



RUGBY SCHOOL JAPAN

School Nurse, Rugby School Japan

Rugby School Japan launched in Kashiwanoha (“Oak Leaf”) Smart City, Chiba Prefecture (Greater Tokyo), in September 2023 to champion a new era of British international education in Japan. It is Rugby’s second international sister school. The School is a co-educational day and boarding school based on a campus within walking distance of a baseball stadium, football pitch, lake and running track in Kashiwanoha Park.

Rugby School Japan shares Rugby’s ethos of ‘the whole person, the whole point’: the School believes in taking education beyond the classroom and nurturing the whole person – in mind, body and spirit – to give pupils a holistic sense of self and to enable them to achieve in all areas of life. Rugby School Japan aims to become a benchmark for British education worldwide.

Academic

In line with Rugby’s mission to offer a broad education that is not merely about an acquisition of knowledge, Rugby School Japan will offer a diversity of subjects from a young age. The Rugby School Japan Curriculum, across the range of academic subjects, is designed:

- to instill a love of learning and of individual subjects,
- to ensure social and personal development,
- to foster a multicultural and multilingual environment, which in addition to Modern Foreign Languages, celebrates local Japanese cultures and traditions,
- to provide academic support and acceleration as appropriate,
- to develop a suitable work ethic and self-motivation and to help each child to reach his or her academic potential,
- and ultimately to prepare children for IGCSE and A level.

The School offers the National Curriculum of England Key Stage 3 in Years 7-9 when all pupils complete the Rugby Learner Profile, IGCSE courses in Years 10 and 11, and A-Levels in Years 12 and 13. Lessons take place over 6 days per week, and academic enrichment is available to all age groups during the school day and in the evenings.

**Pastoral**

It is Rugby School Japan's aim for the quality of the pastoral care to be apparent in the smiles and sounds of busy children enjoying their day. Good pastoral care comes from the staff caring about all the children. The School strives to get to know and understand each child, building strong relationships with them. Rugby's house-based approach means that house staff, including the core house team and academic tutors are a first point of contact should there be a concern for a child. This also means parents can go to the house staff with any concerns they may have and get a quick response to help resolve the issue. Pupils are encouraged to talk to any member of staff about a worry they might have, including their House Assistant, Tutor, Housemaster/mistress or the School Counsellor.

Boarding

The House system originated at Rugby School 200 years ago and is a central aspect of the pastoral care throughout Rugby School Japan. Within their Houses, girls and boys have regular opportunities to represent their House in a range of sports, music, drama and co-curricular events, and to earn points for their House. The School takes boarders from Year 7 through Year 13 (aged 11 to 18) and currently provides boarding across six Houses. Throughout their time, boarders are cared for by a committed team of house staff.

Co-curricular

Rugby School Japan's co-curricular programme is a key strength, as the broad range of activities enrich each child's learning experiences. These activities are run by staff members, who are encouraged to promote their own passions and hobbies outside the classroom, as well as specialist instructors brought in to broaden the programmes on offer.

Sport

Throughout Rugby School Japan's educational experience PE and sport play an integral role. The School is committed to creating a positive PE and sporting culture in which teachers, coaches, parents, supporters and officials work together to achieve the School's vision. This area of education is not simply about health and fitness, but about learning skills and life lessons that prepare boys and girls for the world beyond school. It is also about preparing some pupils for a professional sporting career. The School has access to world-class sports facilities with a large indoor sports hall (1,200 square metres), a 25-metre swimming pool, tennis courts, and a full-size 3G rugby pitch. The incredible surroundings – a baseball stadium, football pitch, lake and running track within walking distance to the school – provide the School community the means to provide the boys and girls with plenty of space and fresh air to grow.

The Location

Rugby School Japan is located on the 4-hectare city campus in Kashiwanoha, Chiba Prefecture (Greater Tokyo). On one of the Chiba University campus sites, the School is fitted with all the state-of-the-art facilities expected from a world class educational facility including professional-standard sports facilities, a black-box theatre, a dance studio and more. Thirty minutes by train from Central Tokyo, Kashiwanoha is designed to become a smart micro city, leading by example and championing sustainability.



The School Nurse Role

The School Nurse is part of the School's Nursing Team and will provide a clinically effective, high-quality service to the pupils of the School. The post holder will support the House teams to deliver pastoral and health care services and interventions to the pupils in the school.



JOB DESCRIPTION

Job Title	School Nurse
Department	Health Centre
Function	Pastoral and Healthcare Support
Reports to (Job Title)	Deputy Principal (Pastoral)
Location	Rugby School Japan

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Managerial: The Nursing team has a responsibility for the day-to-day management of the Health Centre:

- Ensuring that the Health Centre is appropriately staffed, stocked and equipped.
- Ensuring the safe storage, usage and disposal of medical supplies and drugs.
- Provision of first aid kits around the School and replacement of supplies.
- Timely maintenance of pupil medical files and attendance records in accordance with data protection legislation.
- Organisation, provision and monitoring of essential emergency medication in the Dining Room, Boarding Houses and other appropriate areas within the School.
- Maintaining the philosophy of care within the Health Centre, which is in line with the overall philosophy of the School.

Clinical

- Provision of a high standard of medical care to pupils in accordance with the Japanese Nursing Association's Code of Ethics for Nurses, and School policies regarding medical and mental health and well-being.
- Treating pupils as appropriate with the aim of encouraging pupils to return to their normal activities of daily living as soon as is appropriate and in their best interests to do so.
- Liaising with parents/guardians and the pupil where necessary, arranging transfer home for recuperation or to alternative care, e.g. offsite medical appointments, hospital visits.
- Participation in the monitoring and planning of pupils' health care needs. This includes carrying out health assessments and checks to assist with diagnosis and management, immunisation and health promotion programmes.
- Liaising with local health authorities and institutions in the organisation of immunisation programmes.
- Arranging and managing communication with parents with regards to consent.
- Maintaining records on electronic register where appropriate.

Administration

- Ensuring medical questionnaires and all relevant parental consent forms to administer or carry medicine on entry to the School and at agreed stages during a pupil's School career are obtained and retained.
- Assisting with the implementation and regular updating of pupil health care plans.
- Maintaining electronic of daily visits to the Health Centre or accidents treated and reported including the nature of the problem, treatment or advice.

Liaison with House teams in regards medical or emotional problems concerning pupils

- Development of health care plans where appropriate including giving support to relevant teaching staff in their dealings with pupils within the classroom and in extra-curricular activities.



- Regular meeting with core house teams and where required senior pastoral staff (Principal, Deputy Principal (Pastoral), Designated Safeguarding Lead) to provide advice on effective pastoral care for specified pupils.
- As a part of the nursing team, drafting and updating the 'pupils of concern' list of pupils with 'need to know' conditions.
- Providing training and advice for staff for the initial care of pupils with particular medical needs.

Pastoral Care

- The School Nurse works closely with the Designated Safeguarding Lead, and School Counsellors, but at all times exercises judgement regarding confidentiality in the context of prioritising safeguarding and welfare of children.

Teaching of Pupils and Staff

- Provision of first aid updates for members of staff, particularly sports staff or those regularly involved in residential trips.
- Contributing to topics within PSHE schemes of work/ and or other assemblies.
- Raising awareness of medical and health issues to pupils and staff this may be through distributing appropriate material via pastoral staff or updating health related notice boards.

General

- Providing medical cover for sports fixtures and events, and other events as required.
- Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time.

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification will be reviewed from time to time to ensure that it remains current and the School reserves the right to make reasonable changes.

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 arrangements made for staff appraisal and professional development.
- Undertake such training as may be reasonably required by the School to adapt to the changing requirements of the School or as may be necessary to fulfil the School's statutory or regulatory obligations.
- To undertake mandated job related training as required and instructed by the School.

Child protection, discipline, health and safety

- Safeguard and promote the welfare of all the children and young people at Rugby School Japan.
- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- Ensure all staff act in accordance with Rugby School Japan's policies and procedures.

Equality and diversity

- Acting 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.



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
	<i>These are qualities without which the Applicant could not be appointed.</i>	<i>These are extra qualities that can be used to choose between applicants who meet all of the essential criteria.</i>	
Qualifications	Nursing licence from Ministry of Health, Labour and Welfare (MHLW)		● Production of the applicant's certificates ● Discussion at interview ● Independent verification of qualifications
Experience	Experience of clinical nursing	Experience of working in an educational environment	● Contents of the application form ● Interview ● Professional references
Skills	The ability to offer a high level of pastoral care Good spoken and written Japanese. Good spoken proficiency in English The ability to communicate both in writing and verbally with a wide range of people Excellent administrative and organisational skills Flexibility and the ability to work calmly and quickly under pressure Resourcefulness and the ability to multitask and prioritise Ability to work well as part of a team and also autonomously, without medical back up on site IT literacy, with a high level of competence in Microsoft Excel, Word & Outlook		● Contents of the application form ● Interview ● Professional references



Personal competencies and qualities	An empathy for, and understanding of, young people A sensitive and supportive approach Discretion and the ability to maintain confidentiality Commitment to the protection of children and young people. Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures. Commitment to continuous professional development		● Contents of the application form ● Interview ● Professional references
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The Benefits

The remuneration package will be competitive.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to the 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 as part of the School's recruitment and safeguarding procedures.

Child Protection

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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. In addition, all successful candidates will be vetted in accordance with COBIS, NMBS and KCSiE requirements.

The Rugby School Group Safeguarding Policy can be found at <https://rugbyschooljapan.ed.jp/school-policies/>