



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

March 2019

Dear Applicant

**Teacher of PE (TLR available for suitable candidate)**  
**Full Time, One Year Fixed Term Contract**  
**Main Pay Scale / Post Threshold Pay Scale for Outer London**  
**Starting date: 1 September 2019**

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 believe in a strong supportive environment. 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 and enthusiastic Teacher of PE for a one year fixed term contract. You will need to be dedicated in delivering both curriculum and extra-curricular activities. In turn you will be part of an innovative and ambitious department who encourages and promotes the benefits of physical activity. 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.

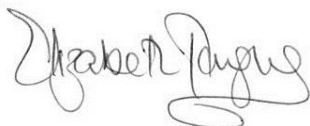
I hope you will decide to apply. Please download an application form from the jobs page of our website [www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk). Please submit your application form by e-mail to: [jobs@waldegrave.org.uk](mailto:jobs@waldegrave.org.uk).

**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 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 – PE Teacher

<b>Scale:</b>	<b>Main Pay Scale / Post Threshold Pay Scale</b>
<b>Key Purpose:</b>	<b>To fulfil the duties outlined in current legislation in line with the school's aim and policies</b>
<b>Accountable to:</b>	<b>Head or Deputy Head of Subject</b>
<b>Accountable For:</b>	<b>The students allocated to each lesson</b>

<b>Key Accountabilities</b>	<b>Key Tasks</b>
1 Accountable for the delivery of the specified curriculum	<ul style="list-style-type: none"> <li>▪ To prepare appropriate material in order to deliver the curriculum effectively, using a variety of styles and approaches, with regard to the individual needs of students;</li> <li>▪ to contribute to the development of schemes of work;</li> <li>▪ to implement relevant school policies in relation to the subject;</li> <li>▪ to mark work formatively in order that students are able to make progress.</li> </ul>
2 Accountable for maintaining a well-managed classroom	<ul style="list-style-type: none"> <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 firm but clear discipline using school and departmental systems of rewards and sanctions;</li> <li>▪ to ensure that the learning environment is stimulating through the display of students' work and other appropriate materials.</li> </ul>
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 contribute to the school's assessment policy through the completion of interim grade sheets, student profiles, regular marking, attendance at Parents' Consultation Evenings, and any other report as necessary.</li> </ul>
4 Accountable for having a professional commitment to 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 attendance on courses and by taking part in borough / school based INSET;</li> <li>▪ to contribute to their own appraisal;</li> <li>▪ to attend school meetings as per the calendar.</li> </ul>

## Person Specification

**Post:**           **Teacher**

**Scale:**           **Qualified Teachers' Pay Spine**

### Qualifications

- |            |                                     |
|------------|-------------------------------------|
| Essential: | ▪ Qualified teacher status          |
| Desirable: | ▪ Graduate in main teaching subject |

### Experience

- |            |   |
|------------|---|
| Essential: | ▪ Teaching or teaching practice in a secondary school |
|------------|---|

### Knowledge

- |            |   |
|------------|---|
| Essential: | ▪ Up to date knowledge of all aspects of the National Curriculum as it relates to your subject(s) from Year 7 to GCSE |
| Desirable  | ▪ An experience of teaching A Level PE  |

### Skills

- |            |   |
|------------|---|
| Essential: | <ul style="list-style-type: none"> <li>▪ Good leadership, management, organisational and administrative skills</li> <li>▪ Inter-personal relationship skills of a high order</li> <li>▪ High level ICT skills including the use of interactive whiteboards</li> </ul> |
|------------|---|

### Abilities

- |            |  |
|------------|--|
| Essential: | <ul style="list-style-type: none"> <li>▪ Ability to use a range of teaching styles appropriately</li> <li>▪ Ability to enthuse students through excellent teaching</li> <li>▪ Ability to use data and assessment for learning to raise achievement</li> <li>▪ Ability to use ICT to raise achievement</li> </ul> |
|------------|--|

### Qualities

- |           |  |
|-----------|--|
| Essential | <ul style="list-style-type: none"> <li>▪ A willingness to develop your own professional skills and knowledge</li> <li>▪ A demonstrable commitment to equality of opportunity and to teaching in a comprehensive school</li> <li>▪ Energy and enthusiasm</li> </ul> |
|-----------|--|

### Other

- |            |   |
|------------|---|
| Essential: | <ul style="list-style-type: none"> <li>▪ An excellent record of attendance</li> <li>▪ A commitment to organising and running extra-curricular activities</li> </ul> |
|------------|---|

*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 PE and Sport at Waldegrave**

We are a dynamic department who are as passionate about teaching and learning as we are about sport and physical activity. We collaborate and share good practice within the team in order to develop our expertise and knowledge while having positive impact on the learning outcomes of our students. We are open to trying new ideas and encourage staff to be innovative in their teaching. We are proactive in seeking CPD that can be shared and disseminated into the department. We actively seek out extra-curricular opportunities for our students to expand their experience of different sports and physical activity

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 that included sports on a competitive level and also for students seeking physical recreation for pleasure and enjoyment. Students are welcome to attend any club regardless of ability. 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 11	PE	FT
Ms C Cooke	Teacher of PE and PDC	PE	FT
Ms L Paterson	Teacher of PE and PDC	PE	FT

## 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 30-40 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 30-40 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 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.