



RUGBY SCHOOL JAPAN

Job Description

Rugby School Japan (RSJ) Summer Programme 2022 Programme Tutor

The RSJ Summer Programme will take place in our outdoor enrichment centre North Peak in Hokkaido. Programme Tutors are responsible for leading and implementing programmes for participants ranging from age 10 to 13 in small and whole group settings. They are also responsible for the development and growth of the pupils in the group, as well as their general safety.

A tutor provides high quality outdoor educational and recreational experiences for pupils with a focus on wellness, fun and an appreciation for the natural world.

Professional Responsibilities

1. Lead the subject area programme, ensuring enjoyment and engagement for all.
2. Prepare for an end of week match, performance or exhibition.
3. Follow all safeguarding procedures in line with training and CEA Safeguarding Policies.
4. Organise and lead small group activities such as hiking, sports, nature explorations, arts, music and supervised on and off-site activities.
5. Complete other assigned operational tasks before and after camp such as general cleaning/room preparation
6. Provide fun and educational experiences in the outdoors for all participants
7. Manage behaviour positively and proactively in line with CEA Behaviour Policies
8. Administer all medical and allergy protocols as directed and in line with CEA Health And Safety Policies
9. Assist in and coordinate the care, cleanliness, and security of the facility during the programme.
10. Communicate with parents regarding participant experiences and daily activities at the beginning and end of camp as required
11. Report concerns to the RSJ Programme Master.
12. Know and understand all emergency procedures associated with the programme
13. Know, enforce and follow all safety guidelines and emergency procedures as outlined by the Programme Master.
14. Ensure that all pupils remain aware of rules and remain safe through careful risk management and accident prevention.
15. Work on sessions as required which will at times include evening activities and bedtime supervision
16. Attend pre-programme online staff training and orientation sessions, in compliance with CEA standards.
17. Be willing, if required to supervise pupils on their journey between North Peak (New Chitose) and Haneda Airport at the beginning and end of the programme

Personal Specifications

- Must be over 18 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 camp preparation
- Excellent interpersonal communication skills; demonstrated history of responsibility, dependability and maturity;
- Ideally hold a qualification or have an awareness of First Aid
- Ability to be flexible, creative and adaptable to situations
- An understanding that this role requires a commitment beyond regular contracted hours
- Commitment to:
 - excellence and to significantly contribute to the success of the RSJ Summer Programme
 - a positive, fun and team-oriented working environment

Disposition – evidence of

- 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: ¥120,000/week plus travel to and from Hokkaido (from within Japan), accommodation and board

Status: Fixed Contract

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

Programme Dates 2022:

25- 30 July	Music
1-6 August	Art & Drama

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

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