



WALDEGRAVE SCHOOL

Information Brochure for
Prospective New Staff



Waldegrave
School



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 - DEPUTY DESIGNATED LEAD - SAFEGUARDING & WELLBEING

Part Time, Permanent Contract

35 hours per week, 41 weeks per year (Term Time + 2 weeks)

Pro-rata Salary: £32,545 to £33,414 per annum, depending on experience (NJC 7, point 23-25 full time equivalent salary, currently, £37,068 to £38,058 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. Waldegrave is in the top 3% of schools in the UK and was recently ranked 8th in the top 10 London comprehensive schools by the Sunday Times Parent Power Awards 2023.

We require an additional Deputy Designated Lead for Safeguarding and Wellbeing (DDL) to join our Welfare team. You will be working alongside our current DDL and our Designated Safeguarding Lead supporting our more vulnerable students to help them achieve their full potential. You will need to be a resilient, calm and organised person, as well as having excellent communication skills, be able to prioritise your workload and be relied upon for your confidentiality. In return you will be part of a busy, fun and supportive school community where staff wellbeing is of the utmost importance.

Waldegrave is 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.

Closing date for this post is 9am, Monday 24 March 2025 with interviews currently scheduled to take place on Thursday 27 March 2025. 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 along with online and social media checks for successful candidates.

Job Profile

Safeguarding & Wellbeing Officer: Deputy Designated Lead

Hours:	35 hours / week to be worked predominantly during term time. No holidays to be taken in term time
Key purpose:	To support the wellbeing and education of students across the school.
Responsible To:	Assistant Headteacher and Designated Safeguarding Lead
Terms and Conditions:	It is anticipated that the nature of the role will require occasional twilight and evening commitments

Key Accountabilities:	Key Tasks:
Core Role	<ul style="list-style-type: none"> • To hold delegated responsibilities on behalf of the Designated Safeguarding Lead including attendance at meetings and the recording and follow up actions to those meetings. • To support students who may be exhibiting social, emotional and mental health difficulties in school to achieve their full potential. • To support the social and emotional development of students and to help reduce their risk of harm on a day to day basis in school. • To support students to overcome their barriers to learning and maximise the opportunities provided for them • To support the Hub Manager, including devising and implementing strategies to improve the wellbeing, attendance and punctuality of students for whom the school has a safeguarding concern. • Working positively with families and other agencies, leading on Early Help support.
Working with students	<ul style="list-style-type: none"> • To monitor social, emotional and mental health within all year groups in the school and make positive interventions when necessary, working with other relevant staff. • To identify personal issues that are affecting students' performance at school and share this information with relevant staff in order to help the student maintain curriculum progress. • To help create and implement safety and support plans and review their effectiveness • To help create and support individual attendance support plans for students who are a safeguarding priority in the school • To work to raise the self-esteem and personal, social development of all students. • To articulate and support the school rules and dress code with all students.

<p>Working with families and external agencies</p>	<ul style="list-style-type: none"> ● To establish positive relationships with families, including conducting home visits ● To plan and coordinate Parent Support Groups and training sessions as appropriate in conjunction with the Early Help Team ● To initiate contact with other agencies including consulting with the SPA and making appropriate and timely referrals on behalf of the school and parent/carers. To liaise with all parties on a regular basis under the direction of the DSL or Leadership Team. ● To act as Lead Professional for pupils and families requiring Early Help assessments and interventions. ● To represent the school when requested at key professional meetings, take notes and inform all key staff through agreed protocols
<p>Focus on safeguarding</p>	<ul style="list-style-type: none"> ● To ensure the maintenance of accurate and up to date student information on school information systems and be able to create reports in areas relating to pastoral care ● To contribute to the completion of Termly Safeguarding Reports and the Annual Safeguarding Audit ● To complete administration in respect safeguarding meetings ● To contribute to the planning and delivery of safeguarding training to staff and volunteers and maintain accurate training records.
<p>Leading best practice</p>	<ul style="list-style-type: none"> ● To identify and contribute to the adoption of best practice across the school in all areas of pastoral care. ● To keep key staff informed about aspects of your work and schedule which may affect the support you can give them. ● To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you. ● To identify and agree personal development objectives with your line manager.
<p>General Professional responsibilities and any other duties:</p>	<ul style="list-style-type: none"> ● To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the Safeguarding and Child Protection Policy. ● To be courteous to colleagues and provide a welcoming environment to visitors. ● To comply with, promote and act in accordance with all school policies. ● To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the School Business Manager at the earliest opportunity.

	<ul style="list-style-type: none">● To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the School Business Manager immediately.● Participating in any relevant training as identified through review and the School Improvement Plan, by Leadership Team or through review;● To be mindful of the Public Sector Equality Duty and 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.● To undertake any other appropriate duties commensurate with the grading and responsibilities of the post as requested by the Headteacher, to assist with the efficient running of the School's support services.
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 - Deputy Designated Lead - Safeguarding & Wellbeing

	Essential	Desirable
Qualifications:		
GCSE Grade C or above in English & Mathematics	✓	
Level 3 Safeguarding expertise		✓
Advanced safeguarding training	✓	
ASIST Suicide First Aid training		✓
Youth Mental Health First Aid training		✓
Evidence of continuous professional development relevant to the post	✓	
Experience:		
Experience of working within an educational environment or with young people	✓	
Safeguarding expertise and experience	✓	
Experience of strategy discussions and inter-agency meetings	✓	
Excellent understanding of working and meeting with external agencies particularly social care		✓
Knowledge / Experience with MIS Systems	✓	
Abilities, Skills, Knowledge and Understanding:		
Excellent written, verbal and IT communication skills	✓	
Excellent interpersonal skills	✓	
Able to keep detailed, accurate and secure written records of concerns and referrals	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work calmly and quickly under pressure to given deadlines	✓	
Knowledge of the range of support/agencies available for students including mental health		✓
Ability to work independently and as an effective team member.	✓	
Knowledge of the principles and strategies involved in giving advice and guidance to young people, including the place of confidentiality and sharing information	✓	
Proven tact and diplomacy when dealing with adults and young people.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
First Aid Qualification or willingness to undertake training	✓	
Qualities:		
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.	✓	
Patience with children with multiple needs	✓	
A 'can do' attitude	✓	
Energy, enthusiasm and commitment.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to principles of inclusion and equality in line with the Public Sector Equality Duty	✓	
Willingness to be adaptable- including hours or work (within reason), visits outside school	✓	
A demonstrable commitment to the safeguarding of students, child protection and equal opportunities	✓	
Commitment to the school's ethos, aims and its whole community	✓	
Commitment to continuing professional development of yourself and other	✓	

Other:		
Good health and attendance record.	✓	
Recognition of the importance of personal responsibility for health and safety	✓	

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.
- 67% of students achieved A*-B at A level, with 10% at A* in 2024
- 91% of students achieved at least 5 good passes including maths and English at grade 4 +; 46% of all grades were at Grade 7 or above in 2024
- World Class School Accreditation (2019, 2022)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award

Staffing

The school has a staff of 89 teachers, 31 technicians and curriculum support staff, 19 administrative staff, 18 Teaching Assistants and 4 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 1088 students on roll, plus a further 386 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