

IN FIDE VADE

Deputy Head of Sixth Form

September 2018

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world-class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for over 120 years. We are committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 170 acres, our school has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Café and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 612 pupils, ranging from 11 to 18, 562 are full boarders and 175 are in the Sixth Form. The majority of our girls come from within a one-hour radius of London; other boarders travel from further afield. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 97.4 per cent of all GCSE entries being graded A*-A. At A level, 85.6 per cent were A*-A. One third of last year's leavers went to Oxbridge and about twelve to US universities including Claremont McKenna, New York University, Stanford, UCLA and Yale.

Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the School at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose-built study-bedroom complex which is akin to a university hall of residence.

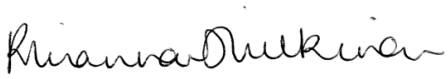
Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached a significant number of national finals and the sports department offers more than 30 sports on a regular basis. Our Music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The Drama provision is equally impressive with numerous productions happening annually and opportunities for all to take part.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow, Radley and Winchester. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, an annual Management Conference and other social and academic events throughout the year.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we have just opened two new state-of-the-art boarding houses. We are committed to refurbishing much of our boarding accommodation and we have plans to redevelop significant teaching and learning areas in the Abbey building.

We have introduced a new strategic plan to guide us through the next five years, 2017-2022. Our first sister school opened in Changzhou last year and we are working hard to foster excellence there, not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group. We hope to open other Wycombe Abbey International Schools in Asia in the near future.

Exciting times are ahead!



Rhiannon J Wilkinson

Headmistress

TEACHING AT WYCOMBE

The pupils at Wycombe are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified recent graduates, join the Staff Room. Wycombe offers statutory induction for Newly Qualified Teachers and also offers the Graduate Teacher Programme to those without a PGCE. There is proactive support for all new members of staff, who are guided through their first year at Wycombe by a variety of people, with the line manager and an individually-appointed mentor taking the lead.

The School prides itself on the many opportunities for continuing professional development. We organise regular whole staff in-service training and have a generous budget for training outside of school. In addition, academic departments commit to sharing good practice. There are opportunities to take part in peer observation, peer coaching, learning reviews and working parties.

A Wycombe teacher typically teaches 30 35-minute periods per week. In addition, he/she is attached to a boarding house and is responsible for a tutor group of around 10 pupils from the house. Teachers give freely of their time outside timetabled lessons with many committing to co-curricular activities and helping individual pupils with their academic progress. Teachers are also expected to commit a small number of hours per term to other (supervisory) duties, such as accompanying house outings.

As a boarding school, Wycombe has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8.15am on weekdays and 8.45am on a Saturday. The teaching day finishes at 5.15pm on Monday, Tuesday, Thursday and Friday, 4.15pm on Wednesday and 11.50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours.



THE SIXTH FORM

The final two years of school life in the Sixth Form are the highlight of a girl's time in at Wycombe Abbey and we aim to make them as exciting and challenging as possible for every pupil. Throughout this time, we ensure that each girl has full support whilst also developing her independence.

Structure of the Sixth Form

Girls remain in their Senior House in Lower Sixth, living in designated areas for this year group in single or double study bedrooms. They are leaders in their House, taking responsibility in roles such as Head of House, House Sports Captain, or mentoring of younger girls. At the start of Lower Sixth each girl is assigned a Sixth Form Tutor who will look after her for the two years of the Sixth Form. Tutor Groups have about 12 pupils. In the Upper Sixth, girls move out of the Senior Houses into Clarence, which is a unique Wycombe experience. Clarence houses the entire year group in single study bedrooms, grouped into smaller houses of around ten girls who share a kitchen and recreation area where they enjoy the experience of cooking breakfast and supper for themselves. The atmosphere is more relaxed as girls prepare to leave school for university, but at the same time there is strong support from the Sixth Form Tutors, who along with the resident team in Clarence, work closely with the girls on their applications and future plans.

Academic

Girls choose four (or five if Further Maths is included) A level subjects. Several new subjects are available to girls at 16+, including Government and Politics, Economics, History of Art and Psychology. At the end of Lower Sixth, girls may decide to drop one subject, although a significant number continue with four. Many girls choose a combination of arts and science courses and all pupils choose to take the EPQ, or the School version, 'The Carrington Award'. A number of sixth form girls also choose to enter essay competitions set by universities or other organisations, with some impressive successes in recent years. With the national changes to A levels, there is scope for development of the Sixth Form curriculum further and the programme of enrichment is under review by the Sixth Form team.

Higher Education and Careers

Girls are extremely well supported in the choices they make about their futures during their time in the Sixth Form. They are taught how to research different universities and courses and have numerous individual discussions with their Sixth Form Tutor. Admissions tutors are invited into School to talk to the pupils about university applications and parents too are often included in these talks and conversations.

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There is a comprehensive programme to guide girls through the university application process for UK, US, Oxbridge and Post-Qualification Applications including guidance and practice in coping with university interviews and admissions tests. Those considering application to US universities are supported by a dedicated team which includes a recent graduate from a top US university.

Careers advice is delivered both through group activities and individual guidance sessions as well as work experience. We make good use of our alumnae ('Seniors') who return to talk to current pupils at Careers Seminar evenings and more informal suppers. We run a 'Future Ready Fair' each Spring at which a number of internships, short course and gap year providers present.

Co-Curricular and Leadership

Girls continue to develop their talents and skills in a huge range of co-curricular activities and also learn to lead the way for others, running House activities, sports teams, music groups and societies which range from Bee-keeping to Politics. There is a healthy interest in both Duke of Edinburgh Gold Award and the Young Enterprise scheme; all girls undertake some form of community service during the Sixth Form and also participate in PE. The Sixth Form Lecture programme on Friday evenings is diverse and very much appreciated by the girls, as is the two-day Management Conference, held jointly with a local boys' grammar school which develops the ability to work in an unfamiliar setting on a range of business games, as well as hearing from eminent speakers from a broad spectrum of careers. The School also offers short courses in topics such as Philosophy, Photography and IT, as well as the opportunity to pursue further GCSE studies (for example in Italian or Dance). During the two 'Activities Days' in the Autumn Term, girls participate in trips off-site as well as a Women's Leadership Conference in School, 'Women Up'. We aim to promote a global perspective and to encourage the girls to question, learn and think for themselves.

Music, Sport and Drama all thrive at Wycombe Abbey and there are many opportunities for sixth formers to be involved at all levels. We have a thriving Model United Nations programme, Science activities, Green Power car, competitive team activities such as debating and public speaking, and a host of other societies. We offer a 40 week Leith's cookery diploma.

There is also time for fun and enjoyment. Numerous social opportunities include the Caledonian Society with Eton College and the Spring Ball with the Royal Grammar school, formal dinners with lecturers, debaters, and visiting Sixth Formers. In all these co-curricular activities, we encourage girls to develop a healthy lifestyle and a work-life balance, and to take responsibility for their own learning and organisation. We promote 'Flourishing @ Wycombe'. We expect older girls to set the tone and act as role models for the rest of the School. Their proactive pursuit of individual interests gives them the confidence to succeed in making their mark as they progress to university and beyond.









THE ROLE OF DEPUTY HEAD OF SIXTH FORM

We have two Deputy Heads of Sixth Form. Each one stays with a year group and the tutors for the two-year journey through the Sixth Form. The post-holder will therefore alternate between the role of Deputy Head (Lower Sixth) and Deputy Head (Upper Sixth) over a two-year cycle.

The role is residential and the post-holder will form part of the Clarence pastoral team, providing a smooth transition for the Lower Sixth girls moving to Clarence from the Senior Houses. Deputy Heads of Sixth Form, alongside the Director of Sixth Form, play a full role in the boarding life of the School and are expected to reside in School at all times during term-time.

The post-holder will work closely with our Housemistresses in the Senior Houses to oversee and monitor the academic progress and the pastoral wellbeing of the Lower Sixth girls and will take overall responsibility for the Upper Sixth year group in Clarence, in liaison with the Director of Sixth Form.

The post-holder will teach approximately half a timetable and any academic subject relevant to our curriculum will be appropriate.

PERSON SPECIFICATION

Wycombe Abbey provides a modern and innovative education within a traditional boarding setting, and we therefore seek to employ teachers who will bring outstanding talent, intellect, enthusiasm and innovation to our classrooms.

The successful applicant is likely to possess:

- Knowledge and understanding of the boarding environment
- Experience of Higher Education applications
- A teaching qualification (e.g. PGCE) is desirable although we are happy to consider good graduates who are committed to teaching and boarding life
- The ability to teach throughout the school, including A Level and Oxbridge entry
- The motivation to enhance teaching and learning at Wycombe Abbey by sharing good practice and active participation in continuing professional development
- A clear and innovative vision for pastoral leadership and modern boarding.
- A willingness to contribute to the wider objectives of the school e.g. by involvement in the Admissions process or representing the School to the wider public
- The highest level of communication skills for dealing with pupils, parents and staff
- A proven ability to build a positive and collaborative rapport with pupils and staff alike
- An appreciation of the aims and ethos of Wycombe Abbey







BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a 5-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for boys and girls in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a permanent, full-time contract over 52 weeks.

APPOINTMENT DATE

1 January 2019.

SALARY

Wycombe Abbey has its own pay scale which compares favourably with other independent schools.

ACCOMMODATION

You will be provided with School accommodation, suitable for a family, attached to the boarding house.

PENSION SCHEME

The school offers membership of the Teachers' Pension Scheme.

DEATH IN SERVICE COVER

Members of the Teachers' Pension Scheme have life cover at x 3 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 4 June and interviews will take place w/c 11 June.

Please submit a completed application form, which you will find on our website under 'Vacancies', as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Rhiannon Wilkinson, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager: wetenhallj@wycombeabbey.com



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www.wycombeabbey.com