

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

## Job Application Pack

**Drama with English  
(Maternity Cover)**

**Start:** September 2026

**Salary:** MPR/UPR (Outer London)





**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 774 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 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, 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 an exceptional and highly motivated teacher to join our dynamic team. This is an exciting opportunity to be part of a school that does the ordinary differently, ensuring that every student receives an exceptional education, experiences high expectations, and leaves RTS with the academic excellence, skills, and character to thrive in an ever-changing world. This role is a maternity cover.

As part of our teaching team, you will play a pivotal role in shaping the aspirations and outcomes of our students. You will work in a collaborative and supportive environment that prioritises professional growth, ensuring you are equipped with the best strategies and resources to deliver engaging, ambitious, and impactful lessons. RTS fosters an inclusive, high-achieving culture, ensuring that every student, regardless of background, is challenged, supported, and inspired.

### We are seeking individuals who:

- Hold QTS and are passionate about Drama and English
- Can teach Drama and English from KS3 through to KS4
- Are motivated by a strong moral purpose and unwavering ambition for every student
- Are specialists in their subject, bringing both passion and expertise to the classroom
- Thrive in a collaborative environment, working with colleagues to refine and share best practice
- Are committed to innovation, always seeking new approaches to engage and challenge students
- Lead by example, demonstrating high expectations and strong subject knowledge

### What RTS offers you:

- A state-of-the-art learning environment, including specialist facilities, 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 subject-specific training
- The chance to be part of a school that values innovation, embraces technology, and has a clear strategic vision for Physical Education and Sport
- 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](mailto: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

<b>Title:</b> <b>Reporting to:</b> <b>Line management of:</b>	<b>Drama with English Teacher (Maternity Cover)</b> <b>Curriculum Leader, and SENDCO</b> <b>N/A</b>
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### Overall Job Purpose:

- To deliver high-quality teaching that secures excellent progress for all students.
- To teach intervention and catch-up classes/groups
- To actively contribute to the wider culture of high expectations and professional collaboration at RTS.
- To model and uphold the professional standards expected of all teachers, ensuring the school's values are reflected in daily practice.

### 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
<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 Drama and English from KS3 through to KS4/GCSE</li> <li>• Ability to teach level 1 and entry level KS4 programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach English to KS4</li> <li>• Ability to teach Drama to KS4</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching and leading small group intervention groups (literacy and numeracy)</li> <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 will you ensure excellent academic outcomes for students of all abilities?
- If appointed, how will your personal and professional qualities benefit the staff and students at The Richmond upon Thames School?

## 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](mailto:info@rts.richmond.sch.uk)

**Tel:** 020 8891 2985

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