



**The Waldegrave Trust**  
Waldegrave School, Fifth Cross Road, Twickenham, TW2 5LH  
TEL: 020 8894 3244, FAX: 020 8893 3670

January 2018

Dear Applicant

**Teacher of Science with a specialism in Biology**  
**Full Time, Permanent**  
**Starting date: 1 September 2018**  
**MPS/UPS for Outer London with a potential for a TLR2b**

Thank you for your interest in the above post based at Waldegrave School. We are seeking a teacher of science who has a specialism in Biology. If you are an enthusiastic, innovative and dynamic teacher with the ability to work effectively with colleagues as part of a team, we eagerly await your application. You will be a key member of the department where colleagues work closely together to share good practice, develop the resources and support each other.

This pack includes the job description and person specification as well as information about the school and the department. Further information can be found on our website. We will use the person specification as the basis for the selection criteria. We welcome applications from either experienced or newly qualified teachers.

This is a fantastic opportunity to join our school as we build upon our success with excellent results at GCSE and A level, both of which contributed to us being awarded 'Comprehensive School of the Year 2016' by The Sunday Times. The school is also entering a new stage of development and joining a MAT with 3 other local secondary schools which will bring opportunities to collaborate and share best practice.

I hope you will decide to apply. Please download further details and an application form from the jobs page of our website [www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk). Please submit your application form addressed to the headteacher, Mrs Philippa Nunn by e-mail to: [jobs@waldegrave.org.uk](mailto:jobs@waldegrave.org.uk). In case of difficulty downloading the application form or information pack, please send an email to [jobs@waldegrave.org.uk](mailto:jobs@waldegrave.org.uk).

Closing date for receiving applications is by **noon on Monday 19 February 2018**.

The Waldegrave Trust is committed to safeguarding and promoting the welfare of students; We expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

May I wish you every success, and take this opportunity to thank you for the time and effort I know you will put in to your application.

Yours sincerely

Philippa Nunn  
Headteacher

## Please read these notes before completing the application form

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email. **Only applications submitted on the school's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

[jobs@waldegrave.org.uk](mailto:jobs@waldegrave.org.uk)

- You will be asked to sign a hard copy if you are appointed.
- Waldegrave Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

## Job Profile – Teacher of Biology

### Key Accountabilities

Accountable for the delivery of the specified curriculum

Accountable for maintaining a well-managed classroom

Accountable for keeping records on individual students

Accountable for health and safety and safeguarding of students

Accountable for having a professional commitment to teaching and their own professional development

### Key Tasks

- To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard to the individual needs of students;
  - to contribute to the development of schemes of work;
  - to implement relevant school policies in relation to the subject;
  - to mark work using assessment for learning techniques so that students make progress.
- 
- To have regard for the safety of students in line with the school's Health and Safety policy and routines, such as fire drill;
  - To maintain a tidy, organised and well-resourced classroom;
  - to maintain firm but clear discipline using school behaviour policy;
  - to ensure that the learning environment is stimulating through the display of students' work and other appropriate materials.
- 
- To keep a register of attendance at each lesson and to follow up non-attendance and lateness;
  - to set and mark homework in line with the school's policy;
  - to contribute to the school's assessment policy through the completion of interim grade sheets, student profiles, regular marking, attendance at Parents' Consultation Meetings, and any other report as necessary.
- 
- To contribute to the safeguarding of students and to child protection using the procedures outlined in school policies.
  - To ensure that health and safety policy and risk assessments are followed.
- 
- To attend regularly and punctually;
  - to update subject knowledge through external; and school based training;
  - to contribute to own professional development through performance review / observation;
  - to attend school meetings as per the calendar
  - to actively collaborate with other schools in the MAT

## Person Specification

### Qualifications

Essential:

- Qualified teacher status
- Graduate in Sciences, Biology or related subject

### Experience

Essential:

- Teaching or teaching practice in a secondary school

### Knowledge

Essential:

- Up to date knowledge of all aspects of the National Curriculum for Biology from Year 7 to KS5

### Skills

Essential:

- Good leadership, management, organisational and administrative skills
- Inter-personal relationship skills of a high order
- High level ICT skills including the use of interactive whiteboards
- Some experience of sixth form teaching

### Abilities

Essential:

- Ability to use a range of teaching styles appropriately
- Ability to enthuse students through excellent teaching
- Ability to use data and assessment for learning to raise achievement
- Ability to use ICT to raise achievement

### Qualities

Essential

- Enthusiasm for teaching and learning and for your subject
- Commitment to continuous professional development of yourself and others
- Be able to relate well to students and a commitment to positive and healthy outcomes for young people
- Be able to listen effectively and be sensitive to others
- A demonstrable commitment to the safeguarding of students and child protection
- A demonstrable commitment to equal opportunities

### Other

Essential:

- An excellent record of attendance
- A commitment to organising and running extra-curricular activities
- A commitment to working as a team
- Commitment to the school's ethos, aims and its whole community

*To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above. You may also be required to work in other local secondary schools within the Multi Academy Trust.*

## School Information – Waldegrave School

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16. Waldegrave introduced a sixth form in September 2014 which also welcomes boys.

The wider success of Waldegrave has been recognised in many different ways:

- Graded “outstanding” by Ofsted inspectors. (2007)
- 69% of students achieved A\*-B at A level in 2017
- 93% of students achieved at least 5 good passes including maths and English at grade 4 +; 50% of all grades at A\*/A or equivalent in 2017
- Sunday Times Parent power Top 11-16 school in the country 2011-2015 and Comprehensive of the Year 2016
- Designated a Teaching School (2011)
- Designated a Science College (2004)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award
- Investor in Careers

## Staffing

The school has a staff of 100 teachers, 15 technicians and curriculum support staff, 15 administrative staff and 3 premises staff. School lunches, grounds maintenance and cleaning are provided through competitive contracting. There is a strong commitment to training and professional development, and the work/life balance of all staff.

## Students

There are 1,030 students on roll, plus a further 290 enrolled in the sixth form. In recent years the number of applicants for places at Waldegrave has greatly exceeded the planned admission number. The students come from a wide range of religious, cultural, social and ethnic backgrounds. Approximately 20% of the students are from homes where English is not the first language, and there are 43 home languages other than English spoken amongst the students. The number of students entitled to free school meals is approximately 9%.

## Student Academic Achievement

We are very proud of our results at Waldegrave and we will continue to aim to achieve the very best results possible. Our results have been consistently high year on year (see 2017 headlines above) but we have students of all abilities and we celebrate the progress of every student. Our Progress 8 score in 2016 was 0.77 and we expect a similar outcome when calculated for 2017.

**Click [here](#) for further information on our exam results.**

## Curriculum

The curriculum at KS3 and KS4 is broad, balanced and differentiated so that the needs of individual students are met. Students are placed into eight all-ability tutor groups in years 7 to 11 and these form the basis of teaching groups. The vast majority of teaching is mixed ability and there is very little setting at any age. Home learning is set regularly and seen as an important extension to the curriculum. We offer a wide range of extra-curricular activities such as orchestras, choirs, sports clubs, drama club and maths and science drop in sessions. Regular productions and musical events are a part of the school calendar. All students in KS4 have a work experience placement. In our thriving and over-subscribed co-ed sixth form we offer an academic curriculum of A level subjects and have a consortium arrangement or some subjects with Teddington School.

### **Pastoral System and Student Voice**

The pastoral system at KS3 and KS4 is based on a year group support structure. Each year is divided into 8 mixed ability form classes of 27 students. Form tutors have the first responsibility for the welfare, progress and attendance of their tutor group. The School Council and Year Councils are led by students who meet regularly to discuss a wide range of issues. These forums provide an opportunity for students to voice their ideas and to influence any aspect of school life. A Head Girl and her Deputy Heads lead a team of senior prefects and perform duties on behalf of the whole school.

Sixth form students are in tutor groups of approximately 20 students and a Head Girl and Head Boy are elected to carry out responsibilities in relation to sixth form.

The school operates a house system which provides opportunities for students in all years to come together and participate in competitive competitions and charity events. Students also have opportunities to gain leadership skills within the house system and allows students to throw themselves into the life of the school and have fun.

### **Site and Buildings**

The school is set in spacious and attractive grounds; we have our own playing fields within the 14.5-acre site. The school has received significant investment over the past in a new sixth form block, dining room and sports hall, and a refurbished performing arts centre. There are well-equipped specialist facilities and good staff room facilities. There are twelve science labs and seven ICT suites.

### **Richmond West Schools Trust**

From Spring 2018 Waldegrave will be part of the Richmond West Schools Trust (RWST). This is a trust led by Waldegrave and Teddington schools to support the rapid improvement of Twickenham School and Hampton High. The aim of the Trust is to improve education for all learners in the Trust and to develop collaboration locally. Successful applicants will be active members of the multi-academy Trust and will help develop collaborative practices. We believe that this will bring great opportunities for staff and students in all four schools.

### **Information about Science at Waldegrave**

The science department is large and successful, and the staff are committed to developing the scientific interest of our students and providing the scientists of the future. Excellent teaching and learning is at the heart of the department and a wide variety of practical work, ICT and other resources are used to support this. Key focuses of the science department at Waldegrave include:

- Developing and encouraging a variety of teaching and learning styles within Science lessons.
- Regular use of Assessment for Learning (AFL) to set meaningful targets for students to raise achievement. A variety of assessments combined with target setting are used during science lessons to allow students to improve their achievement and prepare for exams.

- Keeping up to date with curriculum changes and adapting schemes of work and teaching and learning styles to fully meet the needs of these changes.
- Time to share good practice and further develop teaching and learning during department meetings.
- Cross curricular work with other subjects across the school.
- Promoting women as scientists and STEM subjects as careers.
- Use of extra-curricular activities, in school events and visits are used to enhance students' enjoyment of Science.