

ABBNEY COLLEGE CAMBRIDGE

Head of Physics



"I HAVE MADE FRIENDS FROM ALL OVER THE WORLD AND LEARNED ABOUT DIFFERENT CULTURES AND TRADITIONS."



"MY TEACHERS WERE SO ENGAGING AND SUPPORTIVE. I KNEW THEY WOULD ALWAYS PROVIDE HELP BOTH INSIDE AND OUTSIDE OF LESSONS."



September 2026

www.abbeycolleges.co.uk

ABBEY COLLEGE CAMBRIDGE

"THERE IS A DIVERSE COMMUNITY OF STUDENTS AND CARING STAFF WHO ALWAYS TRY THEIR BEST TO GUIDE ME"

ABOUT US

Abbey College Cambridge is continually expanding with over 460 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.

We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'



Teaching at Abbey College Cambridge



We specialise in providing high quality teaching to classes of around ten students. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-sessional courses focussed on English Language.

Such students are often able and ambitious and usually aspire to gain entry to top UK universities after completing their studies with us. The college has a track record of helping such students to do just that. As an illustration, five Abbey College Cambridge alumni entered undergraduate courses at Oxford and Cambridge universities in 2019, with a third of other applicants from our college entering top UK universities.

Staff at Abbey College Cambridge share key values. We agree to:

- Value every student and member of staff.
- Work constantly to raise expectations.
- Develop learning and teaching strategies suited to each student.
- Work in close partnership with students, parents, guardians and agents.
- Nurture, share and celebrate the successes of every member of the community.



Personal tutoring

Abbey salaried teachers take the role of a Personal Tutor for a group of Abbey students, with whom they meet on a regular basis to review progress and to assist with the delivery of PSHE and citizenship programmes.

The Physics Department

The Physics department at Abbey College Cambridge is made up of six teaching staff and one technician. Subjects are taught at Edexcel IGCSE and A-level (both traditional 2-year programmes and our 18-month courses, beginning in January rather than September – catering for overseas markets with alternative timelines). We also offer our unique university preparation course, the International Foundation Programme in Engineering (one of 4 pathways), as an alternative level 3 course for students with a specific university pathway and those that prefer a modular assessment route.

Hours

37.5 hours per week, 9:00am – 5.30pm, Monday to Friday.

Teachers are also required to deliver 7, 1 ½ hour "Abbey Inspires" evening sessions per year - spread throughout the year and arranged at mutual convenience.

JOB DESCRIPTION

Reports to: Vice Principal Academic

Location: Abbey College Cambridge

Contract Type: Full Time, Permanent

Salary: £46,188- £53,222 per annum

Management Allowance: C £3,426

Overview

You will lead the Physics Department, facilitating the college's goal of high student academic achievement and engaging in appraisals and reviews, while continuing to deliver high quality lessons.

Main duties and Key Responsibilities:

Purpose

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To promote ambition for learners.
- To be accountable for student progress and development within the subject area.
- To have high expectations of the levels of achievement
- To meet the individual needs of all learners
- To be accountable for developing and enhancing the teaching practice of all members of the department, especially with the needs (linguistic and otherwise) of international students.
- To conduct an annual review of the department for submission to the Senior Academic Team and to propose the annual department development plan.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department

development plan.

- To seek at all times to work towards the College Vision of Excellence.

Operational/ Strategic Planning

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- Oversee the application of ICT in the Department.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Curriculum

- To liaise with the Vice Principal Academic to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

Higher Education

- To provide students applying for university courses in subjects related to the department with high quality, personalised guidance, including provision of practice interviews.
- To be familiar with current issues relating to higher education, in particular with relevance to the department subject.
- To keep up to date with the requirements for a successful application to the universities to which Abbey students apply.

Staff Development

Recruitment/ Deployment of Staff:

- To work with the Vice Principal Academic to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's support staff.
- To assist in the annual appraisal system.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and, in concert with the Senior Leadership Team, to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Quality Assurance:

- To establish a culture of continuous improvement within the department with the goal of all lessons being outstanding as determined by Ofsted/ISI criteria.
- To set targets within the department and to work towards their achievement.

- To establish high expectations of practice within the department and develop the effectiveness of teaching and learning styles of all members of the department.
- To conduct lesson observations for all members of the department and to give thorough constructive feedback including points for improvement including, but not exclusively, as part of the Assuring Excellence process.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.
- To ensure that the data available is suitable for the rapid identification of student needs.

Communications:

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.

Management of Resources:

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget.
- To work with the Vice Principal Academic in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- To work with the Vice Principal Academic in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
- To ensure the Behaviour Policy is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of students within the department
- To monitor student attendance together with students' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

Holiday Entitlement

A salaried teacher works during term time of the standard academic year. The standard academic year generally runs from the 1st of September to the 31st of June, inset days may also take place in the last week of August.

An additional 5 days of non-term time commitment is also required, spread throughout the academic year to help with a range of planning and other academic activities including catch-up lessons for late arriving students, results days and revision classes. Department teams agree amongst themselves on the distribution of this work. Remaining non-term time is taken as holiday.

Equal Opportunities

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- A good honours degree in an appropriate subject.
- Significant teaching experience
- A proficiency in ICT and its application to learning and teaching

Desirable:

- Teaching qualification.
- Other post graduate qualification.
- Experience of teaching international students.
- Experience of leading a department

Knowledge

Essential:

- Subject knowledge suitable to the post applied for.
- Knowledge of and Ability to Manage staff effectively.

Desirable:

- Awareness of developments in the subject area
- Knowledge of OFSTED and or ISI frameworks
- Knowledge of Child Protection Legislation

Communication and Interpersonal Skills

Essential:

- Commitment to on-going professional development and training to develop outstanding classroom practice
- A high degree of personal accountability and the capacity to use judgement and initiative.
- Ability to present verbal and written information clearly and professionally to a variety of audiences with different first languages and variable English skills.
- Builds and maintains effective working relationships with students, colleagues and other

stakeholders.

- Manages and ensures clear professional and emotional boundaries are established.
- Demonstrates a keen understanding of the ability to adapt one's approach when working with different groups. Can demonstrate an understanding and sensitivity to the diverse needs of students and treats everyone fairly and consistently.

Personal skills and qualities:

Essential:

- Has a commitment and enthusiasm for working with students, enabling and empowering students to become actively involved in Abbey College Cambridge and their community in a proactive way.
- Ability to plan, organise and implement work effectively and on own initiative, with minimum direct supervision while sometimes under pressure.
- Demonstrates flexibility in approach to work.
- Able to take a responsible and accountable approach to work.
- Open to and supportive of change and new ways of working with a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload.



EMPLOYEE BENEFITS



Free Staff Lunch & Tea, Coffee

Staff are entitled to a free main meal during lunch and can choose from a variety of hot and cold options. A variety of Teas and coffees are also available to staff throughout the day in the staff rooms.

Discounted School Fees

All permanent staff employed by Abbey DLD Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

Group Personal Pension Plan

The Abbey DLD Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1% however the default is 5% as we encourage employees to save for their future.

Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

Staff sport and social events

There are staff sports clubs such as Yoga and walking clubs, and regular staff social events throughout the year

YOUR APPLICATION

How to Apply

Please submit your application through [TES](#) to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

Interview Process

We will approach referees before interview for each shortlisted candidate for information to verify particular experience or qualifications, we will also carry out online searches for any unsuitable content by candidates.

Shortlisted candidates will be invited to a one or two stage interview. Two stage interviews consist of a remote interview via Microsoft teams, followed by an in person interview in the college with a practical role based exercise (e.g. delivering a short Lesson for teaching staff, or an admin test for support roles), a Panel interview and a tour of the College. One stage interviews will not have the teams interview.

Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.
- Online checks will take place before appointment

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate suitability to work with children.

ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD Colleges we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and the world's top universities, whilst also developing the personal skills and qualities to succeed at university

OUR COLLEGES AT A GLANCE



Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular programme.



DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.