

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

## Job Application Pack

### Second in Charge of Science

Salary MPR/UPR Plus TLR 2a

Start date April or September 2020





## Dear Candidate

**I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS). We are a comprehensive secondary (11-16) academy which opened in the London Borough of Richmond upon Thames in 2017.**

We are seeking resilient and forward-thinking people to support me and my senior team realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

We have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. With 450 students across Years 7, 8 and 9 and next year growing to at least 600, the years which follow promise to be a very exciting time. Until 2021, when we are full, we will continue to grow into our permanent building and new sports centre. The school is uniquely situated on the Richmond Education and Enterprise Campus with Clarendon Special School, Capella House School, Richmond Upon Thames College, and from 2022, the Haymarket Media Group. By the time the College moves into their new building in Spring 2020, our founding Year 7 will be coming to the end of Year 9 and looking onward to their chosen Key Stage 4 programmes of study.

Starting a school from scratch is a once-in-a-lifetime opportunity that takes commitment, dynamism and a collaborative approach to working together to create something extraordinary. We recruit excellent staff and provide the professional development that they need to guide their endeavours for excellence as we know that building an exceptional school relies on our ability to inspire and nurture a phenomenal team of staff.

Working closely with me, you will help to shape the strategic direction of the school through a focus on raising attainment and progress for all students. You will benefit from working with a strong and dedicated team of staff fully committed to ensuring that all students achieve excellence through endeavour.

I hope that you will be able to see your place in this story and come forward to apply for this fantastic role.

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions that you may have prior to submitting your application; contact Barbara Munro, PA to the Head Teacher on 0208 891 2985 or [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

A handwritten signature in black ink, appearing to be 'K Dooley', written in a cursive style.

Kelly Dooley  
**Head Teacher - The Richmond upon Thames School**

## Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website.

[www.richmonduponthamesschool.org.uk](http://www.richmonduponthamesschool.org.uk)

## School visit

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions that you may have prior to submitting your application; contact Barbara Munro, PA to the Head Teacher on 0208 891 2985 or [pa@arts.richmond.sch.uk](mailto:pa@arts.richmond.sch.uk) to arrange a suitable time.

## Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

1. How have your experiences to date prepared you for this post?
2. How have you enhanced the wider life of your current or previous school/s?
3. How will you ensure excellent academic outcomes for students of all abilities?
4. If appointed, how will your personal and professional qualities benefit the staff and students at The Richmond upon Thames School?

## Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

## Interview

To be confirmed

## Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Our motto

# *Excellence Through Endeavour*



## Our school

**RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits five forms of entry (150 children) per year.**

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees; all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, and will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before-and after-school clubs, holiday activities, sports facilities hire and adult evening classes.





## Our campus and facilities

**RTS is located in a new, purpose built building, and Clarendon School's secondary students as well as Capella House students are located in accommodation adjoining RTS's building.**

**A newly built Richmond upon Thames College and Haymarket tech hub, for up to 20 of their technical staff will, together with the schools, make up the Richmond Education and Enterprise Campus.**

When complete, RTS's outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football, and in 2020/21 our a four-court double-height Sports Hall will open.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally; and this will bring an exciting additional dimension to our school.



**Richmond upon  
Thames College**

### Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



**haymarket®**

### Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



### Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



### Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the school to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."





## Job Advert

**Start date:** April or September 2020

We are looking to appoint a dynamic and enthusiastic Second in Charge to support the Senior Leadership Team realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

### We are seeking individuals who:

- Have clear values and moral purpose, focused on ensuring excellent educational outcomes for all students
- Can communicate effectively, both in writing and verbally, and build positive relationships with all stakeholders
- Have a track record as an outstanding classroom practitioner
- Have proven experience of empowering students and staff to achieve their best
- Can demonstrate high degrees of personal integrity, creativity and resilience
- Have experience of developing their own expertise and skills, and that of those around them
- Have strong organisational and ICT skills

Through our School Trust Partnerships, we will provide you with the support needed for your ongoing professional growth and development.

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher on 0208 891 2985 or [pa@rts.richmond.sch.uk](mailto:pa@rts.richmond.sch.uk) to arrange a suitable time.



RTS opened to 150 Year 7s in September 2017, growing by 150 year on year until full. We are an 11-16 mixed school with an open admissions criteria. The school will be co-located with the Haymarket Media Group tech hub, Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus ([www.reec.org.uk](http://www.reec.org.uk)).

*The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.*



## Job description

**Job  
Report to  
Line management**

**Second in Charge  
Curriculum Leader  
In line with the job description**

### Overall Job Purpose

- To support the Curriculum Leader in establishing and developing a distinct vision and ethos for the subject that successfully articulates the central vision, ethos and moral purpose of The Richmond upon Thames School.
- To support the leadership and development of the curriculum in their specialist subject area that:
  - challenges, motivates and inspires students from the very first day of Year 7
  - inculcates a sophisticated understanding and profound appreciation of the subject
  - provides a seamless transition from KS2 and
  - ensures excellent academic progress for students of all abilities.

### Curriculum Development and Leadership

- Support the development of an academic, broad, balanced curriculum in the specialist subject area, developing aims, objectives, schemes of work
- Nurture a profound appreciation for your subject in all students at RTS
- Use your understanding of the KS2 curriculum, GCSE and A Level success to ensure that the curriculum is appropriately pitched and differentiated to challenge all students
- Analyse and evaluate pupil performance in assessments, engaging with external moderation with other schools and beyond to ensure accuracy
- Support of the Curriculum Leader, to develop and implement effective assessment, monitoring and tracking procedures in the specialist subject area
- To contribute to the process and production of the school development and improvement plan with particular focus in the subject area and wider partnership links
- To fully support whole school policy decisions, contribute wholeheartedly to their implementation and help to sustain their review and further development
- To demonstrate a full commitment to equality of opportunity for all members of the school community
- To line manage, support and contribute to the continuing professional development and effective performance management and development of staff relevant to the post
- To play a full, positive and active part in the life of the school community, to support its vision and ethos and encourage and support all staff and students to follow this example

### Leadership of Teaching and Learning

- To develop teaching and learning approaches and resources in line with the Teaching and Learning Policy and work with other staff to implement developments and improvements
- To teach effectively using innovation to engage students and achieve good or excellent pupil outcomes
- To remain up to date with national trends and changes in education and in specialist area(s) and implement developments in curriculum design and delivery to reflect these
- Where appropriate, to mentor staff new to teaching, staff undertaking teacher training programmes and other staff as appropriate
- To develop and maintain the learning environment in line with RTS's values
- To target and monitor individual pupil progress and use data proactively to identify and drive individual and group improvement to maximise achievement
- To propose development actions based on assessment to the DHT Curriculum
- To regularly assess and review individual pupil's progress and achievement and to communicate effectively with parents/carers in line with RTS procedures and values
- To provide parents/carers with information about your specialist guidance to support students beyond the classroom
- To contribute fully to the school's wider learning curriculum, as an Academic tutor, leading co-curricular programmes, and pupil supervision duties as required.

# Job description

## Planning, Teaching and Class Management

Teach allocated students by planning teaching to achieve progression of learning through:

- Understanding and applying effective classroom management
- Understanding and applying a range of teaching strategies
- Positively targeting and supporting individual learning needs
- Maintaining high levels of behaviour and discipline
- Effectively using homework and other extra-curricular learning opportunities
- Demonstrating consistent progress, at least in line with expectations
- Working effectively with other adults in the classroom

## Monitoring, Assessment, Recording, Reporting

- Use performance data to evaluate students' progress and set appropriate targets for improvement
- Use assessment to inform planning and teaching
- Report on progress to all stakeholders

## Pastoral Duties (Student Support)

- Be an Academic Tutor to an assigned group of students
- Promote the general progress and well-being of individual students (Tutees) and of the group as a whole
- Liaise with key Pastoral staff to ensure the implementation of the School's student support system
- Register students using Arbor; ascertain reasons for absence; accompany students to assemblies; encourage their full attendance at all lessons and their participation in other aspects of the life of the Richmond upon Thames School
- Contribute to the preparation of action plans and progress files and other reports
- Be proactive in alerting appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- Actively communicate with parents of students and persons or bodies outside the School concerned with the welfare of individual students, after consultation with appropriate staff
- Contribute to PSE and wider-curriculum according to School policies
- Support academic progress and achievement, liaising with appropriate staff as required

## Other Professional Requirements

- Have a working knowledge of Teachers' Standards (September 2012) and legal liabilities
- Operate at all times within the stated policies and practices of the School
- Maintain an up-to-date knowledge of good practice in teaching techniques
- Know subject(s) or specialism(s) to enable effective teaching
- Take account of wider-curriculum developments
- Communicate learning objectives
- Contribute positively and effectively to ensure the personal development of every child
- Undertake professional development to enhance teaching and students' learning through:
  - Applying outcomes and identifying impact and
  - Sharing outcomes with colleagues
- Take responsibility for professional learning

## Other

- As a growing school, we anticipate changes to roles and responsibilities
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title
- RTS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



## Person specification

	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Good honours degree</li> <li>• Relevant teaching experience, with successful outcomes in public examinations</li> <li>• Experience of teaching the National Curriculum in your subject at Key Stages 3 and 4</li> <li>• Experience of leading a tutor group and student leadership programmes</li> <li>• An awareness of whole school issues</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant post-graduate study or qualifications</li> <li>• A current post holder within a curriculum / pastoral area or wider school responsibility</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of the requirements of the National Curriculum</li> <li>• An understanding of recent curriculum and teaching/learning developments</li> <li>• Experience of curriculum design (for example, writing schemes of work)</li> <li>• An understanding of the strategies required to motivate and enthuse all students across the ability range</li> <li>• An understanding of the processes and techniques required to assess, record and report students' learning effectively</li> <li>• Experience of the use of student results analysis outcomes to inform practice and target improvement</li> <li>• An understanding of the importance of, and a willingness to participate in, extra-curricular activities</li> <li>• An ability to work as a member of a team to promote coherent and agreed policies and practices</li> <li>• A degree of ICT literacy and an awareness of its potential</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of external value added measures</li> </ul>
<b>Educational Commitment</b>	<ul style="list-style-type: none"> <li>• Energy and reflectiveness in their own practice of relating to Teaching and Learning and Curriculum Development</li> <li>• A proven commitment to inclusion</li> <li>• A proven commitment to curriculum access and opportunity</li> <li>• A proven commitment to comprehensive education</li> <li>• A proven commitment to professional development</li> <li>• Willing to contribute to the rich life of the school, including its extra-curricular offer</li> <li>• To support the school unreservedly in its commitment to safeguarding and promoting the welfare of young people</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive use of professional development to develop quality of teaching / inclusion</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A strong commitment to and ability to articulate and model the values of the Richmond upon Thames School Trust</li> <li>• A firm approach to discipline, and good classroom management skills</li> <li>• An ability to work within, lead and motivate a team Is committed to the highest standards in all areas of school life (behaviour, academic, enrichment).</li> <li>• Has a strong grasp of contemporary educational issues</li> <li>• A proven team worker with a very strong commitment to collaboration</li> <li>• Has outstanding communication and inter-personal skills</li> <li>• Able to set challenging and achievable targets and ensure their delivery</li> <li>• Good time management</li> <li>• Willing to contribute to the rich life of the school, including its extra-curricular offer</li> <li>• Clarity of vision/strategic thinker</li> </ul>	<ul style="list-style-type: none"> <li>• Desire for further promotion and professional advancement</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Evidence of a broad range of continuing professional development over time, and a commitment to further development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of professional development relevant to this post.</li> </ul>

## Working At RTS

The school is well placed for excellent transport links whether travelling by foot, cycle, car, bus or train.

- There are ample secure cycle racks for staff to use (as well as staff showering facilities on site), as well as access to a 'Cycle to Work' scheme.
- The site also has a secure, controlled access car park for staff to use with direct access to the A316.
- The school is well served by local bus routes in all directions; and is within easy walking distance to Twickenham train station, which is in Zone 3 and well served by South Western Trains. The station is currently undergoing major redevelopment with a new station building and access due to open by Spring 2020.

There is a focus on developing community and positive staff wellbeing through

- Quiz nights;
- Free yoga and relaxation sessions;
- Staff-led fitness;
- Staff 'pique-nique' events;
- Seasonal gatherings;
- Free tea and coffee in the light and airy staff social room

Continuing professional development has a strong focus. There is an extensive programme available which extends to internal and external specialists, as well as partnerships with other educational and business providers.

Reciprocal school visits are encouraged with existing arrangements already in place.

Membership of a pension scheme is available.

The school has a two-week Autumn half-term break.

RTS is proud of its well established links within the community and has an active PTA. We welcome and encouraged local businesses and groups to join us during the annual Summer and Christmas Fairs.

### **The Richmond upon Thames School**

Egerton Road, Twickenham  
Middlesex, TW2 7SL

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**[www.richmonduponthamesschool.org.uk](http://www.richmonduponthamesschool.org.uk)**