



Old Vicarage School

Information for Applicants

About the School

Old Vicarage School is a thriving independent day school for 250 girls aged between 3 and 11 years in Richmond, Surrey. The main school occupies a beautiful Grade 2* listed 'castle' in a quiet, residential area on Richmond Hill. The 'Little Vic' pre-school operates from a separate site close to the main School.

The School was assessed as excellent following the ISI's Focused Compliance and Educational Quality Inspection in June 2019. It is a Trust and a Registered Charity, run by a Board of Governors.

Old Vicarage aims to provide pupils with a firm foundation not just for the next stage of their education, but also for the rest of their lives. It is non-selective and yet achieves excellent results for the girls with many obtaining scholarships and exhibitions to leading senior schools. As well as attaining high academic standards, the girls build personal qualities of confidence, self-reliance and respect for others, so that they are fully prepared for the challenges and opportunities that lie ahead.

Our staff are committed professionals who have been appointed not just for their academic abilities, but because they demonstrate a real warmth and concern for young children. We aim to instil courtesy and common sense in a framework of firm but kindly discipline.

From Reception Class upwards, there is a two-form year group and class sizes are no more than 15 enabling a good pupil/teacher ratio. Children in the Upper and Lower Schools are taught in mixed ability classes although effective differentiation is expected.

- In the Lower School (Reception, Years 1 & 2), all the core subjects in the curriculum are taught by a Form Teacher. This gives the girls a fixed point of reference for their school day and so provides the security in which they can develop confidence and understanding.
- Pupils in the Upper School (Years 3 - 6) are taught by subject teachers although all core subjects in the curriculum are taught by a Form Teacher.
- In both the Upper and Lower Schools, specialist teachers are introduced for subjects such as PE & Games, Computing/ICT, Music, French and Art/DT.

Pupils are offered many opportunities to develop skills and talents through art, music, drama and sport and a wide range of after school activities such as chess, debating, yoga, origami, cheerleading, stop-motion animation, computer programming and Bollywood dancing. Each member of the teaching staff is asked to offer an after-school club activity each term.

The School provides pupils in Years 3 – 6 with their own iPads, there is an ICT Suite and each classroom has a computer and an interactive SMARTBoard TV with internet access. The School uses Firefly (VLE) and the ISAMS School Management Information system.

Digital Learning is embedded into all subject areas and staff have ongoing training to ensure that their use of technology is effective and enhances the learning experience for all pupils. There is a willingness to invest in new technology and the School employs a full-time IT systems support manager.

The School has a budget for CPD and provides a number of INSET training days over each academic year. Teaching and support staff are encouraged to attend appropriate courses offered by other organisations and are supported by the school.

Old Vicarage School Trust

48 Richmond Hill, Richmond upon Thames, Surrey TW10 6QX. Tel: 0208 940 0922 www.oldvicarageschool.com

Registered office: 48 Richmond Hill, Richmond upon Thames, Surrey TW10 6QX. Company Registration No. 1092758.

Headmistress: Mrs Gillian Linthwaite MA (Oxon). Registered Charity No. 312671.

The School parents' association, the 'Friends', is very supportive and raises money through regular events to enable the purchase of specialised equipment for classroom and sporting use.

Further information about Old Vicarage can be found on the school website: www.oldvicarageschool.com

Working at the School

All staff at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work.

We offer the following non-contractual benefits to staff:

Pension

The Teachers' Pension Scheme is currently offered to all teaching staff, although this may change in years to come. A money purchase scheme is offered to support staff.

Cycle to Work Scheme

Those staff on an employment contract of 12 months or more may purchase a bicycle to ride to work through the 'cycle to work' scheme.

Techserv Scheme

Those staff on an employment contract of 12 months or more may purchase discounted tech products and equipment (laptops, phones, pcs, tablets, software etc) through this scheme.

IPad

All teaching staff (and some support staff, depending on their role) are provided with a School iPad.

Lunches, Drinks & Snacks

Staff are provided with a complimentary lunch in a staff dining room. A range of hot and cold meals are offered.

Tea, coffee, fruit, and biscuits are provided for staff (in the staffroom) throughout the day.

Staff Wellbeing

The School subscribes to the 'Education Support' Employee Assistance Programme, which provides a 24/7 confidential support and advisory service to all staff on a wide range of issues including emotional support and counselling, specialist information on work-life issues and financial and legal information.

Child Protection & Safeguarding

All members of staff are expected to be committed to the safeguarding and protection of children and will be expected show an understanding of the issues surrounding the safeguarding of children. All staff are required to follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

All School staff are subject to an enhanced DBS (Disclosure and Barring Scheme) check.

Last updated: May 2021