



# 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 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".



# LANGUAGES AT WALDEGRAVE

At Waldegrave, we are committed to providing opportunities that support the development of independent and creative language learners. We teach solely in the target language and encourage students to use target language whenever possible. We want our students to enjoy learning, make progress and achieve.

We believe:

- Languages are part of the cultural richness of our society and the world in which we live and work.
- Language learning contributes to mutual understanding, a sense of global citizenship and personal fulfilment.
- The ability to understand and communicate in another language is a lifelong skill for education, employment and leisure.

# 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."



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

## **JOB DESCRIPTION - TEACHER OF MFL (SPANISH)**

**Part Time (3.5 days per week - 0.7 FTE), Permanent Contract**  
**Main Pay Scale / Upper Pay Scale for Outer London, depending on experience (Full time equivalent salary - £36,413 to £53,994)**  
**Starting date: 1 September 2025**

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 has a progress 8 score of 0.93 placing it in the top 3% of schools in the UK. It was recently ranked 8th in the top 10 London comprehensive schools by the Sunday Times Parent Power Awards for 2025.

We are looking to recruit an innovative and motivated Teacher of MFL specialising in Spanish up to and including KS5. It would be beneficial if you could teach a second language to KS3 (French or German). You will be able to show your enthusiasm for the language to all our students, across all key stages, through well planned and exciting lessons. MFL at Waldegrave is very strong with a large number of students going on to study it at A Level. The MFL department is a cohesive and supportive team and by joining the team you will be playing a pivotal role in helping to shape the teaching and development of the curriculum. We actively promote CPD for the further development in teaching and learning and make effective use of links with local schools and external providers. We welcome applications from either experienced or newly qualified teachers.

At Waldegrave, 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.

**Closing date for applications is at 9.00am on Tuesday 22 April with interviews currently scheduled for or Friday, 25 April 2025.**

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 background checks for successful candidates.

## Job Description - Teacher of MFL, Spanish

Key Purpose	To assist in promoting high standards of teaching of Spanish, and other MFL languages
Accountable To	Head of Department for MFL
Accountable For	Student progress and achievement in MFL

<u>Key Accountabilities</u>	<u>Key Tasks</u>
Teaching and Learning	<ul style="list-style-type: none"> <li>• To have clear understanding of the aims of the MFL curriculum and to be able to articulate these to all stakeholders</li> <li>• To prepare appropriate resources in order to deliver the curriculum effectively to meet the needs of <b>all</b> learners</li> <li>• To contribute to the development of schemes of work</li> <li>• To mark work using assessment for learning techniques so that <b>all</b> students make progress</li> <li>• To set and mark homework in line with the school's policy</li> <li>• To track student progress with accurate records that ensure you can implement appropriate targeted intervention strategies</li> <li>• To ensure that the learning environment is stimulating through the display of students' work and other appropriate materials</li> </ul>
Student well-being	<ul style="list-style-type: none"> <li>• To support all students to feel valued members of the school community</li> <li>• To keep a register of attendance at each lesson and to follow up non-attendance and lateness</li> <li>• To support positive behaviour, maintaining firm but clear discipline and rewarding students in accordance with the school behaviour policy</li> <li>• To ensure that students' individual needs are supported</li> <li>• To support 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>

<p>Wider Professional Responsibilities</p>	<ul style="list-style-type: none"> <li>● To challenge discrimination, advance equality of opportunity and foster good relations between all members of our community</li> <li>● To ensure clear communication with parents, carers and all other stakeholders through the completion of interim grade sheets, student profiles, attendance at Parents' Consultation Meetings, and any other report as necessary</li> <li>● To implement relevant school policies</li> <li>● To contribute to the wider life of the school through engagement with extra-curricular activities</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 attend regularly and punctually</li> <li>● To keep subject knowledge up to date through wider reading, engagement with subject specialist networks, 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 and observation</li> <li>● To attend and contribute to school meetings as per the calendar</li> </ul>
<p>General</p>	<ul style="list-style-type: none"> <li>● To comply with, promote and act in accordance with all school policies.</li> <li>● 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</li> <li>● To be responsible for complying with health &amp; safety legislation and guidance. Any issues or breaches to be reported to the School Business Manager immediately</li> <li>● To complete any duties commensurate with the role as requested by the Headteacher</li> </ul>

### Person Specification - Teacher of MFL - Spanish

	Essential	Desirable
<b>Qualifications:</b>		
Qualified teacher status	✓	
Graduate in main teaching subject	✓	
<b>Experience</b>		
Teaching or teaching practice in a secondary school	✓	
Outstanding teacher	✓	
KS3 and 4 teaching experience	✓	
KS5 teaching experience	✓	
Teaching a second subject, including a second language		✓
<b>Knowledge, Skills &amp; Abilities</b>		
Up to date knowledge of all aspects of the National Curriculum as it relates to your subject/s	✓	
Excellent classroom practitioner	✓	
Ability to enthuse students through excellent teaching	✓	
Good organisational and administrative skills	✓	
Ability to use data and assessment for learning to monitor progress and raise achievement	✓	
Excellent Interpersonal relationship skills	✓	
High level ICT skills including the use of interactive teaching software	✓	
Experience using Google Classroom		✓
Ability to use a range of teaching styles appropriately	✓	
Ability to enthuse students through excellent teaching	✓	
Ability to use ICT to support innovative and effective teaching & learning	✓	
<b>Qualities</b>		
Enthusiasm for teaching and learning and for your subject	✓	
Commitment to continuous professional development of yourself and others	✓	
A willingness to contribute to extracurricular activities	✓	



Be able to relate well to students and parents / carers and have 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	✓	
<b>Other</b>		
An excellent record of attendance	✓	
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. 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
- Ranked 8th in the top 10 London comprehensive schools by the Sunday Times Parent Power Awards for 2025

## Staffing

The school has a staff of 87 teachers, 26 technicians and curriculum support staff, 16 administrative staff, 24 Teaching Assistants and Welfare support staff 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 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.

### **The Languages department at Waldegrave**

The work of the languages department at Waldegrave is dynamic and exciting. We are committed to providing opportunities that support the development of independent and creative language learners by teaching solely in the target language, and expecting students to use target language whenever possible. We want our students to enjoy learning, make progress and achieve.

The value we place in the study of languages at Waldegrave is based on the following understanding:

- languages are part of the cultural richness of our society and the world in which we live and work
- language learning contributes to mutual understanding, a sense of global citizenship and personal fulfilment
- the ability to understand and communicate in another language is a lifelong skill for education, employment and leisure in this country and the world beyond
- language learning gives students opportunities to develop their listening, speaking, reading and writing skills and express themselves with increasing confidence, independence and creativity
- development of communication skills and understanding of language structure lay foundations for the study of other languages and support the development of literacy skills in a student's own language

From Year 7, students study French, German or Spanish. One language is studied in curriculum time and the same language is studied in both key stage 3 and 4. Most students are expected to take this language to GCSE. Fluent speakers of French, German or Spanish (bilingual or near-native speakers) will study a different language from their 'home' language at Waldegrave and are entered for their GCSE in their home language in Year 8 or 9. Able linguists can also start a second language in KS4 in addition to their main language.

For speakers of other languages, there is a limited range of languages examined at GCSE (Arabic, Urdu, Polish, Portuguese, Russian and others). If students can read and write in their home language, they are entered for GCSE in that language, usually in Year 9 or 10. Note: there are many languages spoken by Waldegrave students which are not examined at GCSE.

We offer residential in Year 10 and KS5, which all MFL staff are involved in organising and running.

### **Key stage 3**

Language learning in Key stage 3 builds on the foundations of language learning laid at key stage 2, whether students are continuing with the same language or taking up a new one. Learning

focuses on developing the breadth and depth of a student's competence in listening, speaking, reading and writing, based on a sound foundation of core grammar and vocabulary. Students are enabled to understand and communicate personal and factual information that goes beyond their immediate needs and interests, developing and justifying points of view in speech and writing, with increased spontaneity, independence and accuracy. Learning in key stage 3 provides preparation for further study of the language.

#### **Key Stage 4**

Through studying a GCSE in a modern language, students develop their ability and ambition to communicate with native speakers in speech and writing. The study of a modern language at GCSE also broadens students' horizons and encourages them to step beyond familiar cultural boundaries and develop new ways of seeing the world. Students deepen their knowledge about how language works and enrich their vocabulary in order for them to increase their independent use and understanding of extended language in a wide range of contexts. Through their language learning, students develop awareness and understanding of the culture and identity of the countries and communities where the language is spoken.

The vast majority of Waldegrave students take a language to GCSE; we follow the AQA specification and examination results are strong.

#### **Key stage 5**

We offer French, German and Spanish in KS5, following the AQA specification. Studying a language to A Level enhances students' linguistic skills and develops the capacity for critical thinking on the basis of knowledge and understanding of the language, culture and society of the country or countries where the language is spoken. Students develop control of the language system to convey meaning, using spoken and written skills, including an extended range of vocabulary, for both practical and intellectual purposes as increasingly confident, accurate and independent users of the language.



Waldegrave  
School

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

[www.waldegrave.richmond.sch.uk](http://www.waldegrave.richmond.sch.uk)