



Kensington Park  
SCHOOL

**School Brief**

# Our School



Kensington Park School is a small coeducational day and boarding school which is set in the heart of cosmopolitan central London. Small class sizes ensure that we are a friendly, welcoming and academically purposeful school; where the individual can excel within a community; where pastoral care is paramount and the warm relationships between students and teachers are the heart of the tremendous achievements of our girls and boys.

We are passionate about enabling young people to fulfil their potential and students at KPS should be excited, challenged and inspired, as well as unconstrained by preconceived expectations. Our staff will support the development of each individual child so that students acquire confidence in their own ability and in the process discover their strengths, recognise their weaknesses and make the most of their talents.

The excellence of academic and co-curricular provision is at the heart of an outstanding education. Crucially this is only realised if they are inextricably bound together by strong community values. The community at KPS is centred on each individual and values such as kindness, moral integrity, responsibility and a sense of service. At KPS we will build the shared values of decency, harmony and trust within our community so that they will endure within individuals when they leave our school.

We are committed to preparing our students for the journey of life beyond Kensington Park School, which will be without the individual and focused support of teachers, tutors, pastoral staff, coaches and mentors. Transition through KPS is not simply 'more of the same', but rather it presents exciting new opportunities that stimulate aspiration, and in the process will ensure that the roots nurtured at each phase will provide confidence as they mature and ultimately give them the wings to fly when they leave. This is reflected in the twin sites that we operate with the Lower School at Bark Place and the Sixth Form at Queen's Gate.

The Lower School (Years 7-11) provides a wide-ranging and balanced curriculum where all children are educated in all aspects of learning – linguistic, mathematical, scientific, technological, human, social, physical, aesthetic and creative. It includes not only the formal requirements of the schemes of work in which children acquire skills in speaking and listening, literacy and numeracy, but also the extra-curricular activities that the School provides in order to enrich the children's experience. The curriculum is tailored to suit the aptitudes of all children including those with learning difficulties or particular talents and abilities. Students are taught personal, social, health and economic education within lessons, through tutors and the safeguarding and pastoral team; they receive first hand exceptional pastoral care.

The Sixth Form continues with the provision described above; providing students with an education that equips them with the appropriate learning and skills to enable them to achieve the qualifications necessary to proceed to their next stage of education. The school provides supportive guidance and advice enabling students to maximise their potential with regard to university admissions, whilst the curriculum and the co-curriculum work together to prepare students for the workplace in the best possible way before they leave.

From entry at either Year 7 or Year 9, students 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, 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, including Maths, English, a modern foreign language and the sciences, are studied alongside these free-option choices. Students will typically study 9 or 10 subjects at GCSE level. Moving to the Sixth Form, our students will generally select three A-Level subjects, in some cases a fourth may be added.





At Kensington Park School, it is our mission to excite, challenge and inspire each of our students so that they become life-long learners and outstanding young people. Each student is encouraged and expected to become a self-aware, confident, caring and independent young adult such that when they leave, they will be ready for the world beyond school: able to engage, lead, and shape their own future successfully.

We seek, through our aims list below, to offer an intellectually exciting environment in which students can learn and grow, but also have fun:

- **Values**

Our values underpin what we are and do, emphasising humility, kindness, responsibility and duty. We promote a positive approach to healthy living and responsible attitudes, including those linked to sustainable living, towards the wider community both at home and overseas.

- **Aspiration**

Each individual is supported and challenged to fulfil their potential which should be unconstrained by preconceived expectations – in short, to become the best possible version of themselves. Our students acquire confidence in their own ability and in the process discover their strengths, recognise their weaknesses and make the most of their talents.

- **Excellence**

When we use the label of excellence at KPS, we must be certain of one thing only – that each day it is the collective responsibility of the staff and students to ensure that our students achieve the best possible grades of which they are capable. Students should be ambitious, to achieve their best: in and beyond the classroom, in mind, body and spirit.

- **Community**

We are a small school with a close-knit community: everyone is expected to care for and to respect everyone else. We place great store by the strength of relationships: between students and between students and all staff. Pastoral care is at the heart of the School and with this comes a paramount commitment to safeguarding and the welfare of each and every student.

- **Learning**

To provide a modern curriculum which promotes intellectual curiosity and creativity, which fosters a love of independent learning. We encourage intellectual curiosity and provide countless opportunities to explore, develop and discuss ideas.

- **Independence**

We are one community but we celebrate and encourage individuality. Each student will be treated as an individual and developed as one. Diversity of interest, personality, background, and beliefs really matter. The intention is to equip students with the tools and self-efficacy to meet the challenges of the modern workplace and the global economy.

- **Inclusion**

The School is set in the heart of cosmopolitan central London and this diversity is reflected in our student body. We seek to be as inclusive as possible in all aspects of the School.

- **Personal development**

Students are encouraged to develop as individuals who know what they believe in and stand for. Part of this is the building of leadership - for some this will be with natural authority, for other this will be more quietly. All should gain increasing confidence to be themselves and to do the right thing - to stand up for what is right and set an example to others.

- **Partnership**

We are not a school in isolation and seek partnerships at home and abroad to share good practice, broaden horizons and develop a balanced and global perspective for all students.

- **Challenge**

Students should develop resilience and character: they must be stretched intellectually and physically, taking on new things, being exposed to risk and learning to fail as well as succeed with good grace and courage.



- **Culture**

Aesthetic appreciation is a fundamental part of a rounded education. Set in the heart of cultural London, students interact with art, literature, music and drama as part of their daily lives, learning to understand and engage with each.

- **Innovation**

The school is committed to delivering education in the most effective way, harnessing the benefits of technology and research.

- **Experience**

Breadth of experience is crucial. Within and beyond the School, students are able to involve themselves in a huge array of activities; whilst each will find their niche and specialism, all will equally benefit from breadth.

- **Enjoyment**

Above all things, education is to be enjoyed. This, we hope, stems from the environment which excites, challenges and inspires each individual, and the School, to achieve success.





## Equal Opportunities

Kensington Park School is committed to promoting equal opportunities in employment for anyone with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. Any employee and job applicant will receive equal treatment in line with the provisions of the Equality Act 2010. We welcome applications from candidates of diverse backgrounds and personal circumstances.

A detailed Equal Opportunities Policy is available on request from our Recruitment Team.

We offer to our employees:

- a competitive pay that is commensurate with the requirements of the role as well as with the candidate's experience and contribution they can make to our School community;
- complimentary lunches during term time provided by our exceptional catering partners;
- subsidised education at the School for their children (subject to usual entry requirements);
- support in training and CPD activities (terms and conditions apply).

## Safeguarding the Welfare of Pupils

Kensington Park School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employer and the Disclosure and Barring Service, as well as have due regard for the school's Safer Recruitment and Safeguarding (Child Protection) policies when applying for any position at the school.

The School's Child Protection and Safeguarding Policy as well as Safer Recruitment Policy are available from our [website](#).

## 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 (Exemptions) Order 1975 (amended 2013). Any convictions, cautions, reprimands or warnings must be disclosed to the School. Upfront disclosure of a criminal record may not debar a candidate from appointment. The School shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors. Certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the [Disclosure and Barring Service website](#).

All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. 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 our care.





# Kensington Park

S C H O O L

**Short Course Coordinator**  
(Full-time)

**As soon as possible  
or January 2023**

**Closing date:  
12 noon, Friday 25 November 2022**



# About the role

## SHORT COURSE COORDINATOR

**FROM: January 2023**

The Short Course Coordinator will be responsible for managing existing short-term programmes for the school. The role will include the planning and management of the Easter Revision, summer and other short course delivery, ensuring that programmes are smoothly handed over to centre managers during Easter and summer period. During the peak operational period, the short course coordinator will be on emergency call for their programmes, and must be prepared to provide a high level of out-of-hours operational support.

- Ownership of short course portfolio
- Work with HR department to recruit, train and manage short course team
- Deliver high quality student and staff outcomes
- Safeguarding, welfare and compliance
- Deliver high levels of customer service internally and externally

**Applications, which should include a covering letter addressed to the Headmaster and a fully completed Application Form, should reach the School no later than Friday 25 November 2022 at 12 noon.**

***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. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***





**Job Title:** Short Course Coordinator

**Reports to:** Business Director

## THE ROLE

*The Short Course Coordinator will be responsible for managing existing short-term programmes, directing and developing high quality short-term programmes for the School. The role will include the planning and management of the Easter Revision, summer and other short course delivery, ensuring that programmes are smoothly handed over to centre managers during Easter and summer period. During the peak operational period, the short course coordinator will be on emergency call for their programmes, and must be prepared to provide a high level of out-of-hours management support.*

Key responsibility and capabilities are detailed below:

- Ownership of all short term programme provisions delivered by Kensington Park School in the UK and overseas. Portfolio currently consists of Kensington Park School Academic Summer School and Easter Revision Course.
- Create positive brand values and KSPs that can be transformed domestically and internationally.
- Recruit, cultivate and manage a leading team of summer, Easter and other short-term programme staff in academic, activity and administration roles with Business Director and HR department.
- Ensure effective planning and frequent, structured communication with all internal stakeholders of the business units for which the post holder is responsible.
- Liaise with academic and operational staff across the School to ensure high quality delivery in all academic and non-academic components of student experience.
- Work closely with Business Director to agree a budgeting structure and process.
- Work with Admissions and Marketing team to drive sales and input into the implement of sales and marketing plans for domestic and international markets.
- Input into course content, pricing strategies and programme positioning.
- Ensure safety of all students and staff through the implementation of safeguarding processes and procedures.
- Student and staff Welfare: responsibility for welfare of students and staff including Child Protection, Welfare and safeguarding
- Work with the School's Compliance Team to ensure that the programme deliver is in line with expectations of the UKVI and other accrediting bodies.
- Undertake domestic and international travel as required by the School.
- Monitor the quality of student and staff experience through regular surveys.
- Establish mechanisms for measuring student outcomes on all programmes and develop processes for feeding back to agents and parents.
- Ensure accuracy of marketing materials with regard to reality of delivery in the School
- Work closely with admissions team to improve pre-arrival communications to students, parents and agents.



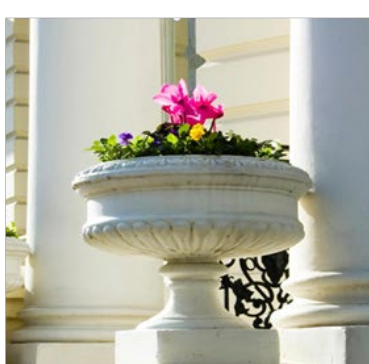
## Person specification

### Essential

- Experience in delivering on successful short term programmes.
- Excellent communication (written & verbal) skills in English.
- Management and administration skills and experience.
- Experience of managing budgets.
- Safeguarding, welfare and compliance knowledge.
- IT skills.
- Good people skills, cultural awareness and sensitivity.
- Strong work ethic, proactive, punctual and highly organised.
- Pride in delivery of work to high standards
- Attention to detail.
- Creative.
- Adaptable and versatile.
- Able to prioritise
- Enthusiastic and energetic.
- Educated to degree level or beyond.

### Desirable

- Experience of working on Easter Revision programmes.
- Experience of working on Summer Courses in London with intimate knowledge of the city and what it can offer visiting students.



# How to Apply



## Applications

An application form is available to download from the staff vacancy page of the school website: [www.kps.co.uk](http://www.kps.co.uk), or by emailing [vacancies@kps.co.uk](mailto:vacancies@kps.co.uk)

The closing date for applications is **12noon on Friday 25 November 2022**

Applications must be submitted in full by the advertised closing date for entries. Early applications are encouraged as they may 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, right to work in the UK and domicile.

All applications should consist of a covering letter addressed to the Headmaster and a fully completed application form. Please note that CV will not be accepted nor will incomplete application forms.

Applications may be submitted by email or posted to the School.

## School Contact Details:

Kensington Park School – Lower School  
40-44 Bark Place  
London  
W2 4AT  
+44 (0)20 7616 4400

Kensington Park School – Sixth Form  
59 Queen's Gate  
London  
SW7 5JP  
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Kensington Park  
SCHOOL



An independent day  
and boarding school for  
students aged 11-18 in the  
heart of London.

[www.kps.co.uk](http://www.kps.co.uk)