



Working at Walthamstow School for Girls  
Candidate Information Pack

***“NEGLECT NOT THE GIFT THAT IS IN THEE”***



**Walthamstow School for Girls**  
**Church Hill, Walthamstow, London, E17 9RZ**  
**0208 509 9446**  
**[www.wsfg.waltham.sch.uk](http://www.wsfg.waltham.sch.uk)**

## Contents of Applicant Pack

- Welcome letter from Helen Marriott – Headteacher
- The School's Vision and Values
- Staff Benefits
- What staff value about our school
- Pre-employment checks
- Additional Information and Key Policies

### **School Prospectus 2**

[Prospectus.pdf](#)

### **School Improvement Plan**

<https://sway.office.com/8kD9HWBkxtkwJZUC?ref=Link>



## Welcome letter from Helen Marriott, Headteacher

March 2024

Dear Applicant

I am delighted that you are considering applying for the role of Deputy Head of Faculty – Mathematics at Walthamstow School for Girls.

I consider it a privilege to lead staff and students in this exceptional school where we are passionate about education being a vehicle for promoting equality for all and where our mission is to empower young women to become leaders of the future. We are a truly comprehensive school, proud of our diversity and committed to social justice. Although we are an Outstanding School (Ofsted, 2018), achieve exceptional outcomes and have consistently been in the top 20% of schools nationally for progress, our focus is on developing exceptional young women, not just on academic achievement. There could not be a more exciting time to join the students and staff at WSfG!

We actively value staff and students: we are committed to their development and the contribution they make to shaping the future direction of the school. Our school SIP, created initially with middle leaders and then with a wider range of stakeholders, demonstrates our commitment to staff and student wellbeing, distributed leadership and creating robust systems, founded on evidence-informed practice. I have included a summary in this pack so that you have a 'flavour' of how our key priorities will be developed over the next few years.

We are committed to Safer Recruitment practices and procedures and shortlisted applicants will be questioned about their commitment to the safeguarding of young people. The successful candidate will be subject to an enhanced DBS clearance.

Having read the candidate information, I hope that you feel excited by both the role itself and the chance to be part of WSfG at a pivotal moment in its development.

I look forward to hearing from you.

Helen Marriott

Headteacher MA NPQH







Our School motto is “Neglect not the gift that is thee”. The school has an exceptional track record of academic excellence, which is achieved through high expectations, inspirational teaching and learning experiences.

At WSFG, we:

- Foster a lifelong love of learning
- Look after ourselves and treat others with kindness and respect
- Embrace our diverse community and value our environment
- Empower everyone to make courageous choices
- Celebrate each unique gift

**The school values are:**



The school offers strong pastoral support, with the provision of a Wellbeing Hub, plus regular monitoring, target setting and dialogue with students and parents/carers. It is consistently among the top-performing non-selective schools in the country and the pupils take great pride in their school.

### Commitment to CPD

**Excellent staff development is at the heart of our practice at Walthamstow School for Girls, enhanced by our leadership of the North East London Teaching School Hub.** We know that, quite simply, we must prioritise continuous professional development if we are going to nurture our staff and enable them to develop the skills and knowledge to maximise their impact on student learning and progress. The best CPD has a measurable impact on the progress of students.

For more information about our CPD offer, including our brochure, please see our website:

<https://www.wsfg.waltham.sch.uk/page/?title=Staff+Development&pid=56>

*"I have been given some fantastic CPD opportunities with an amazing amount of training. My personal knowledge and confidence has increased immensely."*

### Cycle 2 work scheme

This benefit offers staff the opportunity to purchase a bike (from a range of providers) making a tax saving, whilst keeping fit and reducing the UK's carbon footprint at the same.

### Eye Tests

All staff using computer equipment should have eye and eyesight checks at regular intervals. Eyesight testing should also happen where staff experience visual difficulties, which may reasonably be considered to be caused by computer work. Staff working within schools in the London Borough of Waltham Forest may be entitled to reimbursement of some costs associated with vision testing and the frames and lenses needed to enable them to work safely on display screen equipment.

### Staff Wellbeing

Staff Wellbeing is one of our school SIP priorities. There is a staff wellbeing development group which examines both strategic and operational approaches to improving the wellbeing of all groups of staff in our school.

At Walthamstow School for Girls there are also a number of staff organised activities including a running club, yoga and Boxfit exercise sessions.

### Workplace Options - Employee Assistance Provider

A confidential counselling, help and information service is provided for all those employed by Waltham Forest and is available free of charge 24 hours a day, every day of the year. This service can help with a range of problems from practical everyday matters to sensitive and emotional issues. In addition there are various support webinars available to staff, details of which are circulated on a regular basis.

### Non-meeting weeks

There are designated Home and Family non-meeting weeks throughout the year to support with reduced workload and staff wellbeing.

### Staff Car Park

There is parking available on site for all staff.



## What staff value about the school

- This school feels safe, kind and caring. We are not driven by results – we seem to be driven to produce fabulous young women
- Ethos of the school, supportive colleagues and strong management with compassion
- I value the ethos of hard work in the students and how the school promotes kindness, tolerance and maturity amongst the students
- Atmosphere of diversity, respect and inclusion
- Freedom to teach in a range of styles

*“You can build a future here, it’s where it all begins” – Student 2022*

*“There’s always new and exciting opportunities just around the corner at WSFG.”- Student 2021*



*“There are very strong working relationships between staff and pupils based on mutual trust and respect” Ofsted 2018*

## Pre-employment checks

If you are successful at interview and are offered a post at Walthamstow School for Girls we will be required to carry out a number of pre-employment checks. All offers of employment are conditional on these checks being satisfactorily completed.

The checks completed are:

### **Identification documents**

All staff are required to provide proof of their identity and that they have the right to work in the UK.

### **Online / Social Media Checks**

As recommended in Keeping Children Safe in Education 2022, online searches are carried out on all shortlisted candidates at Walthamstow School for Girls. The searches are carried out to identify any issues or incidents that have happened, and are publicly available online, which the school might want to explore with the candidate at interview. If you are shortlisted you will be asked to complete a form to provide details of your social media platforms and the handles you use on each site.

### **Criminal Record Checks (DBS)**

All offers of employment are subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service DBS (formerly the Criminal Records Bureau CRB). Full information relating to this check and the Rehabilitation of Offenders Act 1974 is included in our New Starter Information Pack, issued with offer letters. Before completing the online DBS application you are advised to read the guidance information received with the email link.

Please note any information provided on your application form in the Disclosure and Criminal Background section will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated in strictest confidence.

### **Employment history and references**

On your application form it is important that you provide your full employment history including information regarding any gaps in your employment. References will be requested, prior to interview, from the information provided on your application form. We reserve the right to seek further references deemed appropriate and references are verified on receipt.

If you are currently employed in a school we will request a reference from your current Headteacher.

### **Qualifications**

If your role requires you to hold a professional qualification you will be asked to provide evidence in the form of original certificates. Copies of these will be held on your Personnel file.

### **NCTL Checks (Teaching staff only)**

All teachers are checked against the NCTL central register, this includes a Prohibition check.

### **Pre-Employment Health Check**

All staff will be asked to complete a pre-employment health questionnaire. Any information that is disclosed as part of the health check will only be shared with relevant key members of staff and will be treated in the strictest of confidence.



## Additional Information



Please follow the links provided below:

Safeguarding:

[Safeguarding Policy 2023-24.pdf](#)

Keeping Children Safe in Education:

[Keeping children safe in education 2023 - part one.pdf](#)

LBWF Guide for employing people with criminal records

[POLICY STATEMENT ON RECRUITING EX-OFFENDERS AND SAFEKEEPING OF DISCLOSURES.150716714.pdf](#)

LBWF Applicants Guide to Prevention of Illegal Working:

[APPENDIX 17 Applicant guide to illegal working.pdf](#)

LBWF Safer Recruitment Guidance

[WF Safer Recruitment Guidance notes \(advertising\).doc](#)

LBWF Equalities Policy Statement and Equality Act 2010 guidance

[WF Equal Opportunities Policy Statement \(advertising\).doc](#)

LBWF Equal Opportunities Policy Statement

[APPENDIX 21 Equal Opportunity Statement v2.pdf](#)

**Candidates are encouraged to visit the school website for additional information:**

<https://www.wsfg.waltham.sch.uk/>

