



The Abbey School

The independent day school in Reading for girls aged 3-18
Head: Mrs Rachel S E Dent, BA (Hons); QTS

JOB DESCRIPTION: TEACHER OF ENGLISH & DRAMA (MATERNITY COVER)

Reports to: Heads of English and Drama

Location: Senior School

Overall job purpose

To work as part of successful and committed English and Drama teams, teaching English from Year 7 through to IGCSE and Sixth Form, and Drama at KS3. The ability to teach English Language at A Level and/or Drama at GCSE is an advantage but not a requirement.

Knowledge, Skills and Experience

- Educated to Bachelor's degree level (or international equivalent) at a minimum in the subject or closely related subjects.
- A teaching qualification relevant to the subject and stage is preferred but not essential.
- Experience of teaching the subject at the relevant stage is preferred but not essential; applications from NQTs are welcome.
- Strong IT skills are preferred; good IT skills are essential.
- Fluent in both verbal and written English.

Person Specification

- Demonstrates consistently high standards of personal and professional conduct
- Develops good relationships
- Demonstrates empathy with students, parents and colleagues
- Committed to promoting the wellbeing of students

Teacher Standards

Teachers at The Abbey are expected to adhere to the Teachers' Standards as detailed by the Department for Education; these cover teaching as well as personal and professional conduct and can be found here: <https://www.gov.uk/government/publications/teachers-standards>.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check.



Kendrick Road, Reading, Berkshire RG1 5DZ
Tel: 0118 987 2256 Fax: 0118 987 1478 E-mail: schooloffice@theabbey.co.uk
Company Limited by Guarantee. Registered in England No 133676. Registered Charity No 309115
The Abbey School exists to educate academically able girls
www.theabbey.co.uk



Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. 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 taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdbs.co.uk

The Role and the Departments

The English department at the Abbey is supportive and forward-thinking, regularly sharing best practice and resources. The girls enjoy their English lessons and are a delight to teach. Each English classroom has a SMART projector and the book cupboard is well-resourced. Schemes of work are challenging and creative to stretch the girls' ability in a wide range of skills and techniques. Our results are outstanding year on year: this year 68% of girls achieved an A* at English Literature IGCSE and 52% at English Language. English Language and English Literature are both popular choices at A Level, and the International Baccalaureate English Literature course has also been highly successful. We also teach the IB Language and Literature course.

We have a busy and exciting programme of extra-curricular activities within the department, including debating, public speaking, creative writing, student journalism and book clubs, as well as regular theatre trips, workshops and author visits. We work closely with the Drama department and benefit from one of the best school libraries in the country. We have had a large number of successes in local and national competitions, and in recent years, several students and staff have enjoyed writing articles for inclusion in the English and Media Centre's *emagazine*. Every year, we send a significant number of students to study English at top universities including Oxford and UCL. We also enjoy a strong and mutually enriching relationship with the English department at the University of Reading.

Key Stage 3 Drama is compulsory for all students. In Year 7 students have one single lesson a week, taught in half-form groups, and in Year 8, students have a double a week, for half the year, in form groups. In Year 9 they have a double a week for the whole year. We are a forward thinking and innovative department and like to develop and modify our schemes of work on a regular basis in order to keep the teaching fresh and exciting for the students. Current Key Stage 3 schemes of work include the study of Silent Movies and Radio Plays; *Commedia dell'arte*; non-naturalism; *Macbeth* and Boal.

At GCSE we follow the AQA specification, studying Kneehigh's *Hansel and Gretel* for our set text, and we have a record of excellent examination results. Reading is extremely well positioned for access both to local and national theatres. Central London is only approximately 40 miles away and South Street Arts Centre, with which we have established links, is a short walk from the school. The successful candidate should expect to accompany to trips and contribute to the extra-curricular provision where appropriate. We offer an annual Shakespeare trip for all Year 9 students, and examination classes are encouraged to attend at least three theatre trips a year as part of the curriculum. We endeavour to provide a rich and wide-ranging theatre-going experience for our Drama students, attending shows (scripted and devised) at a variety of theatres in a variety of styles and from a variety of historical periods. Recent trips have included *Macbeth* (Watermill Theatre); *Home, I'm Darling* (Duke of York's Theatre); *Wise Children* (Oxford Playhouse); *Thunder Road* (RedCape Theatre); *Brief Encounter* (West End); *Tristan and Yseult* (Globe Theatre); *How to Win Against History* (South Street Arts Centre); *Network* (National Theatre); *Jane Eyre* (National Theatre) and *The Tempest* (Royal Shakespeare Theatre). We have also begun to develop exciting links with touring theatre companies, hosting them in-house for performances and workshops. Recent visiting productions have included *In a Thousand Pieces* (PaperBirds), and *The Oresteia* (Splendid Theatre).

The potential member of staff should be energetic and enthusiastic, and able to promote the study and enjoyment of English & Drama. She/he should be willing to play an active role in the departments and be committed to a child-centred approach. She/he should be happy to work with colleagues to improve methodology and materials, and to participate in the various clubs and departmental trips.

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 co-operate 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 immediately.

Salary and Benefits

Competitive salary reflecting qualifications and experience;

Teaching staff are members of the State Teachers' Pension Scheme.

Lunches are available free of charge.

Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.

Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

Equal Opportunities

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. 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 taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdbs.co.uk

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk

Interviews will only be arranged following our receipt of a completed application form.

Closing Date: Monday 29th April 2019.

If your skills and experience are suitable for the role we will be in touch shortly. If you have not heard from us by the closing date, please consider your application unsuccessful.

For enquires please contact recruitment@theabbey.co.uk