



RICHMOND HOUSE SCHOOL



Candidate Information Pack

Key Stage 2 Class Teacher (Fixed Term Maternity Cover)

Start Date: January 2027



THE SCHOOL

The School

Richmond House School is a non-selective independent preparatory school and nursery for children aged 2-11 years, situated in North Leeds. Our high calibre staff deliver an outstanding education that realises the unique potential of each and every pupil, and create an environment where children are happy to learn. The school benefits from 10 acres of playing fields which incorporates sports facilities and a dedicated outdoor learning area.

Our latest ISI Inspection in February 2025 confirmed that all Independent School Standards were met, highlighting key strengths:

"Pupils' wellbeing is prioritised, with PEAK values embedded in education."

"The curriculum supports good progress from different starting points, with pupils gaining knowledge and skills across all subjects."

"Pupils engage in a wide range of extracurricular activities."

"Pupils develop confidence, respect for others, and a mature understanding of their responsibilities in a diverse community."

Academic excellence is a critically important factor in our ongoing success and contributes to our high pass rate at 11+ examinations, with many pupils gaining scholarships. Many secondary schools describe our pupils as well prepared, independent learners with outstanding communication skills. We are non-selective and currently have over 240 pupils on roll. The school has a wide catchment area and children travel from a 10-mile radius.



Mission and Values

Our Mission

To provide an outstanding education, that realises the unique potential of every pupil, whilst ensuring the very best pastoral care.

Our Values

Our values are the norms, behaviours and beliefs that guide pupils and staff at Richmond House. Our values are as follows:

Participation – Actively engage in all opportunities presented, explore new interests, and embrace challenges.

Enjoyment – Adopt a positive mindset, approach things with a smile on your face, and aim to bring out the best in others.

Achievement – Work towards being the best version of yourself, recognising and celebrating your accomplishments and those of others.

Kindness – Consider the feelings of others, be polite, respectful, and honest, and extend a hand to those in need.

Our values can be abbreviated to the acronym 'PEAK'.



Participation | **E**njoyment | **A**chievement | **K**indness

Teaching and Learning

Staff are committed to giving each child the opportunity to develop into confident individuals, prepared for their future academic, social and emotional challenges when they leave us at the end of Year 6. We pride ourselves on realising the unique potential in every child and offer a challenging and varied curriculum. Alongside our Class Teachers, who deliver most of the National Curriculum subjects, we have several specialist teachers delivering Sport, Art, Design Technology, Drama, Music, Science, French, Spanish and Outdoor Learning.

The academic performance of each individual child is monitored on a regular basis and tracked through formative and summative assessments. We offer SENDCo support throughout school and our SENDCo works alongside classroom and subject specialists to deliver a joined up and personalised approach for each pupil that requires additional support.

We do not confine learning to the classroom and we incorporate many activities to complement our academic curriculum. Outdoor Learning forms a key part of our curriculum for all year groups, ensuring we make full use of our outside space and Yurt.



Pastoral, Wellbeing and Safeguarding

The pupil's wellbeing is central to everything we do at Richmond House. We believe that to be successful, we must be a happy school and we work closely with staff, parents and pupils to ensure the wellbeing and progress of all the children in our care. Central to this is our very own Wellbeing Wheel which plays a significant role in informing the planning of themed assemblies, PSHE lessons and whole school events.



Enrichment and Wraparound Care

We operate pre and after school care from 7.30am until 6.00pm daily, and additionally, have a school holiday club available to all our pupils. After school activities are extensive and include art, chess, musical theatre, netball, and rugby, to name but a few.

Trips and visitors also form an important part of school life and help to bring alive the curriculum.

The school has a strong sporting culture. Decorated triathletes, Alistair and Jonny Brownlee, are Richmond House alumni. Our extensive outdoor space facilitates a variety of sporting pursuits including cricket, cross country, football, hockey, netball, rounders, rugby and tennis. The opportunity for every child to participate from Nursery to Year 6, whatever their ability, is paramount, and the school operates an inclusive sports policy. Great emphasis is placed on involvement in activity and the encouragement of others. Our teams regularly compete against other schools in a wide variety of fixtures and tournaments with frequent success.



At Richmond House School we passionately believe that music is an intrinsic ingredient of a rounded education. Participating in singing, classroom collaborative activities, learning an instrument and being involved in Richmond House's eclectic array of musical extra-curricular activities, develops confidence, teamwork, communicative ability, and a life-long love of music. Our strong culture of music and drama creates opportunities for the whole school to come together to deliver outstanding performances. These performances include a Year 6 play, Harvest Festival, Christmas Concert, Spring Concert, nativities, and Prize Day performances.

Pupils are encouraged to learn an instrument, and over half of the children in the school have one to one music lessons, many of whom go on to join the school's Orchestra or Guitar Ensemble. Singing is also an important part of class music lessons throughout the school and many pupils are involved in one of our large Junior or Senior Choirs and our Jazz Choir. In the past our choirs have performed with the Yorkshire Philharmonic Choir.



THE ROLE

The Role

This is an exciting opportunity to join our school community as a Key Stage 2 Teacher on a fixed-term basis, providing maternity cover. The successful candidate is expected to join us in January 2027 and remain in post until December 2027, offering the opportunity to make a significant contribution to school life and pupil outcomes over an extended period. This position is offered specifically to cover a period of maternity leave and is therefore fixed-term.

Richmond House School is proud to offer a broad and varied curriculum together with an excellent co-curricular and enrichment programme. Experience in and passion for English, Humanities and Drama, would be advantageous.

All teachers are responsible for the supervision, guidance and care of pupils so that they develop academically, morally and socially. All teachers are to give such necessary support as to enable all to achieve their unique potential.

Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches will be undertaken for shortlisted candidates, and successful applicants are subject to an enhanced DBS check.

Main Purpose of the Job

This is an exciting opportunity for an inspirational and passionate teacher to join our wonderful team. The successful candidate will:

- Be an exceptional KS2 teacher across both core and foundation subjects
- Have an ability to adapt their teaching so that all learners may succeed
- Bring a subject expertise such as English and drama
- Be passionate to contribute to our enrichment curriculum
- Significantly contribute to our P.E.A.K values and ethos



Job Description

Core responsibilities of the role will include:

- To promote and safeguard the wellbeing of the pupils. To establish an effective system of care and control for the children in line with the established School Policies
- To plan and teach well-structured, engaging lessons to assigned classes, developing and following plans, curriculum and schemes of work
- To maintain class discipline, good manners, punctuality, in classrooms and around school, promoting good manners and consideration among pupils and ensuring high standards of personal appearance are adhered to by pupils, using the School's Behaviour Policy appropriately
- To mark attendance registers accurately and implement all relevant administrative routines as requested
- To ensure effective communication both internally and between school and home. Establish a good relationship with pupils by appropriate communication
- To become well acquainted with the record keeping required under the agreed policies and procedures of the School and to keep these records efficiently
- Be responsible for pupil progress within assigned classes, using school systems to inform any support and strategies for improvement which may be required. Responsible for monitoring and reporting to the Headteacher and parents the progress of pupils, to attend parents' evenings that involve the parents of those pupils taught by the teacher. To write reports at appropriate times
- To take a full part in staff rotas, duties, class assemblies and meetings. To undertake such duties before, during and after school as can be reasonably expected. To lead weekly extra-curricular clubs at lunchtime and after school as requested
- To participate in in-service training, as required. Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development
- Support of/attendance at school functions, including those organised by the Parents' Association, is expected
- To cover, if required, for absent colleagues
- To be responsible for the proper use and care of the furniture and fittings in the School and to report any problems pertaining thereto through the appropriate channels
- To be aware of all School routines and processes as detailed and updated from time to time in the Staff Handbook and other documents

- To interact on a professional level with colleagues to maintain productive relationships in order to improve the quality of teaching and learning in the School, and for the benefit of pupil's wellbeing
- All staff are expected to support the ethos of the School and encourage, by example, high standards of moral and social behaviour
- To move to the teaching of different year groups as required
- To be fully immersed in the wider life of the school, contributing to the whole school commitment to wellbeing of pupils and staff
- To undertake other duties within the school as may be reasonably expected, from time to time, without changing the general character of the duties or the level of responsibility entailed as required by the Headteacher

The job description and allocation of particular responsibilities may be amended by agreement between the Headteacher and the individual teacher from time to time.



Person Specification

Essential

- Committed to safeguarding principles and put the wellbeing of children and young people at the forefront of your work
- A good honours degree in a relevant subject, or equivalent
- A professional teaching qualification and/or QTS or equivalent (e.g. QTLS)
- Relevant teaching experience across the primary age range
- Excellent classroom practitioner with evidence of excellent outcomes for pupils
- Excellent planning and organisation skills. Experience of using a broad range of data and information to inform planning and to improve outcomes for pupils
- Awareness of and ability to flexibly use a range of teaching and learning strategies for improving the learning and achievement of all pupils
- Ability to communicate effectively to a range of stakeholders, including pupils, staff, parents and others
- Resilient, calm and tenacious under pressure
- Ability to create a stimulating and enthusiastic working environment
- Always promote positive behaviour with consistency and consideration for the aims and ethos of Richmond House School
- Build excellent relationships with children, parents and colleagues
- Friendly and approachable with a can-do mind-set
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience. Actively promote and embed understanding of equity, diversity and an inclusive culture

Desirable

- Experience in and passion for either English, Drama, Humanities
- Paediatric first aid trained would be desirable, and willing to undertake further training as necessary

Employment Benefits

The package will include:

- A competitive salary commensurate with experience of the successful candidate
- Where relevant, a fee remission for the successful candidate's children starting after the appointment
- CPD opportunities including four Inset days and comprehensive online training packages
- Competitive APTIS pension scheme, life assurance, and health cover, and salary sacrifice schemes for cycle to work
- Enhanced school holidays
- Lunches provided free of charge during term time

The expected end date of this Fixed Term role may vary depending on the return of the substantive postholder or if the maternity cover arrangement otherwise comes to an end. The role does not carry an entitlement to continued employment beyond the fixed-term period.



Application Process

Please download an application form from our website:

www.rhschool.org/contact-us/vacancies

Return to:

enquiries@rhschool.org

Application deadline:

9.00am Monday 28th September 2026

Interviews:

Tuesday 6th October 2026

Candidates are welcome to take up the opportunity of an informal visit, prior to submitting an application.

All applicants should submit a fully completed application form along with a supporting letter of no more than two sides of A4, indicating how your prior experience puts you in a strong position to be a contender for this role.

Successful candidates will be informed by Thursday 1st October and invited to attend an interview on Tuesday 6th October. The interview will consist of a formal panel interview, an in-tray exercise, and the delivery of a lesson.

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Richmond House School
170 Otley Road
Leeds
LS16 5LG

E: enquiries@rhschool.org

T: 0113 275 2670

W: www.rhschool.org