



WALDEGRAVE SCHOOL

Information Brochure for
Prospective New Staff



Waldegrave
School

Headteacher's Welcome



Waldegrave School is a wonderful place to work and study. All of us who work here are committed to ensuring that always remains true. We work closely with all members of the school to ensure that we are at the heart of our local community and serve it well.

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 led to us being awarded the World Class School accreditation in 2019 and 2022.

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.

We know that the success of our school relies on our exceptional staff. I hope that having read the information in this brochure you would like to join our school community. We are happy to receive applications from overseas candidates and have the ability to provide sponsorship.

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 0020 88940 3244.

Ms Elizabeth Tongue



A WARM WELCOME TO WALDEGRAVE SCHOOL

Waldegrave is a successful, over-subscribed comprehensive school for approximately 1070 girls aged 11 to 16, and has a mixed sixth form consisting of nearly 400 students. We are a school whose aim is that everyone enjoys learning, feels valued and experiences success.

We have approximately 137 staff made up of 82 teachers, 37 technicians and academic support staff along with 15 administrative staff and 3 premises staff.

Our examination results are excellent and reflect the work of committed staff and students, click here for further information on our exam results. Waldegrave was given an Outstanding by Ofsted in 2018 and been awarded the World Class School accreditation in 2019 and 2022, and continue to strive to provide the best for our students.

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 invested significantly over the years to improve our facilities. This has included a sixth form block, dining room and sports hall along with our refurbished Performing Arts block. We are continually investing in improvements throughout the school, for example our newly refurbishd staff room.

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, a modern conference room and a newly refurbished staff room with free tea and coffee and use of microwaves, fridges.

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

We have large staff workspaces plus a staff well-being garden which provides an excellent outdoor break area.

The site has a large, gated car park for staff and school visitors. Many staff cycle to work 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 NPQQ programmes. We also provide varied in-house CPD opportunities including opportunities that allows all staff to share best practice, along with excellent continued performance review using BlueSky.

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”.



S T A F F W E L L B E I N G A N D B E N E F I T

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. The school timetable and calendar is planned to support staff and manage their work load and wellbeing. We have early finishes on Friday afternoons, an extended October half term and, with scheduled Twilight INSETs, an extended summer holiday.

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. Along with free tea and coffee in the staff room, it is not unusual to find treats on a regular basis, but to balance these we have a fitness suite available for your use and after school fitness classes, e.g. yoga. As part of the Waldegrave team, you will also have access to the following services:

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.



C Y C L E S C H E M E

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.



T E S T I M O N I A L S



"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



Waldegrave School
Fifth Cross Road, Twickenham, Middlesex, TW2 5LH
Tel: 020 8894 3244 Fax: 020 8893 3670
Email: info@waldegravesch.org
www.waldegrave.richmond.sch.uk

JOB DESCRIPTION - MIDDAY LUNCHTIME SUPERVISOR

Part-time, Permanent contract

12.15-1.30pm Monday to Friday (we welcome applications from applicants who can work every day as well as applicants who are only able to work 3 or 4 lunch times a week)

6.25 hours per week during the school terms (38 weeks plus 2 days training)

Actual Salary: £3,640 to £3,700 per annum, depending on experience - NJC2 point 3-4 - full time equivalent salary £24,852 to £25,262 per annum (hourly rate = £13.24 to £13.46 per hour)

Start Date: As soon as possible

Thank you for your interest in the above post based at Waldegrave School. We are looking for an organised, independent and responsible person with good communication and interpersonal skills to help support the canteen staff to supervise and guide our students during the lunchtime break maintaining a safe and welcoming environment. We require a person who will promote our high standards of conduct and behaviour and have the health, safety and welfare of our students in mind at all times. This is a term time only role working Monday to Friday from 12.15pm to 1.30pm. We ideally would like someone to work every weekday however we would welcome applicants who can only work 3 or 4 days per week as well.

Closing date for this post is noon, Monday 2 October 2023 with interviews currently scheduled for Friday 5 October, however, we reserve the right to interview and appoint before the closing date so early applications are recommended.

JOB DESCRIPTION - MIDDAY LUNCHTIME SUPERVISOR

Key purpose: To support the supervision of students during the lunchtime break
Responsible To: Duty Team Leader

Duties and Responsibilities

General Duties	<ul style="list-style-type: none">• Assist with the management of the lunchtime queue in an orderly manner• Ensure students use in / out doors correctly• Ensure students clear their tables appropriately, taking responsibility to recycle• Ensure students behave in a safe and thoughtful manner throughout the lunch break• Clean up spillages or debris around the dining area where necessary• Ensure no plated food is taken out of the canteen• During the warmer months, move to supervise the field if necessary• Ensure litter is collected at the end of the lunchtime break• Assist the catering staff with wiping down tables and clearing the canteen at the end of the lunchtime break• Feedback and report on any concerning issues to Duty Team Leader
----------------	--

<p>Personal professional development and any other duties</p>	<ul style="list-style-type: none"> • Participating in any relevant training as identified through review and the School Improvement Plan, by Leadership Team or through review; • To work within and ensure staff and student compliance with the School Health and Safety Policy • To uphold the school's diversity policy and ethos, not discriminating in relation to race, colour, sex, age, gender identity, national origin, religion, sexual orientation and/or expression or disability. • Be aware of emergency procedures e.g. fire drill and know what action to take. • Respect confidentiality at all times. To carry out any such comparable duties as may be required by the school • Undertaking any other duties as requested commensurate with the grading and responsibilities of the post
---	---

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 - MIDDAY SUPERVISOR

	Essential	Desirable
Qualifications:		
Good spoken and written English	✓	
Experience:		
Experience of working with children or young people.		✓
Experience of working in a team.		✓
Abilities, skills, knowledge and understanding:		
Good organisational skills	✓	
Excellent communication and inter-personal skills	✓	
Willingness to be adaptable and flexible approach to working hours to meet the needs of the school	✓	
Ability to work constructively as part of a team	✓	
Ability to use own initiative and work independently	✓	
Ability to follow instructions accurately	✓	
An understanding of the need for confidentiality and an awareness of child protection issues.	✓	
The ability to prioritise tasks, work calmly and quickly under pressure and respond flexibly to changing demands.	✓	
The willingness to update skills and knowledge with changes in systems and technology.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Ability to manage groups of young people	✓	
First Aid Qualification or willingness to undertake training		✓
Qualities:		
Proven tact and diplomacy when dealing with adults and young people	✓	
Reliable, honest and trustworthy	✓	
Able to remain calm and cope with the unexpected	✓	
Commitment to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
Energy, enthusiasm and commitment	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to continuing professional development of yourself and others	✓	
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.	✓	
A commitment to working as a team	✓	



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.

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
- World Class School Accreditation (2019, 2022)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award

Staffing

The school has a staff of 92 teachers, 26 technicians and curriculum support staff, 24 administrative staff, 22 Teaching Assistants 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 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.



Waldegrave
School

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

www.waldegrave.richmond.sch.uk