



# **JOB PACK**

## **Teacher of Mathematics for September 2018**

**Closing Date:** Wednesday 18 April 2018 (midday)

**Interview Date:** Thursday 26 April 2018

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)

Abingdon School: A company limited by guarantee. Registered in England and Wales. Company No. 3625063

Registered Office: Abingdon School, Park Road, Abingdon, OX14 1DE. Registered Charity No. 1071298



From the Headmaster: Michael Windsor BA, MA

## Message from the Headmaster, Michael Windsor

Thank you for your interest in Abingdon School. I am delighted that you are considering our school and I hope that you will want to apply for this post once you have found out a little more about us.

I urge you to spend time looking at our website, [www.abingdon.org.uk](http://www.abingdon.org.uk), as this will tell you a lot about us and give you a taste of all that goes on here. The Abingdon Foundation is a community of some 1260 boys, currently 1001 at Abingdon School and 259 at Abingdon Preparatory School. Boarding houses are full with 137 boarders and the sixth form has around 330 boys. We employ some 340 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Academic standards and outcomes are very high. Results are published on our website, but last year boys achieved 86% A\*/A grades at GCSE and 83% A\*/B at A Level. Most proceed to Russell Group universities with a significant proportion to Oxbridge. Boys go on to study a wide range of subjects reflecting the breadth of the curriculum that Abingdon provides.

Admission is by selection and the school is over-subscribed. Abingdon is a popular choice for aspirational families. Many are attracted by our academic standards, certainly, but also the huge and dynamic 'Other Half' (extra-curricular) programme we offer. All colleagues participate in the programme and the school places considerable importance on the many benefits of the Other Half and its role in developing the whole person.

Pastoral care is strong. Each boy from the Third Year to the Sixth Form belongs to one of nine houses under the care of his Housemaster. He will be mixing with other boys from all year groups. He will also belong to a tutor group and his tutor will be a key person in his life. The lower school boys are in their own House where they are carefully nurtured and looked after during their important transition to secondary school. We believe that by offering these structures we are able to provide comprehensive academic and pastoral support. Boarding is an exciting option from the age of 13 and boarders live in one of our three houses. Many come from abroad and the international dimension greatly enriches our community.

cont/...

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)

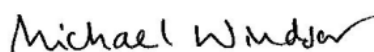
The School occupies a large and beautiful campus. Facilities are excellent, and we are now looking at future development with keen anticipation. We opened our new 21 laboratory science centre in autumn 2015 which has transformed our science facilities and created the space for new facilities for Geography, History and Classics. Since September 2014 we have been managing and developing the Tilsley Park Sports Centre and this offers an exciting complement to our existing, excellent sports facilities. In 2018 we are very much looking forward to opening our new Sixth Form Centre, library and art facilities. The whole school benefits from a continuous refurbishment and redevelopment plan.

The typical Abingdon boy is engaging, motivated and confident. This is a cohesive community; respect for one another is a strong feature and values such as courtesy and consideration for others are paramount. Colleagues enjoy teaching here and the boys appreciate the calibre of their teachers. It is a very happy school.

We operate a fortnightly timetable. Lessons are 55 minutes long with an extended lunchtime, there are many opportunities for Other Half time and time for academic mentoring, etc. The school day runs from 8.35 am to 5.20 pm, with the end of the day from 3.40 pm devoted to Other Half activities along with Wednesday afternoons. The commitment to supporting our extensive Saturday afternoon sports programme continues. All teaching staff are expected to contribute fully to the Other Half programme throughout the week and many will be involved on Saturday. When not involved in a regular team sport, teaching staff will still need to be available from time to time on Saturday for duty, Open Days, Taster Mornings, etc.

We may be over 760 years old but we are a forward-looking, dynamic school. There is quiet pride amongst those who attend and those who work here. Although one of the leading independent schools in the UK, we are not complacent and we are continually looking to improve. Part of this drive is to recruit high calibre professionals, who love teaching, and who want to join our strong staff and work with our wonderful pupils. We welcome therefore ambitious and energetic applicants who are keen to develop their career further.

I do hope that you might be tempted to apply. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.



---

Michael Windsor  
Headmaster



## TEACHING AT ABINGDON

The following outlines what might be seen as the 'normal' expectations of a member of the teaching staff at Abingdon as well as listing some of the benefits available as a member of the Common Room. Job specifications for those holding posts of specific responsibility are held separately.

### Routines and Responsibilities

Further and more detailed guidance is given in the Staff Handbook but the following may be taken as standard elements of a teacher's role at Abingdon:

- Teaching a subject or subjects as agreed at appointment throughout the range at the school (i.e. from Year 7 to Year 13). A normal teaching load would usually approximate to around 70-75% of the academic timetable, leaving time free for marking and preparation. Reductions in teaching load are given to some posts that carry an additional administrative responsibility (e.g. Head of Department, Housemaster) but should not necessarily be seen as being automatic. Many teachers also contribute to the General Studies programme at 6<sup>th</sup> form level, either by offering an option course, an additional GCSE (such as PE or Italian) or participating in the delivery of the compulsory core of topics that we offer. Some teachers also contribute to the PSHE programme in years 9 and 10 which is delivered within the timetabled curriculum.
- Contributing as appropriate to departmental activities and developments, such as trips, additional classes, lectures and other events that contribute to the life of a busy and dynamic department.
- Commitment to the regular setting and marking of homework and the maintenance of an up-to-date mark book. Contributing to exam marking as required by the Head of Department, including the marking and supervision, as appropriate, of Abingdon's entrance exams. Writing formal reports on pupils and tutees five times a year.
- Acting as a tutor to a group of boys within a House, as directed by the Deputy Head (Pastoral), with primary responsibility for their pastoral care and for some of the delivery of the school's PSHE programme.
- Contributing, as agreed with the Second Master and Master i/c Other Half, to the School's Other Half programme.
- Being available to work on days that fall outside the Monday to Friday daytime academic pattern, to support the provision of activity for the boys, including on Saturdays. Examples include accompanying boys on trips out of school, supervising boys on sporting activities (with refereeing or coaching provided by a separate specialist), and welcoming visitors and prospective pupils on Open Days and Entrance Exam Days.
- Contributing to cover for absent colleagues and invigilation of internal and external examinations, as directed by the Master i/c cover.
- Contributing to Private Study supervision of Sixth Formers, as required by the Upper Master.
- Acting as part of the duty team to oversee elements of the daily supervision of the boys outside of the classroom, both on weekdays and on Saturdays, as directed by the Deputy Head (Pastoral).
- Staff members who are attached to one of the School's Boarding Houses have additional duties in the evenings and at weekends.

## **BENEFITS OF WORKING AT ABINGDON**

- Abingdon has its own 15-point salary scale, above the national scale. In 2017/2018 the basic salary range is £27,397 to £55,435. In addition to this, the School allocates Special Responsibility Allowances for a number of additional responsibilities, ranging from the running of a minor sport up to major responsibilities, such as Heading a Department or House. In 2017/18, the maximum salary available to a non-SLT member of the Common Room is £62,045.
- All new staff are well supported when they arrive, with help and advice available not just from Heads of Department, Housemasters and Senior Staff but also from the School's Professional Tutor who has a specific responsibility to oversee the induction process.
- The School offers excellent administrative support, with two dedicated Common Room secretaries, and a range of other Bursarial services. Staff are loaned a school laptop or they have access to desktop computers to assist with their teaching and administration. All teaching staff are also issued with an iPad. There is a biennial cycle of professional development meetings based on a portfolio of evidence collected in the intervening time as well as myriad opportunities to reflect on professional practice and to seize on development opportunities.
- The School is committed to high quality ICT facilities and now has four bookable IT suites, Interactive White Boards in a large number of classrooms, data projectors in all rooms and a dedicated Director of e-Learning who is available to support and develop the provision of ICT across the whole curriculum. Two recent large-scale innovations in this area have been creating a Year 8 iPad scheme and introducing a new VLE (Firefly).
- The School commits to a generous INSET budget every year, controlled by the Deputy Head (Pastoral), and encourages all members of the Common Room to subscribe to external CPD courses and further qualifications. In addition to this, the School operates up to five INSET days itself, offering a range of further training, from highly practical First Aid qualifications to seminars on aspects of Teaching and Learning.
- The school is very stable, currently enjoying high demand for places and is backed by strong financial planning that enables all departments to be very well resourced. In recent years we have been investing heavily in a building programme to develop our facilities. Major projects have included a new Sports Centre (2008) and a new Science Centre (2015). Moving Science to a new building enabled us to refurbish the vacated space and in September 2016 we opened substantially upgraded spaces for our Geography, History and Classics departments as well as for two day huserooms. Our current project involves a completely new build (Beech Court) comprising a new sixth form centre, a new Library and a relocated Art Department. This will open in September 2018. Following this, we will be relocating the Common Room and completing the substantial reorganisation of our campus which will have provided all departments with greatly enhanced facilities by 2020.

### **Additional Benefits**

- Relocation allowance up to £2,500, by agreement with the Director of Finance & Operations.
- 50% discount on school fees at Abingdon Prep and Senior Schools for sons who satisfy Abingdon's admissions criteria (pro rata for part-time staff).
- Private health insurance (taxable as a benefit in kind).
- Access to the childcare voucher scheme.
- Membership of the Abingdon Sports and Leisure Club for the staff member with free access to the gym and swimming pool at agreed times.
- Lunch and other refreshments during the school day.

### **Accommodation**

The school has limited accommodation available, but will always endeavour to help where it can. Members of staff who are attached to boarding houses and undertake supervisory duties in evenings and weekends, but live in school accommodation on- or off-site, usually live rent-free and are not subject to tax on this benefit in kind. Members of staff who live within boarding houses as residential boarding staff usually live rent-free and in addition do not pay council tax or for utilities. Sometimes the School has empty property which may be let to new staff on a short term tenancy basis with some additional light school duties expected. Staff pay full market rent, council tax and utility charge.



## **TEACHER OF MATHEMATICS**

### **The Mathematics Department**

The Mathematics department is the largest department in Abingdon School. We currently have twelve full time specialist mathematics teachers, plus three part-timers. From September 2018 we will be based in Big School, one of the original buildings in the school, with seven large classrooms and an office with a plan to increase the number of classrooms for Maths in the following two years thanks to the School's next building project. Each of the classrooms has a data projector and an interactive board. All staff are loaned a MacBook laptop.

About 33% of the total intake at Abingdon join at age eleven (National Curriculum Year 7, referred to internally as 1st Year), usually from local primary schools. They are taught mathematics in classes of about 20, with a mild element of setting introduced in the 2nd Year. The rest of the intake joins the school at 13+ after taking Common Entrance or similar entrance exams. From this point onwards there is streaming for Mathematics, with a focus on the differing needs of students over the three years of middle school teaching up to iGCSE. The top two sets (sometimes three) will take Edexcel iGCSE in the 5th Year, plus Additional Maths. All other sets will work towards Edexcel iGCSE at the end of the 5th Year. The department has been teaching the Edexcel iGCSE syllabus for some years and is now very experienced in approaching the material. At present there are no plans to switch to the new GCSEs, but this is under constant review.

Mathematics is a compulsory subject from the 1st Year to the 5th Year, but it is also, by far, the most popular choice in the Sixth Form. Currently over 70% of the Lower Sixth (Year 12) study either Maths or Further Maths. There are 9 or 10 maths sets in each of the Lower Sixth and Upper Sixth. The Edexcel syllabus is used for the new A levels, along with a mixture of the corresponding series of Pearson textbooks and the OUP textbooks, both online and with some printed versions. The school has been running a linear model since September 2015, and so the Maths dept. is well set up for the change to linear exams. Double mathematicians learn the content of AS Maths and Further Maths in the Lower Sixth, plus some of the A2 syllabus for both Pure and Applied Maths. An element of choice is available for Upper Sixth study in Further Maths to suit the needs of the students' future aspirations and interests.

Opportunities for stretch and extension are plentiful and varied. There are activities running which allow students to follow the National Cipher Challenge Competition, and a regular club meets for puzzles and recreational maths activities. The UKMT Maths Challenge papers are taken, right across the school from 1st to U6th, and in each section there are students progressing to the follow-on rounds. We enter teams for the Junior and Senior UKMT Team Maths Challenge competitions and for the Year 10 Maths Feast Competition, and regularly win through to national finals at all these levels.

Each year we see a few students applying to Oxbridge and Russell Group universities for Mathematics, and full preparation and support is available. Preparation for STEP and AEA is also available, and questions at this level are regularly used by staff in their teaching to extend the most able students.

The general aims of the department include the intention that every student in the School, whatever his ability, should acquire a broad base of mathematical knowledge and experience, and should be offered every opportunity to fulfil his potential and become confident in the subject. It is expected that all students should be exposed to a range of teaching styles, including the use of ICT and investigative tasks. In addition, the most enthusiastic mathematicians are extended through participation in various national and international mathematics competitions, in which Abingdon consistently performs very strongly.

Continued professional development is seen by the Mathematics Department at Abingdon as an inherent part of our professional practice, and the department is recognised as particularly active in this sphere. Each term, there are areas on which teachers are focusing in the development of their practice and they support each other in doing so. Support also comes from colleagues in other departments and in partner schools. Interactions in the department are supportive and helpful, and all teachers are encouraged to reflect on how to maintain the highest standards in their professional practice.

Last year over 80% of our students gained an A\* or A grade in IGCSE Maths. At A-level, 68% gained an A\* or A grade for Maths and 69% gained A\* or A in Further Maths.



## **PERSON SPECIFIC CRITERIA**

### **Essential Qualities**

- Genuine enthusiasm for the subject as well as the ability to convey this to the students.
- Commitment to achieving the highest academic standards to ensure all pupils are fully stretched.
- Positive approach and willingness to work as part of a team.
- Desire to stretch the most able candidates through extension lessons and support the least able through occasional revision lessons.
- Ability to set high standards in the classroom whilst having a good rapport with students.
- Willingness to consider and reflect upon one's teaching methods.
- A good degree in Maths or a maths-related discipline.
- Ability to teach at IGCSE, AS and A2 levels.
- Commitment to setting, marking and reporting on students' work on a regular basis.
- Willingness to commit to, share and take forward new developments in the department.
- A commitment to the protection and safeguarding of children and young people.
- A commitment to valuing and respecting the views and needs of children and young people.

### **Desirable**

- PGCE.
- Experience of teaching younger pupils (ages 11-13).
- Familiarity with IT and its application to the teaching of Maths.
- Willingness to coach boys for Oxbridge and Olympiad competitions.
- Willingness to give advice on Maths and related subjects to those students who are applying for these subjects at university.
- Willingness to be responsible for occasional administration within the department – e.g. examination setting and marking, organisation of past paper material.
- An interest in teaching computer programming.
- Experience in public exam marking for Maths.

### **NOTE**

We feel that this job pack gives plenty of detail about the role and the School in general but if you have specific questions that need to be answered before deciding whether to make an application, please contact the Head of Maths, Samantha Coull, at [samantha.coull@abingdon.org.uk](mailto:samantha.coull@abingdon.org.uk).



## HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

### Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

### Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

### References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application

**Overseas Checks** – if you have worked or been resident overseas for three months or more in the previous five years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.



## Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

## Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2016](#), [Prevent 2015](#), [Working Together 2015](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

## Warning

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

## Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer.