Kensington Park
SCHOOL

Candidate Brief

KENSINGTON PARK SCHOOL

TEACHER of
MANDARIN CHINESE
(Maternity Cover)

September 2019

Closing date:
12 pm, Thursday 21 March 2019



School Welcome

KENSINGTON PARK SCHOOL

Introduction

Kensington Park School opened in September 2018 and is a fantastic addition to the central London independent school scene.

The school operates across a split site either side of Kensington Gardens:

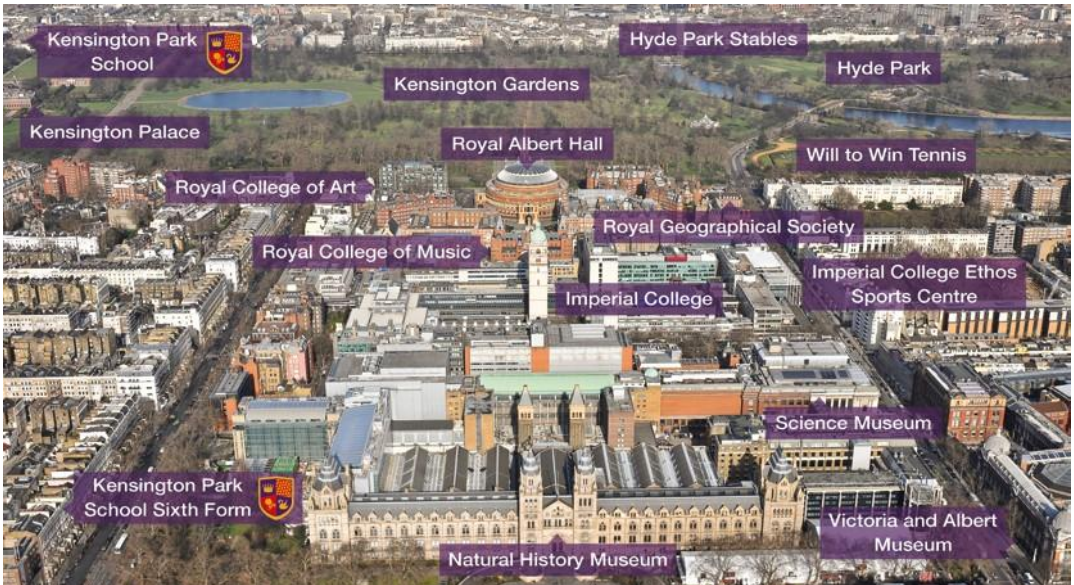
- The Lower School (years 7-11) is in Bayswater;
- The Sixth Form is located opposite the Natural History Museum.

Whilst many of our teachers have taught at some of the oldest and most traditional schools in the country – St Paul's School, St Paul's Girls' School, Godolphin and Latymer, City of London School for Girls, St John's Leatherhead and Winchester College to name but a few - the school's outlook on education is modern and dynamic. Our staff have long and successful track records helping their pupils to achieve outstanding GCSE and A Level results as well as giving professional advice on entry into the world's finest universities, including Oxbridge and the US Ivy League.

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 modern gym, pool and 9-metre climbing wall; and Will to Win Tennis: a superb tennis centre in Hyde Park. There is 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 environment which is managed 24 hours a 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.

In October 2018, having been open for only six weeks, the school was inspected by Ofsted and was found to be good or outstanding in all areas; a tremendous achievement for such a young school, and one we are all immensely proud of.







School Ethos

KENSINGTON PARK SCHOOL

Aims and Objectives

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.





Curriculum

KENSINGTON PARK SCHOOL

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.











Department Information

KENSINGTON PARK SCHOOL

Languages – Mandarin Chinese

We are seeking an inspirational and enthusiastic Mandarin Chinese Teacher to join our friendly department as maternity cover and support the school as it continues to expand, having opened last September 2018. The successful candidate will teach Years 7 – 11. In some cases, willing candidates who have experience teaching A Level may also be asked by the Headmaster to contribute towards teaching the Sixth Form.

The post is suitable for a skilled and experienced Mandarin Teacher, or for an ambitious person who is relatively new to teaching and who can see potential in making their mark on this new school.

You will be teaching at KPS Bark Place, W2 4AT: a purpose-built school building which underwent complete refurbishment throughout 2017 – 18. All of the classrooms are bright and spacious, with interactive whiteboards. Each pupil is given their own electronic device. The maximum classroom capacity is 15 pupils.

With relatively low pupil numbers in the first few years of the school being open, the department timetable is reduced and therefore the ability to offer another subject or specialism is an advantage but not a requirement. 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 and curling at Queen's ice rink!

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



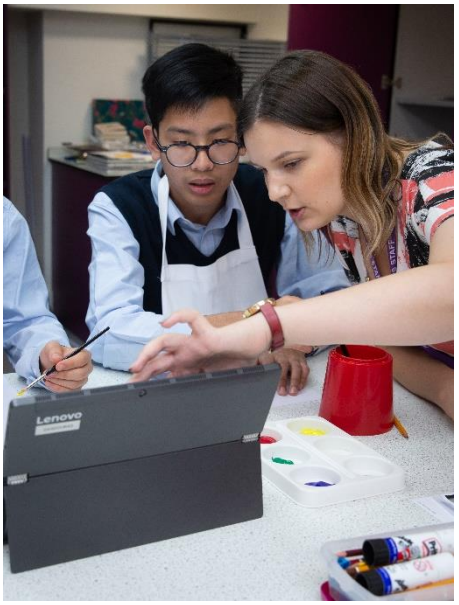
Person Specification

KENSINGTON PARK SCHOOL

Teacher Profile

The ideal candidate will

- Have a high level degree in the subject they will be teaching
- Have prior teaching experience of teaching
- 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
- Experience of teaching high ability students
- Practical and innovative approach
- IT literate to support teaching and learning

Job Description

Please see Annex A for the job specification descriptions for Teacher.



Benefits & Welfare

KENSINGTON PARK SCHOOL

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
- subsidised education at the school for the children of staff (subject to the usual entry requirements).
- 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 on request.

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.









How to Apply

KENSINGTON PARK SCHOOL

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 12 pm on Thursday 21 March 2019. 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.

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 7616 4400
Web: www.kps.co.uk

For further information please contact: recruitment@astrumeducation.com







Job description

Kensington Park SCHOOL

Job description

Job Title: **Teacher**

Reports to: Head of Faculty

Location: Kensington Park School Lower School

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) to GCSE (for the Lower School) and to A level at Kensington Park School Sixth Form;
- 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, 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 2018);
- 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
- Comply with the Data Protection Act 2018 (the UK's implementation of the General Data Protection Regulation, GDPR)
- 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 Management Team; and to comply with any reasonable request of the Headmaster/SMT.

February 2019 (PSV)