



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

7 May 2021

Dear Applicant

**Lead teacher of Economics**

**(the ability to teach a second subject will be favourably received)**

**Full Time, Permanent Contract, (TLR 2a)**

**Main Pay Scale / Post Threshold Pay Scale for Outer London**

**Starting date: 1 September 2021**

Thank you for your interest in the above post based at Waldegrave School. We are currently recruiting for a passionate, knowledgeable and experienced teacher of Economics who is able to pass on their enthusiasm of the subject to their students. Economics is extremely popular at Waldegrave. The ability to teach another subject would be an advantage. In turn you will be part of an innovative and ambitious social sciences team that encourages and shares their knowledge and experience.

This pack includes the job description and person specification as well as information about the school. Further information can be found on our website. We will use the person specification as the basis for the selection criteria. We value the diversity of our school community and our curriculum; we are committed to ensuring our staff recruitment and development processes are reflective of this.

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 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.

We value our staff and are committed to running a school in which staff can grow and progress in their careers. We are a national teaching school and support the delivery of initial teacher education

and NPQML/NPQSL 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.

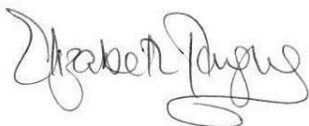
I hope you will decide to apply. We prefer you to apply electronically via the TES or eteach websites, alternatively, you can download an application form from the jobs page of our website [www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk) and submit your application form by e-mail to: [jobs@waldegravesch.org](mailto:jobs@waldegravesch.org).

**Closing date for applications is noon on Tuesday 18 May 2021 with interviews due to take place 21 May 2021, however we reserve the right to bring these dates forward and would therefore encourage early applications.**

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 into your application, particularly at a time when school leaders are under more pressure than ever.

Yours sincerely



Elizabeth Tongue  
Headteacher



## **Please read these notes before completing the application form**

It will help us if you follow these instructions:

- We prefer you to apply electronically via the TES or eteach websites, alternatively, you can download an application form from the jobs page of our website [www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk) and submit your application form by e-mail to: [jobs@waldegravesch.org](mailto:jobs@waldegravesch.org).
- 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.
- 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: Economics Teacher**

**Accountable to: Head of Social Sciences**

**Accountable For: Student progress and achievement in Economics**

### **Key Accountabilities**

### **Key Tasks**

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| 1 | Accountable for the effective delivery of the specified curriculum | <ul style="list-style-type: none"><li>• To plan a meaningful curriculum, keeping schemes of work up to date, drawing on latest research, specification changes and self-evaluation;</li><li>• To ensure the curriculum is representative, reflecting and celebrating diversity;</li><li>• To prepare appropriate material in order to deliver the curriculum effectively for Key Stage 5, using a variety of styles and approaches, with regard to the individual needs of students;</li><li>• To implement relevant school policies in relation to the subject;</li><li>• To mark work using assessment for learning techniques so that students make progress;</li><li>• To evaluate effective implementation of the curriculum through careful analysis of student progress data and outcomes;</li><li>• To implement strategies to support students at risk of underachieving and to close any attainment gaps;</li><li>• To seek out opportunities to enrich the curriculum through extra-curricular activities, trips and links with external organisations;</li><li>• To coordinate examination entries and manage moderation of mock examinations and assessments;</li><li>• To coordinate the Young Enterprise programme.</li></ul> |
| 2 | Accountable for maintaining a well-managed classroom               | <ul style="list-style-type: none"><li>• To maintain firm but clear discipline built on positive relationships with students and through the use of the school behaviour policy;</li><li>• To have regard for the safety of students in line with the school's Health and Safety policy and routines, such as fire drill;</li><li>• To maintain a tidy, organised and well-resourced classroom;</li><li>• To ensure that the learning environment is stimulating through the display of students' work and other appropriate materials.</li></ul>   |

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| 3 | Accountable for keeping records on individual students  | <ul style="list-style-type: none"><li>• To keep a register of attendance at each lesson and to follow up non-attendance and lateness;</li><li>• To set and mark homework in line with the school's policy;</li><li>• To implement 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.</li></ul>   |
| 4 | Accountable for health and safety and safeguarding of students  | <ul style="list-style-type: none"><li>• To contribute to the pastoral care of students in the role of form tutor;</li><li>• To contribute to the safeguarding of students and to child protection using the procedures outlined in school policies;</li><li>• To ensure that the school health and safety policy and risk assessments are followed.</li></ul>  |
| 5 | Accountable for having a professional commitment to the school, teaching and their own professional development | <ul style="list-style-type: none"><li>• To attend regularly and punctually;</li><li>• To update subject knowledge through external and school based training;</li><li>• To work collaboratively and engage professionally in dialogue about teaching and learning;</li><li>• To contribute to own professional development through performance review / observation;</li><li>• To support the professional development of colleagues including trainee and newly qualified teachers;</li><li>• To attend and contribute to school meetings as per the calendar;</li><li>• To support the wider life of the school through attendance at whole school events.</li></ul> |

## Person Specification

Essential

Desirable

### Qualifications

Qualified teacher status	√	
Graduate in main teaching subject		√

### Experience

Teaching or teaching practice in a secondary school	√	
Outstanding teacher	√	
KS5 teaching experience	√	

### Knowledge

Up to date knowledge of all aspects of the National Curriculum as it relates to your subject/s from Year 7 to A Level	√	
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### Skills

Good leadership, management, organisational and administrative skills	√	
Inter-personal relationship skills of a high order	√	
High level ICT skills including the use of interactive teaching software	√	

### Abilities

Ability to use a range of teaching styles appropriately	√	
Ability to enthuse students through excellent teaching	√	
Ability to use data and assessment for learning to raise achievement	√	
Ability to use ICT to support innovative and effective teaching & learning	√	

### Qualities

Enthusiasm for teaching and learning 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	√	
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 organising and running extra-curricular activities	√	
A commitment to working as a team	√	
Commitment to the school's ethos, aims and its whole community	√	

*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, consistently recognised in Parent Power List
- Designated a World Class School (2019)
- 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. We have also invested in new windows, roof and improved accessibility recently making the site a pleasant working environment for all. 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.

Since March 2020 the school has made significant adaptations to buildings and routines in order to limit the risk of spreading coronavirus. Each year group is in a “bubble” and each bubble is restricted to a specific area of the school. The school day is staggered to avoid all students arriving and leaving together. Break and lunch are also staggered. All lessons are made available via google classroom



for any student who is unable to attend. We will be keeping all adaptations under review and will adapt or ease where possible.

### **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.

### **Information about Economics at Waldegrave**

Economics is extremely at Waldegrave, currently operating two A Level classes in Y12 and Y13. We deliver the Edexcel specification and, pre Covid, achieved good results. We consider that Economics is an important post 16 subject because of its resonance with everything from geopolitics to the business world. The course at Waldegrave is equally popular with both girls and boys.