



## JOB DESCRIPTION

<b>Job Title</b>	Bilingual Staff Support Officer (Community Relations, Co-Curricular Activities, and Pastoral Support)
<b>Department</b>	Co-Curricular, Pastoral
<b>Function</b>	Co-Curricular, Pastoral
<b>Reports to (Job Title)</b>	Assistant Principal (Enrichment), Assistant Principal (Pastoral)
<b>Location</b>	Rugby School Japan

## THE ROLE

The Bilingual Staff Support Officer (1) assists the Assistant Principal (Enrichment), Directors of Art, Music and Sport in Community Engagement & Relations and Co-Curricular Activities Coordination and supports the (2) Assistant Principal (Pastoral). Responsibilities include but are not limited to the following:

### 1. Community Relations and Co-Curricular Support

#### A. Local Community Engagement & Relations

- Liaise with local authorities, businesses, and community organizations.
- Provide translation and interpretation support for meetings and documents.
- Assist in organizing community events and collaborations.
- Facilitate effective communication with Japanese and international families.

#### B. Co-Curricular Activities Coordination

- Support planning and execution of co-curricular programs.
- Assist with local regulations, translation, and external agency communication.
- Coordinate logistics for events, trips, and local partnerships.
- Support international and local exchange programs.
- Other administrative support required by the Assistant Principal (Enrichment)

### 2. Pastoral Support

- Assist with some of the daily tasks of the Assistant Principal (Pastoral)
- Attends, takes minutes and translates meetings for Assistant Principal (Pastoral) as required
- Assist in creating pupil wellbeing programmes
- Other administrative support required by the Assistant Principal (Pastoral)

The post holder will be expected to work flexible hours to maintain the effective discharge of their professional duties and to meet the needs of the business.

The following duties shall be deemed to be included in the professional duties which staff may be required to perform:

### Appraisal and professional development



- Participate in staff appraisal and professional development arrangements.
- Undertake required training to meet school needs, statutory obligations, and job requirements.

#### **Additional professional responsibilities**

- Positively contribute to the school's overall life and ethos.

#### **Child protection, discipline, health and safety**

- Protect and promote the welfare of all children and young people.
- Maintain good order and discipline, ensuring student health and safety on and off premises during school activities.
- Ensure all staff adhere to Rugby School's policies and procedures.

Please note that Rugby School Japan is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. <sup>1</sup> Successful candidates will undergo thorough child protection screening, including checks with past employers, and vetting in accordance with COBIS, NMBS, and KCSiE requirements. The RSJ Safeguarding Policy can be found at <https://rugbyschooljapan.ed.jp/school-policies/>

The Rugby School Group Safeguarding Policy can be found at <https://rugbyschooljapan.ed.jp/wp-content/uploads/2025/09/Safeguarding-Policy-2025-2026-v1.0.pdf>

#### **Equality and diversity**

- Act in accordance with Rugby School Japan's equality and diversity policy, maintaining a fair and consistent manner in all actions.

#### **Flexibility**

- Undertake such other reasonable duties from time to time as the School may reasonably require.