



The Abbey

The independent school for girls aged 3-18.

PART-TIME TEACHER OF FOOD & NUTRITION AND TEXTILES

For appointment from September 2018

The Abbey School is an independent GSA and HMC day school for girls aged 3 to 18 years. Founded in 1887 the school enjoys an enviable reputation of academic excellence, a rich history, a caring pastoral environment and a wide breadth of extra-curricular activity for each individual. With exceptionally high ratings in the national league tables and a thriving International Baccalaureate diploma programme, The Abbey School is the only independent school in the Berkshire area to offer such outstanding opportunities to academically able girls. The girls themselves are motivated, enthusiastic and co-operative and there is a happy, purposeful atmosphere to the school.

The staff at The Abbey School form a strong and professional community of highly skilled, dedicated and enthusiastic people. The governors and management team are committed to supporting the continuing development of its staff and maintain a good working environment with the necessary policies and procedures in place to support this. We recruit only the highest calibre staff who are lively, enthusiastic and committed. In return we aim to provide opportunities for employees to reach their own full potential for their benefit and the benefit of the School as a whole.

We are seeking an outstanding teacher of Food and Textiles to join two vibrant and committed departments working with academic and motivated girls. The successful candidate will have high academic and professional standards and be committed to encouraging students to challenge themselves, take risks and progress to the best of their ability. The successful candidate will be a specialist in at least one area and be capable of teaching both to KS3. Familiarity and experience with GCSE Food & Nutrition and/or GCSE Art & Design – Textiles would be an advantage.

Salary and Benefits

Competitive salary; negotiable dependent on qualification and experience.

Staff are members of the State Teachers' Pension Scheme.

Lunches are available free of charge.

Closing Date for Applications: Monday 26th February but early application is encouraged as candidates may be interviewed before the closing date.

Interviews will only be arranged following our receipt of a completed application form. For enquires please contact recruitment@theabbey.co.uk.

17 Kendrick Road, Reading, Berkshire RG1 5DZ
Tel: 0118 987 2256 Email: schooloffice@theabbey.co.uk
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Company Limited by Guarantee. Registered in England No 133676.
Registered Charity No 309115. The Abbey School exists to educate academically able girls.





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The Food & Nutrition department is a small, but well respected, part of The Abbey School academic team. The Food room has recently been refurbished to a high standard and is a light, airy and pleasant place to teach. Food teachers need to be willing to taste dishes for assessment throughout the year.

Textiles is taught in a well equipped designated room with CAD/CAM facilities, in the School's Centre block. In addition to timetables lessons the departments run extensive extra-curricular programmes including participation in the Leith Cookery Toolbox course and Year 8 clubs. The successful applicant will support the Heads of Departments who teach on a full time basis.

All staff are either Form Tutors or Assistant Form Tutors and are expected to take part in the pastoral care of the pupils and to be involved in extra-curricular activity. They undertake various supervision duties according to a rota. The post-holder may also be required to carry out other duties appropriate to the post, as agreed and arranged by the School.

The Job Description is current but liable to variation to reflect or anticipate the changing needs of the department and the School.

A teaching member of an academic department will be required to undertake the following professional duties.

Teaching: (in each case with regard to policies and curriculum of school and department)

- plan and prepare lessons and homework;
- teach, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;
- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- liaise with the Head of Department about departmental matters;
- prepare and develop courses of study, teaching and examination materials methods of teaching and assessment, as required;
- participate in arrangements for preparing pupils for examinations, invigilate the examinations and assess performance as required;
- Develop knowledge and professional competencies.

General Administration:

- attend weekly staff meetings, and other meetings as required;
- assist at and attend official functions eg entrance tests, exhibitions, speech day and other events;
- attend school prayers;
- register pupils;
- supervise pupils as requested;
- have an awareness of and follow the school health and safety policy and code of behaviour;
- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

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Other Activities:

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her, so that pupils may reach their full potential;
- provide guidance and advice to pupils as appropriate;
- attend parents' meetings as required;
- supervise and, so far as practicable, teach any pupils whose teacher is not available to teach them;
- enter into the extra-curricular activities of the school;
- Undertake such other duties as the Head may reasonably request from time to time.

The Teacher Role at The Abbey Senior School

It is accepted that the role of a teacher is professional one, not bound by the fixed hours and time keeping regime that applies to an hourly paid employee. Nevertheless, it is felt that some clarity with regard to the extent of a full time role would be of value.

The points below apply to the basic teacher role and do not account for additional areas of responsibility. The Job Description is current, but liable to variation to reflect or anticipate the changing needs of the department and the School.

The responsibility and allocation of duties would be pro rata for part time Teachers and in line with the detail as expressed in the Offer Letter and Terms and Conditions of Employment.

Teaching and Academic

- **Lessons.** 32 teaching periods per week for full time staff (less any allowances relating to additional positions of responsibility taken on, including an allowance of 1 period for Skills for Life - formerly PSHE - for Form Tutors).
- **Homework.** Homework to be set in line with The Abbey School homework policy and year group homework timetables. All homework to be marked.
- **Reporting.** School reports and report cards to be produced in line with the published reporting timetable.
- **Preparation and development of schemes of work and teaching resources.** Workload to be shared as equitably as possible within the Department. HOD to oversee. Will vary from subject to subject and from year to year according to demands of public exam and other specifications.
- **Departmental clinics/'help' sessions/detentions.** Involvement in line with equitable Distribution within Department. Overseen by HOD.
- **Cover.** Cover for teachers who are absent will be distributed as equitably as possible.

Meetings and other events

The following is expected:

- Attend weekly Thursday Staff Briefing
- Attend INSET days – dates as published
- Attend after school staff meetings
- Attend weekly departmental meeting
- Attend weekly year group tutor meeting
- Attend other meetings relating to positions of responsibility
- Attend committees/working parties as volunteered

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- Be present on occasional Saturdays e.g. 11+ entrance exam in January, Sixth Form Scholarship Day
- Attend all School open events
- Attend Sixth Form open evening in October
- Attend Speech Day – which could be an extended normal school day
- Attend Parents Meetings; dates as published in the School Calendar
- Form Tutors to attend the relevant 'Introduction to the Year Group' or equivalent meeting, usually after school but sometimes in the evening (currently Upper III and Upper V). Attendance at occasional other relevant year group meetings is encouraged and much appreciated (e.g. Lower V pre-Morrisby meeting)

Optional, additional events include, but are not restricted to:

- Governors' Tea
- Plays and concerts
- Sports dinner
- Other extracurricular events

Pastoral

- **Attend Assemblies** normally on 3 days each week, with part timers attending when they register a form.
- **Supervise registration and take register** on up to 5 mornings and 5 afternoons each week. There are guidelines regarding the extent to which this is shared with Assistant Tutors (see staff handbook C1).
- It is accepted that these guidelines relating to involvement of Assistant Tutors cannot be hard and fast rules. Some Tutors do not choose to share as many registrations and other tasks as they may. Illness or other absence of a Tutor may result in Assistant Tutor taking on additional registrations and other tasks.
- **Sign Planners** each week. (Shared with Assistant Tutors – see above)
- **Report Card and Report reading** with each girl – in line with reporting calendar. (Shared with Assistant Tutors – see above)
- Participate in the organisation and running of some year group activities e.g. disco, residential weekend, picnic, post-examination trip. *The reasonableness and co-operation among the team to ensure a good programme without undue pressure on any one tutor or Head of Year is much appreciated.*

Duties

- **Perform duties as allocated by a Senior Teacher on published rota.** It is expected that each full time teacher will do one lunchtime duty each week and also participate in the gate duty rota or an alternative, the decision lying with the Senior Teacher. Staff with particular areas of expertise or responsibility may be allocated alternative duties (e.g. ICT room supervision).
- It is understood that morning break duties are allocated to part timers wherever possible. Morning break duties can only be performed by full time staff if they are free either period 2 or 3.

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Extra- Curricular

- As a minimum, it is expected that all teachers will involve themselves with extracurricular activities, such as clubs or groups.
- There is not a formal guideline regarding the total number of lunchtimes during which a teacher should be committed to activities with girls. It is expected that staff will be sensible; it is not expected that staff would be committed every day.

Specialist Roles and Departments

- It is recognised that the teachers in a number of Departments will have commitments and roles that differ from the above.
- These Departments include the Food and the Textiles Departments where additional commitments include lunchtime and/or after school clubs and the occasional Saturday event.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the School's needs. From time to time, the Post holder will be required to undertake other duties and responsibilities, generally in the same area or of a similar post, especially at times of peak workload.

Salary and Benefits

- Your salary will be as detailed in your Offer Letter.
- Staff are members of the State Teachers Pension Scheme.
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- Lunches are available free of charge.
- Parking is normally available, but not guaranteed.

Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures.
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work.
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with.
- To report all accidents and damage immediately.
- To report all observed hazards or dangerous occurrences immediately.
- To neither intentionally, nor recklessly, interfere with any equipment provided.

Security

- All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

Equal Opportunities

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

Terms of Employment

Under current legislation, we are required to advise all employees that their appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdb.co.uk

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk

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