

EXCELLENCE THROUGH ENDEAVOUR



The Richmond upon Thames School

Job Application Pack

Cover Professional

Salary

RTS Cover Professional £24,304-
£35,953

Depending on qualifications and
experience





Dear Candidate

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS). We are a comprehensive secondary (11-16) academy which opened in the London Borough of Richmond upon Thames in 2017.

We are seeking resilient and forward-thinking people to support me and my senior team to realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

We have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. Following our growth from 150 students in 2017 to 750 students across Years 7, 8, 9, 10 and 11 in 2021; the years which follow promise to be a very exciting time. The school is uniquely situated on the Richmond Education and Enterprise Campus Hub which comprises two special schools (Clarendon School and Capella House School) and a further education college (Richmond Upon Thames College). We are housed in state-of-the-art purpose built premises and the next phase of the campus' development continues with our new Sports Centre due for completion in 2024.

Although the school has reached an important milestone with students in all year groups, our ambition to do the ordinary differently continues as we strive to position ourselves as a beacon for excellence. We know that to be an exceptional school relies on our ability to inspire and nurture talented people in order to ensure our endeavours lead to excellence. We want to recruit dedicated staff keen to use professional development and share exceptional practice to shape the education landscape. We encourage all staff to strive for professional excellence and, in doing so, prepare our students for the modern world, limitless opportunities; and to become champions for equality and social justice.

At RTS, we engage our students and staff in the process of becoming the best they can be. You will also benefit from working with a strong and dedicated team of staff fully committed to ensuring that all students achieve excellence through endeavour.

I hope that you will be able to see your place in this story and come forward to apply for this fantastic role.

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at 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'.

Kelly Dooley
Head Teacher - The Richmond upon Thames School

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.richmonduponthamesschool.org.uk

School queries

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at

pa@rts.richmond.sch.uk.

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.**

1. How have your experiences to date prepared you for this post?
2. How are you uniquely qualified for this role?
3. How have you enhanced the wider life of your current/previous school/s?
4. How will you ensure excellent academic progress and outcomes for students of all abilities?

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.

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 five forms of entry (150 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 located in a new, purpose built building, and Clarendon School's secondary students as well as Capella House students are located in accommodation adjoining RTS's building.

A newly built Richmond upon Thames College, together with the schools, make up the Richmond Education and Enterprise Campus.

When complete, RTS's outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football. In 2024, our double-height Sports Centre, comprising four-courts, dance studio and changing facilities will open.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally; and bring an exciting additional dimension to our school.



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."



The Haymarket logo, consisting of a red vertical bar to the left of the word "haymarket" in white lowercase letters, with a registered trademark symbol (®) to the upper right.

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 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 and all students are stretched and challenged to exceed their personal best. To secure every child's academic success and independence, they experience demanding teaching.

Our approaches ensure that all teaching fosters students' critical thinking and engagement in sophisticated concepts. While our curriculum is in many ways very traditional, we aim to take an enterprising approach to its design, capitalising on innovative applications of digital technologies and partnership agreements. Our extended day allows us to ensure students benefit from rich and varied learning experiences.

In KS3 (Year 7, 8 and 9), students study a broad range of subjects including Art, Computer Science, Design and Technology, Drama, English, French, Geography, History, Mathematics, Music, Physical Education, Prep, PSHCE, RE and Science, Spanish.

At KS4 (Year 10 and 11) students study GCSEs in Art, Business Studies, Computer Science, Design and Technology, Drama, English, French, Geography, History, Mathematics, Media Studies, Music, Physical Education, Religious Education, Sciences: Biology, Chemistry and Physics, Sociology and Spanish.

At RTS, learning extends far beyond the walls of the classroom, from explorations of Kew Gardens for Science Week to trips to theatres, galleries, masterclasses with commercial industry leaders, projects with universities and weekend camping trips. As a technologically aware school, all of our students use their school iPads to access cloud-based classrooms for each of their subjects where they make use of resources from lessons and work through independent extension activities. We also compete in sporting tournaments against other schools and hold an annual sports day which links to our house system.

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	Physical Education (PE)
Biology	French	PSHCE
Business Studies	Geography	Religious Education (RE)
Chemistry	History	Sociology
Computer Science	Mathematics	Spanish
Design and Technology	Media Studies	Enrichment
Drama	Music	Prep
English literature	Physics	Academic Tutoring

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

Cover Professional

The Richmond upon Thames School (RTS), an innovative and dynamic mainstream secondary academy in Richmond, London, is seeking a highly motivated professional to join our Team as a Cover Professional. This is an exceptional opportunity for a forward-thinking leader who is passionate about fostering a positive school culture, ensuring high standards of behaviour, and enhancing student attendance.

As an innovative teacher, you will enhance our teaching team towards realising our Trust's vision: to ensure every student leaves RTS with exceptional academic outcomes and a clear purpose for the next stage of their lives. Working closely with your curriculum and pastoral teams, you will contribute to our commitment to inspire and nurture talented individuals within our vibrant and inclusive community.

We are seeking individuals who have:

- Experience of working with children of the relevant age
- Experience of working with students with additional needs
- GCSE (4-9 or equivalent) in English, Maths and Science
- Working knowledge of national curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes and, in particular, barriers to learning
- Ability to work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these
- First Aid knowledge and experience (training provided)

Through our unique School Trust partnerships, you will have access to exceptional opportunities for career development and progression. You will also be working as part of an engaged and motivated team within the context of a highly successful school.

Prospective candidates are welcome to discuss any questions you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher on 0208 891 2985 or pa@rts.richmond.sch.uk to arrange a suitable time.



RTS opened to 150 Year 7s in September 2017, growing by 150 year on year until full. We are an 11-16 mixed school with an open admissions criteria. The school will be co-located with the Haymarket Media Group tech hub, Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus).

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

Title: Reporting to: Line management of:	Cover Professional SENDCO & Cover Manager In line with the job description
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Overall Job Purpose:

- To work with students in allocated classes/groups or on an individual basis in order to ensure that their learning is of the highest quality

Supporting students

- Managing the behaviour of students to ensure a constructive learning environment
- Assisting with other activities relating to the supervision of students (general supervision during break periods) and with the support and delivery of learning – personal assistance to teachers, supporting teachers in the classroom
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

Cover Teachers

- Supervising the work of whole classes set by their class/subject teacher in accordance with school policy
- Provide after school curriculum support to allocated departments (tasks will vary from display work to resources for lessons)
- When not covering lessons, to undertake Learning Support Assistant duties in and outside the classroom
- Organising and managing appropriate learning environment and resources
- Within an agreed system of supervision, planning challenging teaching and learning objectives to evaluate and adjust lessons/work plans, as appropriate
- Monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Monitor and evaluate students' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports, as required, to other staff on students' achievement, progress and other matters: ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records, as agreed with other staff, contributing to reviews of systems/records, as requested

Support for the school

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To supervise students on visits, trips and out of school activities as required.
- To undertake and assist with planned supervision of students' out of school learning activities and out of lesson times (clubs, extra-curricular activities, etc).
- To undertake duties at break and lunchtime by arrangement.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings, participate in training and other learning activities and performance development, as required.
- To safeguard and promote the welfare of young people.

Other Professional Requirements

- Operate at all times within the stated policies and practices of the School
- Maintain an up-to-date knowledge of good practice in teaching techniques
- Know subject(s) or specialism(s) to enable effective teaching
- Take account of wider-curriculum developments
- Communicate learning objectives
- Contribute positively and effectively to ensure the personal development of every child
- Take responsibility for professional learning

Other

- As a growing school, we anticipate changes to roles and responsibilities
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title
- RTS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person specification

Qualifications and experience	<ul style="list-style-type: none"> • Very good numeracy/literacy skills • NVQ 3 for Teaching Assistants or equivalent qualification or experience • GCSE (A-C or equivalent) in English, Maths and Science • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national curriculum and other relevant learning programmes • Understanding of principles of child development and learning processes and, in particular, barriers to learning • Ability to plan effective actions for students at risk for underachieving • Full understanding of the range of support services and providers • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these • First Aid (training provided)
Knowledge and skills	<ul style="list-style-type: none"> • Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments • A clear understanding of the characteristics of high quality teaching and learning and achievement for all students • Knowledge of current issues and recent developments in the curriculum area • Capacity to use ICT as integral part of teaching • Knowledge and understanding of the value added agenda, including levels of progress • Ability to lead initiatives, support the process of change and work effectively in a team • Secure commitment to a clear aim and direction for the subject • Understanding of equal opportunities issues and their application to work • Understanding of particular needs of students with SEN • Awareness of factors affecting language and learning across the curriculum • Knowledge/involvement in other cross curricular initiatives/projects or whole school developments
Personal qualities	<ul style="list-style-type: none"> • Ability to use own initiative • A commitment to the vision of the school. • A commitment to inclusive education • Ability to form good working relationships with students and staff • High standards and expectations • A willingness to contribute to wider-curricular activities • Reliability and integrity • A commitment to safeguarding and promoting of welfare of children issues • A commitment to personal and professional development

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.
- Access to employee health insurance
- 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. The station has recently undergone a major redevelopment with a new station building, access and shops.

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

- Private Medical, Health, Dental and Optical insurance
- 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 join us during the annual Christmas Fair.

The Richmond upon Thames School

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www.richmonduponthameschool.org.uk