



The Abbey School

The independent day school in Reading for girls aged 3-18

Head: Mrs Rachel S E Dent, BA (Hons); QTS

Junior School Assistant Head/PYP Coordinator

Contract: Full time. Permanent.

Required: September 2020 (or earlier)

Introduction to The Abbey/Context for the appointment:

With its 130+-year history as a pioneer in educating women, The Abbey combines impressive established strengths and bold ambitions, and is poised to embark on the next phase in its evolution. The Abbey has been at the forefront of girls' education since its foundation in 1887 and our forward-looking principles remain as relevant today as they have ever been.

As an IB World School, The Abbey is one of the best places in the world to take the International Baccalaureate Diploma. We have offered the IB Diploma Programme as one of the academic routes through our Sixth Form since 2008, and our students have achieved world-class results ever since.

The School was rated exceptional or excellent in all areas in the latest Educational Quality Inspection by ISI in 2014 and was found to be meeting all standards in the Regulatory Compliance Inspection in 2018.

The Junior School prides itself on professional and highly qualified teachers who are committed to inspiring students with a love of learning which form the foundation of a successful, lifelong, educational journey. Whilst our focus is on learning, our students attain at a high level and we value scholarship and depth of thought. The School's educational philosophy is reflected in The Abbey Learner Profile (based on the IB Learner Profile), encouraging girls to think broadly, as well as deeply, to make connections, and to develop attributes that go beyond intellectual development and academic success. We promote positive emotional and mental health and well-being for our whole school community, and recognise that it has equal importance to our physical health. We believe that a self-aware, resilient child is one who will get the most out of the opportunities available to her, who will develop both academically and emotionally and who will grow into a young person able to embrace the opportunities and challenges that life offers.

We welcome students from a wide variety of cultures and nationalities and offer a bespoke, forward-looking programme of learning and teaching that is underpinned by a spirit of

curiosity, inquiry, collaboration and international-mindedness, with a focus on the process of learning as much as on the outcome.

The school now plans to embed and endorse its learning and teaching approach by seeking authorisation for the IB Primary Years Programme PYP.

The Role: Junior School Assistant Head/PYP Coordinator:

We seek to appoint a forward-thinking, leader for this (new) key position, to help drive our thriving Junior School forward on the next stage of its journey. This is an exciting opportunity for an experienced PYP practitioner to lead the implementation and authorisation of the programme within our school, in a way which builds on the School's existing strengths.

The post will provide an excellent opportunity to develop your leadership and management skills as a member of The Junior School's Leadership Team (JLT), responsible for both the strategic development of the school as well as assisting in its smooth day to day running.

Main Responsibilities

As a member of JLT, and in conjunction with the JS Head, you will:

- provide strategic leadership for the Junior School (and input whole school as required)
- ensure educational excellence and the well-being of all students
- provide effective organisational management and leadership - day to day operations, building a high performing team, motivating and empowering staff
- take particular responsibility for students and staff in a particular section of the school
- contribute to the marketing and admissions aims of the school
- lead the school through the PYP authorisation process, and take responsibility for:
 - development and implementation of policies, procedures and practices that support the programme
 - the appropriate professional development of staff
 - providing pedagogical leadership, supporting the development of a relevant, challenging and rigorous programme of inquiry that is customised to The Abbey
 - fostering inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect
 - communicating PYP related information to the different stakeholders of the school
 - assisting with the management of the school's resources and support structures to ensure that they support the effective implementation of the programme
 - establishing and maintaining a record of completed IB Primary Years Program planners, including the exhibition
 - responding to requests for information from the IBO and providing liaison between the school and the IBO

- plan and teach each class for which timetabled so as to maximise the learning opportunities for each individual within those classes. This post carries a significantly reduced teaching allocation, which may vary year on year depending on the needs of the school
- attend staff meetings, INSET, curriculum meetings, parents' evenings, open days, staff planning days, entrance assessments and daily assemblies as appropriate
- cover for absent colleagues as required by the timetable
- be fully involved in extracurricular activities
- undertake supervisory duties throughout the day as required

Person specification:

- qualified teacher who is confident teaching a range of subjects, with significant experience of teaching the PYP
- has a personal educational philosophy and vision which is in tune with the aims and ethos of the school
- knowledgeable about the IB philosophy and programme structure
- understands the contents and value of all PYP documentation for successful implementation of the programme
- has an excellent rapport with children 3-11
- exceptional interpersonal skills; effective and efficient communicator in English
- committed to open and consultative management, being a good team player, respecting others' points of view and individuality
- demonstrates reflective leadership practice that values feedback
- models balancing personal responsibility and collaboration in all areas of school life
- shows initiative, energy and enthusiasm which result in moving the school forward
- has integrity and demonstrates authenticity
- a problem solver who embraces a challenge
- flexible in approach and can manage unforeseen circumstances with resilience
- open-minded with a willingness to learn
- excellent organisational skills
- committed to building positive working relationships with all members of the school community and manages these relationships proactively and effectively
- maintains and monitors high levels of pupil welfare, progress and attainment
- displays international mindedness, self-awareness and emotional intelligence
- models and promotes the IB learner profile and the PYP attitudes

It is expected that all members of staff will:

- support the ethos of the school
- work as a supportive member of the teaching staff
- participate in the school's pastoral system as a form tutor or assistant tutor, as required
- consult colleagues for guidance and in turn offer support
- familiarise themselves with the staff handbook, policies and other relevant documents
- adopt professional standards of behaviour and appearance at all times
- participate in the school's professional review procedures

Salary

Competitive salary reflecting qualifications and experience

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 Bursar immediately.

Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Criminal Records Bureau 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. A copy of the Recruitment of Ex-offenders Policy and the Criminal Records Bureau Code of Practice are available on request. For further information, contact the Criminal Records Bureau on 0870 9090 811 or visit the Disclosure website at: www.disclosure.gov.uk

To find out more about our lively and well resourced school and for an application form, please visit our website: www.theabbey.co.uk

Closing date for applications: **9am Monday 24 February**

Interviews to be held: **w/c Monday 2 March (early applications are encouraged and an early appointment may then be made)**

Please complete the application form giving full contact details for at least two referees (including contact email addresses) and covering letter by email to: recruitment@theabbey.co.uk

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

For enquiries please contact: recruitment@theabbey.co.uk

