KING'S HOUSE SCHOOL
RICHMOND

Sports Department - University Placement



Welcome from the Head

Thank you for your interest in King's House School. I am very proud of our staff here at KHS, and we are a friendly and caring school with a strong sense of community, where pupils can thrive and flourish. The pastoral aspect of school life is at the heart of everything we do, and we pride ourselves on providing an inclusive environment that is both nurturing and challenging. I am proud of the supportive and collaborative culture at King's House, which helps staff and pupils to be the best they can be.

It is a joy to watch our pupils grow into confident young people, ambassadors for King's House when they leave us at 13+ to go onto a wide range of day and boarding Senior Schools. We value a broad and balanced academic education, enabling our pupils to develop their academic, social, sporting, emotional and artistic attributes.

We are committed to recruiting excellent staff across our teaching and non-teaching departments and King's House School Enterprises, with the opportunity to develop careers. You will be joining the school at an exciting time, when we are investing in our facilities to ensure an inspiring education for students for many years to come. In September 2024, the school moved to coeducation with girls currently in over half of our year groups.

I hope this provides you with a flavour of what life is like at King's House School, with a staff team who develop enthusiastic young people who can be relied upon to make a positive contribution in all areas of school life.

Mark Turner

Head



King's House School

King's House School was founded in Richmond in 1946 and has been a boys' prep school since then until September 2024, when girls joined for the first time as we move to co-education. The school operates on three sites in or around Kings Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for pupils from Year 4 to Year 8) is at 68 Kings Road, the Junior Department on its own site just down the hill, and the Nursery around the corner on Princes Road. The school also has a 35-acre sports ground just over Barnes Bridge, where there are numerous pitches, athletics facilities, cricket nets, tennis courts, two 3G pitches and all-weather pitch.

All children in the Nursery are guaranteed a place in Reception, and there are also small intakes at Years 3, 4 and 7. Pupils generally stay until 13 when they move on to a wide range of single-sex, co-ed, day and boarding schools, with a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, in Hedgehog Class (rising 3s), are based on the top floor and Squirrels and Rabbits Class (rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery, and the ground floor has an additional Woodland Library also used for small group activities and specialist teaching. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music, Drama and Copmuting departments.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry to Reception with about forty children in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum, but pupils do have lessons with specialist teachers for Music, languages, PE and Games and Computing. All children take swimming lessons at a local pool from Years 1 - 3, and the Early Years and Key Stage 1 regular use The Nest, the outdoor learning area the Sports Ground. Pupils have Games lessons at the Grounds from Year 1 once a week, and twice a week from Year 3.

Pupils move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, Astro turf pitch, two computer rooms, two science laboratories, a new design technology room and music area. There are three forms in each year group. Forms are mixed-ability in Years 4 - 6 with some subjects setted, and streamed in Years 7 and 8. Pupils experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the pupils follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the pupils are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concerts and many more performance opportunities for music, as well as numerous games fixtures and sporting activities. There are also outings for all years to enrich the curriculum, and from Year 3 residential trips in the summer term.

King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school. We cherish each pupil as an individual and provide them with the skills and mental resilience to succeed in whatever path they choose to take. Small class sizes means that we can get to know each child and identify their unique strengths, interests and passions.



The Role

We are looking for enthusiastic and creative people to join our team. You will work closely with our PE and Games department, support children individually and in lessons, in addition to a variety of other duties across the school.

How to apply: please complete the application form on our website https://kingshouseschool.org/application-form/

Closing Date: Rolling Recruitment
Start Date: 1st September 2027

- Salary: £22,902 per annum
- Reporting to: Head of Pastoral Care
- Free school lunches during term time
- Contract type: Full time, term-time only, fixed term contract (until 5th July 2028)
- Hours: Monday to Thursday 8am to 4:45pm, Fridays 7:45am to 4:45pm

We welcome early applications and will consider holding interviews before the closing date for strong candidates.





Job Description

Responsibilities

To include but not limited to:

A typical day will involve:

- Collect pupils from bus stop and walk them to JD/SD
- Playground Duty
- Work under the guidance of the Head of Learning Support in the Senior Department or Deputy Head of Junior Department in supporting children on a 1:1 basis or within lessons
- Work under the guidance of various departments (e.g. Games, Junior Department, Head
- of Learning Support or in the Administration of additional tasks)

Playground duties

- Make sure the pupils are safe. If the games they are playing are too dangerous, stop them.
- Look out for pupils who are on their own. If something appears to be amiss, take their name and report it to their form teacher.
- If a child is hurt, ensure they are able to see the school nurse.
- Take time to get to know the children, helping them interact with others.
- Circulate around the school if there is a wet break, reminding pupils to go to their form rooms.

Sports Department

- Coach Games sessions, with the support of the PE and Games staff
- Make sure the medical kit for each year is on the coach.
- Check with the Head of Sport that all the correct kit is going to the games field.

Learning Support Department:

- Help mark score whole school assessments.
- Support pupils with reading. The Sports Placement usually works with one or a number of children on a one to one basis for Maths or English.
- Working with the Head of Learning Development to work on the next steps for the phonics and the Toe-by-Toe programme.
- Occasionally, the Sports Placement will give one-on-one help in a class. The Sports Placement will support the pupil under the guidance of the class teacher.



Person Specification

The ideal candidate will have some or all of the following:

A keen interest in sport. Experience in playing or coaching one of our four main sports (Football, Rugby, Hockey and Cricket) would be an advantage. Any experience of playing or coaching Netball would also be beneficial. You also be punctual and flexible enough to be willing to undertake most tasks, in addition to working across all three departments.

Pupils:

- You must treat the pupils fairly, positively, and in a friendly manner but not as friends
- Use appropriate language and display good manners at all times
- Ensure you make it clear to the children that you are a member of staff and not their friends

Inappropriate pupil behaviour:

- Remain calm and follow the behaviour flowchart
- Refer to a member of staff for assistance

Dealing with Parents:

- Remain calm and professional
- Refer to a member of staff for assistance

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.

If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR Manager via email: towersey-veal.g@kingshouseschool.org or detail the adjustments in your application.



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