



The Abbey

The independent school for girls aged 3-18.

The Abbey Junior School – Form Teacher –Maternity Cover; 0.8 or full-time

The Abbey School is a selective girls' school which prides itself at every stage on its high standards in all areas of pastoral care, the curriculum and beyond. The Junior School (currently approx 360 girls) is located a short distance from the Senior School and is very well resourced. Our dedicated and creative staff and well behaved and enthusiastic pupils, make it an excellent environment in which committed teachers can flourish and contribute in their individual ways to a varied and colourful curricular and extra-curricular programme. There is a nurturing, vibrant and purposeful atmosphere where girls are keen to learn and to succeed.

We seek a committed, enthusiastic and confident teacher to join our staff team who is likely to be based initially in year 4.

This post would suit a dynamic teacher with a secure knowledge of the primary curriculum. A firm commitment to helping our girls to grow in confidence, skills and knowledge within a caring, nurturing environment is essential. This is an exciting opportunity for a dedicated and energetic teacher, with excellent classroom practice and high expectations. The successful candidate will need to be a self-aware, reflective and caring professional with high expectations of pupil attainment and be able to form excellent relationships with parents, pupils and colleagues. Experience of the independent sector would be an advantage. We have specialist teachers for Music, PE, Science, MFL, Drama and Computing with Form Teachers teaching the remainder of the curriculum.

Person specification:

- has proven suitability to work with children
- is enthusiastic and well qualified
- is able to show a clear understanding of what constitutes excellent learning and teaching
- uses teaching methods which keep pupils engaged and which stimulate curiosity about the world around them, promoting a spirit of enquiry
- is an excellent classroom practitioner, with drive, energy and initiative
- is passionate about achieving the best outcomes, demonstrating high expectations for all pupils
- is able to set clear targets for pupils' learning, building on prior attainment
- is committed to the well-being and pastoral care of each child
- is able to communicate effectively and in a professional manner with pupils, staff and parents and is committed to team working
- demonstrates an enthusiasm for and openness to new ideas
- shows a dynamic, proactive and creative approach to working with others
- takes responsibility for and demonstrates a commitment to their own professional development, being able to reflect on their contribution to learning and teaching

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

17 Kendrick Road, Reading, Berkshire RG1 5DZ

Tel: 0118 987 2256 Email: schooloffice@theabbey.co.uk

www.theabbey.co.uk



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- 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

A member of the Junior School teaching staff will be required to undertake the following professional duties:

Teaching (in each case with regard to the policies and curriculum of the school)

- teach and administer each class for which timetabled so as to maximise the learning opportunities for each individual within those classes
- undertake planning of the curriculum using relevant guidelines and in line with the agreed model and contribute to schemes of work as requested
- plan, prepare and conduct lessons and mark work according to the agreed scheme of work and policies and appropriately to the relevant key stage
- ensure pupils are engaged in their lessons and make the maximum progress possible
- maintain an orderly and purposeful atmosphere in the classroom, and check attendance of pupils at lessons;
- set homework where appropriate, in line with school policy, and mark it in such a way that it is helpful to the pupil and follow up late work as appropriate to the relevant key stage
- assess and display pupils' work as appropriate
- liaise regularly with other members of staff in the Junior School to ensure continuity between year groups
- take responsibility for, and demonstrate a commitment to, their own professional development, being able to reflect on their contribution to learning and teaching
- keep informed of curricular changes by attending meetings, undertaking appropriate INSET and reading widely

Assessment, recording and reporting

- monitor, assess, record and report on the development, progress and attainment of pupils
- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- assist in methods of assessment and record keeping intended to monitor the attainment and progress of each pupil
- attend parents' evenings and prepare subject reports in accordance with the reporting schedule of the school
- consult and update pupil records and profiles
- liaise with parents in order to keep them fully informed of their daughters' progress and of school routines and events
- assist when required in the assessment of prospective pupils

Pastoral

- act as a form tutor as required
- accept and promote the ethos of the Junior school as embodied in the School's plans, handbooks, policies and procedures
- keep up to date with the pastoral care policies of the school and remain aware of the personal needs of individual pupils taught

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- provide appropriate care and support (including disciplinary where necessary) for the general well-being of pupils as is necessary for their happiness in school and successful learning
- be mindful of the requirements of Health and Safety and carry out risk assessments as necessary for the safety of pupils

General administration and duties:

- contribute to the development of the work of the Junior School via the school development planning process
- liaise with the Head of the Junior School and Assistant Heads as necessary
- attend staff meetings, INSET, curriculum meetings, open days, staff planning days, entrance assessments and daily assemblies as appropriate
- administer the form effectively to ensure the well-being of all its members, and to comply with all legal requirements such as registers of attendance and Health and Safety
- support form activities such as charity events, drama productions, assemblies and the Junior School as a whole by attending a range of school productions
- cover for absent colleagues, accompany pupils and assist with lessons taught by specialist staff, as required by the timetable
- be fully involved in extra-curricular activities
- undertake supervisory duties throughout the day as required
- take responsibility for regular liaison with and management of Teaching Assistants where appropriate

Such other duties as the Head or the Head of the Junior School may reasonably request from time to time.

Salary and Benefits

The salary, according to qualifications and experience, follows the state Standard Scale, including Upper Pay Spine 1 – 3, enhanced by The Abbey School Allowance.

Teachers are members of the State Teachers Pension Scheme.

Lunch will be provided.

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 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.

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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 Wednesday 4th October. Please note early applications are encouraged as we may shortlist prior to the closing date.**

Interviews to be held: **Week commencing October 16th**

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 enquires please contact: recruitment@theabbey.co.uk

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