tokyo), in September 2023, championing a new era of British international education in Japan. The School is the second international sister school of Rugby School, one of the UK’s most prestigious and well-known schools. Rugby School Japan 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. In its first year of opening, the School had 140 pupils on roll, and pupil numbers are upwards of 220 for our second year, with pupils studying in all seven year groups (Years 7-13).

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.

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 a curriculum in Years 7-9 that is based upon the National Curriculum of England Key Stage 3 but centred around 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, and in our search for additional teaching talent we will target outstanding educators, with proven records of achievement as teachers and scholars. They will 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, and to earn points for their House. The School takes boarders from Year 7 through Year 13 (aged 11 to 18), with two girls' Houses and two boys' Houses open already, 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 a key strength the School celebrates, as the broad range of activities enrich each child's learning experiences. These activities are run by staff members, who will be encouraged to promote their own passions and hobbies outside the classroom, as well as specialist instructors brought in to broaden the programme on offer. Taking place every weekday afternoon and on a Saturday morning, co-curricular activities are broadly incorporate Visual and Performing Arts, Personal Enrichment, Academic Development, Team and Performance, and Leadership and Competition. All pupils participate throughout their time at Rugby School Japan.

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 – provides 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 the 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 Role

The Assistant Principal (Academic: Teaching & Learning) has been created as a new role for the School. It is a Senior Leadership position, with responsibility for ensuring the highest quality of teaching and learning throughout the School while preparing pupils for success in top universities worldwide. They will work to develop the reputation of Rugby School Japan as a centre of excellence in teaching and learning, and a centre of excellence for professional development.

Reporting to and working closely with the Deputy Principal (Academic) in all areas of academic strategy and policy, they will work closely with the academic HoDs and have line management responsibility for the individual academic programme coordinators: digital learning, scholarship, lower school and middle school. The position demands a deep understanding of international curricula, assessment frameworks, and pedagogical best practices. The successful candidate will possess the leadership and communications skills necessary to support and motivate others, and the organisational skills to manage the breadth of work that this role encompasses.

Applications are welcome from colleagues across all teaching disciplines.



JOB DESCRIPTION

Job Title	Assistant Principal (Academic: Teaching & Learning)
Function	Senior Leadership
Reports to (Job Title)	Deputy Principal (Academic)
Location	Rugby School Japan

The post holder is required to teach an academic subject throughout the school and up to and including A level pupils. Teachers of all subject specialisms that are offered at Rugby School Japan will be considered.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Assistant Principal (Academic: Teaching & Learning) Principal Duties and Responsibilities

The following duties shall be deemed to be included in the professional duties which the postholder may be required to perform:

Meetings and General

- SLT
- Data
- Co-chair, with the Deputy Principal (Academic), the regular HoDs' meetings
- Contribute to reports for the Governing Body as required
- Have individual fortnightly meetings with the members of the academic programme coordinators (for digital learning, scholarship, lower school and middle school) and to provide support and monitoring

Academic Strategy

- Develop the School's vision for teaching and learning, and embed this into the day-to-day practice of teaching staff
- Set, in consultation with the Deputy Principal (Academic), whole-school teaching and learning priorities
- Advise on all aspects of academic policy
- Lead on curriculum reviews for the lower school, middle school and Sixth Form
- Develop and drive the implementation of the School's digital learning strategy and, working with the Digital Learning Coordinator, monitor and evaluate its success
- Develop and implement the school's Professional Development strategy
- Working with the Deputy Principal (Academic) and Deputy Principal (Co-curricular), oversee the provision and promotion of academic societies and enrichment
- Oversee the delivery of an outstanding early applicant programme (including Oxbridge), working closely with the Principal of Sixth Form

Pupil Outcomes

- Work with the Deputy Principal (Academic) and Whole School Data Analyst to interpret and evaluate data (including admissions CAT4 data, MidYis and ALIS baseline data, regular department tracking, and mock examinations) in setting ambitious but achievable targets for pupils and departments
- Coordinate with the Whole School Data Analyst to develop systems to track and analyse pupil performance against predicted grades
- Responsible for developing and implementing strategies, including early intervention, to raise attainment and improve results (value added) for pupils in Years 7-11
- Liaise with the Personalised Learning Department (encompassing support for EAL and SEN pupils) to enable improved outcomes for every pupil
- Oversee the provision for exceptionally talented pupils, not limited to but including those identified through the scholarship assessment process, working alongside the Scholarship Programme Coordinator



- Work with the Deputy Principal (Academic) to communicate effectively with parents about pupil progress (through formal reporting cycles and parents' meetings) and about curriculum matters

Curriculum

- Create a culture of innovation and academic stretch and challenge for all
- Ensure that high academic standards are achieved and the highest standards of teaching and learning are maintained
- Establish and monitor teaching standards through regular classroom observations and feedback
- Review and develop the curriculum in line with School policy, national and international trends
- Develop and evaluate the School's approaches towards Prep and assessment
- Contribute to the publication of curriculum documentation and programmes of study
- Contribute to the development of procedures for academic rewards and sanctions within School policy
- Support the HoDs with their planning and implementation of curriculum, including the production of schemes of work and ensuring all syllabus requirements are adhered to
- Work with HoDs to ensure the successful monitoring of teaching and learning within departments
- Oversee the work of the lower school and middle school programme coordinators in leading the administration of the academic programme for pupils in Years 7-11
- Line manage the School's librarian, overseeing the School's approach to literacy and academic research

Staff

- Ensure effective communication and a unified sense of purpose within the School with regards to teaching and learning
- Lead on pathways for academic staff professional development, including internal CPD, annual and termly INSET and managing requests for external training
- Oversee the induction of new teaching staff
- Participate in teaching staff performance reviews

Inspection and Compliance

- Help to ensure that the School meets all regulatory requirements
- Work with the Deputy Principal (Academic) to ensure a successful COBIS inspection process in which the quality of education at the School is recognised and celebrated

Teaching

- The Assistant Principal (Academic: Teaching & Learning) will be expected to teach pupils at all stages throughout the School, with a timetable reduction appropriate for the role.

N.B. The job description must be viewed as a flexible document to be developed in line with the emerging needs and priorities of the School, and by negotiation and agreement with the Principal.

Teacher Professional Duties

The following duties shall be deemed to be included in the professional duties which teaching staff may be required to perform:

Teaching

- Plan, prepare and teach well-structured lessons.
- Teach, according to their educational need, the pupils assigned; setting and marking work, including examinations.
- Adapt teaching to respond to the strengths and needs of all pupils, knowing when to differentiate appropriately.
- Assess, record and report on the development, progress and attainment of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- Manage pupil behaviour effectively to ensure a good and safe learning environment.
- Demonstrate good subject and curriculum knowledge.
- Communicate and consult effectively with the parents of pupils.
- Communicate and co-operate with persons or bodies outside the School.
- Participate in meetings arranged for any of the purposes described above.



- Collaborate and co-operate with other teachers on the ongoing preparation and development of best teaching practice and an exciting and engaging curriculum.
- When required, to support pupils completing the Extended Project Qualifications (EPQ).

Assessment and reports

- Assist in the screening of new pupils.
- Make accurate and productive use of assessment, providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Use relevant data to monitor, progress, set targets and plan subsequent lessons.
- Give pupils regular feedback, both orally and through accurate marking.

Appraisal and professional development

- Participate in arrangements made for teacher appraisal and professional development.
- Review methods of teaching and programmes of work.
- Develop and maintain a deliberate approach to teaching pedagogy.
- 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.
- Contribute to the provision of activities to support the co-curricular programme of the School.
- Act as a personal tutor to pupils assigned in a Day/Boarding House.
- Accompany pupils on trips away from 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.

Co-curricular

- RSJ is a seven days a week boarding school. All staff are expected to tutor and to contribute to the co-curricular programme.

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. Qualified Teacher Status (QTS)	A Masters or further degree.	<ul style="list-style-type: none"> • Production of the applicant's certificates. • Discussion at interview. • Independent verification of qualifications.
Experience	At least 5 years' teaching experience Experience of working in a middle management or leadership position in a Senior School. Experience of curriculum development/leadership Experience of working with young people.	A successful track record as a Housemistress / Housemaster in a boarding school. Senior Leadership experience.	<ul style="list-style-type: none"> • 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 pupils, staff, and leadership. Excellent interpersonal, written and oral skills. Ability to maintain appropriate constructive relationships when dealing with pupils.	Highly developed IT skills and a willingness to keep up-to-date with new technologies.	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Knowledge	Excellent knowledge and understanding of how high performing schools operate. Current knowledge of educational change and issues. Excellent subject knowledge		<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.



Personal competencies and qualities	Committed to safeguarding children. Determined and driven. Motivation to work with children and young people. Ability to form and maintain appropriate relationships and professional boundaries with children, young people and staff. Creative and imaginative. Committed to on-going CPD. Determined to grow and develop as an individual. Willingness to embrace a coaching philosophy in all aspects of school life.		<ul style="list-style-type: none"> ● Contents of the application form. ● Interview. ● Professional references.
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Qualifications, Identification, Health and Background Checks

Please note that you may 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 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.

Rugby School Japan's Safeguarding Policy can be found at
<https://rugbyschooljapan.ed.jp/school-policies/#safeguarding-policy>