



# JOB PACK

## **Temporary Part-Time Teacher of Chemistry**

**for February to August 2019 (~0.8 FTE)**

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

**Interview Date: Monday 26 November 2018**



## 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 1275 boys, currently 1015 at Abingdon School and 260 at Abingdon Preparatory School. Boarding houses are full with 140 boarders and the sixth form has around 320 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 85% A\*/A grades at GCSE and 87% 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.

The School occupies a large and beautiful campus. Facilities are excellent with recent significant developments including a new Sixth Form Centre, library and Art department which followed the opening of a stunning Science Centre in 2015. We have also recently added to our extensive sport facilities at Tilsley Park and on the school campus which now offer some of the best sport resources in the area. The Foundation benefits from a continuous refurbishment and redevelopment plan, adding further impressive facilities to a very well-resourced school.

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*

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 2018/2019 the basic salary range is £27,671 to £55,989. 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. These vary in value, from £1000 for minor positions up to £7,500 for the major ones.
- 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 Chromebook and/or they have access to desktop computers to assist with their teaching and administration. 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 has 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 introducing a BYOD scheme across the school and introducing a new VLE (Firefly).
- The School commits to a generous INSET budget every year, controlled by the Director of Teaching and Learning, 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 recent project involved a completely new build (Beech Court) comprising a new sixth form centre, a new Library and a relocated Art Department. This opened in September 2018. Concurrently we have relocated the Common Room and completed the substantial reorganisation of our campus which has have provided many departments with greatly enhanced facilities. Our next project (for 2020) is a new building to house Economics and Computer Science.

### **Additional Benefits**

- Relocation allowance up to £2,500, by agreement with the Director of Finance & Operations (qualifying criteria apply, for further details please request a copy of the Relocation Policy).
- 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).
- 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.

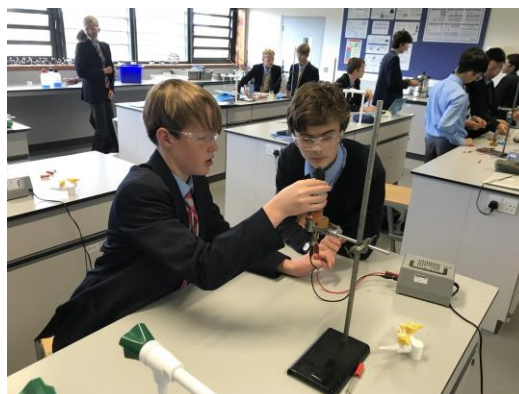
### **Accommodation**

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.

## The Chemistry Department

This is an opportunity to join one of the country's leading Chemistry departments. The subject enjoys a very high profile at Abingdon School with large numbers choosing to continue with it to A Level: in the 2018/9 academic year, we have 90 in the L6th and 57 in the U6th. One consequence of this is a high number of sixth form sets so every teacher in the department has plenty of A Level teaching.

There is a track record of high academic standards. Public exam results have been consistently very strong (A Level 2018: 65% A\*/A, 92% A\*/B [66 boys]; GCSE 2018: 72% A\*, 92% A\*/A [139 boys]). Beyond these examination results the department achieves great success in both the Chemistry Olympiad and C3L6 challenge, with students being selected for the national team in the Chemistry Olympiad and receiving Roentgenium awards for the C3L6 paper. Chemistry and chemistry-related subjects are popular options for the boys as they move onto degree courses and we regularly support students who end up being offered places at both Oxford University for Chemistry and Cambridge University for Natural Sciences.



The Chemistry department occupies the top floor of a £15m purpose-built Science Centre, opened in 2015. The department space comprises seven laboratories, a project room, a staff office, a head of department office and a central prep room. Each laboratory has been carefully designed to enhance the teaching of the subject and has three fume cupboards. There are also breakout spaces where students can work outside of class time and informal teaching can take place. The department aims to develop the students' interest in the subject outside of the classroom. Students are encouraged to participate in external competitions and a regular series of lectures is organized by an active Chemistry Society. The Chemistry department also contributes to the School's extensive science partnership programme (see [https://www.abingdon.org.uk/abingdon\\_science\\_partnership](https://www.abingdon.org.uk/abingdon_science_partnership)).



The department is currently staffed by nine well-qualified graduate chemists. An important feature is the assistance of two experienced technicians who work full-time during the school terms and a portion of the holidays. The whole department works very happily as a team; there are formal, minuted, meetings of the teaching staff each week, but it is in the nature of the department that there is plenty of informal discussion on a daily basis which leads to a very effective spirit of co-operation and mutual support.

In the Lower School (years 7 and 8), usually three sets of 20-22, all boys have Biology, Physics and Chemistry. In the third year (year 9) there is a large intake of boys, mainly from prep schools, giving a year group of over 170. Everyone is taught separate Biology, Chemistry and Physics. At the end of this year boys opt either to continue with three separate sciences to GCSE or to follow the double award course on a reduced time allocation, allowing them to take an extra humanities subject. The decision as to which route to pursue is made by the boys, not by us. In 2018/19 there are eight sets for separate sciences GCSE years and one or two sets for the double award science. The boys taking either separate sciences or double award are broadly streamed across the sciences for their GCSE course. The boys who opt for triple science are studying the EdExcel IGCSE Chemistry course and for double award the same exam board's double award IGCSE. Edexcel A level is taught in the Sixth Form, in a linear fashion, with no external exams at the end of the lower sixth.

Further information on the life of the department (and the new science centre) can be found on the school's website under: [https://www.abingdon.org.uk/academic\\_introduction](https://www.abingdon.org.uk/academic_introduction).



## PERSON SPECIFIC CRITERIA

### Essential Qualities

- A person who is, or has the potential to be, an outstanding classroom practitioner who can teach engaging, inspirational, active lessons across all age ranges.
- Committed to giving regular and effective verbal and written feedback to pupils in a way that promotes their development.
- An excellent team member who is enthusiastic, well-organised and possessed of a positive approach to the growth of Chemistry at Abingdon and their own development as a teacher.
- Willing and able to liaise with SEN and EFL departments over specific student difficulties and to implement relevant strategies.
- 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

- QTS and/or PGCE qualification
- Evidence of relevant continuing professional development
- Confident and innovative use of IT in the classroom

### NOTES

1. This is a part-time (~0.8 FTE) fixed term appointment for maternity cover for a term and a half commencing mid February 2019 and ending on 31 August 2019 (though the summer term in fact ends on 5 July). There may be the opportunity for the successful candidate to continue their employment with us into the 2019/20 academic year but that will not be decided until later this year.
2. Willingness to offer assistance in the Other Half will be recognised in the salary negotiated and should be mentioned in the application and covering letter, but we recognise that candidates for this post may wish not to be committed to the Other Half in the same way that permanent members of staff are expected to be. Similarly, the holder of this position will not generally be expected to offer cover for absent colleagues outside of the department (there may be some departmental cover) or commit to other school supervisory duties that are part of the standard responsibilities of permanent members of staff.
3. We feel that this job pack gives plenty of detail about the role and the School in general but if you have specific questions that need to be answered before deciding whether to make an application, please contact the Head of Chemistry, Dr Michael Frampton, at [michael.frampton@abingdon.org.uk](mailto:michael.frampton@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.
4. Early applications are encouraged. We may be willing to interview earlier than the advertised date.



## 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 ten 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 ten 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 [Keeping Children Safe in Education 2018](#), [Prevent 2015](#), [Working Together 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

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 September 2018 (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection 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

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

## 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.