



# The Abbey

The independent school for girls aged 3-18.

## HEAD OF ECONOMICS DEPARTMENT

For appointment from 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.

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 Economics to lead a successful and committed department. The successful candidate will have high academic and professional standards and be committed to building on the strength of the subject in the Sixth Form. She/he will have the experience or the potential to be a capable and energising leader and will manage the delivery of an appropriate Economics curriculum which is challenging, differentiated and well resourced. The Head of Economics should expect to teach the subject both at A Level and as part of the International Baccalaureate (IB) programme.**

### 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 department

Economics is offered as an optional subject in the Sixth Form and the successful candidate would be expected to have a sound working knowledge of the subject. It is a vital and successful subject with very good take-up at A level and the IB. The Economics Department at the Abbey School prides itself on its high standards and its excellent examination results, averaging over 40% A\* at A Level over the last three years. The successful applicant would be expected to maintain this tradition and to foster varied teaching and learning methods within a stimulating classroom environment.

Both the Department and Library are extremely well equipped and each classroom has a computer and data projector. Annually, LVI Economics, Politics and French students attend the "Your Future in Europe" Conference in Paris. The successful candidate would be expected to develop and be involved in extra-curricular activities. There is the potential for career development and additional responsibilities within the department in the future.



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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.***

**In addition to the duties expected of every teacher at The Abbey School, a Head of Department is expected to:**

## **Leading and Managing**

- Inspire a positive atmosphere in the Department which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it;
- Oversee the general welfare of teachers within the Department;
- Support professional development of teachers, delegating appropriate responsibilities as a part of professional development;
- Support trainee teachers, NQTs/new staff, as required, in conjunction with the Director of Staff Development;
- Support colleagues, where appropriate, in the development of classroom management strategies;
- Keep clear electronic records of all pupils' attainment and progress in the subject including internal assessments, internal and external examination results and share this data as required with the Deputy Director of Studies;
- Complete and check external examination entries and forecast grade sheets in consultation with the Examinations Officer;
- Organise and oversee arrangements for Coursework, Controlled Assessment and Internal Assessment and submit marks and sample punctually;
- Oversee setting, production and marking of internal examinations;
- Hold regular department meetings with an agenda, minutes, action points and opportunities to exchange best practice and follow up on any agreed action points;
- Attend and contribute to Heads of Department meetings and other committees as required;
- Produce and update a Departmental Development Plan which contributes to and draws down from the School Strategic Development Plan;
- Produce and update a Departmental Handbook;
- Produce and update an annual budget for the department in consultation with the Bursary;
- Manage and deploy teaching staff, financial and physical resources within the department effectively, including completing allocations;
- Liaise with the colleague responsible for Cover to make appropriate arrangements for classes when members of staff are absent;
- Participate in the recruitment and interview process for teaching posts when required;
- Be prepared for and be able to respond to a crisis situation e.g. where members of the department may be required to work remotely or in a different way;
- Demonstrate the flexibility to respond to the short, medium and long term needs of the school.



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## Teaching and Learning

- Establish high standards for teaching and learning within the department and encourage teachers to achieve expertise in their subject teaching;
- Keep up to date with changes/initiatives in the subject, examinations and requirements for university study of related courses;
- Through the Professional Review process and other methods, evaluate the quality of teaching and learning occurring in the Department using this to identify good practice, any training needs and establish action plans for any areas of development;
- For the start of each academic year, ensure that appropriate schemes of work (and any supporting documentation) are produced for all the courses of study and ensure that these schemes of work are available to, and followed by, the appropriate teacher teams and that they are kept under review;
- Analyse internal and external examination results and review teaching and learning in the light of these results, including feeding back to the Deputy Head Academic;
- Make effective use of assessment data to inform planning and training for teachers within the department and target setting for pupils;
- Encourage innovative and imaginative curriculum work within their department(s) and where possible in cross-curricular ventures;
- Ensure that their department(s) offers enrichment activities and educational visits for all pupils, taking into account the needs of those particularly gifted and/or interested in the subject area;
- Ensure that activities and resources are in place to support pupils who require help with the subject, including, where necessary, preparing candidates for Oxbridge and other Higher Education pathways;
- Establish links with the wider community to enhance pupils' learning;
- Ensure that the overarching school policies relating to health and safety, safeguarding and welfare of pupils and staff are understood and deployed appropriately within the department.

**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.



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## 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;
- 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.

## 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 Headmistress 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.



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- **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.



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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).

## 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.

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



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- 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](http://www.disclosuresdbs.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](http://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](mailto:recruitment@theabbey.co.uk)

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

Closing Date:

Interviews to be held:

For enquires please contact [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)



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