



Kensington Park
SCHOOL

Candidate Brief

KENSINGTON PARK SCHOOL

Years 7–11

ENGLISH TEACHER

September 2018

Closing date:

Friday 16 February 2018

Interviews:

From 19 February 2018

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Kensington Park
SCHOOL

School Welcome

KENSINGTON PARK SCHOOL
Years 7–11

Introduction

Kensington Park School is a new independent school for boys and girls aged 11 – 18 in the heart of London. Whilst the school is new, its leadership and teachers have long, successful track-records at some of the best independent schools in the country.

KPS operates from two buildings either side of Kensington Gardens:

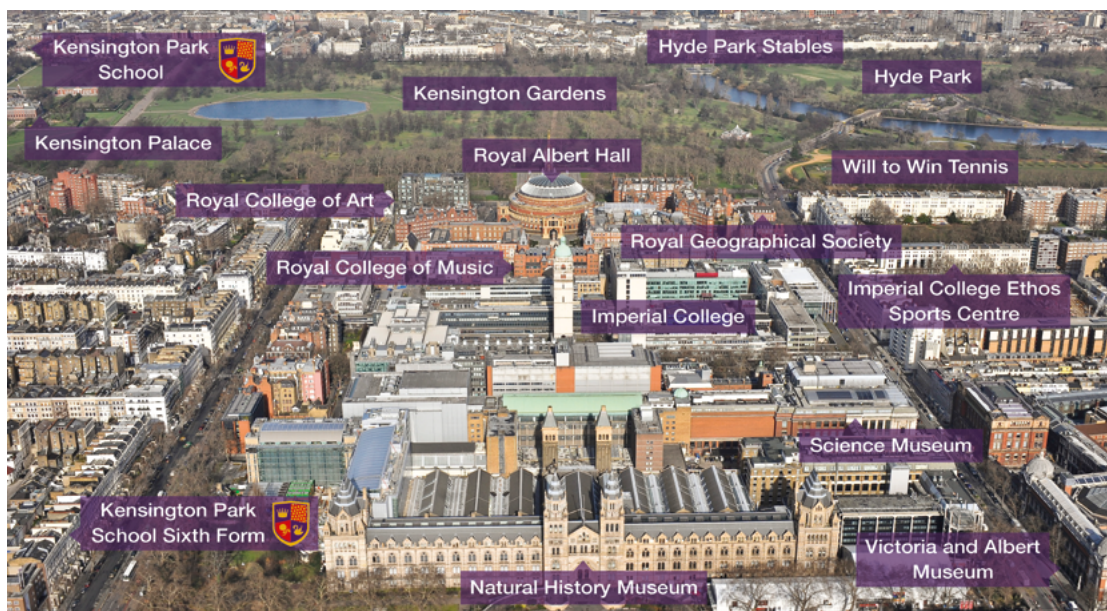
- Pupils aged 11-16 will be taught in Bark Place on the north side of the park, from September 2018
- KPS Sixth Form, in Queen's Gate just south of the park, opened in September 2017 for pupils aged 16-18

This year has seen a significant redevelopment programme at KPS Bark Place prior to opening the year 7 – 11 part of the school in September 2018. We are now recruiting staff for September 2018 to join this section of the school and teach pupils who will initially join at two key points of entry: into years 7 and 9.

Kensington Park School has attracted some high-profile teachers from the independent schools' sector: Paul Vanni, the current Deputy Head of St Paul's Girls' School, will join KPS as Head Master from Easter 2018. Other newly-appointed members of staff from St Paul's (boys) School include the former acting High Master, Senior Tutor, Undermasters and heads of department who are also teachers of maths, science, and economics. Many of these distinguished staff have 25-year track records in helping their pupils achieve outstanding A Level results as well as giving professional advice on entry into the world's finest universities, including Oxbridge and the US Ivy League. They have also been responsible for integrating pastoral care, sport, music and performing arts into the curriculum in order to provide a fully-rounded education for each pupil. With these outstanding teachers, the school is in an excellent position to compete directly with the biggest names in senior education.

KPS is partnered with providers of exceptional sports facilities in and around its West London home. These include Imperial College's Ethos Sports Centre with its state-of-the-art gym, pool and 9-metre climbing wall; expert coaches, including former Olympians, in fencing and riding; and Will to Win Tennis, a superb tennis centre in Hyde Park. There will be an exciting outdoor education programme, including the Duke of Edinburgh award scheme.

The school boarding accommodation, Princess Beatrice House, is of the highest quality, and amongst the best in the UK. It is equivalent to a quality London hotel in terms of decor, space and furnishings and all within a safe, managed environment 24 hours per day. The unique central location and excellent pastoral team ensure that our pupils are safe and supported as they make the most of their surroundings. The rich variety of evening and weekend opportunities take in the full spectrum of all that the capital has to offer.





Kensington Park
SCHOOL

School Ethos

KENSINGTON PARK SCHOOL
Years 7–11

Aims and Objectives

Ad altiora tendo (to higher things)

Kensington Park School has a clear commitment to excellence in education through small class sizes, personalised pastoral care, and a unique and varied co-curricular partnerships programme. In addition, the school has both established and developing links around the world which will offer students a global perspective on education, equipping the young minds of today for the world of tomorrow.

Our teachers inspire a zest for learning and independent thinking. Pupils are thoroughly prepared to gain entry into the top universities worldwide. Success is based upon each pupil's enjoyment of a stimulating learning experience alongside other like-minded individuals. We value academic attainment and also encourage our young people to become well-rounded, socially intelligent members of society.

School aims:

- To provide a modern curriculum which promotes intellectual curiosity and creativity, and which fosters a love of independent learning.
- To provide pastoral care which by being attune to the challenges of modern society enables students to fulfill their potential.
- To offer a stimulating range of co-curricular activities which provides opportunities for personal growth, teamwork and leadership.
- To operate with the highest regard for Safeguarding.
- To value the individual.
- To promote responsible attitudes towards the wider community both at home and overseas.
- To nurture links with our partners locally, nationally and internationally.
- To equip pupils with the tools to deal with the challenges of the modern workplace and the global economy.
- To attract and retain staff of the highest calibre and to promote a culture of ongoing professional development.





Kensington Park
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Curriculum

KENSINGTON PARK SCHOOL
Years 7–11

From entry at either Year 7 or Year 9, pupils follow a broad traditional syllabus which includes English, maths, the sciences, modern foreign languages (including Mandarin Chinese), computer science, geography, history, classical civilisation, religious studies, IT, drama and music.

This is supplemented by four periods of sport each week. During Year 9, GCSE subjects are selected for study in Years 10 and 11. The core subjects include maths, English, a modern foreign language and the sciences and the remaining subjects are selected from option blocks. Pupils will typically study 9 or 10 subjects at GCSE level.

Moving to the Sixth Form, our pupils will generally select three A-Level subjects, in some cases a fourth may be added. There is also an opportunity to add a non-examined elective subject such as Mandarin in order to help access the programmes of study which we offer at Shanghai Jiao Tong University at the end of the Lower Sixth.





Kensington Park
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Department Information

KENSINGTON PARK SCHOOL
Years 7–11

English

We are seeking an inspirational and enthusiastic English Teacher to deliver the subject through the school's start-up phase from September 2018, and beyond. The two key entry points for pupils joining in 2018 are years 7 and 9 (ages 11 and 13). Should there be sufficient parent demand we will also take a small pupil cohort into years 8 and 10. The successful candidate will develop the course syllabus for these year groups, and teach according to the criteria of an appropriate examination board at GCSE or iGCSE. In some cases, candidates who are capable of teaching A Level may also be asked by the Headmaster to contribute towards teaching the Sixth Form.

During this start-up phase teachers will report to a Head of Faculty, although we welcome and actively encourage the newly appointed Teacher of English to establish a sense of direction for the department and to advise on a suitable syllabus and examination board. We envisage significant growth in pupil numbers over the first three years that will determine the shape of the department, and see our first set of GCSE results in 2020/2021.

The post would be suitable for either an accomplished English Teacher with the skills and experience to develop the department - and perhaps be considered for the role of Head of Faculty - or for an ambitious person who is relatively new to teaching and who can see potential in making their mark on this new school in a fantastic location, working alongside like-minded colleagues and guided by inspirational, experienced managers.

You will be teaching at KPS Bark Place, W2 4AT: a purpose-built school building which has undergone complete refurbishment throughout 2017 – 18. All of the classrooms are bright and spacious, and the new teachers of 2018 will have the advantage of discussing what technology and classroom layout will work best for their subject requirements. Maximum classroom capacity is 15 pupils.

With relatively low pupil numbers in the first few years of the school opening, the timetable for English will be reduced and therefore the ability to offer another subject or specialism is an advantage: these include the core subjects of Science, French, Maths and Humanities, or part-time subjects including Performing Arts, Mandarin Chinese, PE, Art, Religious Education, PSHE and Computer Science. There are also opportunities to contribute to the extra-curricular life of the school and we enjoy partnerships with facilities right on our doorstep, including sport in Hyde Park, swimming and fitness at the Porchester Centre and even ice-skating at Queen's Ice rink!

Teachers will be offered a great deal of support alongside many opportunities to share resources and good practice.





Kensington Park
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Person Specification

KENSINGTON PARK SCHOOL
Years 7–11

Teacher Profile

The ideal candidate will

- Have a high level degree in the subject they will be teaching
- Have prior teaching experience of teaching to GCSE
- Be enthusiastic, confident and diligent
- Develop and maintain good relationships with students and colleagues
- Have a an excellent understanding and awareness of Safeguarding procedures

Desirable Criteria

- QTS/PGCE
- Prior teaching experience of Key Stage 3 and 4
- Experience of teaching high ability students to Oxbridge entrance level
- Practical and innovative approach
- IT literate to support teaching and learning

Job Description

Please see Annex A and B for the job specification descriptions for Teacher and/or Head of Faculty.





Kensington Park
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Benefits & Welfare

KENSINGTON PARK SCHOOL
Years 7–11

Remuneration

KPS has its own salary scale; remuneration is well above the national scale and compares well with others in the independent sector. Benefits include:

- Membership of TPS pension scheme
- Local gym membership, subject to appropriate induction
- Lunchtime meals during term time
- subsidised education at the school for the children of staff (subject to the usual entry requirements).
- Single accommodation in exchange for boarding duties
- Training (CPD) is actively encouraged and supported



Equal Opportunities

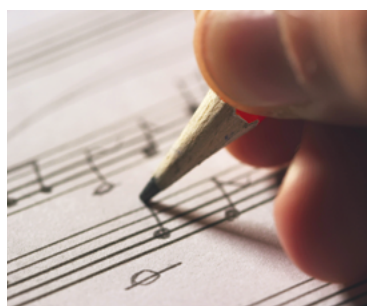
Kensington Park School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. KPS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

Safeguarding the Welfare of Pupils

All employees of Kensington Park School have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at KPS are expected to understand and follow the School's detailed Policy on Safeguarding as part of their professional responsibilities.

Recruitment of ex-offenders & Security of Disclosure Information

Kensington Park School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to KPS to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.





Kensington Park
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How to Apply

KENSINGTON PARK SCHOOL

Years 7–11

APPLICATIONS

An application form is available to download from the staff vacancy page of the school website: www.kps.co.uk, or by emailing recruitment@astrumeducation.com

The closing date for applications is 4.00pm on Friday 16 February 2018. Applications must be submitted in full by the advertised closing date for entries. Please note that early applications are encouraged as they will be reviewed upon receipt and interviews may be scheduled in advance of the closing date.

A formal offer of employment will always be dependent upon receipt of satisfactory references. Where possible to do so the school will seek references prior to interview.

Details of at least two referees will be obtained, one of whom must be current or most recent employer. Qualification certificates (originals only) will be required at interview, as will proof of identity and domicile.

All applications should consist of a covering letter addressed to the Headmaster and a fully completed application form.

Candidates are also asked to complete a disclosure form and medical health declaration prior to interview.

These forms are all available on the Staff Vacancies page of the school website, together with the school Safeguarding and Safer Recruitment Policies.

Applications may be posted to the School or submitted by email

School Contact Details

Kensington Park School
40 – 44 Bark Place
London
W2 4AT

Tel: 0203 7253 194
Web: www.kps.co.uk

For further information please contact recruitment@astrumeducation.com





Job description

Job Title: **Teacher**

Reports to: Head of Faculty

Location: Kensington Park School (yrs 7 – 11)

At Kensington Park School academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the School. All teachers must familiarise themselves with and adhere to the School policies.

Teachers at the School are excellent classroom practitioners who are able to enthuse their students and prepare them fully for examinations. Staff should be in sympathy with the boarding ethos and are required to contribute to the broader cultural life of the School. Within the first few years of opening, all staff (full and part-time) are expected to take on the role of Personal Tutor.

Kensington Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

Key roles and responsibilities

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Teaching

- Be capable of teaching the subject(s) through to GCSE and, if required to do so by the Headmaster, to A level at Kensington Park School Sixth Form (59 Queen's Gate); Enhance the quality of teaching and learning in the curriculum area and wider School through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development;
- Safeguard and promote the welfare of children;
- Support the School's aims and objectives for teaching and learning;
- Plan and prepare courses and lessons;
- Teach, according to their educational need, the students assigned to you; set and mark the work (including examinations) to be carried out by the students in School or elsewhere;
- Monitor and record pupil progress and achievement as per school policy; set challenging targets; ensure pupils requiring learning support have an Individual Education Plan and that their needs are being met; organise assessments and examinations as required; write reports as required;

Personal Tutor

All members of staff have an additional responsibility of being a Personal Tutor. Every Tutor is the main point of contact for pupils and has the responsibility of monitoring both the academic and pastoral development of every pupil within their group ensuring a positive communicative relationship with all parties involved in student welfare. Responsibilities include the day-to-day welfare of students, upholding School policies on attendance, behaviour and health and safety, including safeguarding. Specific responsibilities include:

- Take an interest in each tutee encouraging and challenging as necessary;
- In accordance with School registration procedure follow up pupil absence within your tutor group;
- Monitor pupil homework and planners;
- Monitor behaviour, progress and achievement and support pupils as required;
- Communicate effectively with parents including reports;



- Communicate effectively with senior and other staff; ensure that information with regard to tutees is passed on to the relevant staff;
- Communicate effectively with external agencies/guardians whose pupils are in your care
- Ensure that pupil files, portfolios and reports are in order;
- Support the delivery of Social and Emotional Aspects of Learning (self-awareness; managing feelings; empathy; motivation and social skills) and spiritual, social, moral and cultural education;
- Organise form assemblies.

Other requirements

- Have the utmost regard for Safeguarding at all times;
- Promote the general progress and wellbeing of individual students and of any class or group of students assigned to you.
- Provide guidance and advice to students on educational and social matters;
- Make records and reports on the personal and social needs of the students;
- Develop and maintain good relationships with parents actively involving them in their child's learning and the life of the school; ensure parents receive accurate reports and information and that parental meetings are well prepared and organised;
- Communicate and co-operate with persons or bodies outside the School;
- Participate in meetings arranged for any of the purposes described above;
- Accompany students on visits away from the School, and according to risk assessment;
- Provide or contribute oral and written assessments and reports relating to individual students and groups of students;
- Play an active role in the extra-curricular life of the curriculum area, including contributing to off-timetable clinics, extension programmes, pre-GCSE seminars, competitions, trips, open days, and so on;
- Promote and market the school being prepared to share good practice; contribute to and lead on school events;
- Actively contribute to the staff duty rota, such as supervising breaks and lunchtime
- Take at least one after-school co-curricular activity per week and one lunchtime activity per week
- Make a positive contribution to the efficient running of the curriculum, including setting and marking examinations, invigilating mock and public examinations, assisting in moderation of coursework, attending curriculum meetings, and undertaking administrative and other tasks as delegated by the Senior Managers
- Ensure a stimulating environment; displays to be of a high standard and regularly changed;
- Contribute to school publications e.g. school prospectus, website;
- Prepare for Inspection;

Appraisal

- Participate in any arrangements that may be made for teacher review, work scrutiny, further training and development;
- Review from time to time your methods of teaching and programme of work;
- Participate in arrangements for your professional development.



Educational methods

- Advise and co-operate with colleagues on the preparation and development of courses of study, teaching materials and programmes, methods of teaching and assessment of pastoral arrangements.

Staff meetings

- Participate in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

Public examinations

- Participate in arrangements for preparing students for and supervising them during public examinations and providing assessments.

Administration

- Participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;
- Register the attendance of students and supervise students, whether these duties are to be performed before, during or after School sessions. (as well as a safeguarding measure, this is a legal obligation);
- Check work emails daily and ensure timely response to enquiries.

Child protection, discipline, health and safety and data protection

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact. All employees of KPS must have due regard for safeguarding and promoting the welfare of children, ensuring compliance with school policy and DfE legislation: Keeping Children Safe in Education (September 2016);
- Maintain good order and discipline among the students and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere. All employees of KPS must have due regard for general health and safety, acting according to school policy and the Health and Safety at Work Act (1974);
- Enforcement of school policies, rules, health and safety guidelines, code of dress, behaviour
- All employees of KPS consent to the school holding and processing of data relating to them for legal, personnel, administrative and management purposes, in particular to processing of any sensitive data (as defined in Data Protection Act 1998);
- Develop a positive and supportive relationship with pupils.

In addition to the professional duties outlined above, you agree to work flexibly supporting the Headmaster and Senior Leadership Team; and to comply with any reasonable request of the Headmaster/SLT.



Job Description - Head of Faculty

KENSINGTON PARK SCHOOL
Years 7–11

Job description

Job Title: **Head of Faculty**

Reports to: Headmaster/other Senior Leadership Team member tbc

Location: Kensington Park School (years 7 – 11)

Heads of Faculty are expected to perform their duties alongside their responsibility as a Teacher. Please read this job description in conjunction with the job specification for that of 'Teacher.'

Key roles and responsibilities

The following duties are deemed to be included in the professional duties which you will be required to perform as Head of Faculty:

Faculty Responsibilities

- Being available for advice and guidance to other members of the faculty
- Being responsible for the induction and mentoring of new members of the Faculty
- Cooperating with the school's performance review programme as required
- Taking appropriate advantage of training opportunities and encouraging members of the Faculty to do the same
- Planning for the Faculty within each year group and throughout the school by producing for the Faculty the relevant programmes of study and schemes of work and reviewing these at regular intervals
- Preparing development plans for the Faculty on an annual basis
- Overseeing subject handbook
- Analysing School and public examination results across the faculty
- Presenting such analyses to the Headmaster/ other Senior Leadership Team member tbc with action plans as required
- Liaising regularly with other members of the Faculty, checking their schemes of work and looking occasionally at how work is set and marked where relevant
- Maintaining a Faculty budget and ordering equipment or school material as required
- Keeping abreast of any changes in the curriculum, and where necessary changing the syllabus
- Holding regular Faculty meetings and maintaining good communication
- Holding meetings in order to ensure the proper continuation of the syllabus
- Liaising with other Heads of Faculty where appropriate towards possible cross-curricular activity
- Attending Heads of Faculty meetings
- Establishing and maintaining links with corresponding Academic Manager in other Senior Schools in order to compare and exchange ideas
- Co-ordinate the setting and marking of work for absent colleagues
- Contribute towards the running of extra-curricular pursuits



Job Description - Head of Faculty

KENSINGTON PARK SCHOOL
Years 7–11

Staff Management

- Inspire and encourage staff within the Faculty
- Create an effective Faculty team with a strong sense of purpose in which responsibilities are appropriately allocated, devolved and shared
- Oversee the timetabling of Faculty staff
- Allocate staff to teaching groups; ensure teachers have proper resources and schemes of work
- Induct new staff and keep the Faculty Development Plan up to date
- Assist Faculty staff in their professional development; give them opportunities to develop skills, knowledge and understanding; recognise their contribution; lead and organise their CPD
- Co-ordinate and organise chairing and minuting of Faculty meetings
- Attend the School's termly Head of Faculty Committee
- Keep staff informed of curriculum developments and of thinking on whole school issues
- Monitor and evaluate the work of the Faculty: conduct appraisal observations and interviews and conduct regular book trawls

Pupil Management

- Monitor pupils' progress, analyse data such as examination results, track pupils through the lower and upper school and sixth form and use this analysis to inform teaching
- Set and mark internal exam papers
- Register the attendance of students and supervise students, whether these duties are to be performed before, during or after School sessions.
- Give advice to students and parents on current performance, subject choices and future potential and give them the criteria and tools for effective self-assessment
- Prepare for and attend Open Day and parents evenings
- Plan, lead and accompany students on domestic visits
- Contributing towards the running of extra-curricular pursuits
- Celebrate student successes and promote involvement in subject-related extra-curricular activities; encourage student leadership in class and across the Faculty
- Oversee writing and regular review of schemes of work
- Ensure clear provision is made for students of different abilities, including the very able and those with SEND
- Implementation of health and safety regulations as they apply within the Faculty; ensure that statutory procedures for safeguarding and promoting the welfare of children are followed

In addition to the professional duties outlined above, you agree to work flexibly supporting the Headmaster and SMT, and to comply with any reasonable request of the Headmaster/SMT.