



Kelmscott School

“Putting Learning First”

# **Support Staff Recruitment Pack**





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Dear applicant,

Many thanks for taking the time to consider an application for employment with us here at Kelmscott. If successful, you would be joining us at a very exciting time. It is my second year here as Headteacher and it is a job I am privileged to carry out. We are a school on the way up and we would like the right candidate to play an integral part in our journey.

Kelmscott is a special place to work within the E17 community, a comprehensive school where we 'Put Learning First'. We have a very collaborative staff who work together to get the best out of themselves and our students. We are proud that our students come from a range of different backgrounds (fifty two different languages spoken at last count!) with a diverse range of cultures and heritage. We all enjoy learning from one another's experiences and we believe passionately that this equips all of us with skills we need to make a positive contribution to our community and beyond.

The vision for the school is as follows:

We want to develop happy, well rounded young people through an exciting and engaging everyday experience that allows our students to compete confidently on a global stage. We are not an exam factory, our goal is to develop the whole person and what goes on outside the classroom, in terms of enrichment opportunities, is just as important as what goes on in the classroom.

In order for this to happen we work very hard to create the optimum conditions for our teachers to teach in. This begins with Disruption Free learning (DFL). Every morning our day starts with a check during registration to ensure that students are properly equipped for their lessons. This way learning is not disrupted. Behaviour at Kelmscott is excellent. A consistent approach to rewarding good behaviour and dealing with poor behaviour is adopted by all staff both inside the classroom and out. The emphasis is very much on rewarding good behaviour and we have a 5:1 ratio in operation for rewards to consequence points. This engenders a positive ethos and a working environment that both staff and students enjoy working in.

This year we embarked on an ambitious Tutor Reading Programme that sees all of our students being read to each morning for twenty minutes. Ambitious texts such as Brick Lane and Animal Farm are enjoyed by our students exposing them to 60,000 more words over their five years here with us, to bolster their vocabularies.

Staff are well looked after at Kelmscott and staff turnover is low. We actively seek and plan opportunities for staff to develop in whatever role they have at the school. We want you to be the very best you can possibly be and are confident we can help in that regard. Work life balance is a priority for us and we recognise and encourage our staff to look after themselves and their families as well as their job here with us.

If shortlisted, we look forward to welcoming you to Kelmscott so we can show you all the fantastic things we are up to despite the inherent challenges of Covid-19. We hope very much that the successful candidate can bring lots of energy and new ideas of their own to the role.

I look forward to meeting you.

**Mr Sam Jones**

Headteacher



## **KELMSCOTT SCHOOL INFORMATION FOR APPLICANTS**

### **The School**

Kelmscott School is a highly aspirational maintained secondary school in the heart of the Walthamstow community for students between the ages of 11 and 17. The school has a very positive and improving reputation and enjoys strong relationships with the local community and excellent links with local businesses and schools.

Kelmscott is a thriving school which provides a high quality of education in a happy and purposeful atmosphere. We have a reputation for innovation which attracts staff that are both enthusiastic and ambitious. There is a warm welcome for new staff, we hope that they will bring new ideas, commitment, energy and professionalism to our school in order to help every student realise their true potential.

Ofsted have recently inspected the school. Whilst we are unable to divulge the outcome, we were pleased that the inspection team were able to witness two very typically exciting and inspiring days at Kelmscott.

### **The Location**

Kelmscott School is easily accessible by road, tube and overground train stations. The nearest station is St. James' Street overground on the Liverpool St-Chingford line and Queen's Road overground which serves the Barking-Gospel Oak line; both are a 5 minute walk. Markhouse Road is easy to access with the instalment of brand new cycle lanes as part of the Mini-Holland project. It joins on to the Whipps Cross – Dalston cycle highway so within 15 minutes you can reach Epping Forest in one direction and neighbouring London Borough of Hackney in the other.

It is served by buses from Stratford, Leyton, Walthamstow and Chingford. Travelling by car, you can reach the A406 within 15 minutes and links to North London or on to the M25/M11 with ease.

Surrounding the school there are lots of open spaces and local community projects, early Victorian housing and Europe's longest street market is only a 10 minute walk away from the school.

### **The Buildings and Facilities**

All of our facilities – set across two buildings - are wheelchair accessible and include dedicated Maths and English classrooms. Our specialist facilities include a sound-proofed music suite and a drama studio with access to the main hall stage, and an amphitheatre for outside productions. In addition, we have four ICT suites, six well-equipped science laboratories and specialist technology rooms for food, textiles, art and media photography.

Finalising in January 2021, an extension of our dining facilities, remodelling of teaching space and a fitness studio will add to the outstanding facilities we have in place for our students.



## **The Staff**

The school employs over 130 members of staff in a professional and highly positive working atmosphere which is both supportive and collaborative. There is an active and experienced Senior Leadership Team, comprising of the Head, one Deputy Head, four Assistant Heads, two Associate Assistant Heads and the School Business Leader. Academic and pastoral matters are viewed coherently and the roles of the tutor and Heads of Year are pivotal to the process of developing the whole child. We also give the opportunity to all staff members to gain excellent career experience and be part of an exciting continued professional development programme, tailored to their specific needs.

Heads of Department lead curriculum areas along with the support of specialist subject teams. We are also fortunate to be served by an excellent Learning Support Team, led by our SENDCO, a Family Liaison Officer, Learning Mentors and School Nurse.

Kelmscott values the importance of treating all staff equally and staff wellbeing and work life balance is a priority for us as we believe that our staff work at their best when they are also able to commit fully to their family and personal lives.

## **The Curriculum**

We provide a very broad curriculum at both Key Stages and a wide range of learning opportunities to suit students of all interests and abilities. The school places a high value on academic achievement whilst providing a challenging overall programme designed to address the needs of all students irrespective of their background or ability. Our school motto is 'Putting Learning First' something that we hold dear.

All students have the opportunity to learn a full complement of subjects. Along with traditional and core subjects, we are proud to offer both key stages the chance to discover a variety of technology and Arts subjects, along with the Classics, such as Greek and Latin.

At Kelmscott, we pride ourselves on supporting students throughout their secondary by looking at the holistic development of the whole child. A wide variety of extra-curricular activities are on offer. They are co-ordinated by teachers and all staff are expected to make a contribution according to their own interests and skills. This aspect of school life is welcomed and valued highly by staff, students, parents and governors alike.

## **Organisation of Students**

### Years 7-9

We currently have six tutor groups and teach a broad range of curriculum subjects.

### Years 10-11

All students take Maths, English, Science, RE and Core PE. Students then make three choices from a broad range of traditional and aspirational GCSE subjects.

### Year 12-13

We have a small specialised post-16 provision accommodating students transitioning from secondary school to further education or training.



## **Support staff Testimonials**

### Pauline Andrews – Receptionist

I have worked at Kelmscott School for 12 years, it is a wonderful place to work. Everyone is welcoming and friendly, you are immediately made to feel you are part of the Kelmscott family. Kelmscott has been through many changes, one thing that remains is the commitment and hard work of all the staff. I feel very proud to be a part of this fantastic team of people.

### Stephen Madge – Exams and SIMs Manager

I have worked at Kelmscott for 13 years now, starting off as a Reprographics Technician to the Examinations & SIMS Manager role I have now. I would not have developed my career here if it wasn't for the strong support of the senior leadership team, and the rich CPD opportunities which are available. I am often encouraged to develop my skill set further with training or by sharing good practice with my very knowledgeable colleagues, which enables me to be more efficient at work.

The students are well behaved and the teaching staff here have an extremely high value of care for their education and their wellbeing. It's a very pleasant school community; every day is different and I'm always smiling!

### Natalie Tobierrie – Administrator

Kelmscott School is lovely place to work and everyone is friendly and helpful. I really enjoy being a member of the support team as I have learnt so much over the years and I have been given the opportunity to be involved in various aspects of school life. My skills and contribution are valued and appreciated. I believe that Kelmscott is not just focused on excellent teaching and learning as staff and student wellbeing is also at the centre of our ethos.



## Teaching Staff Testimonials

### Monique Reid – Associate Assistant Headteacher

The Kelmscott family is unique. As a long serving member of staff, who arrived from Jamaica as a qualified teacher in 2001, I am part of a committed group of staff. We believe passionately in the limitless potential of every young person we serve. Education is transformative and students benefit from a high aspiration, high standards culture. We develop character, grit and a love of lifelong learning.

### Senan Hill – Main Scale Teacher

It's a great feeling to wake up in the morning and look forward to coming in to work. Kelmscott has a friendly and open environment with students and staff which encourages collaboration, and provides the support to bring ideas into fruition. At Kelmscott I'm surrounded by staff who are both committed and dedicated to their students and who care about each child's individual success. The support that we get and the freedom to try new things to make sure that our students succeed is invaluable. There are firm expectations for behaviour and learning, and students at Kelmscott are driven, determined and approachable, making them a pleasure to teach. I have been privileged to benefit from excellent CPD, whereby departments can learn from one another. I feel inspired by the amazing work and support of my colleagues, and this in turn is reflected in the students.

### Gregory Smith – NQT

Unusually due to circumstances I was offered my job at Kelmscott after a successful remote Zoom interview during lockdown. As a result, I was apprehensive about starting in an environment I wasn't at all familiar with. From the first time I stepped in the building everyone has been incredibly welcoming and there is a genuine sense of community and solidarity amongst the teaching staff. I have received a great deal of support from colleagues, support staff and leaders throughout the school. I feel proud to be part of the teaching staff and feel very thankful that my internet connection was strong enough to land the role back in March. After teaching at two other schools during my PGCE year I have an immediate point of comparison and I feel very lucky to be in an environment as positive and dynamic as Kelmscott for my NQT year.





## **Student Testimonials**

### Casey Thomas – Head Boy Year 11

I have been a student of Kelmscott since the start of Year 7. To say that my time here has been good would be an understatement. The teachers here are accommodating and approachable with the standard of education being high. I have never been mocked or ridiculed for asking a question and they are always willing to be in the extra effort when you do not fully understand a task or topic. In addition, Kelmscott is a school full of diversity and culture. No matter your ethnic background, religion or sexual orientation, you will be made to feel welcome.

The school offers a great range of opportunities for its students. This is something that I have been able to take advantage of throughout my years at Kelmscott, from being able to attend trips to Oxford and Cambridge to getting the opportunity to apply for a boarding school scholarship with an organisation that the school works closely with. Kelmscott school has helped shaped the individual I am today and has made me feel far more confident in my own ability.

### Sophia Kearns – Head Girl Year 11

I decided to attend Kelmscott after attending the Year 6 opening evening; I was captivated by the different subjects offered by the school, and was impressed by the warm welcoming teachers and staff. I have found that my learning is really supported at school, and has actually been catalysed by all the opportunities offered to me, such as Latin, debate club and the youth health champions (YHC).

Kelmscott is a school full of staff and students from different backgrounds, with different perspectives and outlooks – this has increased my ability to relate to and grow friendships with people different to myself. I am full grateful for my experience at school and all the people I have been able to meet and learn from.





## **EQUAL OPPORTUNITY POLICY STATEMENT**

- 1.1 In Waltham Forest we recognise the impact that Kelmscott School activities can have on the quality of life of the people and communities that we serve. It's our job (in partnership with others) to protect the environment; improve public health; support the vulnerable; educate for life; develop the economy of the area; promote and foster choice and democracy.

What we do can make a real difference in the life of the people we serve. We are determined to be a modern school working with the community for the community – and equality of opportunity is at the heart of our thinking and effort.

- 1.2 Equal opportunity in service delivery means that we recognise the different and equivalent needs of the individuals we serve and that we aim to meet them in a fair, objective and open way.
- 1.3 Equal Opportunity in employment means offering genuine equivalent treatment to our staff across the whole range of our employment and recruitment practices.
- 1.4 Our aim is to enable all our employees to make their distinctive contributions to the benefit of the people of Kelmscott School and Waltham Forest.
- 1.5 Therefore Kelmscott School is determined (and enthusiastic) about developing a working culture that is fair and inclusive. Sadly, prejudice, whether conscious or unconscious is still a matter of fact in society as a whole. We do not underestimate the power of the influences which work against equality of opportunity in organisations, institutions and individuals.
- 1.6 But we believe that a commitment toward equality and diversity is right for society, right for the School, right for staff, right for customers, and right for our students. We will regularly review the effect of our employment practices to make sure that they are appropriate and that they work the way we intend. We will encourage our staff to welcome diversity, respect each person's individuality and value their creativity. We expect our leadership team to champion our values, challenge prejudice and role-model appropriate behaviour.
- 1.7 We will take stock of our progress regularly, using a variety of measures. We will ask our staff, students and parents what they think. We are committed to improving our performance, and people's perception of it, consistently over time.

### **Employment with Disabilities**

The London Borough of Waltham Forest has been awarded the Disability Symbol, commonly known as the "Two Ticks". To encourage more applicants from people with disabilities we operate a Job Interview Guarantee scheme. This means if you meet all the essential criteria for the job you are applying for we will invite you for an interview.



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Walthamstow  
London  
E17 8DN

0208 521 2115

[www.kelmscottschool.co.uk](http://www.kelmscottschool.co.uk)

## How to find us

### Directions – By public transport

Our nearest train stations are Walthamstow Central (Victoria Line & Overground), St James' St Station (Overground via the Liverpool St – Chingford line) and Walthamstow Queen's Road Station (Overground via the Barking - Gospel Oak line).

Buses 158 (Stratford – Chingford Mount) and 58 (Walthamstow Central – East Ham) stop right outside the school on Markhouse Road.

Blackhouse Road/St James' St Station – Take bus 158 heading towards Stratford  
Walthamstow Central – Take bus 58 heading towards East Ham

### Car Parking Facilities

The school shares its car park with Walthamstow Leisure Centre. It is a pay-and-display car park operated by a private company. Upon arrival, please report to reception stating that you have parked and you will be issued a visitors permit.

## Map

