



Teacher of English Fixed-Term Contract

November 2017 to Easter 2018

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for the past 120 years. It is committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 160 acres, the School has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Cafe and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 610 pupils, ranging from 11 to 18, 560 are full boarders and 175 are in the Sixth Form. The majority of our girls come from within a one-hour radius of London; other boarders travel from further afield in the UK and beyond. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 97.17% of all GCSE entries being graded A*-A. At A level, 84.8% were A*-A. A third of last year's leavers went to Oxbridge and about a dozen to US universities including Brown, Columbia, Harvard and MIT.

Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the School at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose-built study-bedroom complex which is akin to a university hall of residence.

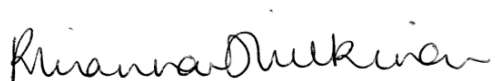
Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached 16 national finals and the sports department offers more than 30 sports on a regular basis. Our Music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The Drama provision is equally impressive with numerous productions happening annually and opportunities for all to take part.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow, Radley and Winchester. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, an annual Management Conference and other social and academic events throughout the year.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we have just opened two new state of the art boarding houses. We are committed to refurbishing much of our boarding accommodation and we have plans to re-develop significant teaching and learning areas in the Abbey building. We have introduced a new strategic plan to guide us through the next five years 2017-2022. Our first sister school opened in Changzhou last year and we are working hard to foster excellence there, not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group. We hope to open other Wycombe Abbey International Schools in Asia in the near future.

Exciting times are ahead.

Best wishes



Rhianon J Wilkinson

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 Room. Wycombe offers statutory induction for Newly Qualified Teachers and also offers the Graduate Teacher 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 people, 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 of 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. In addition, he/she 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 activities and helping individual pupils with their academic progress. Teachers are also expected to commit a small number of hours per term to other (supervisory) duties, such as accompanying house outings.

As a boarding school, Wycombe has lessons on a Saturday morning. 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.



THE ENGLISH DEPARTMENT

The English Department is strong within the school and consists of eight full-time teachers. There are currently 45 pupils in the Sixth Form preparing for OCR's A Level English Literature course, which combines the study of set texts by Orwell, Atwood, Shakespeare, Webster and Milton with a wide range of twentieth century coursework texts. Set sizes typically range from 6 to 12 pupils and there are four lessons of 75 minutes each per week.

The main aim of the department is to promote literacy together with an understanding and love of literature in the school; its achievements in these areas are indicated by consistently fine results in public examinations.

The close study of English can contribute to the spiritual, moral, educational and social development of the individual in a number of ways. At each stage, the English teaching is, to some extent, 'literature-led' and emphasises the need for precision, depth and detail both in written and in spoken English. A premium is set on a high level of accuracy and pupils are expected to develop a growing grasp of grammar, syntax, vocabulary and spelling. Enthusiasm is generated by and for the subject through the study and enjoyment of a wide range of literature, which includes appropriate novels, plays and poems, and the pupils are encouraged to understand and practise the use of different styles and registers, including letters and journalism. The department recognises that texts can be read in any number of different ways and encourages pupils to establish and defend their own interpretations and opinions. Individual interests and talents are also fostered.

Years 7 to 9 have four 35-minute periods each week. Schemes of work are designed to foster a love of literature and a focus on key reading, writing and speaking skills.

In each of the GCSE years, there are around 85 pupils in six sets. The department teaches CIE's IGCSE (A*-G) courses in English Language and English Literature. Five 35-minute periods per week are allocated to the study of language and literature in Year 10 and six in Year 11.

A Level pupils are assisted in their applications to read English at Oxbridge and other top universities in the UK, the USA and elsewhere. The department has a great deal of success with its Oxbridge applicants.

The department is well resourced. All classrooms are equipped with digital projectors, computers, videos, DVD players, and in most cases electronic whiteboards. Members of the department regularly share resources and there is a great sense of team work.

The department is proud of the extra-curricular opportunities it offers girls of all ages. These include the popular poetry and short story competitions, a vibrant literary society, the School newspaper (The Publication) and a number of theatre trips throughout the year. Extra reading is encouraged and class work is complemented by guest speakers and, in the case of the Oxbridge candidates, additional seminars and interviews with similar schools.





Specific Areas of Responsibility for a Teacher of English

- Teaching English across all key stages
- Supporting pupils applying to read English at university, including Oxbridge entry
- Planning and delivering high quality lessons across all key stages, which stretch and challenge pupils and take into account a broad range of learning styles
- Stimulating and fostering enthusiasm for the subject within the school, more specifically promoting English as a demanding, respected and relevant academic discipline, whilst encouraging all pupils to achieve their very best
- Monitoring, assessing, and reporting on pupils' progress, including the use of assessment for learning as a means of encouraging pupils to take responsibility for their learning
- Contributing to the English curriculum and departmental resources
- Participation in activities, trip and events which develop a thoughtful literary culture throughout the school community
- Modelling sophisticated, accurate and fluent prose in all written and verbal communication with other members of the school community

PERSON SPECIFICATION

Wycombe Abbey provides a modern and innovative education within a traditional boarding setting, and we therefore seek to employ teachers who will bring outstanding talent, intellect, enthusiasm and innovation to our classrooms.

The successful applicant is likely to possess:

- A love of English Literature
- A good degree in the relevant subject(s)
- A teaching qualification (e.g. PGCE) is desirable
- The ability to teach throughout the school, up to A Level and Oxbridge entry
- The motivation to enhance teaching and learning at Wycombe Abbey by active participation in continuing professional development
- A clear and innovative vision with the ability to bring the subject alive in the classroom
- A willingness to contribute to the wider objectives of the department (e.g. through the sharing of teaching materials, the writing of schemes of work, organising and attending departmental enrichment events)
- The highest level of communication skills for dealing with pupils, parents and staff
- A proven ability to build a positive and collaborative rapport with pupils and staff alike
- A willingness to be involved in the wider life of the school through commitment to the co-curricular programme and/or boarding
- An appreciation of the aims and ethos of Wycombe Abbey





BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a 5-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 boys and girls 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 is within 30 miles, 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 full-time, fixed-term contract.

APPOINTMENT DATE

November 2017 or as soon as possible thereafter.

SALARY

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

PENSION SCHEME

The school 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 25th September and interviews will take place on 4th October.

Please submit a completed application form, which you will find on our website ([click here](#)), as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Rhiannon Wilkinson, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager: wetenhallj@wycombeabbey.com



www.wycombeabbey.com