



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

January 2018

Dear Applicant

**Head of PE**  
**Temporary Contract, Full Time (Maternity Cover)**  
**Main or Upper Pay Scale for Outer London plus TLR 2c (currently £6,515)**  
**Start Date: 16 April 2018**

Thank you for your interest in the above post. Waldegrave School has a successful PE department, on and off the field, and requires a Head of Department who can continue to build upon its success. A passion for PE and students being physically active is paramount and we eagerly await applications from dynamic and innovative 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, this will bring opportunities to collaborate and share best practice. The post-holder will be pivotal in collaborating to create a successful PE curriculum across all schools in the MAT.

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.

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 Friday 2 February 2018**. Interviews may take place prior to 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.

May I wish you every success and thank you for the time and effort I know you will put into 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

**Key Purposes:** To promote /to assist in the promotion of high standards of teaching and learning across the subject/curriculum area  
To promote Health Education across the school

**Accountable to:** Assistant Headteacher

**Accountable For:** Staff and students in the curriculum area

### Key Accountabilities

- 1 Accountable for the educational progress of students across the subject/curriculum area
- 2 Accountable for leading, developing and enhancing the teaching of others
- 3 Accountable for leading, managing and developing the subject/curriculum area

### Key Tasks

- To monitor teaching and assessment across the department
- To analyse and review student progress across the department
- To take appropriate action to ensure consistent standards are set across all teaching groups
  
- To keep up to date with all initiatives and developments in teaching and in the subject
- To lead the department in implementing change
- To secure effective teaching by all members of the department through performance review, lesson observations, monitoring student progress, relevant in-service training and mentoring
- To plan and co-ordinate continuing professional development across the department
- To contribute to staff appointment and induction
- To ensure that all staff in the department receive appropriate support and training
- To set targets for improvement and monitor progress
- To ensure all staff are familiar with and implement “What is an Outstanding Lesson at Waldegrave”
  
- To plan the curriculum to meet the needs of all students
- To ensure the curriculum celebrates diversity and includes all students and a wide range of cultures
- To regularly review the curriculum to ensure it is appropriate for all students
- To ensure a wide range of after school activities for students of all abilities and in all year groups
- To promote opportunities for students to participate in physical activity at any level including as leaders for younger students both in the school and in our local community
- To actively collaborate with other schools in the MAT

*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](#).*

## Person Specification

Qualifications	<ul style="list-style-type: none"> <li>Graduate status / QTS</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Evidence of being a good to outstanding classroom teacher</li> <li>A minimum of 2 years' experience of teaching PE and Sport</li> <li>A minimum of two years' experience teaching up to A Level</li> <li>Evidence of being an excellent form tutor</li> <li>Evidence of monitoring student progress and teaching and learning</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Knowledge and understanding of your subject up to A Level and of assessment procedures at KS3, KS4 and KS5</li> <li>Ability to promote a positive attitude to learning and academic resilience in all students</li> <li>Ability to lead and manage other staff and to liaise effectively with support staff and teaching staff across the school</li> <li>Excellent communication skills</li> <li>Ability to use ICT effectively</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Enthusiasm for teaching and learning and for your subject</li> <li>Commitment to continuous professional development of yourself and others</li> <li>Be able to relate well to students and a commitment to positive and healthy outcomes for young people</li> <li>Be able to listen effectively and be sensitive to others</li> </ul>
Other	<ul style="list-style-type: none"> <li>Recognition of the importance of personal responsibility for health and safety</li> <li>A demonstrable commitment to the safeguarding of students and child protection</li> <li>A demonstrable commitment to equal opportunities</li> <li>Commitment to the school's ethos, aims and its whole community</li> <li>A willingness to take part in extra-curricular activities</li> </ul>

## 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 PE and Sport at Waldegrave**

This is a very successful department with many teams and individuals winning events on a wide range of sports in the last two years. Students are regularly selected to represent county teams and sometimes gain places in national squads. The department offers a wide range of extra-curricular activities. Please see our website for further details of PE successes, fixtures and results.

### **Accommodation and Resources**

The department has large outdoor field space with 3 Netball courts. Indoors, there is a 4 Badminton court Sports Hall with store cupboards, a mirrored dance studio, fitness suite, a large well equipped staff office and a disabled shower and toilet. The Sports Hall was built in 2014 and the fitness suite and dance studio were refurbished in 2015. The department has shared use of a large Hall (also used for assemblies, Music and Drama). It is marked with two badminton courts and is also used for health-related fitness and dance.

### **Staff**

Ms N Offord	Assistant Headteacher	PE	FT
Ms C Pipe	Head of PE	PE	FT
Ms G Lloyd	Deputy Head of PE	PE	FT
Mrs J Bashford	School Sport Co-ordinator and Head of Year 9	PE	FT
Ms C Cooke	PE, ICT		FT
Mrs J Hopping	PE, Science, PDC, Work-related learning co-ordinator		

### **Organisation & Setting**

#### **YEAR 7**

All girls are taught in tutor groups of mixed ability - average group size of 29 2 ppw.

#### **YEAR 8**

All girls are taught in tutor groups of mixed ability - average group size of 27 - 2 ppw.

#### **YEAR 9**

All groups are taught in tutor groups of mixed ability until Easter. Students then follow either GCSE Short course or continue with Core PE programme - average group size 25- 2 ppw.

#### **YEAR 10**

Approximately 25-30 students opt to take Edexcel Full course GCSE PE. This is run in an option block where students have one theory lesson and one practical lesson each week.

All students have one Core PE lesson each week. They can choose to follow the Edexcel GCSE Short course for Year 10 taking the final exam in May of Year 10. All other students follow a Core PE/Sports Leaders programme.

## **YEAR 11**

Approximately 25-30 students opt to take Edexcel Full course GCSE PE. This is run in an option block where students have 1 theory lesson and 1 practical lesson each week.

All students have one Core PE lesson each week and follow an option block programme where they select the activity they wish to participate in for half a term.

## **Sixth Form**

The Department offers A Level following the Edexcel syllabus. Students will take the AS Level in May of Year 12 and then choose whether to continue to the full A Level in Year 13.

Students in Year 12 and 13 can choose to participate in sporting activity during the enrichment programme which runs on a Wednesday afternoon. Activities run based on student interest and involve a mixture of competitive and recreational activities.