

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

**Job Application Pack**

**Subject Teacher**

**Salary** MPR/UPR

**Start date** September 2022 - 1 Year  
Maternity Cover



The Richmond upon Thames School, Egerton Road, Twickenham, Middlesex, TW2 7SL



**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 teachers to support me and my senior team to realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

We have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. Following our growth from 150 students in 2017 to 750 students across Years 7, 8, 9, 10 and 11 in 2021, the years which follow promise to be a very exciting time. The school is uniquely situated on the Richmond Education and Enterprise Campus Hub which comprises two special schools (Clarendon School and Capella House School) and a further education college (Richmond Upon Thames College). We are housed in state-of-the-art purpose built premises and the next phase of the campus' development continues with our new Sports Centre due for completion in 2023-24.

Starting a school from scratch is a once-in-a-lifetime opportunity that takes commitment, dynamism and a collaborative approach to working together to create something extraordinary. Although the school has reached an important milestone, with students in all year groups, our ambition to do the ordinary differently continues as we strive to position ourselves as a beacon for excellence. We know that building an exceptional school relies on our ability to inspire and nurture a phenomenal team of staff. We want to recruit dedicated staff keen to use professional development and share best practice to shape the education landscape. We want 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.

Working closely with me, you will help to shape the strategic direction of the school through a focus on raising attainment and progress for all students. You will benefit from working with a strong and dedicated team of staff fully committed to ensuring that all students achieve excellence through endeavour.

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

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

## Application details

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

## How to Apply

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

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

## School queries

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

[pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk).

## Supporting statement

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

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

## Shortlisting

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

## Interview

To be confirmed

## Safeguarding

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



Our motto

# *Excellence Through Endeavour*



## Our school

**RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits five forms of entry (150 children) per year.**

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

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

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

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

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

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



## Our campus and facilities

**RTS is located in a new, purpose built building, and Clarendon School's secondary students as well as Capella House students are located in accommodation adjoining RTS's building.**

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

When complete, RTS's outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football. In 2023-24, our double-height Sports Centre, comprising four-courts, dance studio and changing facilities will open.

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



### Richmond upon Thames College

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







### Clarendon School

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



### Harlequins

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



## Job Advert

**Start date:** September 2022 - 1 Year | Maternity Cover

The Board of Trustees wish to appoint dynamic, committed and enthusiastic teachers to join the school as it enters its next phase of development. Whether continuing or starting your teaching career, joining RTS will provide a unique once in a lifetime opportunity to contribute to a vibrant and forward-thinking school.

### We are seeking individuals who:

- Have QTS
- 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, will provide you with 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 is an 11-16 mixed school with an open admissions criteria. The school is co-located with Clarendon School, Capella House, Richmond upon Thames College and site neighbours Harlequins on the Richmond Education and Enterprise Campus ([www.reec.org.uk](http://www.reec.org.uk)).

*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</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

Teach allocated students by planning teaching to achieve progression of learning through:

- Understanding and applying effective classroom management
- Understanding and applying a range of teaching strategies
- Positively targeting and supporting individual learning needs
- Maintaining high levels of behaviour and discipline
- Effectively using homework and other extra-curricular learning opportunities
- Demonstrating consistent progress, at least in line with expectations
- Working effectively with other adults in the classroom

### Monitoring, Assessment, Recording, Reporting

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

### Pastoral Duties (Student Support)

- Be an Academic Tutor to an assigned group of students
- Promote the general progress and well-being of individual students (Tutees) and of the group as a whole
- Liaise with key Pastoral staff to ensure the implementation of the School's student support system
- Register students using Arbor; ascertain reasons for absence; accompany students to assemblies; encourage their full attendance at all lessons and their participation in other aspects of the life of the Richmond upon Thames School
- Contribute to the preparation of action plans and progress files and other reports
- Be proactive in alerting appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- Actively communicate with parents of students and persons or bodies outside the School concerned with the welfare of individual students, after consultation with appropriate staff
- Contribute to PSE and wider-curriculum according to School policies
- Support academic progress and achievement, liaising with appropriate staff as required

### Other Professional Requirements

- Have a working knowledge of Teachers' Standards (September 2012) and legal liabilities
- Operate at all times within the stated policies and practices of the School
- Maintain an up-to-date knowledge of good practice in teaching techniques
- Know subject(s) or specialism(s) to enable effective teaching
- Take account of wider-curriculum developments
- Communicate learning objectives
- Contribute positively and effectively to ensure the personal development of every child
- Undertake professional development to enhance teaching and students' learning through:
  - Applying outcomes and identifying impact and
  - Sharing outcomes with colleagues
- Take responsibility for professional learning

### Other

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

## Person specification

<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good Honours degree</li> <li>• Relevant teaching experience or teaching practice in the subject.</li> <li>• Experience of teaching a wide range of abilities</li> <li>• Higher professional qualification</li> <li>• Experience of pastoral/tutor role</li> <li>• Ability to teach a second subject</li> <li>• Relevant non-teaching experience</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <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>• Knowledge and understanding of the value added agenda, including levels of progress</li> <li>• Ability to lead initiatives, support the process of change and work effectively in a team</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>• Awareness of factors affecting language and learning across the curriculum</li> <li>• Knowledge/involvement in other cross curricular initiatives/projects or whole school developments</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the subject</li> <li>• Ability to use own initiative</li> <li>• A commitment to the vision of the school.</li> <li>• A commitment to inclusive education</li> <li>• Ability to form good working relationships with students and staff</li> <li>• High standards and expectations</li> <li>• Ability to use pupil assessment data to raise achievement</li> <li>• A willingness to contribute to wider-curricular activities</li> <li>• Reliability and integrity</li> <li>• A commitment to safeguarding and promoting of welfare of children issues</li> <li>• A vision for the development of the department/subject.</li> <li>• A commitment to personal and professional development</li> </ul>



## 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 and Optical insurance
- Quiz nights;
- Free yoga and relaxation sessions;
- Staff-led fitness;
- Staff 'pique-nique' events;
- Seasonal gatherings;
- Free tea and coffee in the light and airy staff social room

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.

Membership of a pension scheme is available.

The school has a two-week Autumn half-term break.

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 Summer and Christmas Fairs.

**The Richmond upon Thames School**

Egerton Road, Twickenham  
Middlesex, TW2 7SL

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