



# **JOB PACK**

## **Teacher of Physical Education for September 2018**

**Closing Date:** Tuesday 20 March 2018 (midday)

**Interview Date:** Tuesday 27 March 2018

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

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[www.abingdon.org.uk](http://www.abingdon.org.uk)

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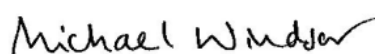
The School occupies a large and beautiful campus. Facilities are excellent, and we are now looking at future development with keen anticipation. We opened our new 21 laboratory science centre in autumn 2015 which has transformed our science facilities and created the space for new facilities for Geography,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



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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 6<sup>th</sup> 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.



ABINGDON

**TEACHER OF PHYSICAL EDUCATION  
(with management responsibility for Tennis)**

**The Sport and Physical Education Department**

The Department is led by the Director of Sport and comprises 7 full time teachers of Physical Education. Alongside these full time PE staff, members of other academic departments, who have expertise and/or an enthusiasm in a wide range of physical activities, assist the Department in delivering the sporting programme. External coaches with specialist skills are also brought in to complement the team, offering additional support and expertise. All of the sports Abingdon offers have a member of staff in charge, either within the department itself or drawn from the wider Common Room.

Sport at Abingdon is flourishing. Last year, the School saw multiple pupils representing their country in no fewer than 8 different sports, testament to the fertile ground boys find at Abingdon to develop their sporting talents to the very highest levels. Equally important to us, however, is our mission to provide sporting opportunities for all levels of ability and interest, something that is particularly enabled within our structure by the fact that year group sport is timetabled within the curriculum throughout the week. This allows the specialist teachers to work with the full range of teams across year groups. As we measure participation in sport, we are particularly proud of the fact that in any given year somewhere around 70% of the c.1000 boys will have represented the School in competitive fixtures in one sport or another (and often in multiple sports) and of course, all our boys *participate* in sport of some kind during the year, even if competitive fixtures are not their particular interest. It is not uncommon for the school to field in excess of 40 teams on a weekend over a wide range of sports.

Year groups have two timetabled sessions of sport during the week along with a main practice afternoon on Wednesdays. Saturdays are naturally the most common time for fixtures against other schools, but fixtures also take place on other days from time to time. Our long lunchtimes and generous Other Half timetable provision give further opportunities for boys to pursue their sporting ambitions. PE lessons are also integrated within the academic timetable for years 7 to 11 giving all pupils, including the less able, access to specialist teaching. Within PE lessons a wide and balanced range of activities is offered; and from September 2018 the department are intending on offering A-Level Physical Education to a small cohort of students.

The Department is housed in the Abingdon School Sports Centre, which was completed in 2008 and continues to be a vibrant and busy sporting hub for the School. The Sports Centre houses a large multi-use sports hall, a 25m 8 lane indoor swimming pool, a fitness suite, 2 glass-backed squash courts, a martial arts, dance and fencing studio, a rowing suite, a self-contained climbing wall, a hospitality suite with viewing balcony, a classroom, a physiotherapy room, wet and dry changing rooms, a reception area and a large departmental office.

The School has a wide range of sporting facilities including sports fields and tennis on the senior site itself and pitches adjacent to our Prep School (Cox's Fields). We also have our own Boat House on the Thames, a short walk away from the main school site. In September 2014 the School secured a long lease for Tilsley Park, a sporting facility just a mile from the School in Abingdon: with an 8 lane tartan athletics track with its own designated throws area and associated stand/clubhouse, two artificial hockey pitches, 3 five-a-side 3G football pitches, a new full sized 3G Football & Rugby pitch and a new 60 x40m 3G training area this is an exciting time for the development of sport at Abingdon.

There is a wealth of additional information about sport at Abingdon available on our website and prospective candidates are warmly encouraged to read what is there, in particular <http://www.abingdon.org.uk/sports>, [http://www.abingdon.org.uk/sports\\_centre](http://www.abingdon.org.uk/sports_centre) and [http://www.abingdon.org.uk/tilsley\\_park](http://www.abingdon.org.uk/tilsley_park). To gain an understanding of our especially noteworthy sporting achievements from the past 4 years then go to [http://www.abingdon.org.uk/other\\_half\\_achievements](http://www.abingdon.org.uk/other_half_achievements)



## **PERSON SPECIFIC CRITERIA**

### **Essential Qualities**

- A graduate with a strong academic record and a background in the delivery of high-quality PE teaching. They will be able to articulate their passion and be committed to achieving the highest standards as well as be committed to providing opportunities for all pupils.
- An outstanding Physical Education practitioner who can genuinely offer 3 terms of engaging, inspirational, active lessons across all age ranges within our core sport programme.
- Shows a genuine passion for a wide range of sport as well as the ability to convey this to the students in an inspiring and engaging manner.
- Whilst it is understood that this role involves organising the Tennis programme it is not a requirement of the post that the successful candidate is the lead coach as the school already employs a lead Tennis professional; however, they should have an interest in the sport.
- Positive approach and willingness to work as part of a team.
- Desire to stretch the most able and support the least able, through careful lesson preparation and a willingness to offer additional support and advice.
- Ability to set high standards whilst having a good rapport with students.
- Have excellent interpersonal and management skills, with very good organisation and communication skills, both in the written and verbal forms.
- 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. They will seek to innovate as well as maintain the level of current provision.
- Able to provide a strong lead to areas within the department whilst also being sensitive to the strengths and needs of individuals. They will know how to delegate sensibly and to use the skills of a team to best effect.
- Understanding of the need to maintain good humour, stamina, resilience and understanding in working with a range of colleagues to deliver common aims.
- Displays a commitment to the protection and safeguarding of children and young people.
- Displays a commitment to the values and respects the views and needs of children and young people.

### **Desirable Qualities**

- In possession of a PGCE qualification and evidence, as appropriate, of continuing professional development.
- Expertise in a wide variety of sporting activities one of which should include tennis.
- Confident and innovative in their use of ICT in the delivery of Physical Education.

## NOTES:

1. This vacancy arises from the School's desire to provide a higher level of sporting expertise within the whole school sport and PE programme.
2. Applicants for the role should use their covering letter to expand on how they feel they will meet the person specific criteria outlined above, using specific examples from their experience to evidence their statements.
3. As with all roles in the PE Department the successful candidate will be required to take on some level of responsibility for an individual sport; in this case Tennis. This will encompass organising fixtures, staff, equipment, facilities and budgets. Further details specific to this are outlined below.
4. 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 Director of Sport and PE, Mr Pete Bignell, at [pete.bignell@abingdon.org.uk](mailto:pete.bignell@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.
5. Early applications are encouraged. We may be willing to interview earlier than the advertised date.



## **Specific Responsibilities of the Teacher of PE i/c Tennis**

Abingdon School Tennis Club has expanded dramatically over the past 8 years, not only in terms of the number of boys who are playing, but also in terms of its success and profile. It is fair to say that Abingdon now enjoys a national reputation on the tennis circuit.

Abingdon has developed its facilities for tennis recently. As well as two recently refurbished hard courts, there are four courts on the MUSA, which enables two fixtures to be held on site. Up at Tilsley park the 9 courts enable three fixtures to be held.

The Club employs the services of a professional coach throughout the year who oversees the development and coaching of boys at all age groups, which ensures continuity of skill level. In the Summer term our lead tennis professional works with our team players on the main site and external coaches work with our developing players at Tilsley Park. The teacher i/c tennis should have strong organisational skills to manage the logistics of a busy programme. The school can have up to 80 pupils representing the School on any given Saturday.

The School plays a large number of inter-school fixtures and has enjoyed ever increasing success over the past few years. Abingdon School teams have won county titles, played in regional finals and have reached the latter stages of national tournaments.

The position gives the successful candidate the opportunity to further develop the sport and provide clear direction to the students. The Teacher i/c Tennis will work closely with, and report to, the Director of Sport and Physical Education and, as with all roles at Abingdon, recognise competing demands within a busy school.

The main responsibilities are as follows:

1. Overall responsibility for running the Abingdon School Tennis Club on a day-to-day basis.
2. Day to day management throughout the school year of the lead tennis professional and the associated charged sessions we offer to our students.
3. Responsibility for guiding coaches throughout the School.
4. Liaising closely with the Director of Sport and PE regarding the arranging of fixtures, which includes transport arrangements and catering requirements.
5. Managing the annual budget.
6. Ensuring that the Health and Safety aspects of the Club are met, and that any amendments to the risk assessments are communicated with the Director of Sport & PE.
7. Providing the website manager with regular updates regarding success within the Club.
8. In liaison with the Director of Sport & PE, the allocation of staff to take responsibility for specific year groups and teams, to fit in with the aims and objectives of the Club.
9. Representing the Club on school committees and meetings of the Sports Committee and at all other appropriate times.
10. Working closely with the School, the boys and the coaching team to ensure the successful running of Abingdon School Tennis Club.
11. Undertaking all the duties necessary to ensure the smooth running of the Tennis Club as a core school sport.

## 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](mailto:recruitment@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer.