



WALDEGRAVE SCHOOL

Information Brochure for Prospective New Staff



A WARM WELCOME TO WALDEGRAVE SCHOOL

Waldegrave comprises an 'Outstanding' (2018) comprehensive school for girls aged 11 to 16 years, together with a successful mixed sixth form of nearly 400 students. We are a school whose aim is that everyone enjoys learning, feels valued and experiences success.

We have approximately 150 staff which includes 87 teachers, 23 teaching assistants and welfare staff, 24 technicians and curriculum support staff, 18 administrative staff and 4 premises staff.

Our examination results are excellent and reflect the work of committed staff and students. We are proud that our progress 8 is 0.93 placing it in the top 3% of schools in UK. We have been awarded the World Class Schools accreditation and in 2023 were ranked 8th best comprehensive school in the UK (Sunday Times).

Our School Rule: Learning comes first: we show mutual respect and understanding for everyone though courteous and considerate behaviour at all times.

As a member of a training alliance, we deliver ITT in partnership with local universities and provide a strong ECT programme.

There is a strong commitment to training and professional development, as well as the work/life balance of all staff. The school has a newly refurbished staffroom providing freshly ground coffees as well as an excellent collaborative space. We have an active staff association who organise a range of events and outings.

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 received significant investment over the last 5 years enjoying up to date and well invested departments, facilities and IT.

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

"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)

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, DT, art and CAD suites, performing arts centre and conference room.

The sixth form are mainly housed in their own, recently built block that overlooks our extensive playing fields and tennis/netball courts. We have recently invested in a learning centre for quiet study.

The site has a large, gated car park for staff and school visitors including accessible parking spaces. Many staff cycle and to support this, Waldegrave operates a cycle to work scheme and has sheltered bike racks.

Click [here](#) for a our school map and videos.



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.

Waldegrave is part of a teaching hub and as a result has a wealth of experience of delivering and supporting a wide range of professional programmes including ITT/ECT/NPQML/NPQSL and apprenticeships. We also provide varied in-house CPD opportunities.

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.

The Teaching Alliance has developed many partnerships with Higher Education Institutions, providing opportunities for staff to develop as mentors and to contribute to the training and development of new entrants

"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".



STAFF WELLBEING AND BENEFITS

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. 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. It is not unusual to find regular treats in the staff room to go with our free tea, coffee and hot chocolate but to balance these we have a fitness suite available for your use and host after school fitness classes, e.g. zumba and yoga. As part of the Waldegrave team, you will also have access to:

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.

WORKPLACE ASSISTANCE

Staff can access an 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.

CYCLE SCHEME

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.



TESTIMONIALS



"When I joined Waldegrave, 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. The leadership team is also very supportive; they've helped me as much as they could have done."

"I feel proud knowing I work at a very inclusive and forward thinking school."



"When I first walked into Waldegrave on the day of my interview, I could tell that it was a school that I wanted to work in. The behaviour and ethos was outstanding, and the students were fully engaged and ready to learn."

"Waldegrave has provided me with great opportunities for personal development; I have been part of a group making whole-school decisions, attended excellent internal and external training and had the opportunity to take on additional responsibilities which are preparing me for promotion."



"Waldegrave is constantly seeking to adapt, improve and continue to develop in order to best equip the students for life in the modern world."

JOB DESCRIPTION - SIXTH FORM RECEPTIONIST

Part Time, Permanent Contract

13 hours per week, 42 weeks per year (3 days of which you will need to be available in August to assist with Sixth Form results day and enrolment)

Pro-rata Salary: £9,305 to £9,734 per annum, depending on experience

(NJC 4, point 7-10, full time equivalent salary £27,855 to £29,139 per annum)

Starting date: As soon as possible

Thank you for your interest in the above post based at Waldegrave School. Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16 with a mixed Sixth Form, based in Twickenham. It is a school which prides itself on providing the best opportunities and outcomes for all its students.

We are looking for an organised person to join our thriving Sixth Form. You will be the first point of contact for students and provide administrative support to the Sixth Form team. This includes recording attendance, providing student supervision, supporting trips, events and work placements. You will be expected to be available on A Level results and Enrolment days in August along with the occasional after school events such as open evenings.

Closing date for this post is noon, Tuesday 16th April 2024 with interviews currently scheduled to take place the week commencing 22nd April 2024. However, we reserve the right to interview and appoint before the closing date so early applications are recommended.

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.

Key Purpose: To support the Leadership Team Head of Hub and the relevant Hub Heads of Year with student administration and support and non-teaching supervision to cover absent teachers. Operational Line Management may be different.

Accountable to: Leadership Team Head of Hub and Hub Heads of Year

Terms and Conditions: It is anticipated that the nature of the role may require occasional twilight and evening commitments

Job Description

Key Accountabilities	Key Tasks
Administration of the sixth form	<ul style="list-style-type: none"> ● Maintain and promote the Sixth Form Study Base as a pleasant, quiet and disciplined learning environment which supports individual learning. ● Support the Sixth Form Officer to maintain the registers, identifying truancy and absences. Ensure they are completed daily. ● Monitor and triage emails, answer telephone enquiries promptly. ● Monitor the use of the ICT equipment and other devices e.g. photocopier, TV screens, chromebooks etc. and report any faults as necessary. Ensure the printers are fully stocked with paper. ● Ensure all chromebooks are returned to the trollies and a full set are accounted for each day. Issue penalty points to students who mistreat equipment. ● Update student data and files, including updating of SIMS records ● Provide admin support for events such as Careers Week, Apprenticeships, Medical Insights, enrolment and Oxbridge interviews. ● Accompany trips off site where appropriate such as UCAS Discovery event. ● Input data, update and maintain relevant databases ● Support the sixth form student officer in day to day administrative tasks for the sixth form such as registers, overtime, celebration assemblies ● Monitor student dress code and use of sixth form areas. Ensure the study base is free of rubbish and furniture is tidy. ● Administrative support for student assessment profiles ● Updating sixth form notice boards ● Liaise with support staff in the main school as necessary. ● General administration e.g. Filing, ensure photocopier is fully stocked, maintain a tidy office and Sixth form areas, including the kitchen etc. ● Communicate any messages to sixth form students ● Report any matters needing follow up to the Head of Sixth Form or other appropriate members of the team. ● Any other duties commensurate with the post and grade

Supporting students	<ul style="list-style-type: none"> • Assist in maintaining the Sixth Form Study Base and Learning Space to be a calm and orderly environment. • Supervise the shared study spaces, and café area and students on study support. • Support the administration around enrichment activities • Provide support for event administration and supervision of students • Provide First Aid when required (training will be provided)
Personal professional development and other duties	<ul style="list-style-type: none"> • Participate in any relevant training as identified through review and the School Improvement Plan • Keep up to date with sixth form matters • Undertake 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 - Sixth Form Receptionist

	Essential	Desirable
Qualifications:		
Good GCSE English Language and Mathematics or equivalent.	✓	
First Aid Qualification *training can be provided		✓
Experience:		
Experience of working with children or young people.	✓	
Experience of working in a team.	✓	
Experience of working in an office and of routine office procedures.	✓	
Abilities, skills, knowledge and understanding:		
Good organisational and administrative skills	✓	
Good, accurate IT skills and able to deliver an excellent standard in communications.	✓	
The ability to support the school's aim that students enjoy learning and to build positive relationships with students, staff, parents and other associated members of the school community.	✓	
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	✓	
Excellent inter-personal skills	✓	
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:		
An excellent record of attendance	✓	
A commitment of working as a team	✓	

School Information – Waldegrave School

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
- Our Progress 8 score of 0.93 places us in the top 3% of schools
- Sunday Times 8th Best Comprehensive School in the UK
- World Class School Award (2019, 2022)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award
- Progress 8 0.93, placing us in the top 3% nationally
- Ranked 8th Best Comprehensive in the country by the Sunday Times Parent Power Awards for 2023

Staffing

The school has a staff of 82 teachers, 37 technicians and academic 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 approximately 1070 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.

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.

We have a friendly and welcoming staff. In addition to team social events, the staff association organise events throughout the year to bring staff together. Our refurbished staff room provides staff with a peaceful space to enjoy breaks and lunches and socialise with colleagues. 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.

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.



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