



The Abbey

Deputy Head Academic

(starting September 2025)

Candidate Information



The Abbey

Welcome from the Head

Will le Fleming



Click on Will's photo to find a Welcome
from the Head video.





The Abbey

Leading with confidence

Learning with purpose

Living with joy

Independent Girls' School of the Year 2024

Job overview

The Deputy Head Academic has overall responsibility for the academic life of the Senior School and for teaching staff recruitment and development. The Deputy Head Academic is responsible for teaching and learning innovation, curriculum development, and specific aspects of learning such as digital understanding and extension. The post reports directly to the Head, who has overall responsibility for The Abbey and direct responsibility for the Senior School. The Deputy Head Academic is a core role on the Senior School Leadership Team and includes oversight of some Whole School academic programmes, working with both Senior School and Junior School Leadership Teams. Deputy Heads deputise when the Head is away from school.

The Deputy Head Academic leads an academic team that includes the Assistant Head: Director of Studies, a Director of Innovation & Projects, a talented and experienced group of Heads of Department, a SENDCO and an Exams and Academic Processes Manager.





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Key responsibilities

- Shared responsibility for the management and strategic leadership of the School and deputising for the Head in their absence
- Pedagogical leadership, supporting teaching and learning, projects and innovations and extension programmes, keeping abreast of curriculum and academic developments, and ensuring the excellence of academic provision and learning across the School
- Management of the curriculum and leading on its future development as well as overall supervision of day-to-day academic matters
- Leadership of staff development initiatives
- Line management and support within the academic and Head of Department teams, ensuring consistency and excellence of strategic planning and academic outcomes
- Overall leadership on teaching staff to include attraction, recruitment and retention in collaboration with the Head, wider team and Director of HR and Compliance
- Overall responsibility for staff development including probation, observation, appraisal, annual pay reviews and ECT induction, working closely with senior colleagues
- Overall responsibility for timetable, options, cover and staff deployment, working closely with the Assistant Head: Director of Studies
- Overall responsibility for assessment, tracking and reporting, including parents' evenings, prizes and internal and external examinations, working closely with the Assistant Head: Director of Studies
- Overall responsibility, working closely with the SENDCO, on all aspects of learning support and access arrangements
- Shared responsibility for student recruitment and admissions, including responsibility for the application process and scholarship arrangements
- Shared responsibility for the policy framework of the School, its implementation, compliance matters and inspection preparation

Key responsibilities (continued)

- Provision of encouragement, support and advice to colleagues at all levels, including the Junior School, both with regard to academic matters and more generally
- Playing a full role in School events as required, participating in on-call and emergency contact rotas
- Contact with parents/guardians and families to support their daughter's educational experience
- Management of budget responsibility
- Demonstrating and encouraging our key purpose in all ways: to equip students to achieve academic excellence with confidence, purpose and joy
- Embodying the School's values of courage, honesty and kindness and the collaborative approach of the Senior Leadership team
- Demonstrating and sharing responsibility for exemplary pastoral and safeguarding practice
- The Deputy Head Academic is expected to teach a restricted timetable in their specialist subject(s)





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Candidate requirements

Person specification

- Proven success in managing colleagues and contributing to the quality of academic offering
- Proven ability to motivate, mentor and inspire others and a commitment to supporting the development and welfare of staff
- Proven experience of leading and managing innovation and change, balancing attention to detail with strategic thinking
- A strong track record in a middle or senior management post
- Experience and familiarity with a selective and high-achieving academic environment
- Excellent organisational skills: ability to manage and prioritise workload and cope with sometimes conflicting priorities and periods of peak intensity
- Excellent IT skills and interest in how technology can effectively support and extend learning
- Creative and imaginative approach to solving problems
- An excellent understanding of data and analysis and excellent written and verbal communication skills
- Positive approach and readiness to build consensus among senior colleagues
- Excellent communication skills with the ability to adapt approach and manage difficult conversations whilst ensuring warm, clear and effective interactions with colleagues, students, parents and others
- The desire and ability to contribute to the wider life of the School
- Outstanding classroom practice
- Exemplary pastoral and safeguarding practice
- Good judgement
- Honesty, kindness and courage

Qualifications

- A good honours degree; teaching qualification desirable



About The Abbey



Staff and governance

The Abbey School has around 900 students on roll with around 700 in the Senior School. The School has a workforce of approx. 300 Teaching and Business & Operations Staff.

Values

Our values are courage, honesty, and kindness. We champion them every day; we are informed and tested by the positive tension that exists between them; and we seek to examine all our actions and choices in their light.

Purpose

We provide an outstanding real-world education for girls that equips them to achieve academic excellence with confidence, purpose and joy. Working in partnership with families, we support each individual student to expand their horizons, discover their passions and fulfil their potential.

We offer academic excellence, extra-curricular opportunity and pastoral assurance within an environment prioritising kindness and fellowship.

Our objective over 130 years of leadership, innovation and reform has been to provide a liberal, practical and general education. That remains true today:

- Liberal in thought, tolerance, and generosity
- Practical in preparing students to face a changing world on their own terms, excited by opportunity, resolute towards uncertainty and committed to leadership and service
- General in the remarkable breadth and range of experience and encouragement to participate



Reading town

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving restaurant scene.

Getting to The Abbey

By Car - 10 minutes from the M4, Junction 10 or 11

By Bus - The Abbey is served by the no. 21 bus which stops outside of the school

By Train - 15 minute walk from Reading Train Station





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Package

This role is full time and permanent starting in September 2025. If you would like an informal discussion about the role with Dr Sarah Tullis, Head of the Senior School, please contact Recruitment@theabbey.co.uk to make arrangements.

Salary

Competitive salary reflecting qualifications and experience and an excellent benefits package

Pension

All eligible teaching staff will be automatically enrolled into the School's defined contribution pension scheme, Aviva APTIS. The School will contribute 15%; a % of this may be used as flexible pay as per the employee's instruction. Comprehensive life cover and ill health capacity insurance is also available to all teaching staff

Location

**The Abbey Senior School
Kendrick Road,
Reading, RG1 5DZ**



Abbey life & benefits



Dining



Electric Vehicle Leasing Scheme



Free Parking



Cycle Scheme



Sports Facilities



Employee Assistance Programme (EAP)



Pension



Income Protection



Family Friendly Policies



Concessions and Discounts



Private Healthcare Scheme



Interest Free Season Ticket Loan



Professional Development



Staff Accommodation



IT equipment and resources



Application

Candidates will be invited to attend a formal interview and have a tour of the school. Applications will be dealt with as we receive them. We reserve the right to close the application process early if a suitable candidate becomes available. We therefore actively encourage early applications.

Closing date

9.00am, 8 January 2025

**Interviews 14 & 15
January 2025**

Application Form

[Click here to download
the application form](#)



The Abbey



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Terms and conditions

Diversity and inclusion

The Abbey is passionately committed to promoting and supporting a diverse and inclusive community of staff and students. We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.

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 Head of Finance and Resources immediately.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

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 considered, so disclosure need not necessarily be a bar to obtaining a position at this School.

Awards and Achievements

