



The Abbey

Head of Physics

Candidate Information



The Abbey

Welcome from the Head

Will le Fleming



Click on Will's photo to find a Welcome
from the Head video.





The Abbey

Leading with Confidence
Learning with Purpose
Living with Joy

Job overview

Our School is a deeply rewarding and joyous place to work: teaching and supporting brilliant students and collaborating with enthusiastic colleagues. The teaching and learning experience is second-to-none and there is a genuine sense of shared endeavour: teaching here will require you to work together with students and colleagues in an atmosphere of mutual warmth and respect. Our students are full of adventure, curiosity, fun and discovery, making your job a demanding yet exhilarating one. The atmosphere is lively-minded and scholarly. For anyone interested in learning, thinking and personal development, there is no better place to work.

The Head of Physics will lead an enthusiastic and talented team of Physics teachers who teach bright, well-motivated girls from Year 7 to Year 13 including GCSE, A Level and the IB Diploma Programme with a challenging, differentiated and well-resourced curriculum. The department is supported by a specialist technician.





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Key responsibilities

Leading and Managing

- Inspire a positive atmosphere in the Department, which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it.
- Oversee the general welfare of teachers within the Department.
- Through the Professional Development process and other methods, evaluate the quality of teaching and learning in the Department: practice and any training needs and establish action plans for any areas of development, working with the Deputy Head
- Support trainee teachers/ECTs/new staff, as required, in conjunction with the Deputy Head.
- Support and guide colleagues where appropriate, including in the development of classroom management strategies.
- Hold regular department meetings with an agenda, minutes, action points and opportunities to exchange best practice and follow up on any agreed action points.
- Attend and contribute to Heads of Department meetings and other committees as required.
- Produce and update a Departmental Development Plan which contributes to and draws down from the School Strategic Development Plan.
- Produce and update an annual budget for the department in consultation with the Finance Department.
- Manage and deploy staff, financial and physical resources within the department effectively including completing allocations in conjunction with the Assistant Head.
- Ensure that the department is appropriately displayed and staffed during Open Evenings, Open Mornings and other similar events.
- Liaise with colleagues responsible for cover to make appropriate arrangements for classes when members of staff are absent.
- Participate in the recruitment and interview process for teaching posts when required.
- Be prepared for and be able to respond to a crisis situation e.g. where members of the department may be required to work remotely or in a different way.
- Demonstrate the flexibility to respond to the short, medium and long term needs of the School.
- Ensure that the overarching School policies relating to health and safety, safeguarding and welfare of students and staff are understood and deployed appropriately within the department.

Key responsibilities

Teaching and Learning

- Keep clear electronic records of all students' attainment and progress in the subject including internal assessments, internal and external examination results and share this data as required.
- Make effective use of assessment data to inform planning and training for teachers within the department and target setting for students.
- Encourage effective, innovative and imaginative curriculum work within the Department and where possible in cross-curricular ventures.
- Ensure that the Department offers enrichment activities and educational visits for all students, considering the needs of those particularly gifted and/or interested in the subject area.





Key responsibilities

Teaching and Learning

- Ensure that activities and resources are in place to support students who require help with the subject including, where necessary, preparing candidates for Oxbridge and other Higher Education pathways.
- Establish links with the wider community to enhance students' learning.
- Establish high standards for teaching and learning within the Department and encourage teachers to develop further expertise in their classroom practice.
- Keep up to date with changes/initiatives in the subject, examinations and requirements for university study of related courses.
- For the start of each academic year ensure that appropriate schemes of work, and any supporting documentation, are produced for all the courses of study. Ensure that these schemes of work are available to and followed by the appropriate teacher teams and that they are kept under review.
- Analyse internal and external examination results and review teaching and learning in the light of these results, including feeding back to the Assistant Head, Examinations and Academic Processes Manager and Senior Deputy Head.



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Candidate requirements

Person specification

- Outstanding classroom practice and demonstrable interest in, knowledge of and advocacy for the study of Physics
- Forms excellent relationships and trust with colleagues and students
- Maintains the highest professional standards
- Able to motivate and inspire others
- Readiness to work across the School and be a creative contributor to teams
- Preferred experience of mentoring and supporting colleagues at a range of levels
- Excellent communication and interpersonal skills
- Positive approach and readiness to build consensus
- Readiness to contribute to the School's co-curricular programme, including participation in assemblies, webinars and other events
- Demonstrating and exemplifying the School's key purpose, to equip students to live with confidence, purpose and joy, and the School values of courage, honesty and kindness
- Exemplary pastoral and safeguarding practice

Qualifications

- Good honours degree in Physics/Science or related subject
- Experience teaching Physics from Year 7 to Year 13
- Appropriate teaching qualification



About The Abbey



Staff and governance

The Abbey School has over 1,000 students on roll with over 700 in the Senior School. The School has a workforce of approx. 350 Teaching and Support Staff.

Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

Purpose

Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate

Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving restaurant scene.

Getting to The Abbey

By Car - ten mins from the M4, Junction 10 or 11

By Bus - The Abbey is served by the no. 21 bus which stops outside of the school

By Train - 10 minute walk from Reading Train Station





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Package

This is a full time, permanent position starting September 2024.

Salary

Competitive salary reflecting qualifications, experience and management responsibilities

Pension

All eligible teaching staff will be automatically enrolled into the School's defined contribution pension scheme, Aviva APTIS. The School will contribute 15%; a % of this may be used as flexible pay as per the employee's instruction. Comprehensive life cover and ill health capacity insurance is also available to all teaching staff.

Location

**The Abbey Senior School
Kendrick Road,
Reading, RG1 5DZ**



Abbey life & benefits



Dining



Electric Vehicle Leasing Scheme



Free Parking



Cycle Scheme



Sports Facilities



Employee Assistance Programme (EAP)



Pension



Income Protection



Family Friendly Policies



Concessions and Discounts



Private Healthcare Scheme



Interest Free Season Ticket Loan



Professional Development



Staff Accommodation



IT equipment and resources



Application

Candidates will be invited to attend a formal interview and have a tour of the school week commencing **11 March 2024**. Applications will be dealt with as we receive them. We reserve the right to close the application process early if a suitable candidate becomes available. We therefore actively encourage early applications.

Closing date

8 March 2024

Application Form

[Click here to download
the application form](#)



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Terms and conditions

Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students. We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Health and safety – it is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To cooperate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- Neither intentionally nor recklessly to interfere with any equipment provided

Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Head of Finance and Resources immediately.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.