



RUGBY SCHOOL
THAILAND

Job Description

School/ Department	Prep	Position	Head of Learning Support (SENCo)
Employer:	Rugby School Thailand	Location:	Chonburi
Contract Type:	Full Time	Contract Term:	2 Years
Closing Date:	4th January 2024	Job Start:	1st August 2024

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, opened in September 2017 for 110 pupils aged 2 – 10 years. By January 2023, the School had grown to over 1,000 students up to Year 13, including boarders.

The structure, School day and ethos of RST are 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 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 students, 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.

Why work at Rugby School Thailand?

Those who have high aspirations for themselves and the team with whom they work will enjoy working at RST, where the care and development of the staff and students are the priorities. We are all life-long learners striving to educate our students to thrive in a future society, which requires an appreciation of the Whole Person.



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About School/Department

The Prep School has around 450 students in Year 3-8 with students housed in outstanding classroom and boarding facilities.

The Prep School academic curriculum draws from the best of the UK National Curriculum.

Unlike other international schools, Rugby School Thailand operates long school days with a Saturday Enrichment Programme that offers a wide variety of Co-curricular activities and sport.

The School buildings are designed to offer an outstanding learning environment. The main buildings include a teaching block that houses a state-of-the-art Design and Technology studio; an ICT suite; a drama studio; music classroom with additional instrumental rooms; library; covered games area; air-conditioned sports hall; 50m plus two 25m swimming pools; floodlit football fields; and tennis courts.

We also have Marshall House, which is our Prep School boarding house.

Roles and Responsibility

Prep School 'Support for Learning' is currently delivered by a Prep School Head of Support for Learning and two Learning Support Teachers.

The successful applicant will lead the department in the Prep School and teach students in need of learning support on an individual or small group basis, and will support children in the classroom. In addition, there will be general School roles and responsibilities.

Leadership

HoDs will:

- Promote a positive culture of developing practice in their department;
- Act as a role model of effective and sustainable leadership;
- Actively seek to grow and develop their team through department meetings and development time, performance management and effective delegation of responsibility.
- Put students' learning and welfare at the centre of all of their decision making;
- Develop and implement a clear vision for effective teaching and learning across their department that embodies and complements the whole School goals;
- Model outstanding classroom practice;
- Have a clear understanding of what excellence looks like in their department and set standards that support staff and students in aiming for this;
- Maintain an active critical interest in educational research and debate and promote discussion and training around this within their teams;



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- Manage effective systems for assessment and centralised tracking of learning in all students, that incorporate baseline data as well as identify underperformance and implement a range of sustainable intervention strategies;.
- Share data in a timely manner with relevant Heads of Year and the Deputy Head Academic;
- Participate in a teaching and learning review of the department;
- Be responsible for departmental staff in the following areas:
 - In normal circumstances, the Head of Department will have direct involvement with the appraisal of departmental staff in accordance with the School's Development Cycle policy either as the Performance Manager or first advisor to the Performance Manager;
 - The Head of Department will observe the performance of departmental staff both formally in accordance with the School's Development cycle policy and informally.
 - Monitoring lesson planning, assessment, marking and recording of data of departmental staff;
 - Ensuring that reports are written according to both departmental and School criteria and that deadlines are strictly met;
 - Ensuring that staffing needs are communicated for the following academic year as soon as relevant information is available;
 - Playing a role in the selection, and where practical, interviewing of staff;
 - Allocation of staff to teaching groups in a fair and focused way and in consultation with the Deputy Head Academic,
 - To ensure, in the case of subject staff absence, appropriate cover work has been arranged;

Curriculum

- Lead excellent planning and implementation to meet the learning needs of individual students;
- Be responsible for the promotion of English as an Additional Language within the department in the following ways:
 - Ensuring that departmental staff are incorporating EAL in their lesson planning and delivery, and providing appropriate differentiation, assessment;
 - Supporting the RST Co-ordinator of EAL in promoting School-wide goals and strategies in respect of developing students' English proficiency.
- Liaise with the other sections over transition and curriculum continuity;

Administration

- Communicate clearly in the following areas:
 - Regular and published departmental meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
 - Attendance at regular Heads of Departments' Meetings and other meetings as required;
 - Ensuring that departmental information for curriculum booklets and other School materials are updated as required;
 - To be a point of contact for students, parents and staff for matters relating to the department;

Enrichment

- Contribute to the provision of activities to support the enrichment programme of the School;
- Accompany students on trips away from the School if required;
- Raise the profile of the subject through displays, events and activities related to the subject.



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School improvement and effective partnerships

HoDs will:

- Work collaboratively and proactively with other staff and School leaders (across the whole School) to support and develop initiatives that promote the work of their teams and/or whole school goals;
- Proactively communicate with the parental community to constructively communicate the vision and goals of the department and School;
- Look for opportunities to work collaboratively with other School leaders and managers to develop their own practice as well as the practice and provision within their department.

Resources

- Construct and submit the annual department budget request;
- Oversee the budget deployment;
- Take responsibility for all resources, both physical and electronic, in the department;
- Maintain the Learning Support register;

General School Responsibilities

Appraisal and Professional Development

- Participate in the staff appraisal and professional development programme;
- 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;
- Undertake mandated job-related training as required 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, registration of students and other School events as required;
- Liaise with Marketing regarding the promotion of the School as a whole on social media, the website and other media.

Other Responsibilities

- Take responsibility for promoting and safeguarding the welfare of children and young people within the School;
- Uphold and promote all aspects of the Child Protection and Safeguarding policies;



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- Act on aspects of pupil welfare and safeguarding raising any concerns by following School protocol/procedures.

Boarding Responsibilities

All residential members of the prep staff will contribute to the boarding activity programme and/or to duties, according to their areas of interest, experience and expertise, and according to their other School commitments. The overall workload of each member of staff will be adjusted fairly to take into account any additional evening and weekend commitments.

This job description may be amended at any appropriate time, following consultation with the Head of Prep and will be reviewed annually. The Head of Art may also be required to undertake such other comparable duties as the Head of Prep may reasonably require from time to time.

Person Specification	
<ul style="list-style-type: none"> ● Enthusiastic with a sound understanding of best practice ● Patience, empathy, kindness, and tolerance with children and adults alike ● Flexible and adaptable ● Proactive in all aspects of School life through participation and support ● Creative and innovative across and beyond the curriculum ● Ability to form a strong partnership with staff and parents ● Commitment to high standards and a willingness to do what it takes to achieve them ● 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 	
Essential	Desirable
<ul style="list-style-type: none"> ● University degree from a recognised academic institution ● Recognised Support for Learning / SEN qualification ● Experience teaching in Support for Learning department across Prep age and ability range ● Experience of working with mainstream colleagues 	<ul style="list-style-type: none"> ● Experience of leading a learning support department / SENCo ● Teaching Qualification from a recognised academic institution ● Knowledge of the UK prep school system ● Knowledge of international education ● Experience within a UK Prep school



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Remuneration Package

The preferred candidate will be appointed on an initial two-year contract and will need to complete a successful probationary period.

Salary and benefits are highly competitive and will be commensurate with the responsibilities of the position.

Our generous expatriate package includes:

- Health insurance (10% co-pay) and dental allowance.
- Reimbursement for Visa and Work permit expenses.
- Economy class flights from your nearest international airport to Bangkok airport at the beginning and end of the employment contract for the employee, spouse, and dependents under 18 years old.
- Annual flight allowance for the employee.
- A personal computer for School-related work, returnable at the end of employment.
- Fee remission for staff children: 2 children @ 100% fee remission, 3rd child 50%, 4th child 25%.
- A one-off settling-in allowance.
- Accommodation provided on or off School site.

In addition, staff will have use of School facilities, free wi-fi, free lunch and snacks in term time and access to School transport.

Application Process

Interviews will be held either in person, or Google Meet.

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

Please complete the TES application form by the deadline. Should you wish to have an informal conversation or if you have further questions, please email the Head of Prep, Mrs Sara Howell via showell@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 a birth certificate, and attested (by a notary) 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 and Barred list 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.