



PREP and PRE-PREP SCHOOL

Head of Girls' Sport

from August 2019

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, very successfully opened its doors in September 2017 for 110 pupils aged 2 – 10 years. By September 2018, the School had grown to 420 pupils up to Year 12, including boarders. In September 2019, more classes and a Year 13 will be added.

The structure, school day and ethos of RST is 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 Pre-Prep and Prep Schools

In the Pre-Prep, there are 5 year groups: Nursery 1, Nursery 2, Reception, Year 1, Year 2. It has a capacity of four classes per year group and c. 300 pupils. Currently there are 150 pupils.

The Prep School comprises 6 year groups: Year 3 – Year 8. There are currently 180 pupils in the Prep School, with boarding offered from Year 3. The maximum size of class is 18. The capacity of the Prep School is c. 400. The normal school day runs from 8 am to 5.50

pm.

The main Prep School classroom block houses 30 classrooms, 4 science laboratories, 2 Music classrooms, 14 music practice rooms, 1 dance/drama studio, 1 theatre, 1 prep library, 2 ICT suites, 3 Art studios, 2 DT workshops, 1 Food Technology suite, and 3 indoor recreation spaces.

Adjacent to the classrooms is a large covered sports hall, extensive playing fields, and a 25m swimming pool. Beyond the swimming pool is the junior dining hall and the prep boarding accommodation.

Over the next 2 years, further construction will take place. The Prep School will have use of the main drama and music auditoriums, the main sports hall, the tennis academy and the golf driving range.

Sport

Rugby School Thailand is blessed with a campus and sports facilities that are second to none. The School's ambitious aim is to become one of the top sports schools in Asia. We aim to provide top level coaching for all pupils - from young beginners, to those who are capable of competing at national level.

Sport, therefore, is integral to the normal school day. Coaching starts with the younger Pre-Prep pupils, and the Prep School pupils have the opportunity to play sport every day and to compete in House and School matches.

Job description

The successful applicant will teach PE from Pre-Prep to Year 8, and will coach a range of sports. The Head of Girls' Sport will be responsible to the Prep Director of Sport and the Head of Prep.

The Prep Sports Department has 3 PE specialists, 3 swimming specialists, and additional coaching support from many teachers with coaching experience and qualifications. The job description should be read and understood in conjunction with the Staff Handbook and the teacher's contract.

As Head of Girls' Sport...

- Support the Director of Sport in developing and delivering an outstanding Pre-Prep and Prep sports coaching programme
- Provide outstanding leadership of the Girls' sport and games at Rugby Thailand Prep School

- Coach sport as part of timetabled PE lessons and as part of the Games programme, with particular focus upon sport for girls
- Assist the Director of Sport with the organisation and management of a comprehensive programme of sport, including a weekly games timetable
- Assist the Director of Sport with the organisation of suitable sporting fixtures and school events each term
- Be responsible for the planning and allocating of appropriately skilled girls' sports staff to run and coach games sessions and teams.
- Plan and manage coaching development for relevant girls' sports and staff at the school to maintain high standards of coaching and pupil development.
- Maintain an overview of all girls' sport reports and articles, making sure they are submitted in a timely fashion and are suitable in content.
- Maintain girls' sport and games information on the school website, ensuring it is updated in a timely manner.
- Liaise with the Director of Sport re insertion of girls' fixtures and sport events into the termly Calendar and check for clashes with lessons, etc.
- Contribute as appropriate to the extra-curricular and pastoral life of the school
- Promote girls' sport throughout the school and within the community by arranging special events for the children, parents or both.
- Maintain an up-to-date list of departmental resources and ensure these are used effectively, efficiently and safely.
- Assist the Director of Sport in the organisation and maintenance of efficient, accessible and tidy storage of all sports equipment
- Assist the Director of Sport in compliance with the school Health and Safety policy and ensure that up to date risk assessments are in place for all girls' sporting activities.

General School Responsibilities

- Maintain an appropriate professional manner at all times and support and foster the aims of the school.
- Familiarisation with the contents of the Teaching Staff Handbook, including the school's aims and policies, following closely the guidance provided in these documents.
- Be aware of and comply with the School's rewards and disciplinary policies.
- Be familiar with the school's health and safety guidance and be mindful of the health and safety of all members of the school community.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated by the Senior Leadership Team punctually, efficiently and in accordance with the guidance in the Teaching Staff Handbook.
- Be aware of and act upon all policies regarding the safeguarding of children
- Promote pride in the School among the pupil body through high standards of dress, behaviour, manners, respect for others and property and general attitude

- Cover for absent colleagues as requested
- Attend school assemblies.
- Attend staff meetings, parents' evenings, Speech Day and similar important functions out of school hours; be willing to accompany school trips.
- Ensure the subject classroom or teaching/coaching space is kept in a reasonable state of tidiness, and make it an attractive working-place with displays of children's work and stimulus material that are all changed according to the school's display policy.
- Attend relevant in-service training each year, after obtaining the consent of the Prep Head.
- Carry out supervisory duties as arranged by the Prep Senior Leadership Team
- Support the pastoral care policy of the school as Form Tutor, Personal Tutor, or House Tutor.
- Attend school lunch and take a table.
- Contribute to the Activities programme according to experience and qualifications.

In addition to the above, and subject to commitments as Head of Girls' Sport, and subject to experience and qualifications, the successful candidate may teach an academic subject to the younger age groups with the Prep School.

The member of staff will also be required to carry out any other duties that the Headmaster might reasonably request from time to time to facilitate the smooth running of the school.

BOARDING & WEEKEND RESPONSIBILITIES

As a school with boarders, RST teachers run an evening and weekend programme of learning enhancement, activities and trips. And teachers undertake additional evening and weekend supervisory duties.

All members of the prep teaching staff will contribute to this programme and/or to duties, according to their areas of interest, experience and expertise, and according to their other school commitments.

Typically a member of staff will offer one evening activity/duty per week, and one weekend duty per term. The overall work load of each member of staff will be adjusted fairly to take into account any additional evening and weekend commitments. Saturday commitments will vary and again individual staff timetables will be adjusted accordingly. Each member of staff will have regular 'free' weekends.

Person Specification

Formal Qualifications/Experience

Education Attainment

Essential University degree from a recognised academic institution
Teaching Qualification from a recognised academic institution

Knowledge and Experience

Essential

- At least 2 years' sports coaching experience of Pre-Prep / Prep School age groups

Desirable

- Knowledge of international education
- Experience within a UK Prep school
- Experience within a UK boarding school
- Experience working with children who have English as a second language
- Experience and success as a coach of some or all of the following sports; swimming, football, basketball, touch-rugby, tennis, athletics, golf, badminton, hockey, netball

Personal Qualities

- An excellent track record of teaching and coaching with a strong sporting background.
- Enthusiasm, energy and ambition.
- Genuine warmth, care and concern for the welfare of all children.
- An awareness, understanding and experience of issues relating to safeguarding, the health, welfare and safety of children.
- A positive attitude to maintaining discipline.
- Highly developed interpersonal skills and the ability to work effectively and productively with pupils, staff, and parents.
- The ability to understand, use and encourage a variety of coaching/teaching and learning styles.
- Well-developed knowledge of issues relating to sport in schools, scheduling, coaching and health ^{and} safety issues within education and sport.
- Strong levels of administration, record keeping and ICT skills.
- The willingness to become fully involved in the busy life of a busy school.

Remuneration Package

The successful candidate will be appointed on an initial 2 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 or pension allowance
- fully furnished accommodation suitable for singles or families throughout the contract (if recruited from overseas).
- flights at beginning and end of contract (including family)
- annual flight allowance
- private health insurance (10% co-pay)
- 100% fees remission for 3 children
- relocation allowance
- free wi-fi

In addition, staff will have use of school facilities, free wi-fi, and access to school transport.

Application Process

Interviews will be held either via video link, or at Rugby School Thailand or at Rugby School UK.

Closing Date:

Monday 25th February 2019

...though earlier applications are encouraged.

Interviews:

w/b 25th February (or earlier)

Please send a covering letter (no more than 1 side of A4), a recent photograph and a completed application form to the Prep Head, Mr Nigel Westlake, at prepcareers@rugbyschool.ac.th by the relevant closing date.

An application form can be found on our TES job website or on the Rugby School Thailand website: <https://www.rugbyschool.ac.th/careers/>

If you have further questions, please email Nigel Westlake at prepcareers@rugbyschool.ac.th.

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. International Child Protection Certificate and a local police certificate) as part of the school's recruitment and safeguarding procedures.

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