

EXCELLENCE THROUGH ENDEAVOUR



The Richmond upon Thames School

Job Application Pack Curriculum Leader

Salary TLR 2B (£4,538)
Outer London

Start date: September 2019





Welcome

Dear Candidate,

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS), a recently opened 11-16 secondary school in Twickenham.

I was appointed as Head Teacher in February 2016 and started full-time on 1 September 2016. Our trustees, with the full support of our local community, have brought the school to the stage where it opened in 01 September 2017.

Since opening, through the unwavering commitment of our exceptionally skilled Staff, supportive Governing Body and Parents, we have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. RTS strives to be a dynamic centre of learning that is able to draw upon the opportunities provided through the unique partnership which was formed to create it.

At RTS we do not compromise on our commitment to ensuring excellent outcomes for all students. We believe that through a balanced combination of support, challenge and hard work we can all achieve beyond our expectations.

RTS is a partner of the innovative Richmond Education and Enterprise Campus development of existing Richmond upon Thames College site. The school and its founding students and staff moved into its permanent accommodation in summer 2018.

We are a growing school with 285 students across Year 7 and 8 and next year growing to at least 435. The years which follow promise to be a very exciting time as we grow into our permanent building and later our new sports centre.

Starting a school from scratch is an exceptional opportunity that takes commitment, dynamism and a collaborative approach to working together to create something very special. As a founding member of staff, this post will provide a unique blend of challenges and rewards but more so the opportunity to help shape the school from the start. Believe me, there is nothing like it!

If you would like to arrange an informal, confidential discussion before applying, please contact the School Office by email, pransley@rts.richmond.sch.uk.

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

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

School visit

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact the School Office by email, pransley@rts.richmond.sch.uk.

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 pupils 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 number of applications received we are unable to provide feedback to candidates who are not invited for interview.

Interview

Interviews 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 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 among our students, teachers, parents, and governors, 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, 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 in located in new 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.

Our 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 a four-court Sports Hall.

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

"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

"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

Curriculum Leader

Start date: September 2019

We are looking to appoint dynamic, committed and enthusiastic teachers to join the school as it enters its next phase of development. Whether continuing or starting your teaching career, joining RTS will provide a unique once in a lifetime opportunity to contribute to shaping a new school from scratch.

We are seeking individuals who:

- are motivated by strong moral purpose and ambition for every single student
- are passionate about their subject specialism and can offer a second subject
- are genuinely committed to teamwork
- have substance and credibility as a teacher

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

If you would like to arrange an informal, confidential discussion with the Head Teacher before applying, please contact the School Office by email - pransley@arts.richmond.sch.uk.



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).

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

Title:	Curriculum Leader
Reporting to:	Head Teacher
Line management of:	In line with the job description

Overall Job Purpose:

- To teach pupils in allocated classes in order to ensure that their learning is of the highest quality

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.

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Job description (continued)

Pastoral Duties (Student Support)

- Register students using Progresso; 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 PSHCEE 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 school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

October 2018

Person specification

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified Teacher Status - Degree or equivalent. • Good Honours degree - (First or Second Class). • Relevant teaching experience or teaching practice in the subject. • Experience of teaching a wide range of abilities. 	<ul style="list-style-type: none"> • Higher professional qualification. • Experience of pastoral/tutor role. • Ability to teach a second subject. • Relevant non-teaching experience.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments. • A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils. • Knowledge of current issues and recent developments in the curriculum area. • Capacity to use ICT as integral part of teaching. Knowledge and understanding of the value added agenda, including levels of progress. • Ability to lead initiatives, support the process of change and work effectively in a team. • Secure commitment to a clear aim and direction for the subject. • Understanding of equal opportunities issues and their application to work. 	<ul style="list-style-type: none"> • Understanding of particular needs of pupils with SEN. • Awareness of factors affecting language and learning across the curriculum. • Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm for the subject. • Ability to use own initiative. • A commitment to the vision of the school. • A commitment to inclusive education. • Ability to form good working relationships with pupils and staff. • High standards and expectations. • Ability to use pupil assessment data to raise achievement. • A willingness to contribute to wider-curricular activities. • Reliability and integrity. • A commitment to safeguarding and promoting of welfare of children issues. 	<ul style="list-style-type: none"> • A vision for the development of the department/subject. • A commitment to personal and professional development.



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