

EXCELLENCE THROUGH ENDEAVOUR



The Richmond upon Thames School

Job Application Pack

Deputy Head Teacher

Salary L19-23 - Outer London

Start date September 2019



The Richmond upon Thames School, Egerton Road, Twickenham, Middlesex, TW2 7SL



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 a resilient and forward-thinking leader to support me and my senior team to 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 285 students across Years 7 and 8 and next year growing to at least 435, 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, 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 in Year 9 and starting to consider their options for GCSE.

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 Portia Ransley, PA to the Head Teacher on 0208 891 2985 or 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 read 'K Dooley', with a small flourish at the end.

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

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 Portia Ransley, PA to the Head Teacher on 0208 891 2985 or pa@rts.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.**

- Why is your prior strategic leadership particularly relevant to the context of the post?
- What attracts you to the Richmond upon Thames School and this particular post?
- Why are you uniquely qualified for this role?
- If appointed, how will you ensure all staff and students can achieve 'excellence'?

Shortlisting

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

Interview

Wednesday 6 March and Friday 8 March 2019

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, 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 are 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
Building Futures ♦ Achieving Ambitions

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

"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

The Richmond upon Thames School seeks a dynamic and enthusiastic Deputy Head Teacher to support the Head Teacher 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 welcome interest from candidates who:

- Are aspiring to Headship within the next 5 years
- 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; contact Portia Ransley, PA to the Head Teacher on 0208 891 2985 or pa@rts.richmond.sch.uk to arrange a suitable time.

Closing date: **25 February 2019**



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

Job Scale Report to Line management	Deputy Head Teacher Leadership Pay Spine - Outer London Head Teacher In line with the job description
--	--

Overall Job Purpose:

- Responsible for the effective management and efficient administration of the day-to-day running of the school.
- Undertake the professional duties of the Deputy Head Teacher reasonably delegated to you by the Head Teacher
- Undertake the professional duties of the Head Teacher in the event of her absence from the school.
- In partnership with the Head Teacher and the Senior Leadership Team, to provide leadership of specific aspects of school improvement
- Assist the Head Teacher in seeking to achieve the highest standards of student achievement and school efficiency
- Communicate and promote the school's ethos, values and expectations
- Carry out the duties of this post in line with the remit outlined in the conditions of employment for Deputy Head Teachers and the school's own policy

There is scope for flexibility over the area of focus for the Deputy Head, dependent on the candidates experience and development needs.

Shaping the future

- Support the Head Teacher in: ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrate high levels of personal integrity and moral purpose in everyday work and practice
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Head Teacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others to develop their talents
- Contribute to creating a climate where excellence is the standard
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Work effectively with outside agencies and stakeholders to inform future action

Leading learning and teaching

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Head Teacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Support the Head Teacher to secure excellent teaching through monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Use your understanding of how students learn and of the core features of successful classroom practice and curriculum design
- With the Head Teacher, develop a rich curriculum which provides opportunities for all students to excel

Strengthening the community

- Work with the Head Teacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Lead the development of systems and process which promote a safe, calm and well-ordered environment for all students and staff
- Play a leading role in developing students' exemplary behaviour in school and in the wider society
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Job description

Securing accountability

- Support the Head Teacher to develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Promote and protect the health and safety welfare of students and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Support the Head Teacher's work with the Board of Trustees by providing information, objective advice and support, to enable it to meet its responsibilities
- Work with the Head Teacher to ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review
- Develop and present a coherent and accurate account of the school's performance to a range of audiences, including Trustees, parents and carers

Managing the organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its faculties
- Work with the Head Teacher to ensure that policies and practices take account of national and local circumstances, policies and initiatives
- Work with the Head Teacher to recruit, retain and deploy staff appropriately
- Work with the Head Teacher to manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Head Teacher

Staff development

- Regularly review own practice, set personal targets, and take responsibility for own personal development
- Challenge mainstream educational orthodoxies in the best interests of achieving excellence and makes use of evidence-led research to frame school improvement initiatives
- Manage own workload and that of others to allow an appropriate work/life balance

Reporting directly to the Head Teacher, the Deputy Head Teacher will take leadership over one or more key strands of the school's strategic planning and direction. *Specific strategic responsibilities may include:*

- Coordination of the day-to-day administration of the school
- With the Head Teacher, review and refine the Curriculum and how it is taught and assessed
- Strategic oversight of policies and procedures relating to ensuring exemplary teaching
- Promotion of academic excellence through implementation and monitoring of quality assurance mechanisms which impact positively on teaching and learning
- Working in partnership with the Assistant Head Teacher for teaching and learning:
 - to ensure professional development impacts positively on pedagogy and outstanding classroom practice
 - to lead and guide the work of identified leaders and teachers providing training, coaching and support as necessary
 - to monitor and evaluate the effective use of pupil premium funding
- Working in partnership with the Lead Practitioner for Data and Systems:
 - ensure that digital technologies are introduced effectively and that pedagogy embraces and develops with available technologies
- Strategic oversight of policies and procedures relating to ensuring exemplary Behaviour for Learning
- Working in partnership with the Assistant Head Teacher for student wellbeing:
 - to secure outstanding Behaviour for Learning
 - to monitor and evaluate the effectiveness of Alternative Provisions and specific intervention for targeted students
 - to monitor and evaluate strategies for developing British Values, SMSC, Emotional Wellbeing and Student Leadership
- Ensuring the Admissions policy and practice are in line with the DfE Admissions code

Notes

- In order to develop into a rounded highly functional senior leader it is expected that responsibility areas will change over time to give the full breadth of leadership skills in preparation for Headship
- 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 postholder, 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
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Honours degree at 2:1 or above 	<ul style="list-style-type: none"> • Relevant postgraduate study or qualifications
Experience	<ul style="list-style-type: none"> • Experience in more than one secondary school • Experience of promoting equality of opportunity. • Evidence of success in meeting a wide range of students' needs. • Experience of Curriculum or Pastoral leadership • Evidence of engaging a wide range of students in successful learning. • Proven record of improving student progress, raising academic standards and their attitudes to learning • Successful experience in a diverse/multicultural school settings • Successful experience in a significant curriculum or pastoral leadership and management role • Successful evidenced experience of managing budgets • Successful experience of leading the implementation of school improvement strategies • Successful experience of teaching experience across the full ability and age range 11-19 • Successful experience of working with and managing staff • Success in the management of change • Successful experience of working with a range of external agencies/partners • Successful experience with and communicating to Trustees, parents and local community 	<ul style="list-style-type: none"> • Successful experience in teaching more than one subject. • Successful experience of implementing digital technologies which have impacted positively on pedagogy.
Knowledge and skills	<ul style="list-style-type: none"> • Exemplary teaching skills • Exemplary communication skills, written, verbal and personal presentation • Exemplary behaviour management skills. • Excellent use of ICT in a management role. • Excellent time management. • Excellent knowledge of using school level data to improve students' and teachers' performance • Excellent knowledge of the processes of strategic leadership 	
Personal qualities	<ul style="list-style-type: none"> • Strong moral purpose and high levels of integrity • Self-confidence and humility • Belief in comprehensive education and the capability of every student to achieve and make progress. • Confidence and ability to make decisions • Motivation, persistence and determination • Personal commitment to inclusive education and the principles and practice of equality of opportunity • Personal presence and a positive, enthusiastic personality • Resilience and sense of humour • Readiness to self-evaluate and reflect and willingness to learn • Strong commitment to teamwork • Ambitious for yourself and others • Manage a good work-life balance 	
Professional development	<ul style="list-style-type: none"> • Evidence of a broad range of ongoing continuing professional development, and a commitment to further development 	<ul style="list-style-type: none"> • Professional development relevant to this post • Aspiring to Headship

The Richmond upon Thames School

Egerton Road, Twickenham

Middlesex, TW2 7SL

Email: info@arts.richmond.sch.uk

Tel: 020 8891 2985

www.richmonduponthameschool.org.uk