March 2013

Dear Applicant

**Lead Teacher in Science**  
**Full Time - Main Pay Scale for Outer London plus TLR 2a**  
**Starting date: 1 September 2013**

Thank you for your interest in the above post. This information pack includes information about the school and the department as well as the job profile and person specification. Further information about the school and the department 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. The closing date is by noon on 22 April 2013. If you submit your application form by e-mail, please address it to jobs@waldegrave.org.uk.

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

[Signature]

Philippa Nunn  
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.

• If you use a MAC please save your document in a Word-compatible format or we may not be able to open it.

• If you complete your application by hand, please use black ink. Any separate sheets should include your name on each sheet.

• 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 for interview.

• If you are short-listed for interview, we will need to contact you by telephone or by e-mail, so please ensure that you include daytime and evening contact numbers and your e-mail address.

• Please submit your application form:-

  By post to: Waldegrave School for Girls  
  Fifth Cross Road  
  Twickenham  
  TW2 5LH

  Or by e-mail to: jobs@waldegrave.org.uk  
  If you are short-listed and have submitted your application form by e-mail, you will be asked to sign a hard copy at interview.

  Or by fax to: 020 8893 3670

• Your application should arrive by noon on the closing date.

• Please note that Waldegrave School 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 to 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 shortlisting panel.
**Job Profile – Science Teacher**

<table>
<thead>
<tr>
<th>Key Accountabilities</th>
<th>Key Tasks</th>
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</thead>
</table>
| 1 Accountable for the delivery of the specified curriculum | ▪ 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;  
▪ to contribute to the development of schemes of work;  
▪ to implement relevant school policies in relation to the subject;  
▪ to mark work using assessment for learning techniques so that students make progress. |
| 2 Accountable for maintaining a well-managed classroom | ▪ To have regard for the safety of students in line with the school’s Health and Safety policy and routines, such as fire drill;  
▪ to maintain firm but clear discipline using school behaviour policy;  
▪ to ensure that the learning environment is stimulating through the display of students’ work and other appropriate materials. |
| 3 Accountable for keeping records on individual students | ▪ To keep a register of attendance at each lesson and to follow up non-attendance and lateness;  
▪ to set and mark homework in line with the school’s policy;  
▪ to contribute to the school’s assessment policy through the completion of interim grade sheets, student profiles, regular marking, attendance at Parents’ Consultation Meetings, and any other report as necessary. |
| 4 Accountable for health and safety and safeguarding of students | ▪ To contribute to the safeguarding of students and to child protection using the procedures outlined in school policies.  
▪ To ensure that health and safety policy and risk assessments are followed. |
| 5 Accountable for having a professional commitment to teaching and their own professional development | ▪ To attend regularly and punctually;  
▪ to update subject knowledge through external; and school based training;  
▪ to contribute to own professional development through performance review / observation;  
▪ to attend school meetings as per the calendar. |
Job Profile – Lead Teacher

**Key Purpose:** To assist the Head of Department in promoting high standards of teaching and learning across key stage 5. To lead the development of science subjects for the new sixth form, opening in Sept 2014.

**Key Tasks**

- To analyse pupil progress across key stage 5 in the department.
- To keep up to date with developments/ changes to the Curriculum and to inform the rest of the department.
- To regularly review and update schemes of work across key stage 5 to ensure they are appropriate and relevant.
- To update the subject specifications given in the school documentation, prospectus and website.
- To update subject specifications in the Options booklet
- Ensure recording and monitoring of data within key stage 5 is consistent across the department.
- To develop curriculum maps across key stage 5.
- To coordinate assessments.
- To help with writing the schemes of work.
- To help with planning of Science Week.
- To liaise with exam board with regards to specification queries.
- To ensure that the department drive folder with regards to resources is kept up to date.
- To organise revision sessions prior to exams.
- To inform parents of the courses offered at Information Evenings.
- To organise key stage 5 area for Open Evening.
**Person Specification**

**Qualifications**
- **Essential:**
  - Qualified teacher status
  - Graduate in Science or related subject

**Experience**
- **Essential:**
  - A minimum of two years experience of teaching Science in KS4 and KS5.
  - Experience of teaching or teaching practice at A-level

**Knowledge**
- **Essential:**
  - Up to date knowledge of all aspects of the National Curriculum for Science from KS4 to KS5.

**Skills**
- **Essential:**
  - Good leadership, management, organisational and administrative skills
  - Inter-personal relationship skills of a high order
  - High level ICT skills including the use of interactive whiteboards

**Abilities**
- **Essential:**
  - Excellent classroom practitioner
  - Ability to enthuse students through excellent teaching
  - Ability to use data and assessment for learning to monitor progress and raise achievement
  - Ability to use ICT to raise achievement

**Qualities**
- **Essential:**
  - Enthusiasm for new technologies and for science
  - Commitment to continuous professional development
  - Be able to relate well to students and a commitment to positive and healthy outcomes for young people
  - Be able to listen effectively and be sensitive to others
  - A demonstrable commitment to the safeguarding of students and child protection
  - A demonstrable commitment to equal opportunities

**Other**
- **Essential:**
  - A commitment to organising and running extra curricular activities
Information about the school

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16 years which recently converted to academy status (August 2012). Plans are in place for the introduction of a sixth form provision at Waldegrave from September 2014, which will also welcome boys. For Waldegrave this will mean a substantial programme of building and remodelling.

The wider success of Waldegrave has been recognised in many different ways:
- Graded “outstanding” by Ofsted inspectors. (2007)
- 96% of students achieved 5 A*-C at GCSE in 2011
- 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 80 teachers, 15 technician and curriculum support staff, 9 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. New employees who are moving into the area have the opportunity of renting a room in a shared house adjacent to the school. The rent is reasonable and staff can stay for up to 12 months.

Students
There are 1000 students on roll. In recent years the number of applicants for places at Waldegrave has greatly exceeded the planned admission number. The girls come from a wide range of religious, cultural, social and ethnic backgrounds. Approximately 20% of the girls are from homes where English is not the first language, and there are 43 home languages other than English spoken amongst the girls. The number of students entitled to free school meals is approximately 9%. The staying on rate at 16 is over 90% and the majority of students continue in education post-16.

Curriculum
The curriculum is broad, balanced and differentiated so that the needs of individual students are met. Girls are placed into eight all-ability tutor groups when they arrive at the school and these form the basis of teaching groups. Setting is introduced to suit the needs of students and the demands of the subjects. Our Additional Educational Needs policy includes the most able as well as students with learning difficulties. Homework is set regularly and seen as an important extension to the curriculum. In addition to the National Curriculum and other subjects, we also provide a range of extra-curricular activities that include orchestras; choirs, sports clubs, a gardening club, GCSE Astronomy and GCSE Statistics and we hope to add to these. Regular productions and musical events are a part of the school calendar. All girls in the upper school have a Work Experience placement and use this as part of GCSE coursework.

Pastoral System and Student Voice
The pastoral system is based on 5 Heads of Year leading a team of 8 form tutors. There is a full programme of induction for new students during Year 6. The new intake is grouped into 8 mixed ability forms containing 25-26 students in each. These forms are made up to include students from a mixture of feeder schools while maintaining friendship groups. As students move
up the school, they remain in the same mixed ability tutor group for registration and tutor time. Form tutors have the first responsibility for the welfare, progress and attendance of the members of their tutor group. The School Council and Year Councils, led by students and made up of elected members from each year and tutor group, meet regularly and discuss a wide range of issues. These forums provide an opportunity for students to voice their ideas about all aspects of school life. The head girl and deputy head girl attend meetings of the governors’ Students’ Sub-Committee. Students have the opportunity to train as peer mediators - these are girls who work with others in all years to resolve disagreements.

**House System**
The house system provides opportunities for students to take part in competitive events, take on responsibility and gain team and leadership skills. Students of all ages can play a role and work with students in other tutor groups in the same year group and with older/younger students. It provides more opportunities for teamwork and more responsibility to those who might otherwise not have the opportunity to come forward, lead and contribute. Students are awarded house points and pin badges.

**The School Day**
The timetable is arranged over 22 70-minute lessons per week. There are 5 lessons on Mondays and Tuesdays, and four lessons on Wednesdays, Thursdays and Fridays. The earlier finish on three days provides the opportunity for a range of after school activities and clubs.

**Parents**
All parents are members of the Parents’ Association which supports the school and helps to raise funds. The Parents’ Association has been successful in fundraising for specific projects. Their most recent project was to develop an external area of the school site.

There are clear routes for communication with parents, and the school often uses opportunities to seek feedback. Parents’ Consultation Meetings are held for girls in each year group. In Years 7 to 10 girls receive a profile (report) of their work each year and, at the end of Year 11, they are presented with their Record of Achievement. We also have a system of interim monitoring so that parents receive a grade sheet summarising their daughter’s effort and achievement.

**Site and Buildings**
The school is set in spacious and attractive grounds; we have our own playing fields within the 14.5-acre site. There are well-equipped specialist facilities, good staff room facilities and an up to date telephone system. All teaching rooms are equipped with a computer connected to the school’s intranet, and a data projector. There are eight science labs and six ICT suites.

**Student Achievement**

<table>
<thead>
<tr>
<th></th>
<th>5 A*-C GCSE</th>
<th>5 A*-C with English &amp; Maths</th>
<th>KS2 to KS 4 CVA (incl. English &amp; Maths)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>94</td>
<td>86</td>
<td>94</td>
</tr>
<tr>
<td>2011</td>
<td>96</td>
<td>86</td>
<td>96</td>
</tr>
<tr>
<td>2012</td>
<td>95</td>
<td>80</td>
<td>95</td>
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**Information about Science at Waldegrave**

The science department is large and successful, and the staff are committed to developing the scientific interest of our students and providing the scientists of the future. Excellent teaching and learning is at the heart of the department and a wide variety of practical work, ICT and other resources are used to support this.

Key focuses of the science department at Waldegrave include:

- Developing and encouraging a variety of teaching and learning styles within Science lessons.

- Regular use of Assessment for Learning (AFL) to set meaningful targets for students to raise achievement. A variety of assessments combined with target setting are used during science lessons to allow students to improve their achievement and prepare for exams.

- Keeping up to date with curriculum changes and adapting schemes of work and teaching and learning styles to fully meet the needs of these changes, and to cater for all abilities.

- Time to share good practice and further develop teaching and learning during department meetings.

- Cross curricular work with other subjects across the school.

- Promoting women as scientists and STEM subjects as careers.

- Use of extra-curricular activities, in-school events and visits are used to enhance students’ enjoyment of Science.
Pay Information for Teachers

Effective 1 September 2010

<table>
<thead>
<tr>
<th>Main Pay Scale for Outer London</th>
<th>£pa</th>
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<tbody>
<tr>
<td>Point</td>
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</tr>
<tr>
<td>M1</td>
<td>25,117</td>
</tr>
<tr>
<td>M2</td>
<td>26,674</td>
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<td>M5</td>
<td>32,630</td>
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<td>M6</td>
<td>35,116</td>
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<table>
<thead>
<tr>
<th>Upper Pay Spine for Outer London</th>
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<tr>
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<tr>
<td>U2</td>
<td>38,911</td>
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<td>U3</td>
<td>40,433</td>
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<table>
<thead>
<tr>
<th>Teaching and Learning Responsibilities</th>
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<tr>
<td>TLR 2a</td>
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<tr>
<td>TLR 2b</td>
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<tr>
<td>TLR 2c</td>
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<table>
<thead>
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<th>Additional Educational Needs</th>
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<tr>
<td>SEN 1</td>
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Note: Outer London Weighting applies at Waldegrave School for Girls and is included in the above figures.