



The Waldegrave Trust

Waldegrave School, Fifth Cross
Road. Twickenham. TW2 5LH

March 2020

Dear Applicant

Teacher of Biology

Full Time, Permanent Contract

Main Pay Scale / Post Threshold Scale for Outer London, depending on experience

Starting date: 1 September 2020

Thank you for your interest in the above post based at Waldegrave School. Waldegrave is a school where everyone enjoys learning, feels valued and experiences success. We are a school that believes in a strong supportive community environment in which to grow and progress your career. This has led us to being graded as 'Outstanding' by Ofsted in 2018 and awarded 'Comprehensive School of the Year 2016' by The Sunday Times.

We are currently recruiting for a passionate Teacher of Biology who has the ability to teach up to A level. You will have an enthusiastic approach and promote your love of the subject to students by teaching engaging lessons which help them to understand the impact that Biology has throughout their lives. You will help contribute to our excellent practices and be part of an innovative and motivated department who share good practices and encourages new ideas. We welcome applications from either experienced or newly qualified teachers.

We 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. We take staff wellbeing seriously and have an Employee Assistance Programme which offers free counselling and advice.

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 an application form from the jobs page of our website www.waldegrave.richmond.sch.uk. Please submit your application form addressed to the headteacher, Ms Elizabeth Tongue by e-mail to: jobs@waldegrave.org.uk.

Closing date for applications is noon on Friday 27 March 2020. In light of current circumstances, interviews may be completed remotely, however school reserves the right to bring this date forward. Early applications are encouraged and will be reviewed upon receipt.

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



Elizabeth Tongue
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

- 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 at Key Stages 3,4 & 5 effectively, using a variety of styles and approaches, with regard to the individual needs of students
 - Identify underachieving students in Science and put appropriate intervention in place
 - To implement relevant school policies in relation to Science;
 - To mark work using assessment for learning techniques so that students make progress
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- 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 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
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- 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
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- To contribute to the safeguarding of students and to child protection using the procedures outlined in school policies
 - To ensure that the health and safety policy is adhered to and risk assessments are carried out
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- To attend regularly and punctually
 - To update subject knowledge through relevant training
 - To contribute to own professional development through performance review / observation
 - To attend all school meetings as per the calendar

Person Specification

Qualifications

- Essential:
- Recognised UK Qualified teacher status
 - Graduate in Biology or related sciences

Experience

- Essential:
- Teaching or teaching practice in a secondary school
- Desirable:
- Experience of teaching Biology up to and including KS5
 - Experience of teaching GCSE Chemistry and/or Physics

Knowledge

- Essential:
- Up to date knowledge of all aspects of the National Curriculum for science from KS3 through 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
 - Experience of sixth form teaching

Abilities

- Essential:
- Excellent classroom practitioner
 - Ability to enthuse students through excellent teaching
 - Ability to use data and assessment for learning to raise achievement
 - Co-ordinate coursework for GCSE & A level coursework
 - Work with science technicians to ensure chemistry practical equipment is up to date to meet curriculum needs

Qualities

- Essential
- Able to work effectively in a team with department colleagues
 - 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
 - Be a reflective practitioner and leader
 - 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 Biology enrichment programmes such as trips, visits, outside speakers

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.

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 2018.
- 71% of students achieved A*-B at A level in 2019
- 88% of students achieved at least 5 good passes including maths and English at grade 4 +; 50% of all grades were at Grade 7 or above in 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 88 teachers, 30 technicians and curriculum support staff, 22 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 1080 students on roll, plus a further 400 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 (see 2019 headlines above) but we have students of all abilities and we celebrate the progress of every student. Our Progress 8 score in 2019 was 0.83 and we expect a similar outcome when calculated for 2020.

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. 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. Form tutors have the first responsibility for the welfare, progress and attendance of their tutor group. And 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. One of their current projects is to develop Waldegrave as an eco-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. Students leadership roles include that of Head Girl and Head Boy who are elected to carry out responsibilities in relation to sixth form. Sixth form students participate in volunteer work and some run clubs or support in lessons on students 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.

Information about Science at Waldegrave

We have a large and successful science department at Waldegrave. The staff are committed to developing the scientific interest of all our students, helping to provide 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.