

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

## Job Application Pack

### Cover Professional

Fixed Term Contract

**Start:** September 2026

**Salary:** Depending on qualifications and experience





**Dear Candidate,**

**I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS).**

As a thriving comprehensive secondary academy (11-16), we have grown rapidly since opening in 2017 and now have 762 students across Y7 to Y11. In partnership with our Campus Partner, Richmond upon Thames College, we have launched RTS Sixth Form Plus, a distinctive, jointly-led provision designed to ensure our students experience a seamless and aspirational transition to KS5.

The years ahead promise to be particularly exciting. Situated at the heart of the Richmond Education and Enterprise Campus, RTS is uniquely positioned within a dynamic hub of education and innovation. We work alongside two outstanding special schools (Clarendon and Capella House) and a leading further education college (Richmond upon Thames College), creating a truly collaborative learning environment. Our state-of-the-art, purpose-built premises, alongside the next phase of campus development, including our new Sports Centre and the College's STEM Centre, both of which opened in 2024, provide an exceptional setting in which to learn and work.

Our ambition to do the ordinary differently continues to define our journey, as we establish RTS as a beacon of excellence. We recognise that being an outstanding school depends on the exceptional people within it. That is why we are committed to recruiting, supporting, and developing dedicated professionals who are passionate about education's transformative power. We want our staff to thrive, to excel through professional development, and to contribute meaningfully, not only to our students' lives but also to the broader educational landscape. At RTS, we foster an environment where ambition, innovation, and inclusivity shape the next generation of learners and leaders.

If you are driven to engage and inspire students, eager to work within a team of professionals who are relentlessly focused on continuous growth, and keen to collaborate with our industry and education partners, Haymarket Media Group, Harlequins FC, the National Physical Laboratory (NPL), and Richmond upon Thames College (alongside the wider HRUC group), then RTS is the perfect place for you. Our partnerships allow us to diversify and enrich the student experience, ensuring that every young person leaves RTS equipped for limitless opportunities and ready to be a champion for equality and social justice.

We welcome prospective candidates to reach out with any questions prior to submitting an application. Please contact Barbara Munro, PA to the Head Teacher, at [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

A handwritten signature in black ink, appearing to read 'K Dooley', with a small flourish at the end.

Kelly Dooley  
**Head Teacher - The Richmond upon Thames School**

Our motto

# *Excellence Through Endeavour*



## Our school

**RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits six forms of entry (162 children) per year.**

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees; all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, and will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before-and after-school clubs, holiday activities, sports facilities hire and adult evening classes.



## Our campus and facilities

**RTS is housed in a purpose-built facility, with Clarendon School's secondary students and Capella House students accommodated in adjoining spaces.**

**Together with the Richmond upon Thames College, these institutions form the Richmond Education and Enterprise Campus, a hub of education, innovation, and opportunity.**

Our recently completed (2025) outdoor sports facilities include floodlit artificial pitches – including a full-size pitch for football matches and rugby training – providing year-round opportunities for sport; alongside direct access to both 4G and grass pitches for rugby and football. In 2024, the campus expanded further with the opening of a double-height Sports Centre, featuring a four-court sports hall, a dedicated dance studio, and modern changing facilities.

The Education Campus model is redefining learning, integrating education with enterprise to equip students with the skills, experiences, and opportunities they need to succeed. Through strategic partnerships with Richmond upon Thames College, the Auriga Trust (Capella House and Clarendon), Haymarket Media Group, Harlequins, and the National Physical Laboratory, RTS benefits from a wealth of expertise from organisations that excel both nationally and globally. These partnerships continue to add a dynamic, real-world dimension to the school's curriculum and student experience.



**Richmond upon  
Thames College**

### Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



**haymarket®**

### Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."





### Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



Harlequins

### Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the Free School to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



## Our curriculum

**We are an inclusive school, where every student is stretched and challenged to exceed their personal best. Securing each child's academic success and independence is at the heart of our approach, with demanding teaching that fosters resilience, curiosity, and intellectual agility.**

Our teaching methodologies ensure that students engage critically with complex concepts, developing the analytical skills needed to thrive in an ever-changing world. While our curriculum remains rooted in traditional academic excellence, we take an enterprising approach to its design, leveraging innovative digital technologies and strategic partnerships to enrich learning. Our extended school day provides students with access to a wealth of diverse and enriching learning experiences beyond the core curriculum.

In KS3 (Years 7-9), students benefit from a broad and ambitious curriculum, studying Art, Computer Science, Design and Technology, Drama, English, French, Geography, History, Mathematics, Music, Physical Education, Prep, PSHCE, RE, Science, and Spanish.

At KS4 (Years 10-11), students undertake a rigorous suite of GCSEs, including Art, Citizenship, Computer Science, Design and Technology, Drama, English, French, Geography, History, Hospitality and Catering, Mathematics, Media Studies, Music, Physical Education/Sport, Religious Education, and Sciences (Biology, Chemistry, and Physics), alongside Spanish.

Learning at RTS extends far beyond the classroom walls. From scientific explorations at Kew Gardens during Science Week to theatre and gallery visits, masterclasses led by industry leaders, collaborative projects with universities, and weekend outdoor expeditions, students benefit from a dynamic, experience-rich education. As a technology-forward school, every student has access to a school-issued iPad, enabling them to engage with cloud-based classrooms, revisit lesson materials, and independently explore extension activities.

Sport plays a key role in the RTS experience, with students competing in tournaments against other schools and an annual Sports Day, which is deeply embedded in our house system—fostering team spirit, resilience, and a shared sense of pride in school life.

### KS3

Art	Music
Computer Science	Physical Education (PE)
Design and Technology	PSHCE
Drama	Religious Education (RE)
English	Science
French	Spanish
Geography	Enrichment
History	Prep
Mathematics	Academic Tutoring

### KS4

Art	English language	Physics
Biology	French	Physical Education (PE)
Chemistry	Geography	PSHCE
Computer Science	History	Religious Education
Citizenship	Hospitality & Catering	Spanish
Design and Technology	Mathematics	Sport
Drama	Media Studies	Academic Tutoring
English literature	Music	

## Our curriculum | extended day

At the Richmond upon Thames School, we have longer school days on Tuesday, Wednesday and Thursdays. We use our longer days to provide exciting enrichment options. In KS3, the enrichment curriculum personalises and broadens students' school experience through access to a wide range of exciting sessions including Master-Chef, dissection, choir, Karate, 3-D model making, gardening, a range of sports clubs and more. In KS4, students access a comprehensive careers education information and guidance programme, which supports students' development for the next stage of their lives.

Through our best endeavours, we strive to prepare our students for the next stages of their lives. We do this through a combination of methods, including PSHCE, academic tutoring, assemblies, employer visits, seminars, masterclasses, workshops, drop down days and 1:1 sessions.

As a school, we are committed to ensuring that the learning experience supports all of our students to develop to their full potential. We recognise that some students may have particular strengths, whether academic, musical, artistic or sporting and that others require support with special educational needs or disabilities. To support all students our dedicated staff work together to ensure no student is left behind and we do this by providing stimulating, engaging learning experiences delivered by excellent teachers.



## Job Advert

The Richmond upon Thames School (RTS), an ambitious and forward-thinking secondary academy in Richmond, London, is seeking a highly motivated and skilled Cover Professional to join our dynamic team. This opportunity offers a vital role in supporting high-quality teaching and learning, ensuring continuity and stability for our students across a range of subjects and year groups. This is a fixed term contract.

As a Cover Professional, you will work closely with subject teams and pastoral colleagues to ensure students continue to experience excellent classroom provision during staff absence. You will contribute to a collaborative and inclusive culture that places students at the heart of every decision and supports our ethos of doing the ordinary differently.

### We are seeking individuals who:

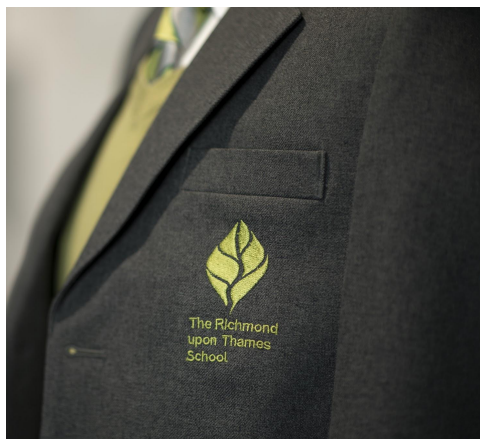
- Have excellent communication skills and presence in the classroom
- Are confident in delivering pre-prepared lesson content across a range of subjects
- Can manage behaviour positively and uphold high expectations
- Understand how to build strong relationships with young people
- Are organised, calm under pressure, and work well both independently and as part of a team
- Can provide general support for teaching staff and student learning when not covering lessons
- Are resilient, reflective and committed to continuous professional development

### What RTS offers you:

- A supportive and collaborative school community, with a strong emphasis on professional growth
- A modern, purpose-built learning environment within the Richmond Education and Enterprise Campus
- Opportunities for training and progression, including support with routes to QTS
- Term-time working and access to school employee benefits, well-being initiatives, and staff social events
- Access to our unique Trust partnerships, including Haymarket Media Group, Harlequins FC, the National Physical Laboratory (NPL), and Richmond upon Thames College – enriching students' experiences and broadening aspirations

This is a term-time only role, based on 37.5 hours per week, with salary dependent on experience and qualifications. Previous classroom experience is desirable, but not essential. You must be able to demonstrate a commitment to safeguarding and inclusive practice.

For queries or to arrange an informal visit, please contact Barbara Munro, PA to the Head Teacher, at [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) or 020 8891 2985.



*The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.*

## Job description

<b>Title:</b> <b>Reporting to:</b> <b>Line management of:</b>	<b>Cover Professional (Fixed Term Contract)</b> <b>SENDCO &amp; Cover Manager</b> <b>In line with the job description</b>
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### Overall Job Purpose:

- To work with students in allocated classes/groups or on an individual basis to ensure their learning is of the highest quality during the short-term absence of their usual teacher
- To supervise and deliver cover lessons across a range of subjects, ensuring positive behaviour, purposeful learning, and continuity in classroom experience
- To provide targeted support within subject departments and undertake relevant administrative and resource-based work when not deployed for cover
- To model RTS's values and uphold high standards of professionalism, conduct, and safeguarding practice

### Teaching and learning support

- Supervise the work of whole classes during the absence of their regular teacher, following the school's Cover Protocol and the plans left by the subject teacher
- Ensure students are clear on the objectives and expectations of each lesson and remain on task throughout the session
- Manage classroom routines effectively, dealing with low-level disruption using the RTS behaviour policy
- Use a range of proactive strategies to encourage student participation, resilience, and independent learning
- Respond to student questions and clarify instructions where appropriate, escalating subject-specific issues for follow-up
- Record attendance and maintain accurate registers using Arbor
- Collect and return completed student work at the end of each session, passing on feedback regarding student engagement or incidents to the relevant teacher or subject leader.
- Provide general support during lessons where additional adult presence is needed (e.g. practical subjects, assessments, or behaviour-linked support)

### Departmental support and wider-learning duties

- Undertake a variety of departmental support tasks when not deployed for classroom cover, including preparation of resources, display work, and exam/revision session support
- Participate in internal exam invigilation and access arrangements support as required
- Lead or assist with small-group intervention sessions under the guidance of teachers, SEN staff or curriculum leads
- Provide after-school curriculum support to designated departments, such as helping prepare learning materials, supporting clubs, or rehearsals

### Pastoral and behavioural responsibilities

- Establish strong, professional relationships with students to build trust and maintain a positive learning environment
- Promote the inclusion and acceptance of all students, adapting practice to accommodate SEND, EAL and vulnerable learners
- Follow all safeguarding procedures to ensure the safety and well-being of every student and report concerns promptly using school systems
- Monitor student engagement, behaviour and well-being during cover and unstructured times, liaising with Year Teams and DSLs where appropriate
- Undertake break, lunch, and corridor supervision duties as part of the school's duty rota

### Supervision and learning environment

- Organise and manage a positive, structured learning environment during cover sessions
- When required, plan and deliver structured and agreed activities (e.g. homework clubs, revision groups or catch-up sessions), adapting activities to student responses and needs
- Ensure learning resources and equipment are used appropriately and responsibly by students
- Ensure the learning space is left clean, orderly, and ready for subsequent lessons at the end of the cover period

### Monitoring and assessment support

- Monitor student responses to learning tasks and flag issues with engagement, effort or comprehension to subject teachers
- Provide objective verbal and written feedback on student conduct, engagement, and notable incidents to the relevant class teacher, curriculum leader or Head of Year
- Support basic assessment recording (e.g. collecting quizzes or exit tickets) where appropriate and agreed in advance
- Contribute to student progress discussions through relevant observations and support logs, especially where intervention or SEND provision is involved

### Professional requirements

- Actively engage in training and professional development, including induction, safeguarding, behaviour, and cover protocols
- Operate within all school policies, including those related to safeguarding, health and safety, equality, and behaviour
- Maintain a high level of confidentiality and professionalism in line with GDPR and child protection requirements
- Take responsibility for managing time effectively, responding flexibly to daily deployment changes and cover requirements
- Be a visible and reliable presence during key points of the day (e.g. lesson changeover, lunchtime, dismissal), promoting a calm, safe and orderly atmosphere.

# Job description

## Other responsibilities

- Accompany staff and students on educational visits and off-site learning activities as required
- Participate in school functions, training sessions and evening events where required by prior agreement
- Undertake other duties appropriate to the post and aligned to school priorities as directed by senior staff.
- Be an active contributor to the school's ethos and culture of ambition, respect and inclusion

# Person Specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Educated to Level 3 or equivalent qualification (e.g. A-Level, BTEC, NVQ3)</li> <li>• GCSE Grade C/4 or above in English and Maths (or equivalent)</li> <li>• Degree or higher-level qualification</li> <li>• Willingness to complete relevant CPD, including safeguarding and behaviour training</li> </ul>	<ul style="list-style-type: none"> <li>• HLTA status, TA qualification or equivalent school-based training</li> <li>• First Aid qualification (or willingness to undertake training)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with secondary-age students (paid or voluntary)</li> <li>• Experience of supporting or leading learning activities</li> <li>• Experience of managing student behaviour in a classroom or group setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supervising or covering classes in the absence of a teacher</li> <li>• Experience working in a school or educational setting</li> <li>• Experience using school systems such as SIMS or Arbor</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of the role of a Cover Professional or classroom supervisor</li> <li>• Awareness of safeguarding practices and statutory responsibilities</li> <li>• Understanding of inclusive practice and the needs of students with SEND, EAL or additional needs</li> <li>• Understanding of classroom routines, lesson structure and student engagement strategies</li> <li>• Awareness of current approaches to behaviour for learning</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with the national curriculum and key stage structures</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Confident and professional classroom presence</li> <li>• Ability to build respectful and supportive relationships with young people</li> <li>• Ability to maintain a calm, structured learning environment</li> <li>• Strong verbal and written communication skills</li> <li>• Ability to respond flexibly and think on your feet</li> <li>• Ability to follow clear instructions and use initiative appropriately</li> <li>• Strong time management and organisational skills</li> <li>• Ability to use ICT effectively in support of learning</li> <li>• Capacity to remain positive and solution-focused under pressure</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• High level of personal integrity and discretion</li> <li>• Commitment to safeguarding and promoting the welfare of young people</li> <li>• Ability to work as part of a team and independently</li> <li>• Strong professional resilience and emotional maturity</li> <li>• Enthusiastic, reliable and punctual</li> <li>• Commitment to inclusive education and equity of opportunity</li> <li>• Professional and respectful conduct with students, staff and families</li> <li>• Willingness to contribute to the wider life of the school</li> <li>• Personal commitment to professional development</li> </ul>	

## Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website.

[www.richmonduponthameschool.org.uk](http://www.richmonduponthameschool.org.uk)

The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

## School visit

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions that you may have prior to submitting your application; contact Barbara Munro, PA to the Head Teacher on 0208 891 2985 or [pa@arts.richmond.sch.uk](mailto:pa@arts.richmond.sch.uk) to arrange a suitable time.

## Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

- Why is your prior experience particularly relevant to the context of the post?
- What attracts you to the Richmond upon Thames School and this particular post?
- Why are you uniquely qualified for this role?
- If appointed, how will you ensure your support enables students and staff to achieve 'excellence'?

## Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

## Interview

To be confirmed

## Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## Online searches

In accordance with Keeping Children Safe in Education guidance, the school conducts online searches for shortlisted candidates as part of the process of assessing suitability. The purpose of the online search is to ensure that potential candidates are suitable for the role they have applied for and will not pose a safeguarding risk or damage the reputation of the school. The online search does not form part of the shortlisting process itself, and it will not be carried out by the interview panel. The search will only be carried out by individuals who are not involved in any other aspect of the recruitment process.

All relevant information uncovered will be discussed with the applicant at the interview, and no recruitment decision will be made solely on the basis of an online search. All candidates will be treated consistently, and no irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

## Benefits of Working At RTS

The school is well placed for excellent transport links whether travelling by foot, cycle, car, bus or train.

- There are ample secure cycle racks for staff to use (as well as staff showering facilities on site), as well as access to a 'Cycle to Work' scheme.
- The site also has a secure, controlled access car park for staff to use with direct access to the A316.
- The school is well served by local bus routes in all directions; and is within easy walking distance to Twickenham train station, which is in Zone 3 and well served by South Western Trains.

There is a focus on developing community and positive staff wellbeing through:

- Employee Assistance Programme (EAP)
- Quiz nights
- Discounted tickets at some Harlequins matches
- Staff-led fitness and sports
- Discounted membership for Nuffield Health, Twickenham (next door to RTS);
- Seasonal gatherings
- Free tea and coffee in the light and airy staff social room
- Two-week Autumn half-term break; and
- Membership of a pension scheme is available.

Continuing professional development has a strong focus. There is an extensive programme available which extends to internal and external specialists, as well as partnerships with other educational and business providers.

Reciprocal school visits are encouraged with existing arrangements already in place.

RTS is proud of its well established links within the community and has an active PTA. We welcome and encourage local businesses and groups to support us throughout the year.



**The Richmond upon Thames School**

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