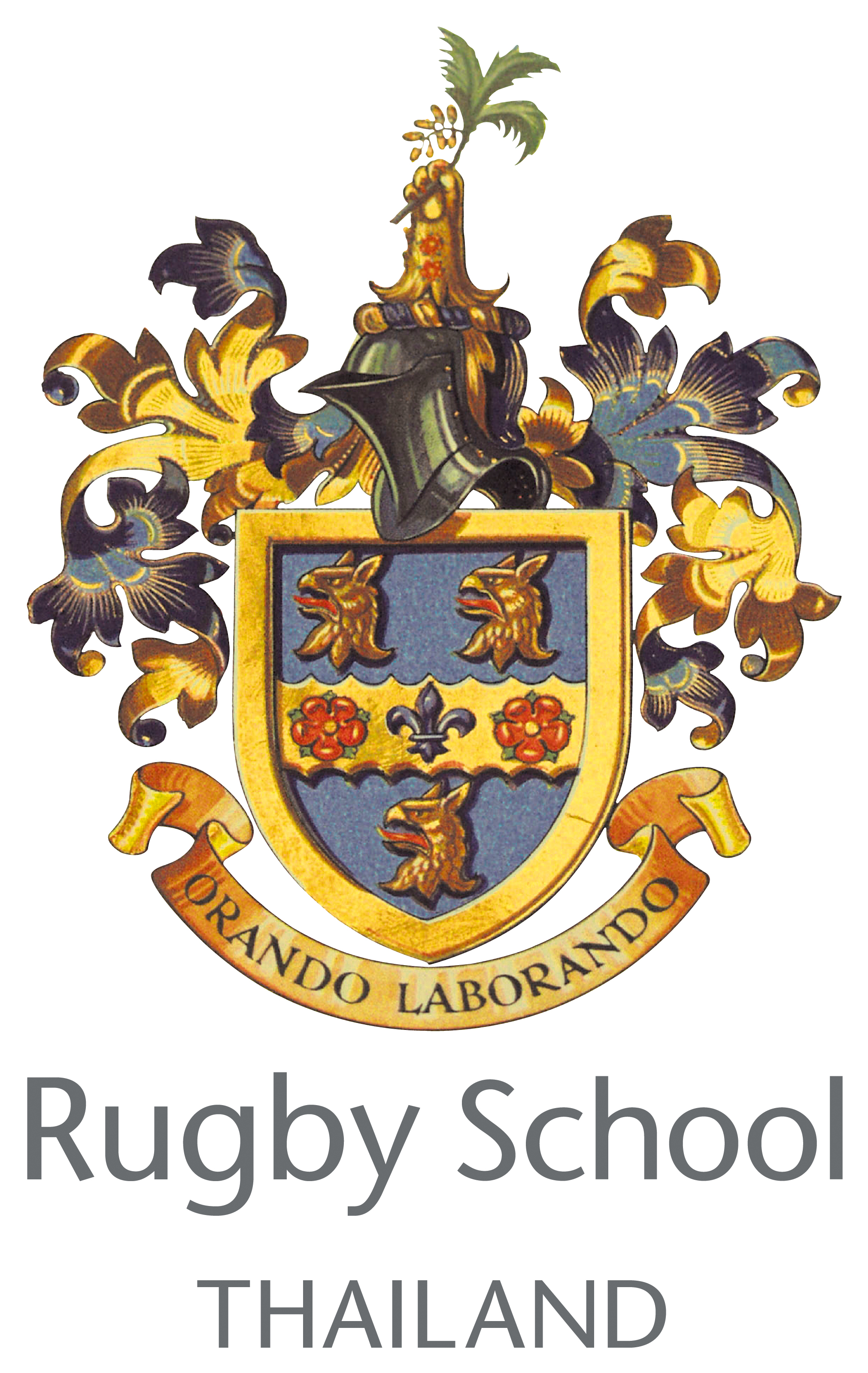
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**PREP and PRE-PREP SCHOOL**

**DIRECTOR OF MUSIC**

**from August 2021**

**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 Pre-Prep and Prep School**

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. There are currently 230 pupils in the Pre-Prep. The Pre-Prep is located in an attractive oval building with 20 classrooms, a library, music facilities, a soft-play room, and outdoor play spaces.

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. 430. 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**

The job description should be read and understood in conjunction with the Staff Handbook and the teacher’s contract.

The Prep and Pre-Prep Music Department is led by the Director of Music, who is assisted by two Prep/Pre-Prep Music teachers and a Music Administrator. An outstanding team of visiting music teachers, many of whom are leaders in their field, provide specialist tuition in a wide range of instruments.

The Pre-Prep has its own large music classroom and 3 music practice rooms. The Prep School building has two music classrooms, 14 music practice rooms, instrument storage space and a music office. Both Pre-Prep and Prep have their own theatre for music and drama performances.

There are regular music concerts throughout the year as well as other events such as annual year group musicals, music assemblies, a traditional carol service and a ‘House’ Music Competition. Over 70% of prep school pupils learn a musical instrument, and there are many instrumental ensembles and choirs. Ensembles/choirs practise in Break times and there is a protected hour in the week for the larger ensembles to practise. Children are entered for ABRSM and Trinity Music exams, for which the Director of Music is often the accompanist. Each class has one class music lessons per week.

The successful applicant will lead the Prep and Pre-Prep Music, and will liaise closely with the Director of Music in the Senior School. He/she will teach a range of classes from Pre-Prep through to the top of the prep school. In addition to playing the piano, the ability to play an orchestral instrument to a high standard would be an advantage.

**As HEAD OF DEPARTMENT…**

**Pupils**

* Have a strong passion for teaching music and be able to provide creative and engaging delivery to inspire all pupils
* Identify and encourage pupils likely to take up instruments
* Lead weekly specific instrumental/band/choral rehearsals
* Oversee the staffing for all Prep ensemble rehearsals and monitor their progress to ensure high standards
* Develop excellent relationships with pupils and their parents to ensure that every pupil’s pastoral needs are met
* Ensure excellent behaviour management is maintained for safety and to maintain optimum progress for pupils
* Ensure effective record keeping, pupil monitoring, assessment and reporting
* Ensure that the classroom and display areas are an invigorating environment for effective learning, creating a stimulating atmosphere for the pupils.
* Write termly academic reports, and monitor and evaluate pupils’ learning in order to ensure high standards and progress
* Support the pastoral care policy of the school as Form Tutor or House Tutor
* Contribute to the Activities programme according to experience and qualifications

**Professional and Curriculum**

* Lead by example in all areas of school life and be a powerful role model for colleagues as an outstanding practitioner.
* Produce a departmental handbook outlining the aims and objectives. The handbook should be annually updated.
* Produce and regularly update schemes of work and curriculum documents.
* Monitor the teaching within the department.
* Introduce creative initiatives and drive collaborative projects to establish a varied and inspiring curriculum
* Encourage departmental staff to produce stimulating displays
* Track and monitor the progress of all pupils across the Department
* Teach curriculum lessons from Nursery to Year 8
* Oversee developments to the music curriculum, in conjunction with the Director of Music at the Senior School
* Act as Musical Director in annual year group musicals (recent productions include ‘The Lion King’, ‘Jungle Book’, ‘Annie’ and ‘Aladdin’)

**Departmental Staff Manager**

* Maintain and develop the co-operative and mutually respectful working environment within the Department
* Liaise with the Music Department at the Senior School as required
* Work closely with the Music Administrator in the arrangement of weekly lessons and music exam entry/organisation
* Advise Visiting Music Teachers (VMTs) on best practice with regards to communication with parents and pupils
* Liaise with VMTs re their pupils’ preparation for music exams
* Provide direction and give support to departmental staff as appropriate.
* Ensure that all members of the departmental team enable each pupil to reach their academic potential through enthusiastic and personalised teaching
* Ensure that all members of the department have familiarised themselves with the special educational needs of any individual pupil and that appropriate strategies are being followed
* Direct and promote INSET within the department.

**Organisation of the Department**

* Create an organisational structure for the department that encourages the generation of ideas and the allocation of responsibilities.
* Organise teaching resources.
* Adopt safety policies appropriate to the needs of the department.
* Chair regular minuted departmental meetings.
* Take overall responsibility for the organisation of trips within the department.
* Comply with all Health and Safety requirements.

**Communications**

* Represent the views of the department within the school and at Heads of Department meetings.
* Report to the department on school issues.
* Create and foster links with other schools and the community where appropriate.
* Ensure that all communication is acted upon appropriately and in a timely manner, and is reported to Senior Management as appropriate.
* Be responsible for the Department’s contribution to the School’s VLE, the website, social media and publications as necessary
* Take part in staff meetings, INSET days and the CPD programme
* Liaise with marketing re promotion of pupils’ musical achievements and musical activities
* Respond swiftly to parent questions/concerns and cultivate strong teacher-parent relationships
* Take part in the wider life of the school as a member of the Prep staff team

**Finance and Resource Control**

* Produce an itemised annual budget for submission to Senior Management, taking account of the development needs of the department.
* Operate within the agreed budget, keeping appropriate records.
* Ensure that copyright and licensing regulations pertaining to printed materials, recordings and software are not breached.
* Report requirements for maintenance and decoration of rooms within the department to the Maintenance and Estates department.
* Maintain and update resources for music
* Work creatively and flexibly with other staff in the use of teaching spaces, being able to negotiate to provide the best possible outcomes for all stakeholders

**As TEACHER…**

Rugby School Thailand teachers will carry out their duties responsibly and with regard for the best interests of their pupils and the school. In particular teachers will:

* Conduct themselves in an appropriate professional manner at all times and support and foster the aims of the school.
* Prepare short-term teaching plans for their form in line with the Department’s curriculum documents.
* Make adequate provision within the organisation of the teaching for the range of ability within the class.
* Make themselves familiar with the contents of the Teaching Staff Handbook.
* Be familiar with and mindful of the school’s health and safety guidance.
* Undertake the preparation, assessing and reporting required to ensure that pupils achieve the highest possible standards.
* Ensure the safety and good conduct of the pupils, following the guidance in the Teaching Staff Handbook.
* 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.
* Attend staff meetings, school assemblies, parents’ evenings, Speech Day and similar important functions out of school hours; be willing to accompany school trips.
* Ensure the subject classroom is kept in a reasonable state of tidiness, and to make it an attractive working-place with regularly updated displays of children’s work and stimulus material.
* 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.
* Contribute to the Activities programme according to experience and qualifications.
* Assist with the coaching of sport 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

* An outstanding, dynamic and inspirational specialist Music teacher with strong keyboard, vocal and instrumental skills
* An excellent, inspirational and dynamic colleague who can generate instant respect, and who is committed to the further development of Music at RST
* 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

Teaching Qualification from a recognised academic institution

**Knowledge and Experience**

Essential

* + - Knowledge of the UK education system
    - At least 2 year’s teaching experience of Prep and Pre-Prep age groups
    - Working knowledge of the National Curriculum and ISEB

Desirable

* + - Knowledge of the UK prep school system
    - 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

**Remuneration Package**

The successful candidate will be appointed on an initial 2 year contract and will need to compete 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 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

**Application Process**

**Closing Date** (please note that longlisting begins before the closing date for applications)**:**

**Tuesday 8th December 2020** …though earlier applications are encouraged.

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 at Rugby School UK 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, Nigel Westlake, at [prepcareers@rugbyschool.ac.th](mailto: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 Nigel Westlake at prepcareeers@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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