Kelmscott School

"Putting Learning First"

Teacher Recruitment Pack

2026/27



Kelmscott School

"Putting Learning First"

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Kelmscott School

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Dear applicant,

Many thanks for taking the time to consider an application for employment with us here at Kelmscott. If successful, you would be joining us at a very exciting time. It is my sixth year here as Headteacher and it is a job I feel privileged to carry out. We are a school on a journey, and we would like the right candidate to play an integral part to our onward journey.

Kelmscott is a special place to work within the E17 community, a comprehensive school where we 'Put Learning First'. We have a very collaborative staff who work together to get the best out of themselves and our students. We are proud that our students come from a range of different backgrounds (over forty different languages spoken at last count) with a diverse range of cultures and heritage. We all enjoy learning from one another's experiences and we believe passionately that this equips all of us with the skills we need, to make a positive contribution to our community and beyond.

The vision for the school is as follows:

We want to develop happy, well rounded young people through an exciting and engaging everyday experience that allows our students to compete confidently on a global stage. Whilst outcomes are very important to us and our students, we are not an exam factory, our goal is to develop the whole person and what goes on outside the classroom, in terms of co-curricular, is just as important as what goes on in the classroom.

In order for this to happen we work very hard to create the optimum conditions for our teachers to teach and our students to learn. This begins with Disruption Free learning (DFL). Every morning our day starts with a check during registration to ensure that students are properly equipped for their lessons. This way learning is not disrupted. Behaviour at Kelmscott is excellent. A consistent approach to rewarding good behaviour and dealing with poor behaviour is adopted by all staff both inside the classroom and out. The emphasis is very much on rewarding good behaviour and we have a 5:1 ratio in operation for rewards to consequence points. This engenders a positive ethos and a working environment that both staff and students enjoy working in. Ofsted described behaviour at Kelmscott as 'exemplary' earlier this term. A quote from the OFSTED report "Students are rightly proud of their school."

SDP priorities for this year include the following:

1. Excellent teaching
2. Excellent curriculum
3. Academic outcomes for Year 11

One of our unique selling points is our Tutor Reading Programme that sees all of our students being read to each morning for twenty minutes. Ambitious texts such as Brick Lane and Animal Farm are enjoyed by our students exposing them to 60,000 more words, over their five years here with us, to bolster their vocabularies.

Staff are well looked after at Kelmscott and staff turnover is low. We have flexible working for teaching staff, with two opportunities a fortnight for staff to 'work from anywhere' – professional trust is very important to us. We actively seek and plan opportunities for staff to develop in whatever role they have at the school. We want you to be the very best you can possibly be and are confident we can help in that regard. Work life balance is a priority for us, we recognise and encourage our staff to look after themselves, and their families, as well as their job here with us.

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As well as a supportive and friendly environment, Kelmscott offers a range of interesting employee benefits including:

- Regular staff breakfast
- Reduced gym membership at Walthamstow Leisure Centre

Our GCSE outcomes continue to improve year on year with both short term and longer term plans to continue this improvement in the months and years to come.

If shortlisted, we look forward to welcoming you to Kelmscott so we can show you all the fantastic things we are up to. We hope very much that the successful candidate can bring lots of energy and new ideas of their own, to the role.

I look forward to meeting you.

Mr Sam Jones
Headteacher

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KELMSCOTT SCHOOL INFORMATION FOR APPLICANTS

The School

Kelmscott School is a highly aspirational maintained secondary school in the heart of the Walthamstow community for students between the ages of 11 and 16. The school has a very positive and improving reputation and enjoys strong relationships with the local community and excellent links with local businesses and schools.

Kelmscott is a thriving school which provides a high quality of education in a happy and purposeful atmosphere. We have a reputation for innovation which attracts staff that are both enthusiastic and ambitious. There is a warm welcome for new staff, we hope that they will bring new ideas, commitment, energy and professionalism to our school in order to help every student realise their true potential.

Ofsted visited the school for an ungraded inspection in January 2025. We were pleased that the inspection team were able to witness two very typically exciting and inspiring days at Kelmscott, and judged the school to be 'good' with many outstanding features. 'Behaviour is exemplary' and 'the curriculum is highly ambitious' are two of many excellent soundbites contained within the report.

The Location

Kelmscott School is easily accessible by road, tube and overground train stations. The nearest station is St. James' Street overground on the Liverpool St-Chingford line and Queen's Road overground which serves the Barking-Gospel Oak line; both are a 5 minute walk. Markhouse Road is easy to access with the instalment of brand new cycle lanes as part of the Mini-Holland project. It joins on to the Whipps Cross – Dalston cycle highway so within 15 minutes you can reach Epping Forest in one direction and neighbouring London Borough of Hackney in the other.

It is served by buses from Stratford, Leyton, Walthamstow and Chingford. Travelling by car, you can reach the A406 within 15 minutes and links to North London or on to the M25/M11 with ease.
Surrounding the school there are lots of open spaces and local community projects, early Victorian housing and Europe's longest street market is only a 10 minute walk away from the school.

Blackhorse Village is the area framed by Forest Road, Hoe Street, Selbourne Road and Blackhorse Road, and consists of over 4700 residents and 490 commercial properties. The area is popular with people who walk and cycle accessing Blackhorse Road Station, Walthamstow Central, St James Street Station, and Walthamstow Market and shopping centre.

The Blackhorse Village scheme aims to:

- Improve the look, feel and safety of Blackhorse Village for all road users
- Encourage more residents and visitors to walk and cycle in the area
- Improve access to local amenities.

Walthamstow is a friendly, diverse area with everything a family or professional needs - large parks, playgrounds, groups and activities; as well as independent coffee shops and businesses.

Walthamstow is also home to the longest outdoor market in Europe which measure at approximately one kilometre. It has a genuine community spirit and is an easy place to call home.

Properties in Walthamstow had an overall average price of £546,430 over the last year. The average rent is £525.00 per week. Working for Kelmscott makes you eligible for key worker or "London Living Rent" which is a discounted rate for public sector workers.

The Buildings and Facilities

All of our facilities, set across three buildings, are wheelchair accessible and include dedicated Maths and English classrooms. Our specialist facilities include a sound-proofed music suite, a drama studio with access to the main hall stage, an activity studio equipped with the latest sound and lighting equipment and an amphitheatre for outside productions. In addition, we have four ICT suites, 8 well-equipped science laboratories and specialist technology rooms for food, art and media photography. We have created a brand new teaching block which includes 10 new classrooms and dedicated SEND suite. All positive signs of the journey we are on as a school.

We expect work to commence on Phase 3 of our 3 phase building expansion project which will see the construction of a new teaching areas and offices, as well as a new 4g AstroTurf that work begins on imminently.

The Staff

The school employs over 135 members of staff in a professional and highly positive working atmosphere which is both supportive and collaborative. There is an active and experienced Senior Leadership Team, comprising of the Head, two Deputy Heads, four Assistant Heads, three Associate Assistant Head and the School Business Leader. Academic and pastoral matters are viewed coherently and the roles of the tutor and Heads of Year are pivotal to the process of developing the whole child. We also give the opportunity to all staff members to gain excellent career experience and be part of an exciting continued professional development programme, tailored to their specific needs.

Heads of Department lead curriculum areas along with the support of specialist subject teams. We are also fortunate to be served by an excellent Learning Support Team, led by our SENDCO, a Family Liaison Officer, Learning Mentors and School Nurse.

Kelmscott values the importance of treating all staff equally and staff wellbeing and work life balance is a priority for us as we believe that our staff work at their best when they are also able to commit fully to their family and personal lives.

The Curriculum

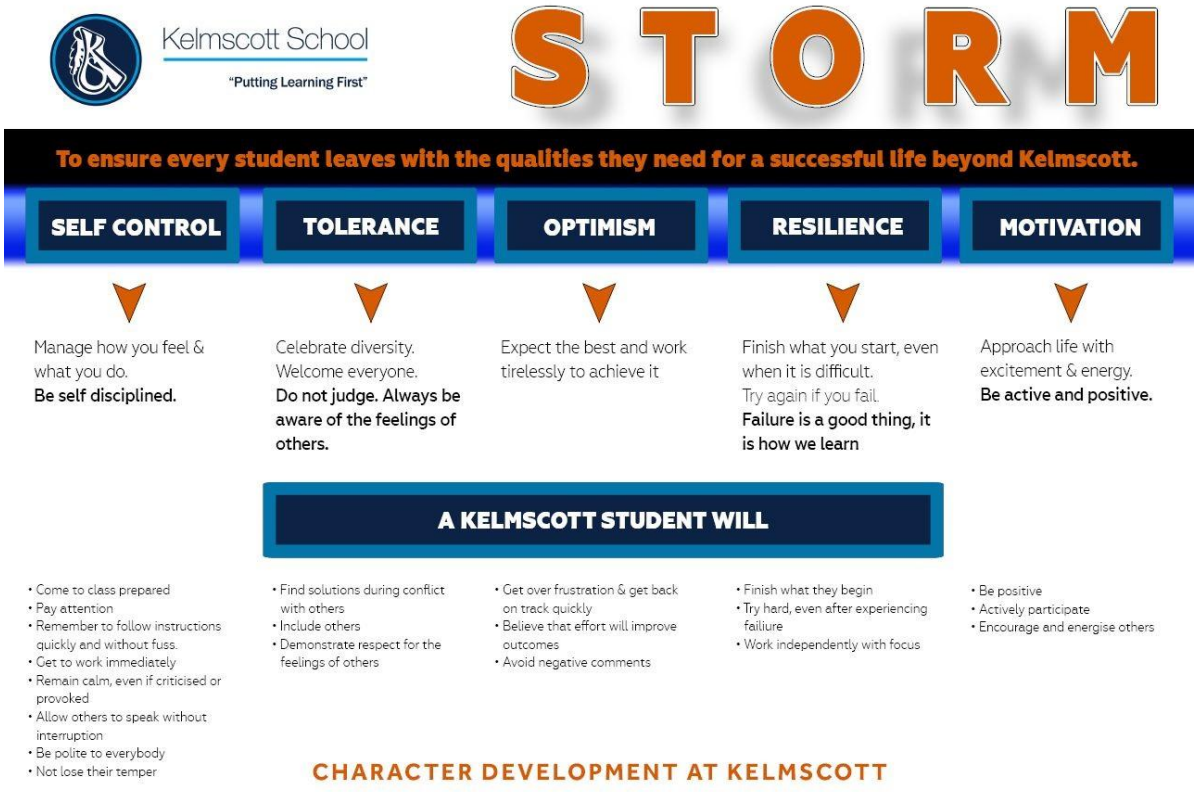
We provide a very broad curriculum at both Key Stages and a wide range of learning opportunities to suit students of all interests and abilities. The school places a high value on academic achievement whilst providing a challenging overall programme designed to address the needs of all students irrespective of their background or ability. Our school motto is 'Putting Learning First' something that we hold dear.

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We have a 5 Year Learning Journey in place for each year group where all students have the opportunity to learn a full complement of subjects. Along with traditional and core subjects, we are proud to offer both key stages the chance to discover a variety of technology and Arts subjects, along with the Classics, Greek, Latin and Classical Civilisations.

At Kelmscott, we pride ourselves on supporting students throughout their secondary education by looking at the holistic development of the whole child. We have a character development programme which focuses on the characteristics of **STORM** (**S**elf-Control, **T**olerance, **O**ptimism, **R**esilience and **M**otivation). A wide variety of co-curricular activities are on offer. They are co-ordinated by teachers and all staff are expected to make a contribution according to their own interests and skills. This aspect of school life is welcomed and valued highly by staff, students, parents and governors alike.



SLT Structure

- Sam Jones – Headteacher
- Stephen Madge – School Business Leader
- Lucy Dalton – Deputy Headteacher
- Monique Reid – Senior Assistant Headteacher
- Mark Jones – Senior Assistant Headteacher
- Mark Smith - Assistant Headteacher
- Tina Thorp – Assistant Headteacher
- Sefika Mehmet – Assistant Headteacher
- Saziye Ahmet –Assistant Headteacher

Organisation of Students

Years 7, 8 and 9

We currently have eight tutor groups in year KS3 and teach a broad range of curriculum subjects.

Years 10 and 11

We currently have eight tutor groups in KS4 and teach a broad range of curriculum subjects. All students take Maths, English, Science and Core PE. Students then make four choices from a broad range of traditional and aspirational GCSE subjects.

Cultural Fit - Kelmscott School

At Kelmscott, we understand that human beings are naturally tribal. We enjoy a sense of belonging and a sense of purpose. We enjoy being part of something bigger than ourselves.

"A small team committed to a cause bigger than themselves can achieve absolutely anything" Simon Sinek

Working in a school where you are not aligned with the culture can be an unfulfilling experience. So it is our desire that we both have alignment for you to come to work here at Kelmscott.

We believe…

- We believe that staff work best when we are all treated with kindness and a generosity of spirit
- We believe that hard work is the key to success for the staff and students whilst also valuing a healthy work life/school balance
- We believe in a culture of the possible, where we can all, staff and students alike, make progress beyond what anyone, including ourselves, could have imagined
- We believe that we can all become better teachers regardless of what stage we are in our careers. Development is an ongoing and continuous process
- We believe that **all** students *can* behave impeccably, thus creating the optimum environment for teaching and learning, as well as allowing students to grow and develop
- We believe that consistently good teaching has a profound effect on student progress

- We believe an evidence and research informed approach to teaching and learning helps us to identify what works best in the classroom
- We believe that the everyday experience of our students deserves to be as exciting and engaging as possible. We want our staff to inspire our students both in and outside of the classroom
- We believe in a holistic approach to education. The currency we value for our students are the character traits, learning habits and the cultural capital required to ensure they thrive in later life, not just exam results
- We believe that teaching staff and support staff work in unison. One cannot thrive without the other

Support Staff Testimonials

Brodie Cunningham – Cover and Exams Officer

I have been working at Kelmscott for just over 2 years now, and there is no place I would rather be. The team here is very welcoming and friendly, and I always feel supported in my role. There are plenty of opportunities to learn and improve here at Kelmscott, and the friendly atmosphere makes for a fantastic environment for both staff and pupils.

Stephen Madge – School Business Manager

I have worked at Kelmscott for 17 years now, starting off as a Reprographics Technician to the Business Manager role I have now. I would not have developed my career here if it wasn't for the strong support of the senior leadership team, and the rich CPD opportunities which are available. I am often encouraged to develop my skill set further with training or by sharing good practice with my very knowledgeable colleagues, which enables me to be more efficient at work.

The students are well behaved and the teaching staff here have an extremely high value of care for their education and their wellbeing. It's a very pleasant school community; every day is different and I'm always smiling!

Sliz Gillard – Teaching Assistant

I have worked at Kelmscott school for 4 years in two different, but equally enjoyable roles. Kelmscott is an ambitious and nurturing school with supportive leadership, which allows both staff and students to flourish. It is a great learning environment for a new member of staff, who wishes to embark on a career in education and offers plenty of CPD opportunities.

The pastoral care for students and staff alike, is outstanding. Student behaviour is excellent. Kelmscott is also invested in the wider community, with its own food bank and imminent uniform bank. It's a wonderful school, of which I am extremely proud to be a part of.

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Teaching staff Testimonials

Sultana Ahmed – Teacher of Religion, Philosophy and Ethics

I have been working at Kelmscott as a Religion, Philosophy and Ethics teacher for four years now and have found myself to enjoy it here more and more each year. At Kelmscott you will find students who have a love for learning and teachers who have a passion and commitment to put learning first. This combination allows both students and staff to thrive. I am currently Assistant Head of Year 9 and I consider myself to be fortunate to be a part of a supportive pastoral team, and work in a school that provides opportunities for teachers to develop and grow in their careers.

Senan Hill – Teacher of Music

It's a great feeling to wake up in the morning and look forward to coming in to work. Kelmscott has a friendly and open environment with students and staff which encourages collaboration, and provides the support to bring ideas into fruition. At Kelmscott I'm surrounded by staff who are both committed and dedicated to their students and who care about each child's individual success. The support that we get and the freedom to try new things to make sure that our students succeed is invaluable. There are firm expectations for behaviour and learning, and students at Kelmscott are driven, determined and approachable, making them a pleasure to teach. I have been privileged to benefit from excellent CPD, whereby departments can learn from one another. I feel inspired by the amazing work and support of my colleagues, and this in turn is reflected in the students.

Monique Reid – Senior Assistant Headteacher

The Kelmscott family is unique. As a long serving member of staff, who arrived from Jamaica as a qualified teacher in 2001, I am part of a committed group of staff. We believe passionately in the limitless potential of every young person we serve. Education is transformative and students benefit from a high aspiration, high standards culture. We develop character, grit and a love of lifelong learning.

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Student Testimonial

Zayn Bham - Head Student Year 11

Kelmscott is much more than just a school; it is a vibrant, diverse community where both staff and students work together to create a positive and welcoming environment. This has truly enabled me to thrive over the last few years.

From Year 7 onwards, Kelmscott has provided me with engaging and enjoyable lessons, fostering my passion for education and embodying the school motto of "putting learning first." Additionally, I have been fortunate to have teachers who have supported me academically and personally at every step of my Kelmscott journey.

Beyond the classroom, Kelmscott has expanded my horizons through a range of super-curricular activities. For example, I participated in the Scholar's Programme, which offered university-style seminars delivered by a PhD researcher, and the Catalyst Programme, which provided insight into further education, including a trip to Oxford University. I also had the opportunity to take part in the UKMT Maths Challenge and complete the CREST Award in STEM. These experiences challenged me academically, strengthened my CV, and opened my eyes to the possibilities the future holds.

Being Head Boy at Kelmscott has been an absolute privilege. The opportunity to serve as a role model for younger students while giving back to the school that has given me so much is something I take great pride in. Although I am excited for the next chapter in my life, I will certainly miss my time at Kelmscott.

Karina Palkowska – Head Student Year 11

Stepping into Kelmscott Secondary for the first time, I had no idea how much it would shape me into the person I am today. This school has given me the confidence to face all challenges head-on, the drive to seek new experiences, and the determination to push myself beyond my limits.

From the moment I stepped through the school gates, my hesitation and anxiety were challenged, not only through the countless opportunities available – whether in academics (UKMT Maths Challenges, Climate Ambassadors), extracurricular activities (sports clubs, Youth Health Champions), or leadership roles (sports captain, school council, peer mentor) – but also through the STORM characteristics that were integrated into my character. I have learned that perseverance is key, and every experience, regardless of whether it was a success or a setback, has strengthened my resilience.

Looking back at the past five years, I couldn't be more grateful for choosing to attend Kelmscott Secondary School. It has been more than just a place of learning; it has been a community that has inspired me and supported my growth. Serving as Head Girl and upholding the values that this school shares and promotes has been a small but significant part of all the things I have learned during my time here.

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Main Scale

Job Description

Main scale teachers are responsible in the first instance to their Head of Department and to the Headteacher for carrying out their duties. They are also responsible to the year co-ordinator for matters related to their year team.

Their role is key in the teaching and learning of all students. Their responsibilities include the pursuit of whole school objectives and tasks common to all main scale teachers.

Purpose

- To implement and deliver an appropriately broad and balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher and a form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To promote and deliver co-curricular activities and STORM
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To actively promote school policies.
- To play a full part in the life of the school community, to follow its distinctive aims and objectives.

Main Duties

a) Teaching and learning

- To teach students according to their needs including the setting and marking of work carried out both in school and at home.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral or written assessments or reports on individual students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for all students which meets both internal and external needs.
- To prepare and update subject materials.

- To use a variety of teaching methods which will stimulate learning appropriate to the needs of the student and within the confines of the agreed syllabus.
- To maintain impeccable behaviour in accordance with the school procedures.
- To undertake assessment of students as requested by external examination bodies, departmental procedures and school policies.
- To encourage good practice and set high standards of expectation amongst students with respect to punctuality, behaviour, standards of work and homework.

b) Curriculum Development

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the specific subject or curriculum area.
- To contribute to the departmental and school development plan.
- To plan and prepare courses and lessons.
- To assist the subject leader in developing new and improved teaching and learning strategies.
- To assist the subject leader in the ordering and allocation and effective use of resources and equipment.

c) Recording and assessment

- To maintain appropriate records and to provide relevant accurate and up-to-date information on individual students.
- To complete relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning including alerting appropriate staff.

d) Communication

- To communicate effectively with parents and carers of students where appropriate.
- Where appropriate to communicate and liaise with outside agencies.
- To take part in such events as open evenings, progress evenings, review days and liaison events with other schools.

e) Staff development and quality assurance

- To take part in the school's CPD programme.
- To engage in the school's appraisal process.
- To continue to develop professionally and keep up-to-date with current educational issues.
- To comply with the school health and safety policies and undertake risk assessments where appropriate.

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Person Specification for Main Scale Teacher

Education and Training/Qualifications	**Essential (E) / Desirable (D)**
Qualified teacher status	E
Willingness to develop own expertise	E
Knowledge of recent developments in specialist subject	E
Recent relevant in-service training	D
Experience	
Successful teaching (teaching practice) record	E
Involved in co-curricular activities	E
Skills, Knowledge and Understanding	
Clear communication skills (spoken and written)	E
Excellent organisational skills	E
Excellent inter-personal skills	E
Ability to work well as part of a team	E
Willingness to be involved in all aspects of the work of the Department and contribute to the wider life of the school	E
Commitment to the highest levels of student achievement	E
Ability to deliver consistently 'good' lessons or better.	E
Ability to teach KS3 and KS4 including BTEC.	E
Commitment to the ethos of the school	E
Other Requirements	
Readiness to take on the role of tutor	E
Commitment to School and LA Equal Opportunities Policy and Practice	E
Readiness to be actively involved in school productions and other performance events	E
Excellent attendance and punctuality record.	E
OTHER REQUIREMENTS	
A commitment to ongoing personal development and willingness to undertake appropriate training.	E
Appointment to the post is subject to a satisfactory enhanced CRB check.	E

The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

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EQUAL OPPORTUNITY POLICY STATEMENT

1.1 In Waltham Forest we recognise the impact that Kelmscott School activities can have on the quality of life of the people and communities that we serve. It's our job (in partnership with others) to protect the environment; improve public health; support the vulnerable; educate for life; develop the economy of the area; promote and foster choice and democracy.

What we do can make a real difference in the life of the people we serve. We are determined to be a modern school working with the community for the community – and equality of opportunity is at the heart of our thinking and effort.

1.2 Equal opportunity in service delivery means that we recognise the different and equivalent needs of the individuals we serve and that we aim to meet them in a fair, objective and open way.

1.3 Equal Opportunity in employment means offering genuine equivalent treatment to our staff across the whole range of our employment and recruitment practices.

1.4 Our aim is to enable all our employees to make their distinctive contributions to the benefit of the people of Kelmscott School and Waltham Forest.

1.5 Therefore Kelmscott School is determined (and enthusiastic) about developing a working culture that is fair and inclusive. Sadly, prejudice, whether conscious or unconscious is still a matter of fact in society as a whole. We do not underestimate the power of the influences which work against equality of opportunity in organisations, institutions and individuals.

1.6 But we believe that a commitment toward equality and diversity is right for society, right for the school, right for staff, right for families, and right for our students. We will regularly review the effect of our employment practices to make sure that they are appropriate and that they work the way we intend. We expect our staff to welcome diversity, respect each person's individuality and value their creativity. We expect our staff to champion our values, challenge prejudice and role-model appropriate behaviour.

1.7 We will take stock of our progress regularly, using a variety of measures. We will ask our staff, students and parents what they think. We are committed to improving our performance, and people's perception of it, consistently over time.

Employment with Disabilities

The London Borough of Waltham Forest has been awarded the Disability Symbol, commonly known as the "Two Ticks". To encourage more applicants from people with disabilities we operate a Job Interview Guarantee scheme. This means if you meet all the essential criteria for the job you are applying for we will invite you for an interview.

Kelmscott School

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245 Markhouse Road
Walthamstow
London
E17 8DN

0208 521 2115

www.kelmscottschool.co.uk

How to find us

Directions – By public transport

Our nearest train stations are Walthamstow Central (Victoria Line & Overground), St James' St Station (Overground via the Liverpool St – Chingford line) and Walthamstow Queen's Road Station (Overground via the Barking - Gospel Oak line).

Buses 158 (Stratford – Chingford Mount) and 58 (Walthamstow Central – East Ham) stop right outside the school on Markhouse Road.

Blackhourse Road/St James' St Station – Take bus 158 heading towards Stratford
Walthamstow Central – Take bus 58 heading towards East Ham

Car Parking Facilities

The school shares its car park with Walthamstow Leisure Centre. It is a pay-and-display car park operated by a private company. Upon arrival, please report to reception stating that you have parked and you will be issued a visitors permit.

Map

