



WALDEGRAVE SCHOOL

Information Brochure for Prospective New Staff



Waldegrave
School



A WARM WELCOME TO WALDEGRAVE SCHOOL

Waldegrave comprises an 'Outstanding' (2018) comprehensive school for girls aged 11 to 16 years, together with a successful mixed sixth form of nearly 400 students. We are a school whose aim is that everyone enjoys learning, feels valued and experiences success.

We have approximately 150 staff which includes 87 teachers, 23 teaching assistants and welfare staff, 24 technicians and curriculum support staff, 18 administrative staff and 4 premises staff.

Our examination results are excellent and reflect the work of committed staff and students. We are proud that our progress 8 is 0.93 placing it in the top 3% of schools in UK. We have been awarded the World Class Schools accreditation and in 2023 were ranked 8th best comprehensive school in the UK (Sunday Times).

Our School Rule: Learning comes first: we show mutual respect and understanding for everyone though courteous and considerate behaviour at all times.

As a member of a training alliance, we deliver ITT in partnership with local universities and provide a strong ECT programme.

There is a strong commitment to training and professional development, as well as the work/life balance of all staff. The school has a newly refurbished staffroom providing freshly ground coffees as well as an excellent collaborative space. We have an active staff association who organise a range of events and outings.

Based in Twickenham, in the leafy London Borough of Richmond upon Thames, we are fortunate to be set in spacious and attractive grounds over a 14.5 acre site. The school has received significant investment over the last 5 years enjoying up to date and well invested departments, facilities and IT.

We value the diversity of our school community and our curriculum. Staff and students enjoy positive relationships. Students are enthusiastic about learning and have ambition to succeed, as a result behaviour is excellent. This atmosphere allows teachers to have autonomy and be innovative and is one of the main reasons so many staff choose to stay at the school.

Support staff are valued and respected, and work collaboratively with teaching staff. They are integral to our ability to provide a safe, and happy environment in which students can thrive.



O U R V I S I O N

To empower us all through:

- Great teaching and learning
- Positive relationships
- Being the best we can be
- Embracing the new
- Great leadership
- Being open-minded and respectful
- Sharing common values and practices
- Developing strong partnerships and by throwing ourselves into the life of the school

This is summarised using three words;

ENJOY

ACHIEVE

EMPOWER

"I am grateful to be part of the school and am confident it will help me succeed. My teachers are willing to help me outside of lessons/ school day hours. I feel comfortable talking to my form tutor as she's very friendly and kind and I am very happy in school" (Student)

SCHOOL FACILITIES

Waldegrave School has some outstanding facilities and is constantly looking at ways to further improve our working environment. Specialist facilities include 12 modern science laboratories, a large up-to-date sports hall, 2 computer suites, DT, art and CAD suites, performing arts centre and conference room.

The sixth form are mainly housed in their own, recently built block that overlooks our extensive playing fields and tennis/netball courts. We have recently invested in a learning centre for quiet study.

The site has a large, gated car park for staff and school visitors including accessible parking spaces. Many staff cycle and to support this, Waldegrave operates a cycle to work scheme and has sheltered bike racks.

Click [here](#) for a our school map and videos.



TRANSPORT LINKS



Address: Fifth Cross Road, Twickenham, Middlesex, TW2 5LH

Rail Links: Fulwell and Strawberry Hill train stations are nearby

Bus Links: Many bus routes serve the Waldegrave School area

STAFF DEVELOPMENT

Waldegrave School can offer you a collaborative community environment in which to develop your career. You will be surrounded by committed and supportive colleagues to help you progress professionally. We understand that staff are our most important resource and invest in excellent CPD at every stage of your career to enable you to develop and share your skills.

Waldegrave is part of a teaching hub and as a result has a wealth of experience of delivering and supporting a wide range of professional programmes including ITT/ECT/NPQML/NPQSL and apprenticeships. We also provide varied in-house CPD opportunities.

We believe that taking every opportunity to share good practice, new ideas and innovations, between all members of staff, is pivotal at every stage of your career and contributes to the success of the whole school. We use Lesson Study principles to ensure all staff are engaged in conversation about pedagogy.

The Teaching Alliance has developed many partnerships with Higher Education Institutions, providing opportunities for staff to develop as mentors and to contribute to the training and development of new entrants to the profession.

"I was apprehensive when I started at Waldegrave as I knew that I had a very steep learning curve ahead of me but I needn't have worried. From my first day, the staff made me welcome and were patient and supportive whilst I got to grips with my role. I received excellent on the job training and every day there was a new learning experience. I am so pleased I was invited to work at Waldegrave. I have learnt such a lot since I have been here, no two days are the same, the students are amazing and the kindness and support I have received from staff has made me feel part of the Waldegrave "family".



STAFF WELLBEING AND BENEFITS

Staff well-being is a priority and is at the heart of all our decisions. We want to ensure all our staff members are supported, listened to, and feel included and comfortable in the workplace. Our leadership team and your line manager will be available to work with you to support you throughout the academic year and answer any questions you have. You will also have a mentor when you first start who is integral to ensuring you settling into life at Waldegrave.

We are a Google school and training will be provided to ensure you can fully access and use the suite of software available. The embedded use of IT enables us to have more flexible, collaborative meetings, work remotely and reduce workload. We offer flexible working arrangements if suitable to the role.

Our canteen facilities are excellent and a real perk. The catering team cater for all dietary requirements and offer main meals, noodle/pasta pots, salads as well as grab and go items. It is not unusual to find regular treats in the staff room to go with our free tea, coffee and hot chocolate but to balance these we have a fitness suite available for your use and host after school fitness classes, e.g. zumba and yoga. As part of the Waldegrave team, you will also have access to:

THE STAFF ASSOCIATION

Waldegrave School has a wonderful staff association who offer support to all of our school staff. The association cares greatly about staff well-being and they organise regular social events which help to create a strong and supportive community environment amongst the staff.

WORKPLACE ASSISTANCE

Staff can access an Employee Assistance Programme (EAP), which offers free and independent help and support on a wide range of work, family and personal issues 24 hours a day, 365 days a year.

CYCLE SCHEME

We champion a cycle scheme here at Waldegrave School and we are always looking at ways to reduce our carbon footprint. The scheme is beneficial for staff who live locally and we encourage them to cycle with reduced rates on bikes and equipment.



TESTIMONIALS



"When I joined Waldegrave, what I noticed really quickly is how much you are trusted as a professional and how much your opinion matters. What's also great about this school is how friendly everyone is and how lovely the students are. The leadership team is also very supportive; they've helped me as much as they could have done."

"I feel proud knowing I work at a very inclusive and forward thinking school."



"When I first walked into Waldegrave on the day of my interview, I could tell that it was a school that I wanted to work in. The behaviour and ethos was outstanding, and the students were fully engaged and ready to learn."

"Waldegrave has provided me with great opportunities for personal development; I have been part of a group making whole-school decisions, attended excellent internal and external training and had the opportunity to take on additional responsibilities which are preparing me for promotion."



"Waldegrave is constantly seeking to adapt, improve and continue to develop in order to best equip the students for life in the modern world."



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

May 2024

Head of Year

Full time, Permanent Contract

Main Pay Scale to Upper Pay Scale plus TLR 2c, currently £7,847 per annum, for Outer London, depending on experience

Starting date: 1 September 2024

Thank you for your interest in the above post based at Waldegrave School. Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16 with a mixed Sixth Form, based in Twickenham. It is a school which prides itself on providing the best opportunities and outcomes for all its students. Waldegrave has a progress 8 score of 0.93 placing it in the top 3% of schools in the UK. It was recently ranked the 8th best Comprehensive school in the UK by the Sunday Times Parent Power Awards 2023.

We are looking to appoint an ambitious and hard-working candidate with proven pastoral success to join our school community. Your role as Head of Year will be to ensure that our students are well supported to help them achieve their personal best by ensuring that high expectations are met with regards to attendance, behaviour and achievement, whilst recognising and rewarding accomplishments. You will be supported in developing your leadership role with a programme of CPD and mentoring. Teachers of English or Maths would be seen as an advantage, although all subjects will be considered.

At Waldegrave, we encourage teachers and leaders to work collaboratively, whilst maintaining individual autonomy, to develop the curriculum and school to be the best it can be. We are a Googleschool and whilst maintaining the rigour of traditional learning we embrace the use of new technology to support this. Utilising this technology is also a key part of how we can work more collaboratively and improve communication as a school, supporting more flexible approaches to working. Behaviour for learning is strong and underpinned by clear policies and support for staff and students. Our inclusion and well-being teams are excellent and provide integrated support, care and understanding.

Closing date for applications is at noon on Tuesday 21 May with interviews currently scheduled for or Thursday 23 May 2024. However, we encourage early applicants as we reserve the right to interview and appoint before the closing date.

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 along with online and social media background checks for successful candidates.

JOB PROFILE: HEAD OF YEAR, TLR2c

Key Purpose: To create a climate for learning and to support progress, achievement and well-being

Accountable To: Leadership Team member for Year Group

Accountable For: Team of Form Tutors

| Key Accountabilities | Key Tasks |
|--|--|
| Leading the Year Group to promote student achievement | <ul style="list-style-type: none"> Promoting a sense of belonging and teamwork for students and staff in the Year Group Lead Year assemblies Chair the Year Group team meetings, ensuring agendas and action points are circulated Provide support for tutors in dealing with members of their form Provide support for tutors in dealing with parents / carers Ensure the professional development of themselves and their tutors in pastoral matters |
| Accountable for the educational progress of students in the Year Group | <ul style="list-style-type: none"> Track progress of individual students and organise appropriate intervention and support for individuals and groups of students. Analyse attendance, punctuality and behaviour data and implement strategies leading to targeted improvement Oversee and attend late break detentions rota Analyse interim monitoring data for the Year group. After each monitoring, evaluate progress of all students and revise intervention plans. Feedback to LT Responsible for Data. Support the students in the Year Group with procedures and actions including academic tutoring and examinations in consultation with members of Leadership Team Oversee tutor reports Celebrate achievement eg in Year Group assemblies Build positive relationships to support learning and communicate with parents / carers regularly Provide reports and references on students Attend safeguarding meetings (if timetable allows) Liaise with external agencies to support students. Ensure Year Group information is relevant and up to date, e.g. website pages and noticeboards. Meet regularly with other Heads of Year to ensure consistency across all Year Groups. |

| | |
|---|---|
| <p>Accountable for leading, managing and developing an area of the curriculum</p> | <ul style="list-style-type: none"> • Be responsible for tutor programme support the Personal Development Curriculum • Promote student leadership across the year and student parliament • Engage student voice as part of quality assurance processes • Monitor tutor time regularly to ensure “What makes an outstanding tutor time at Waldegrave” is followed • Contribute to resources for tutor time activities • To promote equality and challenge discrimination • To ensure clear communication with parents, carers and all other stakeholders through the completion of interim grade sheets, student profiles, attendance at Parents’ Consultation Meetings, and any other report as necessary • Attend student safeguarding group • To implement relevant school policies • 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 attend regularly and punctually • To contribute to own professional development through performance review and observation • To attend and contribute to school meetings as per the calendar |
|---|---|

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.

PERSON SPECIFICATION: HEAD OF YEAR

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications: | | |
| Qualified teacher status | ✓ | |
| Graduate in main teaching subject | ✓ | |
| Experience | | |
| Teaching or teaching practice in a secondary school | ✓ | |
| Evidence of being an outstanding teacher | ✓ | |
| Evidence of being an excellent form tutor | ✓ | |
| Evidence of, and a commitment to, recent professional development | ✓ | |
| Evidence of effective monitoring of student progress and teaching and learning | ✓ | |
| Experience of leading and managing groups of staff | | ✓ |
| Knowledge, Skills & Abilities | | |
| Knowledge and understanding of assessment procedures at KS3, KS4 and KS5 | ✓ | |
| Ability to promote a positive attitude to learning and to school | ✓ | |
| Ability to manage a team of tutors and to liaise effectively with support staff | ✓ | |
| Ability to find solutions to complex problems | ✓ | |
| Understanding of restorative practices | | ✓ |
| Ability to enthuse students through excellent teaching | ✓ | |
| Good organisational and administrative skills | ✓ | |
| Excellent Interpersonal relationship skills | ✓ | |
| High level ICT skills including the use of interactive teaching software | ✓ | |
| Experience using Google Classroom | | ✓ |
| Ability to use a range of teaching styles appropriately | ✓ | |
| Ability to enthuse students through excellent teaching | ✓ | |
| Ability to use ICT to support innovative and effective teaching & learning | ✓ | |
| Qualities | | |
| Enthusiasm for teaching and learning and for your subject | ✓ | |
| Commitment to continuous professional development of yourself and others | ✓ | |
| A willingness to contribute to extracurricular activities | ✓ | |
| Be able to relate well to students and parents / carers and have 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 | | |
| An excellent record of attendance | ✓ | |
| A commitment to working as a team | ✓ | |
| Commitment to the school's ethos, aims and its whole community | ✓ | |

School Information – Waldegrave School

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16. In 2014 Waldegrave opened a co-educational sixth form which has gone from strength to strength

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

- Graded “outstanding” by Ofsted 2018.
- 70% of students achieved A*-B at A level, with 11% at A* in 2023
- 91% of students achieved at least 5 good passes including maths and English at grade 4+; 47% of all grades were at Grade 7 or above in 2023
- Our Progress 8 score of 0.93 places us in the top 3% of schools
- Sunday Times 8th Best Comprehensive School in the UK
- World Class School Award (2019, 2022)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award
- Ranked 8th Best Comprehensive in the country by the Sunday Times Parent Power Awards for 2023

Staffing

The school has a staff of 87 teachers, 24 technicians and curriculum support staff, 18 administrative staff, 23 Teaching Assistants and Welfare support staff and 4 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 1081 students on roll, plus a further 387 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 18% 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 in receipt of the pupil premium grant is approximately 8%.

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 but we have students of all abilities and we celebrate the progress of every student. 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. Homework 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, science club and sixth form lectures. Productions and musical events are a part of the school calendar. Careers education is an important part of our curriculum and 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.

Pastoral System and Student Voice

The pastoral system at KS3 and KS4 is based on a year group support structure. Students are in tutor groups of approximately 27 students and form tutors have the first responsibility for the

welfare, progress and attendance of their group. They are led by a Head of Year and Head of KS3 or KS4.

In KS3 and 4 there are a range of forums that provide an opportunity for students to voice their ideas and to influence any aspect of school life: A Head Girl and her Deputies lead a team of senior prefects and perform duties on behalf of the whole school. We have an active school parliament, with sub-committees including Ecotopia and Diversity & Inclusion, who contribute to on-going improvements to the school. The school also operates a house system which provides opportunities to gain leadership skills and also for students to come together and participate in competitive competitions and charity events or sometimes just for some fun.

Sixth form students are in tutor groups of approximately 24 students and tutors are led by Heads of Year and Head of Sixth Form. Student leadership roles include that of Head Girl and Head Boy who are elected to carry out responsibilities in relation to the sixth form. Sixth form students participate in volunteer work and, under the usual school arrangements, some would run clubs or provide support for individual students, or in lessons in the main school.

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. There are twelve science labs, several ICT suites and class sets of laptops available to book. We continue to invest in our facilities for staff and students.

Wellbeing

We take staff wellbeing seriously and have an Employee Assistance Programme which offers free counselling and advice. Waldegrave are a member of the Cycle to Work Scheme and have an active Staff Association who are there to help support staff as well as organise social events. There is a small gym on site that staff can use as well as weekly yoga classes. Being located in the greenest London borough we frequently have a staff cycle to work or enjoy jogging or walking around nearby Bushy Park in their leisure time.

Tea and coffee facilities are freely available to staff and regular doughnut drops and well-being breakfasts keep us all going. The food in our canteen is excellent and normally includes main dishes, salads, pasta and noodle pots and grab and go items for all dietary needs.

Our staff lanyards make life easier as they can be used to access school, to purchase food and for the photocopiers.

We have a friendly and welcoming staff and whole school and departmental events are very popular.

Diversity, Equality and Inclusion

Waldegrave is committed to promoting and celebrating a diverse, equal and inclusive community - a place where we can all be ourselves and succeed on merit. We do not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression or disability. We offer a range of family friendly and inclusive employment policies, flexible working arrangements and embrace staff feedback.

At Waldegrave, each of us contributes to inclusion—we all have a role to play. Our culture is the result of our behaviours, our personal commitment, how we collaborate and the ways that we courageously share our perspectives, encourage others to do the same, listen with patience and respect, and embrace open dialogue. We all thrive when we get this right.



Fifth Cross Road, Twickenham, Middlesex, TW2 5LH
Tel: 020 8894 3244 Email: info@waldegravesch.org

www.waldegrave.richmond.sch.uk