The Abbey
The independent school for girls aged 3-18.

TEACHER OF MATHEMATICS (1 YEAR MATERNITY COVER)

FULL TIME/PART TIME (0.7 – 0.8)
TO START SEPTEMBER 2018

Background

The Abbey School is an independent GSA 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. This is evidenced in the recent ISI Inspection Report in which The Abbey received the very highest ratings in every category.

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.

This is an excellent opportunity for a well-qualified and enthusiastic Mathematics teacher to join a successful and supportive department. The post would suit either an NQT seeking a first post or a more experienced teacher looking for a new challenge. Mathematics is a popular subject at The Abbey and is regularly one of the top Sixth Form choices.

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.

The role

The department's scheme of work and teaching activities are constantly evolving and the successful applicant should be keen to become involved in this process. S/he should be prepared to contribute to developing resources and setting tests and examinations. In addition to enabling girls to achieve their mathematical potential, s/he should also be willing to encourage pupils' interest in mathematics outside the classroom by helping with activities such as National Mathematics Challenges, trips to local lectures, cross curricular events and clubs. At present the Mathematics department comprises twelve members of staff, some having other roles of responsibility in the school, who work closely together and share the teaching throughout the Senior School.

There is a consistently high uptake for the subject in the Sixth Form, with over 100 students following mathematics courses beyond GCSE and a thriving Further Mathematics group in each Sixth Form cohort. Public examination results are very good with an annual average of 93% of candidates being awarded grades A*– B at A level. In the Sixth Form, students follow the OCR A specification and every

year there is a separate group working towards Further Mathematics OCR B qualifications. An increasing number of girls are choosing to go on to read Mathematics or a Mathematics related course at university. The Abbey School became an International Baccalaureate World School in 2008 and, following exceptional results in every cohort since then, Sixth Form students are following courses in Mathematics (Higher Level and Standard Level) and Mathematical Studies (Standard Level).

Over 85% of all GCSE Mathematics entries are awarded A* or A. Currently students are all prepared for the higher tier, reformed Edexcel International GCSE A (9 – 1) specifications, taken at the end of year 11.

Year 7 pupils are taught Mathematics as broadly banded groups with the classes taught in sets from year 8.

All staff in the department are actively involved in developing teaching and learning resources and activities to enhance the problem solving skills of our students. The department's aim is to develop the confidence of each individual girl, whatever her ability, and to stimulate enjoyment and challenge for all pupils. An after school Maths Club and a biennial Puzzle Day allow younger girls to develop their problem solving skills further. The department enters girls for the National Mathematics Challenge events and regularly sends teams to the National Team Challenge events.

The suite of rooms used by the Mathematics department has recently been refurbished and each room has a SMART LightRaise interactive projector. The department uses ICT extensively for administration and the ways in which ICT is incorporated into its mathematics teaching is continually evolving. There is ready access to three computer rooms equipped for full classes.

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 following 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 relevant departments)

- 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 e.g. entrance tests, exhibitions, speech day and other events;
- 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.

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.

Extra-Curricular activities:

- Contribute on a pro-rata basis to the excellent extra-curricular provision of the department, leading and supporting different lunchtime and after-school clubs.

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 below responsibilities and allocation of duties would be pro-rata for part-time Teachers and in line with the detail as expressed in the 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. Staff timetable commitments will be included in the allocation decisions so that those who are under-timetabled should expect to do more than the average amount of cover and those who are over-timetabled should expect to do less. As a general guideline, each period for which a member of staff is 'under-timetabled' would equate to two periods of cover.

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
- 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:

- 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. 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.

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 recognized that the teachers in a number of Departments will have commitments and roles that differ from the above.

These Departments include:
ICT – e.g. lunch time supervision of rooms
Drama – e.g. productions (including some weekends)
Music – e.g. rehearsals and performances
Food Technology – e.g. lunch time and/or after school clubs
PE – e.g. lunch time, before and after school and weekend training and fixtures.
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

- The salary is according to qualifications and experience; it follows the Standard Scale but is enhanced by The Abbey School Allowance.
- Staff are members of the State Teachers' Pension Scheme.
- Lunch is provided
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available

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
- Neither intentionally, nor recklessly, to 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 Bursar 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.
- 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.

Terms of Employment

Under current legislation, we are required to advise applicants that this 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.disclosuresdbs.co.uk

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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

Interviews will only be arranged following our receipt of a completed application form.

Closing Date: 11th June but early application is encouraged as interviews may be held before that date.

If your skills and experience are suitable for the role we will be in touch shortly. If you have not heard from us by the closing date, please consider your application unsuccessful.

For enquires please contact recruitment@theabbey.co.uk