



Head of EAL and English Teacher

PREP SCHOOL (Years 3 – 8)

**from January 2022
(or sooner)**

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 pupils, 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.

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 2020, the School had grown to 780 pupils up to Year 13, including boarders.

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 Prep School

The Prep School comprises 6 year groups: Year 3 – Year 8. There are currently 350 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 building houses 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.

The Prep School academic curriculum draws from the best of the England & Wales National Curriculum, and the best of the British Independent Prep School approach.

Adjacent to the classroom buildings is a large covered sports hall, extensive playing fields, tennis courts and a 25m swimming pool. Beyond the swimming pool is the junior dining hall and the prep boarding accommodation. This year a sports complex has been completed; it incorporates a large multi-sports hall, a 25m pool, a 50m pool, a gymnastics hall and a fitness suite.

Job description

RST is selective and a reasonable ability in English is part of the selection criteria. Approximately 65% of RST pupils are not native English speakers, though many of these speak good English and do not require EAL support.

The successful applicant will lead the English as an Additional Language department in the Prep School (Years 3 – 8), and will teach English classes to Prep pupils with EAL needs. He/she will report to the whole school Head of EAL and to the Prep Deputy Head (Academic). Currently there are three EAL teachers within the Prep School and EAL support is provided within the classroom and with individual or small group sessions.

As Prep EAL Lead...

- Ensure the smooth running of the EAL department within the Prep school
- Manage the teaching timetable of Prep EAL teachers
- Manage the EAL budget
- Act as line-manager for Prep EAL teachers

- Work alongside the whole school Head of EAL to ensure a continuity of approach throughout RST
- Ensure all prep teachers recognise and fulfil their responsibilities to pupils with EAL needs
- Ensure all pupils feel they are supported in developing their EAL needs through showing empathy and understanding and lending direction and motivation
- Work closely with class and subject teachers in identifying pupils who require specialist EAL teaching
- Set targets for raising achievement among pupils with EAL needs
- Collect and interpret assessment data for pupils with EAL needs
- Meet regularly with the designated line managers to report on progress of identified pupils and planned strategies for support

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 Management 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.

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 RESPONSIBILITIES

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

All members of the prep teaching staff will contribute to this programme 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 duty/activity per week, and two Saturday morning activities 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.

Person Specification

Personal Qualities

- Enthusiastic with a sound understanding of UK best practice
- Flexible and adaptable
- Proactive in all aspects of School life through participation and support
- Creative and innovative across and beyond the curriculum
- 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

Formal Qualifications/Experience

Education Attainment

| | |
|-----------|---|
| Essential | University degree from a recognised academic institution Recognised English language teaching qualification: CELTA or equivalent |
| Desirable | Teaching Qualification from a recognised academic institution |

Knowledge and Experience

Essential

- Experience teaching English classes and small EAL groups across Prep age and ability range
- Experience of working with mainstream colleagues to scaffold language across the curriculum

Desirable

- Knowledge of the UK prep school system
- Knowledge of international education
- Experience within a UK Prep school
- Experience within a UK boarding school
- Knowledge of implementing and managing EAL assessment frameworks
- Experience of delivering Content Integrated Language Learning programme for mainstream English
- Ability to deliver in-service training to staff
- Knowledge of synthetic phonics teaching
- MA TESOL or related field/DELTA or equivalent
- SIOP or TESMC Training

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:

- bonus payable at end of contract
- fully furnished accommodation suitable for singles or families throughout the contract
- flight at start and end of contract
- biennial flight allowance (including family)
- private health insurance (10% co-pay)
- 100% fees remission for 2 children, 50% for 3rd child, 25% for 4th child
- relocation allowance
- basic wi-fi

Application Process

Closing Date (please note that longlisting begins before the closing date for applications): **Tuesday 1st June 2021**

...though earlier applications are encouraged. (Rugby School Thailand reserves the right to appoint by invitation before the closing date.)

Given the large number of applications we receive for each post, only shortlisted applicants will be contacted.

Interviews:

Shortlisted candidates will be interviewed on a rolling basis. Interviews will be held either at the Rugby School Thailand campus, or via video link.

Please send a covering letter (no more than 1 side of A4), a recent photograph and a completed application form to the Head of Prep-designate, Sara Howell, at prepcareers@rugbyschool.ac.th by the 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/about-us/careers/>

If you have further questions, please email Sara Howell at prepcareers@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 an attested (by a notary) birth certificate, and 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. 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.

* * *