

JOB PACK

Head of English

Closing Date: Wednesday 31 January 2018
(midday)

Interview Date: Wednesday 7 February 2018

Josca's House, Kingston Road, Filford, Abingdon, Oxfordshire, OX13 5NX

Tel: +44 (0)1865 391570 enquiries@abingdonprep.org.uk

www.abingdon.org.uk/prep



From the Headmaster: Craig Williams, MA (Oxon), P.G.C.E.

Message from the Headmaster, Craig Williams

Thank you for your interest in Abingdon Prep School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, www.abingdon.org.uk/prep, as this will tell you a lot about us and give you a taste of the atmosphere. To fill you in on a few important features, Abingdon Prep (previously Josca's) is an independent all boys' day school with around 250 boys aged 4 to 13. Abingdon Prep, along with Abingdon School, forms the Abingdon Foundation. We employ around 300 teachers and support staff across the Foundation. The Board of Governors oversees both establishments.

Admission is by selection and we are a popular choice for aspirational and supportive families. Many are attracted by our academic standards, certainly, but also by the huge and dynamic 'Other Half' (extra-curricular) programme we offer. All colleagues participate in the programme and the School places considerable importance on the many benefits of the Other Half and its role in developing the whole person. Our boys currently sit Common Entrance in Year 8 (although as of Sept 2018, this will change and the Abingdon Prep Plus award will replace it). Approximately 85% of the boys go onto Abingdon School. Boys also enter Radley College, Magdalen College School, St Edward's School and Cokethorpe amongst others. In 2017 five boys achieved academic scholarships to Abingdon School, which for the sixth year in a row included the top academic scholarship. In addition Art, Drama, Music and Sports Scholarships were gained by pupils going to Abingdon School plus two Academic Scholarships to Magdalen College School, an Art Exhibition to St Edward's School and a Music Scholarship to Radley College. We pride ourselves on having a strong community ethos and all families and staff play their part in making our School feel warm and welcoming.

Abingdon Prep occupies a large rural site approximately 5 miles west of Abingdon. Our facilities are enviable, with expansive and very well maintained playing fields, a new Astro turf Multi Use Sports Area, large and bright classrooms, sports hall, assembly hall and separate drama studio. We are extremely well resourced in every area.

The typical Abingdon Prep boy is engaging, motivated and delightful to know. We encourage confidence without arrogance and generate a safe academic atmosphere that enables boys to push their own limits and reach their potential. Colleagues enjoy teaching here and the boys appreciate the calibre of their teachers. It is a very happy School.

The School day runs from 8.25 am to 4.10pm, with there being Other Half activities at lunchtime and until 5.15pm. All teaching staff are expected to contribute fully to the Other Half programme throughout the week. Teaching staff will need to be available from time to time on a Saturday for Open Days, some sports fixtures, the Christmas Bazaar and Sports Day, and also after school for Fireworks Night, the Carol Service and other parent events.

We are a thriving, happy school and we look to the future with great excitement and pride. I am always looking for high calibre professionals, who love teaching, to join us and work with our wonderful boys.

I do hope that you will apply. I recognise that much time and thought goes into preparing an application and please be assured that we in turn, will give your application serious consideration. I look forward to hearing from you.

Craig Williams
Headmaster

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HEAD OF ENGLISH (Teaching Y7-8 English and Y5-8 Drama)

JOB DESCRIPTION

This role comprises 3 elements:

- Head of English Department for the whole school from Reception to Year 8, with the support of a KS1 English Coordinator and a KS2 English Coordinator and Head of EYFS.
- Teacher of English to Y7-8 including preparation for Scholarship Examinations and drama element of Senior Section productions.
- Teacher of Drama to some pupils in Y5-8.

It may also involve being a Form Teacher to a class in Y6-8.

Head of English

- Carrying out the professional duties of a Head of Department under the direction of the Headmaster and his Leadership Team.
- Ensuring the school English curriculum is delivered to the highest standards by monitoring the quality of teaching and learning in the department and undertaking lesson observations and work scrutinies in accordance with the school's policies.
- Line managing KS1 and KS2 English Coordinators and all English teachers within the department and ensuring there is effective communication between all members of the department, including organising and chairing effective departmental meetings.
- Reviewing the English curriculum in conjunction with the KS1 and 2 Coordinators and other members of the department to ensure it is comprehensive and progressive.
- Liaising with members of the department and organising meetings as appropriate to ensure the smooth running of the department and dissemination of relevant information.
- Keeping abreast of developments in the National Curriculum, pedagogy and technology that would benefit the department which may include attending or organising INSET or recommending training or courses for members of the department.
- Liaising with the Headmaster and his Leadership Team regarding the development of English in the curriculum and developing the English component of the new Abingdon Prep Plus curriculum for Y7-8.
- Preparing an annual departmental budget request and managing the budget and resources of the department effectively and efficiently.

- Taking an active part in the Curriculum Management Team under the leadership of the Assistant Head Academic in the development of academic issues within the School, including its policies and their implementation.
- Liaising, where appropriate, with the Head of English at Abingdon Senior School.
- Liaising with other Heads of Department to promote cross curricular links where appropriate.
- Ensuring adherence to school policies throughout the department.

Teacher of English to Y7-8 and Drama to some classes in Y5-8

- Providing excellent teaching in accordance with the Department's scheme of work and policies through stimulating lessons which use a variety of teaching methods (including differentiation) to match curricular objectives and the range of pupil needs.
- Adopting a proactive approach to assessment and tracking in accordance with the school's policies and initiatives in order to advance pupil learning.
- Preparing pupils for senior school entrance exams including pre-tests and Academic Scholarship exams and creating appropriate, challenging and stimulating formative and summative assessment tools as appropriate for each year group.
- Assisting pupils to prepare for Drama scholarships and coordinating, where appropriate, with the Drama (LAMDA) coach.
- Being responsible for the welfare of pupils during lessons and maintaining good order and discipline amongst the pupils and safeguarding their health and safety whilst they are under your supervision.
- Contributing to the Other Half Activities programme which includes but is not limited to being responsible for the Senior (Years 6-8) drama production and/or the drama element of a musical production.
- Attending parents' evenings and completing written reports in accordance with the school's policies.
- Supervising and, as far as is practicable, teaching any pupil whose teacher is not available to teach them.
- Assisting in the supervision of pupils before during and after school, as directed by the Deputy Head and carrying out duties and participation in Other Half activities as reasonably required.
- To be responsible during a fire alarm for the supervision of the pupils of any class they are teaching out of the buildings and their subsequent registration.
- To be responsible for the organisation and supervision of pupils during relevant school trips in the manner laid out in the staff handbook and to attend curriculum trips or events for other year groups, where relevant.
- Participating in as appropriate any meetings affecting the school and its pupils.
- Participating in arrangements for training, professional development as a teacher and appraisal.
- Carrying out any other duties which may be reasonably required by the Headmaster.

Form Teacher to a class

(the successful applicant is likely to be a form teacher to a class in Y6-8)

- Being the first and principal person in the chain of pastoral care for a pupil, encouraging the spiritual, moral, social, cultural and physical development of the pupils within the form.
- Monitoring the personal behaviour and appearance of pupils, insisting on high standards and leading by example, adhering to the Code of Conduct at all times and ensuring pupils do so too.
- Being available for pupils and parents outside teaching hours to attend to any pastoral issues and liaise with Section Head, Assistant Head Pastoral or Deputy Head as appropriate.
- Dealing with any academic or pastoral concerns relating to pupils effectively and professionally and, where appropriate, liaise with relevant members of the Leadership and Management Team.
- Ensuring that the form room retains an organised, tidy appearance and that displays are inviting, well maintained and current.
- Ensuring pupils are registered in accordance with the school's policy.
- Ensuring communication with parents, pupils and staff is effective and professional at all times.
- Attending meetings and assemblies as required.



HEAD OF ENGLISH
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PERSON SPECIFICATION

Essential:

- Qualified Teacher Status
- Experience of teaching English to pupils in Y7-8
- Experience of Senior School Entrance Examination and Scholarship preparation
- Evidence of lively, flexible and focused teaching
- A positive approach to behaviour management
- Consistent use of reward and discipline strategies
- Self-motivated and conscientious
- Ability to communicate well with parents, colleagues and pupils
- Ability to work as part of a team
- Commitment and energy
- Positive and co-operative
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references **must** be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

Identity – passport or photocard driving licence

Address – document from Group 2b of the DBS List of Valid Identity Documents with current address

Right to Work in the UK – passport or full birth certificate

Qualifications - original documents confirming any educational and professional qualifications you refer to in your application

Overseas Checks – if you have worked or been resident overseas for three months or more in the previous five years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's safeguarding guidelines, which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Abingdon School Website.

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

Warning

Where a candidate is –

- found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the DBS and the Police and/or the Local Authority Designated Office (LADO) will be consulted. If the individual is a teacher, a referral may also be made to the National College of Teaching & Leadership (NCTL).

Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or recruitment@abingdon.org.uk.

Abingdon School is an Equal Opportunities employer.