



JOB PACK

UCAS Applications Coordinator also referred to as **Assistant Upper Master (Universities)**

Closing Date: Monday 19 March 2018 (midday)

Interview Date: w/c 26 March 2018

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

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From the Director of Finance & Operations: Justin Hodges

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon School Foundation. I am delighted that you are considering working here. As a member of the support staff you will play a pivotal role, and be instrumental in supporting the rest of the School community in delivering its core aim of striving to provide the very best academic, pastoral and Other Half experiences to our pupils.

Please take some time to look at our website, www.abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. 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 around 140 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.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent with recent significant developments such as our large new science centre, refurbished Greening Court, and new multi-use and cricket all-weather surfaces. These are in addition to Tilsley Park, a significant addition to our existing, excellent sports facilities. In the future we are looking forward to opening, in September 2018, a new sixth form centre, library and art department. Whilst this is the high profile new building, the whole Foundation benefits from a continuous refurbishment and redevelopment plan, adding further impressive facilities to a very well-resourced school.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Justin Hodges
Director of Finance & Operations

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SUPPORT STAFF BENEFITS

Annual Leave

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time.

Childcare Vouchers

The Abingdon Foundation operates a salary sacrifice childcare voucher scheme through Co-operative Flexible Benefits.

Closure Days

Each year at Christmas, consideration is given as to whether up to two additional closure days, which will usually be Christmas Eve and New Year's Eve, will be granted.

Death in Service

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

Employee Assistance Programme

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

Foundation Grant

Qualifying employees are eligible for a discount (of up to 50%) on tuition fees for their own children attending Abingdon School or Abingdon Prep. Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

Lunch

Lunch is available for staff free of charge during term time.

Parking

Free parking for staff is available on site.

Pension

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates with effect from 1 June 2017 are 2% employee and 4% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

Private Healthcare

Staff are eligible to benefit from free private health insurance (taxable as a benefit in kind).

Sports Centre Membership

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Discounted rates apply for staff attending classes.

Ultimate Activity Camps

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website www.ultimateactivity.co.uk.



Abingdon's Sixth Form Staffing Structure from Sept 2018

The Upper Master

supported by

The Assistant Upper Master (Extension & Progress)

UCAS Applications Coordinator

referred to internally as The Assistant Upper Master (Universities)

and

The University Applications Assistant

The Careers Guidance and Overseas Universities Advisor

The EPQ Coordinator

The Master i/c Medical and Veterinary Applications

The Upper Master's job description is included in this job pack for reference only

Abingdon's Sixth Form: an overview

Abingdon's Sixth Form is a large one, comprising some 350 boys in total, split evenly across the two years. Each year, the majority of Abingdon's Fifth Year move through to the Lower Sixth (usually around 90%) and are joined by somewhere in the region of 10-20 boys from elsewhere, a mix of new boarders and day pupils.

All students pursue four subjects in the Lower Sixth, with most electing to drop to three in the Upper Sixth. Prior to entering the Sixth Form, boys select their preferred options from our list of 24 A level and pre-U subjects. In doing this, boys choose freely and usually we can cater for their combinations, with only a handful each year proving impossible to timetable, resulting in a boy having to fall back on his reserve option. During the 5th year, boys also have a range of opportunities to hone their ideas about sixth form options, including an information evening, taster lessons, talks with our Career Guidance department and dedicated time with their tutors and housemasters. Four subjects (Drama, DT, Government & Politics & Economics) are taught jointly with the girls from our sister school, St Helen & St Katharine.

Alongside the main curriculum, we also offer a number of academic extension opportunities. The Extended Project Qualification (EPQ) is available to all who choose, starting in the Lent Term of the Lower Sixth through to completion in around November of the Upper Sixth. Usually, it has been also been possible to offer *ab initio* GCSE languages (German, Italian, Russian and Spanish) as well as a Creative Writing qualification. Those seeking higher level study in specific subjects (particularly those aiming for an Oxbridge or medical application) will also find that departments provide academic extension in the form of additional classes, support for competition entries and writing opportunities.

Supporting the main curriculum, we have our Personal Development Education (PDE) programme in the L6th, which consists of "Mindsets", taught once a fortnight, looking at academic and personal issues specific to sixth form life. This is complemented by a series of lectures delivered by a combination of school staff and external speakers. In the U6th, this becomes a series of roundabout sessions delivered by staff on subjects related to moving on into adult life alongside a different programme of lectures from external providers. In addition to this, we offer a wide range trips, tours & expeditions in the UK and abroad. Furthering the Other Half commitment of Abingdonians in the Middle School, sixth formers have opportunities to take leading roles, for example in the CCF, projects with partner schools in the maintained sector and in their houses as mentors.

We have a dedicated team to assist with all university applications and the majority of students are offered places at their first or second choice of university, mostly Russell Group institutions, with 10-15% receiving offers from Oxford and Cambridge each year. The range of subjects they study reflects the very diverse nature of our sixth form and the boys within it. The school is able to support overseas applications (mostly USA) and, in recent years, up to five students per year have been taking up this option. We have a full time Career Guidance service and a wide range of initiatives to help students decide what the next few years will involve, whether it is a gap year or even a move straight into employment. Abingdon has a thriving alumni association (the OA Club) and there is a strong link to the students via the Head of Career Guidance and the Upper Master. OAs provide bespoke advice and networking opportunities in a range of careers but also funding for travel and work experience placements.

From September 2018, the Sixth Form will have access to the new Sixth Form Centre, which will occupy the entire ground floor of the newly-built Beech Court, close to the heart of the school site. This brand new Centre will comprise zones for quiet study as well as more informal social space, bookable rooms for small group work and the offices of the sixth form staff team. Situated as it is on the floor below the new Library, boys will also be able to take easy advantage of the study facilities there as well as have easy access to the Head of Career Guidance whose office is on that floor. The Centre is located opposite the School's café, another space available for relaxation, and during the summer it is envisaged that the space in between the two buildings will be available for outdoor study and relaxation too.



Assistant Upper Master (Universities)

NB: this role is open to teachers as well as non-teacher applicants

As well as supporting the work of the Upper Master in general as part of the Sixth Form team, the central responsibility for the holder of this post will be to oversee the process of university applications. In particular they will be required:

1. to review boys' online application forms;
2. to monitor and support the production of references so that they meet minimum requirements to be fit for purpose;
3. to take a leading role in managing OA (Old Abingdonian) applications.
4. to liaise with Housemasters, Tutors and HoDs in a consultative and advisory capacity so as to develop internal experience and expertise in university application matters;
5. to participate in the process of A level and Pre U results distribution and to monitor UCAS business during the results period and to be available for consultation with boys and parents on results day and beyond;
6. to foster relationships with universities and other organisations (e.g. UCAS), especially to establish a programme of visitors who can address matters of interest to boys and colleagues;
7. to support the work of the Assistant Upper Master (Extension & Progress) and the Overseas Universities Advisor
8. to lead the organisation of key events such as UCAS1 and UCAS2;
9. to contribute to the development of use of software such as BridgeU;
10. to meet boys and parents as and when required to discuss application matters;
11. to liaise with Head of Careers Guidance;
12. to keep abreast of developments in the higher education sector and in UCAS procedures so that boys' intentions and applications can be appropriately supported;
13. to continue to develop the role of and practices within the Sixth Form team as the interface between the school and the university world;
14. to attend relevant training, meetings, conferences and to develop links with similar/local schools for the purpose of cross-fertilisation.

Notes:

- A. The line manager for this position is the Upper Master.
- B. The salary for this post will be dependent on skills and experience and is likely to be in the range of £37,500 - £42,500 per annum **pro rata (£20,588 - £23,333)**.
- C. The estimated time commitment for the post is around 1,000 hours per annum (which equates to a full time equivalent of 0.549). The work is cyclical in nature with approximately half of the total time commitment expected to be worked during the Michaelmas Term when the work of submitting UCAS applications is the main focus. There is flexibility to discuss working arrangements including the possibility for some work to be undertaken remotely.
- D. The post-holder will be required to work on a mainly term time basis although some work during school holidays will be necessary. Availability for consultation with the Head and Deputy Head (Academic) on the day before A Level results are published to the pupils, attendance in person at school on the actual A Level results day and availability for consultation with boys and parents for the week immediately following results are compulsory elements of the role. The exam publication days are concurrent and fall in the middle of August each year (in 2017 they were the 16th and 17th of August). The post holder will be expected to plan their summer holidays around the commitments outlined in this paragraph.
- E. This role does not have a specific tenure attached to it. However, the contract for this role will expect the post-holder to give at least a term's notice of intention to cease the role in order to give the School sufficient time to find a replacement.
- F. We feel that this job pack gives sufficient information about the role but if you have any remaining specific questions, please direct them to the Upper Master at nick.odoherty@abingdon.org.uk.



Assistant Upper Master (Universities)

PERSON SPECIFIC CRITERIA

Essential Qualities

- Enthusiastic about this position's ability to have a high degree of impact and influence on pupils' chances of obtaining offers from the most competitive universities.
- Thoughtful, creative and dynamic in planning how best to achieve optimal outcomes for pupils in their university applications.
- A team player who, whilst playing a crucial role in pupil outcomes, understands that they are part of a wider group of people involved in achieving the best for pupils.
- Naturally possessed of a friendly, approachable demeanour, whilst also able to be firm and clear when dealing with boys
- Resilient and able to handle a heavy workload which involves interaction with a variety of people in and outside of the school (e.g. pupils, staff, parents, universities, UCAS).
- Highly organised, reliable and strong when it comes to completing administrative tasks.
- 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 qualification.
- Evidence of relevant continuing professional development.
- Specific experience in a sixth form setting (e.g. as a housemaster or tutor).
- Experience in handling university applications (e.g. as a previous UCAS coordinator, assistant or sixth form tutor).

For reference only, below is the Job Description of the Upper Master. It is published here to lend clarity regarding the division of responsibilities in the Sixth Form team.

The role of the Upper Master

The Upper Master is a senior and important figure in the school, whose general function is to co-ordinate academic and pastoral concerns across both of the sixth-form years, and across the vertical divisions of the house system. S/he is assisted in the role by two Assistant Upper Masters.

The Upper Master is an Abingdon Management Team (AMT) position, a team charged with whole school leadership responsibility who meet twice-termly with the Senior Leadership Team to advise on strategic and management decisions.

The specific functions of the role are as follows –

1. To maintain a general overview of the boys' academic, social and pastoral progress through the Upper School.
2. To advise the Head, senior staff and housemasters about the curricular and pastoral needs of the Upper School, including ensuring that study skills and life skills are thoroughly and effectively delivered by the bespoke team.
3. To liaise with the Head of Wellbeing and Mental Health to design & plan the Sixth Form Personal Development Education programme.
4. To line manage the Director of Career Guidance & Overseas Universities applications.
5. To assist the Second Master in the appointment of school prefects and to maintain a good relationship with the prefect body, attending meetings as appropriate and helping to guide them in their roles.
6. To be responsible for the management of private study in the Upper School with the Assistant Upper Master (Extension and Progress)
7. To advise the Director of Admissions and Head on admissions to the Upper School, including assisting them with the interviewing of candidates and assessing the suitability of applicants for admission.
8. To advise the Deputy Head Academic and the Head about the results of examinations at Sixth Form level, and to be central to the monitoring of the academic progress of boys in both year groups.
9. To be responsible for the final proof reading of either Upper or Lower Sixth reports for each reporting session.
10. To organise the weekly Upper School assembly in order to address matters exclusively concerned with the Upper School.
11. To provide an overview of the Upper School at parents' evenings and to any individuals or bodies outside the School who may need to communicate specifically with this age group.
12. To organise Sixth Form events including prefect training and Leavers' Day and the creation of the yearbook.
13. To oversee the universities applications process by line managing the Assistant Upper Masters and others in their work with UCAS, Overseas, Medical, Veterinary and Oxbridge applications. As required, the Upper Master offer practical assistance from time to time for example by taking responsibility for the processing of the UCAS forms for a defined cohort of boys.
14. To oversee the development & delivery of the Extended Project Qualification.
15. To promote and assist in the selection of students for OA work experience placements, OA/ASPA travel awards & the Guild of Mercers' Scholarship programme.

16. To induct new tutors.
17. To be aware and abreast of the latest trends relevant to Sixth Form students, nationally and globally, and to advise the Head, SLT and AMT of these as appropriate and necessary.
18. To work with the Registry Office, and Head to promote, publicise and market the Abingdon Sixth Form internally and externally.
19. To work with the Director of Teaching and Learning and his/her team to ensure the delivery of high quality Sixth form lessons.

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.