



Kelmscott School

“Putting Learning First”

# **Teacher Recruitment Pack**

January 2020





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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 first year as Headteacher and it is a job I am privileged to carry out. We are a school on the way up and we would like the right candidate to play an integral part in our 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 (fifty-two 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 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. We are not an exam factory, our goal is to develop the whole person and what goes on outside the classroom, in terms of enrichment opportunities, 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 in. 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.

Staff are well looked after at Kelmscott and staff turnover is low. 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 and we recognise and encourage our staff to look after themselves and their families as well as their job here with us.

If shortlisted, we look forward to welcoming you to Kelmscott in person 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 17. 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 have recently inspected the school. Whilst we are unable to divulge the outcome, we were pleased that the inspection team were able to witness two very typically exciting and inspiring days at Kelmscott.

### **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.

### **The Buildings and Facilities**

All of our facilities –set across two buildings- are wheelchair accessible and include dedicated Maths and English classrooms. Our specialist facilities include a sound-proofed music suite and a drama studio with access to the main hall stage, and an amphitheatre for outside productions. In addition, we have four ICT suites, six well-equipped science laboratories and specialist technology rooms for food, textiles, art and media photography.

Beginning in the summer of 2020, work will begin to enhance our facilities including an extension of our dining facilities, remodelling of teaching space and the addition of a fitness studio.



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### **The Staff**

The school employs over 130 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, one Deputy Head, four Assistant Heads, two Associate Assistant Heads 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.

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, such as Greek and Latin.

At Kelmscott, we pride ourselves on supporting students throughout their secondary by looking at the holistic development of the whole child. A wide variety of extra-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.

### **Organisation of Students**

#### Years 7-9

We currently have six tutor groups and teach a broad range of curriculum subjects.

#### Years 10-11

All students take Maths, English, Science, RE and Core PE. Students then make three choices from a broad range of traditional and aspirational GCSE subjects.

#### Year 12-13

We have a small specialised post-16 provision accommodating students transitioning from secondary school to further education or training.



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### **Support Staff Testimonials**

#### Keith Desoisa – Network Manager

I was delighted to be given the opportunity to come and work at Kelmscott School, it is an excellent school. Grades had been improving and I had only heard good things about the school. Having spent over four Years here now, I can say it was the best choice I made.

Kelmscott School has very friendly staff and great students. Everyone's goal is synonymous with the school motto "Putting Learning First". It's very student focused and we all want what's best for our students.

Support staff, work as a team and it's a very close knit group. Everyone supports and helps each other and that stems from having such a great supportive leader who listens, respects and treats us all as individuals.

#### Nagina Pandor – Welfare Assistant

I first joined Kelmscott school in 2016 as a Midday supervisor, I enjoyed working as a Midday and came to learn what a great school it is and it continues on to thrive. Working at Kelmscott School has been an absolute pleasure. Later I took on a new job role as Welfare Assistant and SEND Administrator for the SEND department. Over time there have been many positive changes within the school which I am honoured to be a part of, together we continue to seek new ways to ensure our students are maximising their progress.

#### Alison Scotchmer – Headteacher's PA

Kelmscott is a great place to work; the school has a fantastic ethos where ALL staff fully support the students- both in terms of their educational goals *and* their wellbeing - to achieve their best potential.

I am proud to be a member of the support team whose hard work underpins that of the school to ensure quality and consistency in all the school has to offer. Furthermore, we're a friendly bunch!

I have worked at Kelmscott for 5 years and simply cannot imagine working anywhere else.



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## **Teaching staff Testimonials**

### Sharon Morgan – Middle Leader

I have worked at Kelmscott for over twenty years and there are many reasons that I am still here today. Kelmscott students appreciate what you do for them and want to learn and progress and that drives me as a teacher. From the child who arrives at the school with no English to the student who finds learning easy everyone is on the same journey; to make progress and achieve better-and this is not always about the academic. Sometimes it's about becoming more confident, carrying on where before you have failed, and grasping something that previously seemed unattainable. Being a part of that, however, small a part is a privilege. At Kelmscott these successes happen in some way every day.

### Mobeen Ahmed – Mainscale teacher

'Starting as an NQT, I was instantly welcomed into the Kelmscott family. Support was constant, readily available and personalised to aid my development as a teacher.

For me, the vision of the school is conducive to dynamic teaching and learning as it promotes collaboration and creativity. I love being part of a team that aims to develop and nurture critical thinkers.

Above all, my progress at Kelmscott stems directly from a culture in which teachers and students are encouraged to take risks, build strong connections and constantly improve.'

### Sultana Ahmed – NQT

"Joining as an NQT, I felt immediately welcomed by everyone, Kelmscott has a real community feel between staff and students alike. With the support and encouragement I have been able to get involved in the wider life of the school. This has allowed me to build positive relationships with students beyond the classroom. I have also benefited from timetabled mentoring and external workshops to ensure I meet and exceed my teaching standards. In the Religion and Cultural Studies department, we are a close-knit and passionate team who enjoy going out for meals together, there is a genuine spirit of friendship and teamwork which makes me enjoy coming to work."





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## **Student Testimonials**

### Geanina Savu – Head Girl

I chose Kelmscott School after viewing the school website; I was impressed with the facilities and the events that take place during the school year. I started Kelmscott in the year 2016 with no English and very little confidence, the amazing staff at Kelmscott helped me to excel academically and develop my life skills, making me fulfil my potential. All clubs and organisations such as YHC, young enterprise and executive council have helped me develop my confidence and communicate with different people from different backgrounds.

I am currently in year 11 working towards my GCSEs and at the beginning of my journey, the subjects I studied were full on, but once I got into the rhythm of school and my lessons it became easier. What is interesting about the school is that they put a lot support in place to support your chosen career path. They offer events such as professional interview day in order to assist with this. Kelmscott School offers many opportunities for which I am very grateful.

### Max Copland – Head Boy

The reason I opted for Kelmscott School is that the teachers are very interactive and approachable, whether that be in lesson or just a query that a student might have. Alongside this, the lessons are very practical, as the student's attention is always focused on the teacher. I believe that Kelmscott is a good school as it focuses on the students' learning as well as their health and safety.

Kelmscott School offers a wide range of opportunities from residential trips to plays for English. This is helpful as it gives the students a different way to retain information needed. In addition, Kelmscott provides different opportunities such as Youth Health Champions (YHC) and prefects, in an attempt to build their confidence as well as their leadership skills.





## 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 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 good discipline in accordance with the schools 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, parents evenings, review days and liaison events with other schools.

**e) Staff development and quality assurance**

- To take part in the schools staff development programme.
- To engage in the schools performance management 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.



## 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
<b>Experience</b>	
Successful teaching (teaching practice) record	E
Involved in extra curricular activities	E
<b>Skills, Knowledge and Understanding</b>	
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
<b>Other Requirements</b>	
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
<b>OTHER REQUIREMENTS</b>	
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 customers, 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 will encourage our staff to welcome diversity, respect each person's individuality and value their creativity. We expect our leadership team 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.



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245 Markhouse Road  
Walthamstow  
London  
E17 8DN

0208 521 2115

[www.kelmscottschool.co.uk](http://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.

Blackhouse 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

