



# RUGBY SCHOOL JAPAN

## **Job Description**

### **Rugby School Japan (RSJ) Summer Programme 2022 Programme Master**

The RSJ Summer Programme Master reports to the CEA Team and alongside the CEA team is responsible for leadership, supervision, instruction, & implementation of all aspects of the RSJ North Peak Summer Programme 2022.

The main function of this role is to ensure that each pupil, team member and guest receives the highest calibre of programme, service and care.

### **Professional Responsibilities**

- Lead the overall running of all aspects of the RSJ summer programme.
- Ensure all aspects of safeguarding policy are implemented and observed.
- Prepare the programme plan and provide supervision, instruction, and ongoing assistance to programme staff, students and parents
- Oversee the pupil registration process, preparation and management of paperwork including medical, travel, dietary and insurance documentation
- Establish good rapport with families of the programme participants as well as keep them informed. Be a point of reference.
- Work with CEAPS team to ensure all travel arrangements are in place
- Ensure all programme equipment & supplies are ordered and in place before the programme starts
- Liaise with the summer school cooks, ensuring all dietary requirements are met.
- Ensure a good understanding of all safety rules and emergency procedures and share these with all programme staff and pupils at the outset of each weekly programme.
- Manage behaviour positively.
- Administer all medical protocol as directed
- Coordinate the care, cleanliness, and security of the facility during the programme.
- Communicate clearly, honestly and respectfully to staff, pupils and parents in a timely manner.
- Implement all health and safety policies and procedures
- Participate in all required training & certifications in compliance with North Peak standards.
- Create a nurturing, positive and professional environment while promoting programme policies and procedures amongst the team and community.
- Report to the Programme Director at the end of every day
- Keep a reflective daily written record of each day.

### **Personal Specifications**

#### **Qualifications**

- Must be over 21 years of age and have a clear background check.
- Be fluent in both written and spoken English and (where possible) Japanese
- Commit to contracted dates in July and August with a willingness to contribute to programme preparation beforehand
- Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity

- Ideally a Current First Aid/CPR certification
- Commitment to a positive, fun and team-oriented working environment
- An understanding that this role requires a commitment beyond regular contracted hours

**Disposition – evidence of**

- Commitment to excellence and to significantly contribute to the success of the NP Summer Programme
- Demonstrated history of responsibility, dependability, and maturity
- Ability to be flexible, creative and adaptable to situations
- Personal and intellectual qualities required to work alongside and set an example to others.
- Ability to work on own initiative and be proactive and responsive.
- Flexibility, drive, energy and enthusiasm.
- Approachability and a sense of humour.

**Salary:** ¥150,000/week

**Benefits:** Travel to and from Hokkaido (from within Japan), accommodation and board

**Status:** Fixed Contract

**Hours:** 40+ Hours per week; weekend, evening, night work may be required

**Programme Dates 2022:**

<b>25- 30 July</b>	Music
<b>1-6 August</b>	Art & Drama

Please note that North Peak is a non-smoking site.

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To apply for this role please visit our application portal and complete all sections of the application form, submit your CV and a letter of application here:

<https://teachapply.com/ceams/>

Closing date: 31 May 2022