



WALDEGRAVE SCHOOL

Information Brochure for
Prospective New Staff



Waldegrave
School

Headteacher's Welcome



I would like to thank you for your interest in this post and look forward to receiving your application. The information pack containing the job description and person specification is attached at the end of this brochure. If you have any questions regarding the role, or the school, please give us a call on 020 8894 3244.

At Waldegrave we welcome students of all abilities and celebrate the diversity of cultures, backgrounds and talents which students, parents and staff bring to the school.

Waldegrave has much to offer young adults of the future. We set high standards of behaviour and have high expectations of all of our students. We are proud of the partnership we have with parents to ensure all students reach their full potential and enjoy school. Ofsted reported in 2018 that this is an outstanding school. Our examination results are excellent and reflect the work of committed staff and students. This success has placed the school on the Sunday Times Parent Power list for many years and in 2016 we were named Comprehensive school of the year.

Waldegrave School, however, has much more to offer than examination results. We firmly believe that the most successful students are those who really throw themselves into the life of the school. The opportunities here are many and varied and all students are encouraged to take responsibility for their own learning and make the most of leadership opportunities they are given both in and out of lessons.

Ms Elizabeth Tongue



A WARM WELCOME TO WALDEGRAVE SCHOOL

Waldegrave comprises an outstanding 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 164 staff made up of 92 teachers, 22 teaching assistants, 26 technicians and curriculum support staff, 24 administrative staff and 3 premises staff.

Our examination results are excellent and reflect the work of committed staff and students. Waldegrave was given an Outstanding by Ofsted in 2018 and we were awarded comprehensive school of the year in 2016 by The Sunday Times parent power tables. We have been awarded the World School accreditation.

There is a strong commitment to training and professional development, as well as the work/life balance of all staff.

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 recent investment including a new sixth form block, dining room and sports hall, and a refurbished performing arts centre. Departments enjoy well-equipped specialist facilities, good break and lunch areas, as well as collaborative spaces.

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.

"I joined Waldegrave school because of its outstanding local, and national, reputation. I wanted to work in a school which had high expectations of all pupils and an ethos which promoted inclusivity. It was also important to me, as an experienced teacher, that I could work collaboratively in a strong department whilst also maintaining independence to tweak lessons to suit my own teaching style."



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

Our school rule

Learning comes first: we show mutual respect and understanding for everyone, through courteous and considerate behaviour at all times.

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 and a newly refurbished conference room.

The sixth form are mainly housed in their own, recently built block that overlooks our extensive playing fields and tennis/netball courts.

There are large staff room facilities which include computer workspaces and a kitchen area while the staff well-being garden provides an excellent outdoor break area.

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.



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.

Having previously been a National Teaching School, Waldegrave is an active member of the the Wandle Teaching Hub. We have strong links with Higher Education Institutions providing opportunities for staff to develop as mentors and to contribute to the training and development of new entrants into the profession. Staff looking to further their own careers are encouraged and supported to participate in NPQ programmes. We also provide varied in-house CPD opportunities including a quick weekly teach meet that allows all staff to share best practice.

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

“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 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.



EMPLOYEE ASSISTANCE PROGRAMME

Staff can access the 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



"I joined Waldegrave this year and 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. I've also noticed within my first weeks at the school how supportive the parents are. The leadership team is also very supportive; they've helped me as much as they could have done."



"I joined Waldegrave in September 2020 as a Lead Teacher having spent time studying and working in other cities across the UK, I felt it was time for the move to the 'Big Smoke'. What could make the prospect of moving to London for a new job even more daunting? A global pandemic. I need not have worried. The staff at Waldegrave, both teaching and support, made me feel welcome immediately. The school strives to maintain a very reputable name for itself as one of the best in the community. This has helped me continually push myself to provide the very best education for the students. I feel proud knowing I work at a very inclusive and forward thinking school."



"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 at Waldegrave School



May 2023

PREMISES ASSISTANT

Permanent Contract

32 hours per week plus 25 days annual leave plus bank holidays

Actual Salary: £22,778 to £23,921 per annum, depending on experience (NJC4 point 7-10 - full time equivalent salary £25,626 to £26,912 per annum)

Start Date: 3 July 2023

Thank you for your interest in the above post based at Waldegrave School. We require a proactive and enthusiastic person to join our premises team to help maintain a clean, safe and well looked-after site. Our premises team consists of 4 people, led by the Head of Premises, all of whom work closely together to ensure the physical environment of the school premises is kept up to the highest standards.

Waldegrave is an outstanding and over-subscribed comprehensive school for girls aged 11 to 16, with a successful co-educational sixth form. We are a school whose aim is that everyone enjoys learning, feels valued and experiences success. We are a positive, supportive community with an active PTA, engaged student parliament and strong governing body.

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.

We value our staff and are committed to running a school in which staff can grow and progress in their careers. Having previously been a National Teaching School, Waldegrave is an active member of the Wandle Teaching Hub. We have strong links with Higher Education Institutions and staff at all levels in school support new entrants to the profession. Staff looking to further their own careers are encouraged and supported to participate in NPQ programmes. Our values, combined with enthusiasm and hard work, have proved to be successful in terms of our students consistently achieving outstanding results, an Ofsted "outstanding" rating (2018) and a keen student body and alumni who are proud to be Waldegrave students. In 2016 Waldegrave School was awarded 'Comprehensive School of the Year' by The Sunday Times and in 2019 achieved accreditation as a World Class School.

Closing date is noon, Monday 5 June 2023 with interviews currently scheduled to take place on Thursday 8 June 2023. However, we reserve the right to interview and appoint before the closing date so early applications are recommended.

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 thank you for the time and effort I know you will put into your application.

Yours sincerely



Elizabeth Tongue
Headteacher

Please read these notes before completing the application form

It will help us if you follow these instructions:

- You to apply electronically via the TES, Eteach our via the jobs page of our website, www.waldegrave.richmond.sch.uk
- Please include everything you wish the panel to consider on the form rather than in any separate document or covering email. CVs are not accepted. **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.
- 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 PREMISES ASSISTANT

Key Purpose: Maintaining a clean, safe and well looked-after site, and monitoring after school lettings on site

Accountable To: Senior Premises Assistant

Hours: 1.30pm - 7.30pm Mondays
 1.30pm - 9.00pm Tuesdays
 1.30pm - 9.00pm Wednesdays
 1.30pm - 8.00pm Thursdays
 1.30pm - 8.00pm Fridays

(Hours may change depending on need - there also may be some additional hours for school events)

Key Accountabilities	Key Tasks
Maintenance	<ul style="list-style-type: none"> • Taking responsibility for monitoring contractors on site including cleaning and ground maintenance; ensuring safety procedures are adhered to and work completed satisfactorily • Complete all weekly, monthly and annual statutory and best practice checks as instructed by the Head of Premises, School Business Manager or Headteacher • To monitor usage of electricity, water and other fuel taking such meter readings as may be required • To manage the relationship with third party contractors working on site • Maintaining in a safe and clean condition, suitable for their intended use, all premises equipment, tools and other aids • Taking all reasonable steps to eliminate all potential hazards arising from faulty or damaged surfaces, fixtures or fittings • Taking all appropriate action to ensure that drains, gullies and inspection chambers are kept free from blockages, and toilet pans and cisterns and urinals are properly maintained • Ensuring that all repairs and maintenance are carried out promptly • Ensuring that external hard surface areas are in a safe condition and reporting defects to the Head of Premises or School Business Manager • Ensuring as far as possible that arrangements are made to minimise the effects of any failures of heating and power, pending their proper repair • Replacing lamps, tubes, shades and diffusers in light fittings • Testing fire alarms and other systems as required by either the Head of Premises or School Business Manager • Replacing or resetting fuses, as necessary • Checking all expansion and header tanks, as appropriate • Responsibility for the re-setting of school clocks, including heating clocks, and the lesson change bell system • Regular (non-contract) grounds maintenance including the regular checking of the perimeter fence and the weeding of all hard standing areas.
Security	<ul style="list-style-type: none"> • As a keyholder to be responsible for the security of the school premises and to assist the School Business Manager keeping logs of other keyholders. • Acting as a key holder, and being called out when the school is closed, to deal with emergencies and/or problems on site

	<ul style="list-style-type: none"> • Responsible for supervision of the premises whilst other users are on the site, including opening and closing of the school and reporting any damage made to the fabric of the building, furniture and fittings • Use of two- way radio at all times, keeping the batteries topped up • Taking all reasonable steps to minimise loss or damage to the school premises and personnel • Ensuring all windows, doors and gates are opened and closed at appropriate times, including setting of burglar alarms and switching on/off of security lights • Summoning appropriate assistance in emergencies • Notifying either the Head of Premises or School Business Manager of any break-ins or theft from the school • Taking appropriate “make secure” action to minimise the risk of any further intrusions, pending the completion of permanent repairs • Securing all keys in a safe place • Arranging for access to the school by all authorised staff, contractors and other users of the site outside school hours • Ensuring that on-site parking arrangements are put into effect and maintained • Ensuring that hazardous materials are used and stored safely
Safety	<ul style="list-style-type: none"> • Maintain the site to a high standard. Check both the site and grounds and where necessary complete any repairs and if required call in external contractors as agreed with the Head of Premises and School Business Manager. • With the support of the Head of Premises and School Business Manager, oversee appropriately qualified contractors. • Ensuring that all work areas, particularly fire escape routes, are kept clear of obstructions • Ensuring that snow and ice are cleared to maintain access to all buildings for pedestrians and delivery/emergency vehicles • Keeping appropriate records of all incidents and making reports as necessary to either the Head of Premises and School Business Manager • Ensuring that all identified or suspected hazards are reported to the Senior Premises Assistant, and that temporary repairs are effected in order to make safe
Lettings	<ul style="list-style-type: none"> • Be the first point of contact for lettings on site, assisting with any furniture moves, ensuring all classrooms are tidy and back as normal before locking up.
Cleaning	<ul style="list-style-type: none"> • Advise the Head of Premises or Senior Premises Assistant in a timely manner of items that need ordering and purchasing of any cleaning equipment and materials and equipment required • Replenishing hand towels, toilet rolls and other consumables • Day to day involvement in monitoring contract cleaners and reporting defects to either to the Head of Premises and School Business Manager • Providing cleaning cover, as required, when cleaning contractors are not on site • Ensuring contractors dispose of waste, where appropriate
Porterage	<ul style="list-style-type: none"> • Ensuring that goods and materials are properly received and delivered within the school • Moving and distributing furniture and equipment, as required • Arranging for the disposal of items of redundant furniture, fittings and equipment, as directed by the Senior Premises Assistant

Personal and professional development	<ul style="list-style-type: none"> • To participate in any relevant training as identified through annual performance review and the School Improvement Plan. • Undertake training, as instructed by the Head of Premises and School Business Manager, in order to keep in line with Health and Safety legislation
General	<ul style="list-style-type: none"> • Ensuring that all caretaking duties are undertaken in accordance with Health and Safety legislation • Ensure we receive value for money in relation to repairs, equipment and materials purchased • defining materials and equipment required to carry out their duties, for which the Senior Premises Assistant will be responsible for the ordering and purchasing of all materials and equipment require • Assist the Head of Premises and School Business Manager with the management and maintenance of the school's mini-bus
Other duties	<ul style="list-style-type: none"> • Undertaking any other duties as requested by the Senior Premises Assistant, Head of Premises or SLT commensurate with the grading and responsibilities of the post • providing cover for the Senior Premises Assistant during holiday periods, which may require a temporary change in hours.

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

	Essential	Desirable
Qualifications:		
GCSE English Language and Mathematics, or equivalent	✓	
First Aid Qualification (training can be provided)		✓
Experience:		
Proven experience in DIY work, portering and/or cleaning	✓	
Experience of working in a school environment		✓
Experience of working in a team		✓
Skills & Abilities:		
Ability to communicate appropriately with students, staff and external lettings	✓	
An awareness of the need to treat all students equally and fairly and in a calm and sensitive manner	✓	
An awareness of the importance of using safe methods of work and the need to follow health and safety regulations	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Ability to prioritise tasks, work calmly and quickly under pressure and respond flexibly to changing demands	✓	
Good IT skills		✓
Qualities:		
A willingness to participate in training as required	✓	
A flexible approach and a willingness to work additional hours, in particular when other premises staff are on leave	✓	
Reliable, honest and trustworthy	✓	
A 'can do' attitude	✓	
Energy, enthusiasm and commitment	✓	
Commitment to being a role model for staff and students in relation to overall conduct, including dress code and timekeeping.	✓	

Commitment to continuing professional development of yourself and others	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
A demonstrable commitment to the safeguarding of students, child protection and equal opportunities	✓	
Commitment to the school's ethos, aims and its whole community	✓	
Other:		
Good health and attendance record	✓	
Sense of humour	✓	

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:

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

- Graded “outstanding” by Ofsted 2018.
- 80% of students achieved A*-B at A level in 2022
- 90% of students achieved at least 5 good passes including maths and English at grade 4 +;
54% of all grades were at Grade 7 or above in 2022
- World Class School Award (2019)
- Sunday Times Comprehensive of the Year 2016 and Parent Power Top 11-16 school in the
country 2011-2015
- 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 87 teachers, 38 technicians and curriculum support staff, 19 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 1067 students on roll, plus a further 395 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 in receipt of the pupil premium grant 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 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. Home learning is set regularly and seen as an important extension to the curriculum. We usually offer a wide range of extra-curricular activities such as orchestras, choirs, sports clubs, drama club and maths and science drop-in sessions. Productions and musical events are a part of the school calendar. All students in KS4 and KS5 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 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 and good staff room facilities. There are twelve science labs, several ICT suites and class sets of laptops available to book.

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, color, 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.



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School

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www.waldegrave.richmond.sch.uk