



# The Abbey

The independent school for girls aged 3-18.

## **PART TIME TEACHER OF PSYCHOLOGY**

from September 2018

### **Background**

The Abbey School is an independent GSA day school for girls aged 3 to 18 years. Founded in 1887 the school enjoys an enviable reputation of academic excellence, a rich history, a caring pastoral environment and a wide breadth of extra-curricular activity for each individual. With exceptionally high ratings in the national league tables and a thriving International Baccalaureate Diploma programme, The Abbey School is the only independent school in the Berkshire area to offer such outstanding opportunities to academically able girls. The girls themselves are motivated, enthusiastic and co-operative and there is a happy, purposeful atmosphere to the school.

The staff at The Abbey School form a strong and professional community of highly skilled, dedicated and enthusiastic people. The governors and management team are committed to supporting the continuing development of its staff and maintain a good working environment with the necessary policies and procedures in place to support this. We recruit only high calibre staff who are lively, enthusiastic and committed. In return we aim to provide opportunities for employees to reach their own full potential for their benefit and the benefit of the school as a whole.

**An opportunity has arisen for a specialist teacher of Psychology to join a successful and committed department working with academic and motivated Sixth Form girls.**

### **Salary and Benefits**

Competitive salary; negotiable dependent on qualification and experience.  
Staff are members of the State Teachers' Pension Scheme.  
Lunches are available free of charge.

### **The department**

Psychology is a well-established and popular Sixth Form subject at The Abbey School and is offered at A Level (OCR) and both Standard and Higher Level within the IB Diploma programme. The school is academic and standards are high. Former students have been very successful in both courses of study with many going on to study the subject at University.

Candidates should feel confident in teaching the social, developmental, cognitive, biological and individual differences areas of psychology at A level. They should also have experience of teaching forensic, developmental and clinical psychology, as well as research methodology. For the IB, candidates should expect to teach the biological, cognitive and socio-cultural approaches, clinical and developmental psychology as well as to supervise internal assessments and extended essays. In addition, the department runs workshop sessions for girls who need individual help.

The potential member of staff should be energetic and enthusiastic, and able to promote the study and enjoyment of Psychology. She/he should be willing to play an active role in the department and be keen to participate in the various clubs and departmental Study Visits. She/he should be committed to high standards of teaching and to a child-centred approach.

17 Kendrick Road, Reading, Berkshire RG1 5DZ  
Tel: 0118 987 2256 Email: [schooloffice@theabbey.co.uk](mailto:schooloffice@theabbey.co.uk)  
[www.theabbey.co.uk](http://www.theabbey.co.uk)



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The department consists of one full time member of staff and one part-time member of staff. Psychology is part of the Science faculty grouping.

All staff are either Form Tutors or Assistant Form Tutors and are expected to take part in the pastoral care of the pupils and to be involved in extra-curricular activity. They undertake various supervision duties according to a rota. The post-holder may also be required to carry out other duties appropriate to the post, as agreed and arranged by the School.

This Job Description is current but liable to variation to reflect or anticipate the changing needs of the department and the School.

A member of a department will be required to undertake the following professional duties.

**Teaching:** (in each case with regard to policies and curriculum of school and department)

- plan and prepare lessons and homework;
- teach, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- 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;
- liaise with the Head of Department about departmental matters;
- prepare and develop courses of study, teaching and examination materials methods of teaching and assessment, as required;
- participate in arrangements for preparing pupils for examinations, invigilate the examinations and assess performance as required;
- Develop knowledge and professional competencies.

**General Administration:**

- attend weekly staff meetings, and other meetings as required;
- assist at and attend official functions eg entrance tests, exhibitions, speech day and other events;
- attend school prayers;
- register pupils;
- supervise pupils as requested;
- have an awareness of and follow the school health and safety policy and code of behaviour;
- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**Other Activities:**

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her, so that pupils may reach their full potential;
- provide guidance and advice to pupils as appropriate;
- attend parents' meetings as required;
- supervise and, so far as practicable, teach any pupils whose teacher is not available to teach them;

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- enter into the extra-curricular activities of the school;
- Undertake such other duties as the Head may reasonably request from time to time.

## Extra Curricular activities and Fixtures

- Contribute on a pro-rata basis to the excellent extra-curricular provision of the department, leading and supporting different lunchtime and after-school clubs.
- Contribute on a pro rata basis to the wide range of sports fixtures, leading and supporting different teams, arranging suitable fixtures in conjunction with the Second in department, accompanying teams to day, twilight and weekend fixtures as appropriate.
- A time allocation, in addition to a portion of the standard 25% prep and cover allowance, is given to PE teachers in recognition of their contribution to fixtures and extra-curricular activities over and above what is expected of all teachers at The Abbey School.

## 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 and Resources immediately.

## 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.

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## 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](http://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](http://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](mailto:recruitment@theabbey.co.uk)

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

**Closing Date for Applications: Tuesday 30<sup>th</sup> January**

**Interviews: Wednesday 7<sup>th</sup> February**

For enquires please contact [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)

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