



JOB PACK

Teacher of French & German (Full or Part-Time)

for September 2018

Closing Date: Monday 19 March 2018 (midday)

Interview Date: w/c 19 March 2018

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

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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, 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/...

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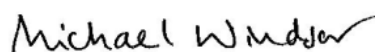
The School occupies a large and beautiful campus. Facilities are excellent, and we are now looking at future development with keen anticipation. We opened our new 21 laboratory science centre in autumn 2015 which has transformed our science facilities and created the space for new facilities for Geography, 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 6th 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 FRENCH & GERMAN (Full or Part-Time)

Modern Languages Department

The department comprises twelve teachers, aided by language assistants from France, Germany, Spain and China. There are separate heads of subject for French, German, Spanish and Chinese in addition to the Modern Languages Co-ordinator. The department is housed in Big School and has six classrooms, all furnished with state of the art equipment. The department also has a set of iPad minis that can be booked for use during lessons and during the many clubs and support groups we run.

Lower School

Our first year (60-80 boys) all learn German for half a year, followed by French for half a year currently preceded by an introduction to linguistics. Boys are taught in tutor groups. At the end of the first year they choose between French or German and continue with the chosen language in mixed ability groups in the second year.

Middle School

In the Third Year (which rises to approximately 180 boys), all boys learn either French or German as their main language. They are also given the opportunity to learn a second and possibly third modern language and can choose from Spanish, French, German and Mandarin Chinese. Our third year course is based on our own resources that we have developed in-house and boys are taught in entirely mixed sets for the whole year. In the fourth year all boys must study at least one modern language (French, German or Spanish) to IGCSE and in fact many study two and some study three. Boys studying French, German and/or Spanish all follow the Cambridge International Examinations syllabus for IGCSE. Boys opting for Chinese will follow the Edexcel GCSE course. Results at iGCSE have been pleasingly strong - details on this are available on the School's website at http://www.abingdon.org.uk/gcse_statistics_2016.

Sixth Form

French, German and Spanish are offered and for each we follow the Pre-U syllabus. Sixth form language uptake is excellent and many take their languages further, whether by opting for a languages degree or by combining a language with another subject. Once again, results have been strong and the detail on this is available at http://www.abingdon.org.uk/a_level_statistics_2016. Italian and Russian are also often offered to GCSE (Edexcel) in the sixth form, depending on levels of interest and staff availability.

Teaching Style at Abingdon

Whilst emphasis is put on the ability of our pupils to communicate effectively in everyday situations, the teaching of grammar has an unassailable position in our approach. Pupils are formally tested on grammar or vocabulary weekly. The language in the classroom is the target language unless there are educationally valid reasons for resorting to English. Full use is made of information technology, songs, role plays and games in our teaching. Considerable importance is placed on the strategies useful for further study: an ability to read continuous prose texts with ease and a secure grasp of cultural and historical background.

Vision

We strongly encourage students to become independent, ambitious, reflective learners who are supportive of each other. We strive towards greater communication and coherence between the individual language departments in our approach to marking, feedback and differentiation and seek to integrate each other's best practice. We make it our priority to promote language learning for its own sake but also for the benefit of the transferable skills acquired by the students and to raise the status of Modern Foreign Languages across the school.

Extra-curricular

We run a weekly MFL Theatre club and an MFL 6th form Society is run jointly with St Helen and St Katharine, which offers social events, talks, dinners and cinema and theatre trips. Amongst other activities offered to pupils is the weekly student-led linguistics club and *The Polyglot*, our thriving MFL dept magazine. We also offer regular help clinics for all languages and year groups.

Exchanges and Trips

The Abingdon Modern Languages Department offers an exceptionally wide range of trips abroad – an indication of the level of commitment of our staff. We consider trips to be extremely valuable from a broader educational point of view, as well as for working on language skills. We run a series of exchanges and study trips with partner schools in Aix-en-Provence, Bielefeld and Santiago de Compostela. Additionally boys in the lower school have the opportunity to visit Normandy and The Rhineland. Third years participate in a Strasbourg trip at Christmas. Boys in the Sixth Form take part in a study tour, such as to Paris, Berlin or Salamanca.

NOTES

1. This is a full **or** part-time vacancy to commence in September 2018 which arises owing to increased numbers and some changes in staffing loads. We are open to applications from candidates who wish to commit to just a part-time post and we can be flexible over the amount of teaching. Applicants should indicate in their letters what kind of post they are looking for and, if part-time, the level of commitment they would ideally like.
2. This vacancy represents an opportunity to contribute to the highly successful Modern Languages Department at Abingdon. The successful applicant will be able to teach German to Oxbridge level and French to high achievers at KS4, although German and French to Pre-U/Oxbridge level would be an advantage.
3. 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 MFL Co-ordinator, Alexandra Widdern at alexandra.widdern@abingdon.org.uk. Visits to the school prior to submitting an application are regrettably not possible for us to arrange but we hope our website conveys a strong sense of what the school is like.



PERSON SPECIFIC CRITERIA

Essential Qualities

- A good degree in Modern Foreign Languages (German and French).
- Ability to teach to Pre-U/Oxbridge entrance level in German and ability to teach French to IGCSE high achievers.
- Genuine enthusiasm for the subject as well as the ability to convey this to the students, setting high standards whilst also having a good rapport in the classroom.
- Commitment to achieving the highest academic standards to ensure all pupils reach their full potential, including commitment to setting, marking, giving meaningful feedback and reporting on students' work regularly.
- Desire to stretch the most able candidates through extension lessons and support the least able through revision lessons.
- Positive approach and willingness to work as part of a team and willingness to commit to, share and take forward developments in the department.
- Willingness to take the lead in the organisation of overseas residential trips and exchanges.
- Willingness to consider and reflect upon one's teaching methods.
- IT literate especially in the use of IWB and its application to the teaching of Modern Foreign Languages.
- 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).
- Willingness and ability to coach boys for Oxbridge.
- Experience of using iPads or similar technology in the classroom.
- Willingness and ability to give advice on German and French to those students who are applying for these subjects at university.
- Willingness to be responsible for elements of administration within the department – e.g. examination setting and marking, organisation of past paper material.
- Willingness to take a lead in the running and organisation of modern language extra-curricular activities and events.
- Familiarity and experience of the CIE IGCSE and Pre-U syllabus.
- Ability to teach French to Pre-U level.

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 the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Abingdon School Website.

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

Where a candidate is –

- found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the DBS and the Police and/or the Local Authority Designated Office (LADO) will be consulted. If the individual is a teacher, a referral may also be made to the National College of Teaching & Leadership (NCTL).

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.

Abingdon School is an Equal Opportunities employer.