

EXCELLENCE THROUGH ENDEAVOUR



The Richmond upon Thames School

Job Application Pack

Head of Year

Salary: MPR/UPR (Outer London) + TLR 2C

Start date: September 2026





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 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 dot 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 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

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 is looking to appoint a talented, committed and enthusiastic Head of Year to support the Senior Leadership Team in realising our Trust's vision that every student will leave The Richmond upon Thames School with excellent academic outcomes and a clear purpose for the next stage of their lives.

This is an exciting opportunity for a strong classroom practitioner and values-led leader to play a central role in shaping the culture, pastoral care, conduct and achievement of a year group within an ambitious and forward-thinking secondary school. At RTS, we do the ordinary differently. We combine high expectations with genuine care and work relentlessly to ensure that all students are known, supported and challenged to succeed.

The successful candidate will join a collaborative and highly supportive staff body, committed to ensuring that every student experiences an exceptional education in a culture of participation, confidence, community, readiness, happiness and effort.

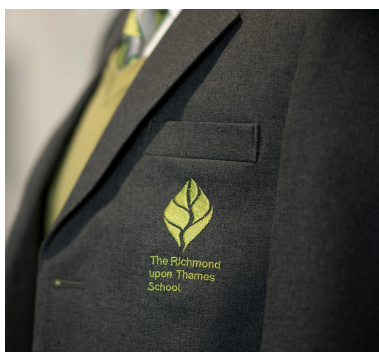
We are seeking individuals who:

- Has clear values and moral purpose, focused on ensuring excellent educational outcomes for all students
- Can communicate effectively, both in writing and verbally, and build positive relationships with students, families, staff and external agencies
- Has a track record as an excellent classroom practitioner
- Has proven experience of empowering students and staff to achieve their best
- Can demonstrate high degrees of personal integrity, creativity and resilience
- Has experience of developing their own expertise and skills, and that of those around them
- Has strong organisational and ICT skills
- Can lead with clarity, consistency and care in a fast-paced pastoral context
- Is committed to maintaining high standards of behaviour, attendance, conduct and student wellbeing
- May have subject expertise in English and the ability to teach PSHE

What RTS offers you:

- A modern learning environment as part of the Richmond Education and Enterprise Campus
- A highly successful, supportive and forward-thinking team, where professional development is at the heart of everything we do
- A structured CPD programme, including opportunities for leadership development, coaching and the development of pastoral expertise
- The opportunity to play a central role in shaping student culture, behaviour, attendance, personal development and belonging within an ambitious and inclusive school
- 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

Prospective candidates are welcome to discuss any questions before submitting an application. To arrange a suitable time, please contact Barbara Munro, PA to the Head Teacher, at pa@rts.richmond.sch.uk or on 0208 891 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

Job Scale Report to Line management	Head of Year TLR 2C SLT In line with the job description
--	---

Overall Job Purpose

- To lead the pastoral and academic tutor provision for the year group so that students are safe, known, included and well-supported; attendance and behaviour are strong; safeguarding responsibilities are consistently met; and students make strong academic progress from their starting points within the wider context of their personal development and well-being (including spiritual, moral, social and cultural development).

Specific responsibilities

Achievement

- Lead a year-group achievement strategy so that students make strong progress from their starting points, with timely identification of underachievement.
- Ensure students access curriculum programmes that enable full engagement and appropriate stretch, with intervention plans in place where needed.
- Implement and evaluate academic intervention and catch-up programmes, ensuring impact is reviewed at each Assessment Point.
- Embed a visible culture of recognition, celebrating attendance, effort, progress and attainment through assemblies and end-of-term events.
- Ensure target-setting is used consistently by academic tutors and reinforced through parental communication and review cycles.
- Use year-group data and tutor intelligence to identify and address gaps for disadvantaged students, pupils with SEND and other vulnerable groups, ensuring plans are tracked and reviewed.

Curriculum and teaching

- Support academic tutors to secure student ownership of learning, routines and organisation (equipment, homework, independent study).
- Promote and reinforce The RTS Way learning culture so expectations are consistent across subjects and for all learners.
- Work with the Teaching and Learning team to monitor attitudes to learning and learning behaviours across the year group, ensuring follow-up actions are completed.
- Ensure pastoral programme delivery by academic tutors is coherent, well-resourced and consistently high quality.
- Promote consistent use of the student planner and the school's agreed digital tools to support independent learning and effective home-school communication, appropriate to the year group.
- Ensure communication with parents and carers is timely, accurate and action-focused, particularly where attendance, behaviour, safeguarding or progress concerns emerge.

Personal development

- Lead the year-group pastoral programme so that RTS Values are lived day-to-day and safeguarding practice is consistently strong.
- Ensure inclusive practice is visible in daily routines and pastoral support, with barriers to participation identified early and removed through timely, coordinated action.
- Ensure vulnerable students are identified, monitored and supported through agreed structures (including vulnerable groups conferences), with actions tracked and reviewed.
- Ensure PSHCE provision is effective and meets statutory requirements (including RSE), with gaps identified and addressed.
- Ensure the House system, student leadership and enterprise opportunities are visible and inclusive across the year group.
- Promote structured enrichment to secure high participation and positive engagement.
- Plan and deliver a residential and/or whole-year group visit where appropriate, ensuring safeguarding, risk assessment and operational planning are secure.

Attendance and behaviour

- Lead year-group attendance and punctuality routines, ensuring timely intervention, clear escalation and consistent follow-through.
- Ensure exclusions and reintegration processes are implemented carefully and lawfully, with accurate documentation and communication.
- Ensure safeguarding concerns, child protection procedures and contextual risk indicators are identified early, escalated promptly and recorded in line with school procedures.
- Ensure the whole-school rewards and sanctions framework is applied consistently across the year group, with patterns analysed and acted upon.

Leadership

- Articulate and model the school's ethos through the daily running of the year group, pastoral systems, assemblies and wider school events.
- Provide strong leadership and management of the academic tutor team, including clear routines, briefing, support, quality assurance and accountability.
- Lead and support transition points (KS2-KS3, KS3-KS4 and, where applicable, KS4-KS5), ensuring student and parent experience is well planned and responsive.
- Work effectively with SEN, Inclusion and external agencies so specialist and additional provision is timely, coordinated and impact-focused.
- Maintain a high-profile contribution to the duty rota and wider pastoral visibility, strengthening behaviour and culture in the year group.
- Ensure year-group parental events (parents' evenings, celebration events, public-facing events) are well planned, well run and professionally delivered.
- Complete Assessment Point self-evaluation inputs for the Assistant Head Teacher (Student Wellbeing) and ensure AP reports to parents are accurate, timely and aligned with RTS expectations.

Job description

Planning, Teaching and Class Management

- Teaches allocated students, planning lessons that drive progress from individual starting points.
- Ensures consistently high expectations for student achievement, engagement, and conduct.
- Demonstrates expert classroom management to foster positive learning behaviours, ensuring that all students engage actively and productively in lessons.
- Delivers ambitious, well-structured lessons that challenge all learners while providing appropriate scaffolding for students who require additional support.
- Employs a repertoire of teaching strategies to ensure deep learning, strong retention, and application of knowledge.
- Differentiates effectively, adapting teaching to meet the needs of all students, including those with SEND, EAL, and high prior attainment.
- Integrates meaningful assessment within teaching to evaluate understanding, identify misconceptions, and inform next steps in learning.
- Uses homework and wider learning opportunities to reinforce classroom learning, develop independent study habits, and extend students' thinking.
- Engages proactively with colleagues and external professionals to enhance student support and learning outcomes.
- Contributes to the development of curriculum planning in collaboration with subject leaders, ensuring high levels of ambition, coherence, and progression.

Monitoring, Assessment, Recording, Reporting

- Uses performance data insightfully to evaluate student progress and set precise, ambitious targets.
- Applies rigorous assessment for learning strategies to guide student development and inform planning.
- Communicates progress clearly and meaningfully to students, parents, and relevant colleagues, providing timely feedback that promotes student reflection and improvement.
- Maintains accurate records of student progress and attainment, ensuring effective tracking and reporting in line with school and statutory requirements.

Pastoral Duties

- Acts as an engaged and proactive Academic Tutor, demonstrating a commitment to students' holistic development.
- Supports students' personal, social, and academic growth by fostering a positive and inclusive tutor group culture.
- Implements and reinforces pastoral care structures to support attendance, behaviour, and well-being.
- Ensures accurate student registration using Arbor, addressing any attendance concerns in collaboration with pastoral teams.
- Actively monitors students' well-being, identifying and responding to emerging concerns, including liaising with pastoral leaders and external agencies where necessary.
- Establishes strong, proactive communication with parents/carers, maintaining a collaborative approach to student support and progress.
- Promotes student participation in assemblies, house activities, enrichment, and wider school life, reinforcing RTS's commitment to personal development.
- Plays a role in shaping and delivering the PSHE curriculum as part of the school's commitment to students' wider education.

Other Professional Requirements

- Upholds and exemplifies the Teachers' Standards at all times, ensuring that personal conduct, teaching, and relationships with students and colleagues meet the highest professional expectations.
- Adheres to and actively implements school policies and procedures, including behaviour management, safeguarding, and inclusion.
- Engages in sustained professional development, demonstrating a commitment to continuous learning and applying new strategies to enhance teaching practice.
- Contributes to the professional learning community at RTS through collaboration, reflection, and the sharing of best practice.
- Stays up to date with subject knowledge, curriculum developments, and educational research, ensuring that teaching reflects the latest pedagogical thinking.
- Takes personal responsibility for workload management and well-being, working effectively within the school's support structures and contributing to a culture of collective efficacy.
- Proactively contributes to the broader school community, including through extra-curricular activities, enrichment, and school events.

Other

- As RTS continues to grow, roles and responsibilities may evolve in consultation with the post-holder to meet school needs
- The school will make reasonable adjustments to the job and working environment to support applicants and employees with disabilities.
- This job description is subject to periodic review by the Head Teacher to reflect school priorities and developments.
- RTS is committed to safeguarding and promoting the welfare of children and young people, and all staff must share this commitment.

Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Good honours degree • Relevant teaching experience, with successful outcomes in public examinations • Experience of teaching the National Curriculum in your subject at Key Stages 3 and 4 • Experience of leading a tutor group and student leadership programmes • An awareness of whole school issues 	<ul style="list-style-type: none"> • Relevant post-graduate study or qualifications • A current post holder within a curriculum / pastoral area or wider school responsibility • Subject expertise in English and ability to teach PSHE
Knowledge and skills	<ul style="list-style-type: none"> • Knowledge of the requirements of the National Curriculum • An understanding of recent curriculum and teaching/learning developments • Experience of curriculum design (for example, writing schemes of work) • An understanding of the strategies required to motivate and enthuse all students across the ability range • An understanding of the processes and techniques required to assess, record and report students' learning effectively • Experience of the use of student results analysis outcomes to inform practice and target improvement • An understanding of the importance of, and a willingness to participate in, extra-curricular activities • An ability to work as a member of a team to promote coherent and agreed policies and practices • A degree of ICT literacy and an awareness of its potential 	<ul style="list-style-type: none"> • Understanding of external value added measures
Educational Commitment	<ul style="list-style-type: none"> • Energy and reflectiveness in their own practice of relating to Teaching and Learning and Curriculum Development • A proven commitment to inclusion • A proven commitment to curriculum access and opportunity • A proven commitment to comprehensive education • A proven commitment to professional development • Willing to contribute to the rich life of the school, including its extra-curricular offer • To support the school unreservedly in its commitment to safeguarding and promoting the welfare of young people 	<ul style="list-style-type: none"> • Proactive use of professional development to develop quality of teaching / inclusion
Personal qualities	<ul style="list-style-type: none"> • A strong commitment to and ability to articulate and model the values of the Richmond upon Thames School Trust • A firm approach to discipline, and good classroom management skills • An ability to work within, lead and motivate a team Is committed to the highest standards in all areas of school life (behaviour, academic, enrichment). • Has a strong grasp of contemporary educational issues • A proven team worker with a very strong commitment to collaboration • Has outstanding communication and inter-personal skills • Able to set challenging and achievable targets and ensure their delivery • Good time management • Willing to contribute to the rich life of the school, including its extra-curricular offer • Clarity of vision/strategic thinker 	<ul style="list-style-type: none"> • Desire for further promotion and professional advancement
Professional development	<ul style="list-style-type: none"> • Evidence of a broad range of continuing professional development over time, and a commitment to further development 	<ul style="list-style-type: none"> • Evidence of professional development relevant to this post.

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

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@rts.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.**

- How have your experiences to date prepared you for this post?
- How are you uniquely qualified for this role?
- How have you enhanced the wider life of your current/previous school/s?
- 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.

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

Egerton Road, Twickenham

Middlesex, TW2 7SL

Email: info@rts.richmond.sch.uk

Tel: 020 8891 2985

www.richmonduponthameschool.org.uk