



Head of Junior House

September 2020

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME FROM THE HEADMISTRESS

Wycombe Abbey is an exceptional place; it operates as a modern full boarding school for 640 girls and we are committed to the development of each one. Built on the firm foundation of more than 120 years of educating young women, our vision is to provide a world-class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

We were delighted with this year's A level results. The UVI girls achieved 31.0% at A* and 79.3 % A*-A grades. Most importantly the vast majority of the UVI are heading off to top ranking universities to study a fantastic range of courses. 4 girls have met their offers to read Medicine/Veterinary Medicine, 4 to read Law and 10 girls are to read Natural Sciences/Engineering/Mathematics. 17 girls are heading off to Oxford and Cambridge, and 6 girls will start at US universities this year including Duke, Georgetown, Carnegie Mellon, Pomona, UCLA and Brown. At GCSE, we achieved 86.8% at A* and 97.4% A*-A grades. There were some superb individual performances. The vast majority of last year's UV are continuing into our Sixth Form.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The values of mutual respect, encouragement and trust underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company, all within the wonderful surroundings of 170 acres of magnificent parkland.

We offer superb modern facilities, including a leading-edge sports centre with a heated indoor 25-metre pool, a performing arts centre with its own theatre and recital hall, excellent teaching facilities and our Courtyard Café. We are constantly improving and developing our top-class estate; we are committed to refurbishing much of our boarding accommodation and we are constantly upgrading and renewing our teaching and learning areas.

Wycombe Abbey's outstanding reputation for excellence is built very much on the dedication and skills of our staff. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a variety of opportunities to develop professionally in a supportive team and wonderful working environment. The post of Head of Junior House is a particularly significant one as it involves overseeing the lives and welfare of girls when they first join the School as a boarder (or day boarder).

Thank you for your interest in joining the team here at Wycombe Abbey. We hope that you will find the information in this pack useful and we look forward to hearing from you if you feel that this post may suit your skills and experience.



Mrs Jo Duncan

Headmistress

TEACHING AT WYCOMBE

The pupils at Wycombe are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified recent graduates, join the staff body. Wycombe offers statutory induction for Newly Qualified Teachers and also offers the initial teacher training (ITT) programme to those without a PGCE. There is proactive support for all new members of staff, who are guided through their first year at Wycombe by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

The School prides itself on the many opportunities for continuing professional development. We organise regular whole staff in-service training and have a generous budget for training outside School. In addition, academic departments commit to sharing good practice. There are opportunities to take part in peer observation, peer coaching, learning reviews and working parties.

A Wycombe teacher typically teaches 30 35-minute periods per week (Housemistresses teach considerably fewer). In addition, she/he is attached to a boarding house and is responsible for a tutor group of around 10 pupils from the house. Teachers give freely of their time outside timetabled lessons with many committing to co-curricular and boarding activities and helping individual pupils with their academic progress. Teachers are also expected to commit a number of hours per term to other (supervisory) duties, such as accompanying house outings.

As a full boarding school, Wycombe has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8.15am on weekdays and 8.45am on a Saturday. The teaching day finishes at 5.15pm on Monday, Tuesday, Thursday and Friday, 4.15pm on Wednesday and 11.50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours. There is a full programme of weekend activities and Chapel on Saturday and Sunday.



BOARDING AT WYCOMBE

Boarding is the key to our continued success. The School has a culture that stimulates and inspires throughout the day, seven days a week, empowering girls to achieve their best, academically and socially. In our happy and close community, each girl is known, and cherished, as an individual. Consequently every girl's potential, whatever that might be, is explored and fulfilled. The previous Head of Junior House has been appointed to Deputy Headship in an international School.

There are two transition Houses: Junior House, for all Year 7 girls (up to 70 girls), which has a Housemistress leading a team of six, and the Upper Sixth House, Clarence (80-85 girls) run by the Director of Sixth Form.

In addition, there are nine Senior Houses which each cater for 50-60 girls in Years 8 to 12. The Housemistress has the overview of each girl's personal and academic development, along with the Assistant Housemistress and the House Team, and is key to the success of our boarding ethos. Working with the house team, the Assistant Housemistress is responsible for ensuring a safe and comfortable environment in which pupils can both study and enjoy relaxation.

The Health Centre is staffed 24 hours a day by well qualified nurses. They are always on call to give medical assistance as are the School Doctors. They are key members of the pastoral team both for the girls and the whole staff, as is the Chaplain and Counsellors.

The Houses are small enough for each girl to be known and to appreciate that she is a vital and integral part of the community; warmth, support and great friendships are at the core. The ethos of caring for one another starts here and spreads naturally across the whole School.





THE ROLE OF THE HEAD OF JUNIOR HOUSE

All pupils joining Wycombe Abbey in Year 7 are part of our busy and lively Junior House. It provides girls with a welcoming environment to settle into their new school and to bond as a year group. Strong links with the senior houses are very important and there are many opportunities throughout the year for girls to join their future houses for a variety of activities.

The Head of Junior House is an important point of contact for the parents of our youngest boarders. This vital role has the overall responsibility for each girl's personal and academic development.

We seek a warm, forward-thinking and inspirational pastoral leader, with excellent communication skills. You will be able to lead your House team of Assistant Housemistress, House Coordinator, Tutors, and Matron confidently and imaginatively and will also enjoy working alongside others as part of the larger Pastoral Team in school. You will be confident in establishing systems and routines in your House and will also be able to develop a vision for the future development of your House, which has clear links to the School's aims and the needs of a modern boarding school. Flexibility to respond to the unexpected, a sense of humour and enthusiasm are essential, as is the ability to command respect from staff and girls alike. You will be the first point of contact for parents on many occasions and will be confident in developing that relationship. Our Housemistresses play a key role in presenting the School to prospective parents through tours, involvement in the admissions process and attending external events at prep schools, etc. on behalf of the School.

The Head of Junior House can usually expect to teach up to 12 lessons per week.

You will hold a relevant degree and be an exceptional and inspirational teacher and pastoral provider. Any academic subject relevant to our curriculum will be considered. We welcome applicants from any sector.



THE BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for girls and boys in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a permanent, full-time contract. There is a probationary period of one term which may be extended by a further two terms.

APPOINTMENT DATE

1 September 2020.

SALARY

Wycombe Abbey has its own pay scale which compares favourably with other independent schools.

ACCOMMODATION

You will be provided with a 3 or 4 bed house adjacent to the boarding house.

PENSION SCHEME

The school currently offers membership of the Teachers' Pension Scheme.

DEATH IN SERVICE COVER

Members of the Teachers' Pension Scheme have life cover at x 3 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 25 September and interviews will take place on 9 October.

Please submit a completed application form, which you will find on our website under 'Vacancies', as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Jo Duncan, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs Jo Wetenhall, HR Manager:
wetenhallj@wycombeabbey.com



www.wycombeabbey.com