ABINGDON

JOB PACK

Teacher of English

for September 2018

Closing Date: Monday 2 October 2017 (midday)

Interview Date: w/c 9 October 2017

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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 1250 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 350 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.

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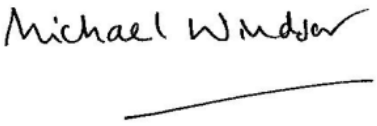
The School occupies a large and beautiful campus. Facilities are excellent, and we are now looking at future development with keen anticipation. We opened our new 21 laboratory science centre in autumn 2015 which has transformed our science facilities and created the space for new facilities for Geography, 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

ABINGDON

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.

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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 appraisal as well as myriad opportunities to reflect on professional practice and 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 houserooms. Our next project will involve moving the Art department, sixth form centre and Library to a new build and we hope that will be completed by September 2018.

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.

ABINGDON

TEACHER OF ENGLISH

The English Department

The English Department at Abingdon School is a highly experienced and successful department. We are a forward looking, collaborative and supportive team with high levels of dedication and enthusiasm for the subject area and for teaching. The English Department enjoys a strong reputation and its profile within the school and popularity as a choice post-16 has been rising considerably in recent years; over 40 boys are currently studying the English A Level. Examination results have been in the region of 90-100% A*-B at A level and at IGCSE level. In 2017, we achieved 69% A*/A at A level, 88% A*/A for IGCSE Language, and 88% A*/A for IGCSE Literature; we are very proud of these results and continue to seek ways to develop schemes of work and teaching and learning within the department so we can sustain and develop these results in future years.

We follow the Cambridge IGCSE specifications for English Literature (0486) and English (0500), and are teaching the OCR syllabus at A Level. In line with school policy, we teach a linear course and do not offer the new decoupled AS qualification. At GCSE we have opted to continue studying the IGCSE with the current Fourth Year but are considering whether to change to the 'home board' qualifications in the future.

There are a number of co-curricular classes taking place each week, some in conjunction with the neighbouring independent day school for girls (St Helen's). Particularly popular are *Words and That*, our creative arts newspaper (published termly), *The Martlet* (the school newspaper), our creative writing club (*The Postmen*), the debating society and the literary society for sixth form. A number of boys proceed each year to university English courses (Oxford and Cambridge amongst them) and extra classes are regularly arranged.

The department currently comprises nine members (including the HoD), some of whom carry significant leadership responsibilities within the school as a whole. The department is mainly housed in adjoining teaching rooms, all of them equipped with AV facilities, including interactive whiteboards. Opportunities for INSET and professional development are actively encouraged and supported. There is a central office, the department is generously resourced, and there is an excellent section of the school library dedicated to English texts. We have a very strong relationship with the librarian, Graham Gardner, who has been in post for over three years and we collaborate regularly on shared initiatives to increase the boys' reading of books for personal pleasure

We have an extensive collection of shared lesson and teaching resources and also have access to good AV facilities and ICT resources and support. The department liaises with the library to shadow the Carnegie Prize, to enter a range of national competitions, and to organise visits by writers such as Tim Bowler, Michael Morpurgo, Robert Muchamore and Alan Gibbons. For the past two years, we have had a writer in residence, running workshops with groups of boys; last year we worked with the author Jon Stock to produce a collection of chapter openings, since published as *Birth of a Book.* We often take trips to the theatre and to other places of interest such as the Oxford Festival, the British Library and the Globe.

PERSON SPECIFIC CRITERIA

Essential Qualities

- An outstanding classroom practitioner who teaches engaging, inspirational, active lessons across all age ranges
- Able to give regular and effective verbal and written feedback to pupils in a way that supports their development
- Passionate about the subject and committed to achieving the highest academic standard
- Able to develop and maintain friendly, challenging and respectful relationships with all pupils
- An excellent team member who is enthusiastic, well-organised and possessed of a positive approach to the growth of English at Abingdon
- Willing and able to liaise with SEN and EFL departments over specific student difficulties and to implement relevant strategies
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Desirable Qualities

- Willing to consider and reflect upon teaching methods, and to contribute to the continuing development of new ideas and practices within the department
- Willing to make a full contribution to the life of the department, including taking part in developing shared resources and to the extracurricular activities run by the department
- Confident and innovative use of ICT in the classroom
- Willing to lead and organise trips to the theatre, literary festivals and relevant lectures
- Able and willing to stretch the most able candidates through extension lessons, and support the least able through occasional revision lessons
- PGCE qualification and evidence, as appropriate, of continuing professional development
- Able and prepared to monitor pupil progress closely and identify strategies to support individuals

NOTES

This is a full-time vacancy to commence in September 2018 which arises owing to the retirement of a long-standing member of staff.

Potential candidates might like to contact Joanna Bridgeworth, the Head of English, to initiate an informal discussion prior to making an application, though this is not a necessary part of the application process if you feel you have all the information you need. Contact should in the first place be made via email to joanna.bridgeworth@abingdon.org.uk.

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.