

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

## Job Application Pack

### Subject Teacher - English

Salary MPR/UPR (Outer London)

With opportunities for enhancements for exceptional candidates.





**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 join our team who will help us realise our Trust's vision: that every student will leave RTS with excellent academic and social outcomes and with 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.

Since opening, we are now a full school with 750 students across Years 7 to 11, and in partnership with our Campus Partner, Richmond upon Thames College, will open RTS Sixth Form plus, a unique jointly-led provision for RTS students, supporting their smooth transition to KS5. The years which follow promise to be very exciting. With the school being 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 offer a unique educational experience and a fantastic place to work, where we strive to ensure that the endeavors of our collective community lead to excellence. To support our compelling vision, our state-of-the-art purpose-built premises, along with the next phase of the campus' development, our new Sports Centre, and the College's new STEM centre due for completion in 2024, provide the perfect environment to learn and work in.

Our ambition to do the ordinary differently continues as we strive to position ourselves as a beacon for excellence. We know that being an exceptional school relies on our ability to inspire and nurture talented people who are passionate about changing lives. We want to recruit dedicated staff keen to excel through professional development and sharing exceptional practice that not only inspires the students they teach but contributes to shaping the education landscape. At RTS, we both support and 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.

If you want to engage students and work with staff who are relentlessly focused on the process of becoming the best they can be; to benefit from working with a strong and dedicated team of staff fully committed to ensuring that all students achieve excellence through endeavor; learning from and working with our Trust corporate partners Haymarket Media Group, Harlequins FC, the National Physical Laboratory (NPL) and Richmond upon Thames College (and the wider HRUC group) to diversify and enrich students' educational experiences, the Richmond upon Thames School is the school for you. 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](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'.

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 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 2022, 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**

### 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, Citizenship, Computer Science, Design and Technology, Drama, English, French, Geography, History, Hospitality and Catering, Mathematics, Media Studies, Music, Physical Education/Sport, Religious Education, Sciences: Biology, Chemistry and Physics 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	Physics
Biology	French	Physical Education (PE)
Chemistry	Geography	PSHCE
Computer Science	History	Religious Education / Sport
Citizenship	Hospitality & Catering	Spanish
Design and Technology	Mathematics	Enrichment
Drama	Media Studies	Prep
English literature	Music	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

The Richmond upon Thames School (RTS), a vibrant and forward-thinking secondary academy in Richmond, London, invites applications for an English Teacher. Exceptional candidates may find opportunities for enhancements. This role is a unique opportunity for a teacher who is dedicated to professional excellence and committed to preparing students for a world full of opportunities, fostering equality and social justice.

As a member of our English Team, you will play a vital role in realising our Trust's vision: ensuring each student achieves excellent academic results and embarks on their future with a defined purpose. In our inclusive and energetic community, your contributions will be integral to both the curriculum and pastoral initiatives, nurturing and inspiring talent at every level.

### We are seeking individuals who:

- have QTS
- can teach English from KS3 through to KS4/GCSE as well as Drama and/or Media Studies
- are motivated by strong moral purpose and ambition for every single student
- are passionate about their subject specialism
- are genuinely committed to teamwork
- have a willingness to develop and implement new approaches to teaching and learning
- have substance and credibility as a teacher

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](mailto: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

<b>Title:</b> <b>Reporting to:</b> <b>Line management of:</b>	<b>Subject Teacher - English</b> <b>Curriculum Leader</b> <b>In line with the job description</b>
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### Overall Job Purpose:

- To teach students in allocated classes in order to ensure that their learning is of the highest quality

### Planning, Teaching and Class Management

- Teaches allocated students and planning teaching to achieve progress from individual starting points:
  - Understands and applies effective classroom management securing excellence attitudes to learning
  - Understands and applies a range of teaching strategies which leads to strong academic progress
  - Positively targets and scaffolds individual learning needs
  - Effectively uses homework and other wider learning opportunities to consolidate learning
  - Works effectively with other adults in and outside the classroom to ensure students are able to learn
- Under the supervision of the Curriculum Leader, contributes to the development and implementation of schemes of work and the school development and improvement plan

### Monitoring, Assessment, Recording, Reporting

- Uses performance data to evaluate students' progress and set appropriate targets for improvement
- Uses assessment to inform planning and teaching
- Reports on progress to all stakeholders

### Pastoral Duties

- Is an active and engaged Academic Tutor
- Promotes the general progress and wellbeing of individual students and of the group as a whole
- Liaises with key Pastoral staff to ensure the implementation of the School's pastoral support system
- Registers students using Arbor; ascertain reasons for absence; accompany students to assemblies; promote their full attendance at all lessons and their participation in other aspects of the life of the Richmond upon Thames School
- Is proactive in alerting appropriate staff to problems experienced by tutees and make recommendations as to how these may be resolved
- Actively communicates with parents/carers of students and persons or bodies outside the School concerned with the welfare of individual students, after consultation with appropriate staff
- Contributes to PSHE and wider-curriculum according to School policies and procedures
- Supports academic progress and achievement, liaising with appropriate staff as required
- Contributes to the implementation of the Year development and improvement plans

### Other Professional Requirements

- Has a working knowledge of Teachers' Standards and legal liabilities
- Operates at all times within the stated policies and practices of the School
- Maintains up-to-date knowledge of good practice in teaching techniques
- Has strong knowledge of the subject(s) or specialism(s) to enable effective teaching
- Takes account of wider-curriculum developments
- Effectively, communicates and achieves learning objectives/outcomes
- Makes a noticeable and positive contribution which ensures the personal development of every child
- Undertakes professional development to enhance teaching and students' learning through:
  - Applying outcomes and identifying impact and
  - Sharing outcomes with colleagues
- Takes personal 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

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A recognised teaching qualification (e.g., PGCE, QTS)</li> <li>• A good degree in a relevant subject</li> <li>• Ability to teach English from KS3 through to KS4/GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• Ability or interest in teaching Drama from KS3-4 and/or Media Studies to KS4</li> <li>• Ability to teach English to A level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant teaching experience or teaching practice in the subject in a mainstream secondary school</li> <li>• Experience of teaching a wide range of abilities</li> <li>• Experience in a pastoral/tutor role</li> <li>• Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments</li> <li>• A clear understanding of the characteristics of high quality teaching and learning and achievement for all students</li> <li>• Knowledge of current issues and recent developments in the curriculum area</li> <li>• Capacity to use ICT as integral part of teaching</li> <li>• Secure commitment to a clear aim and direction for the subject</li> <li>• Understanding of equal opportunities issues and their application to work</li> <li>• Understanding of particular needs of students with SEN</li> <li>• Knowledge/involvement in other wider learning activities, initiatives/projects</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in using Google-Suite and utilising the benefits of 1:2:1 student devices in the classroom</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Will have knowledge of the National Curriculum, GCSE and A-Level</li> <li>• Track record of raising educational standards</li> <li>• Will demonstrate high level communication and literacy skills</li> <li>• Strong organisational skills</li> <li>• Ability to use assessment data to track student progress, monitor achievement and plan teaching</li> <li>• Ability to establish behaviour management systems, approaches, and articulate expectations</li> <li>• Understanding how to analyse and use data effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse and interpret complex data, using it to inform decision-making</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Is committed to individual learning pathways and assessment for learning</li> <li>• A team player who will contribute to the wider development of the School</li> <li>• An understanding of the importance of, and a willingness to participate in extra-curricular activities as well as in the school's flagship enrichment programme</li> <li>• Is a 'can do' person who works positively and collaboratively and will be able to demonstrate professionalism of the highest order</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people, making a positive contribution to the ethos of the school</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@rts.richmond.sch.uk](mailto: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.
- 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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