



# The Abbey

The independent school for girls aged 3-18.

## **SECOND IN PE DEPARTMENT (WITH RESPONSIBILITY FOR ACADEMIC PE) MATERNITY COVER; for appointment from September 2018**

### **Background**

The Abbey School is an independent GSA and HMC 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. This is evidenced in the recent ISI Inspection Report in which The Abbey received the very highest ratings in every category.

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 the highest 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.

**We are seeking a dynamic and talented Physical Education Teacher to join a vibrant and committed department. The successful candidate will have high academic and professional standards and be committed to building on the strength of the subject throughout the School. She/he will have the experience or the potential to be a capable and energising leader and will be experienced in delivering Academic PE.**

### **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 role**

The Second in Department reports to the Director of Sport and deputises for her in her absence. The Second will have overall responsibility for the organisation and delivery of Academic Physical Education provision at both GCSE (AQA) and as part of the International Baccalaureate Diploma Programme (IB). A willingness to teach IB is essential and candidates from a strong A level background will be considered without prior IB experience.

Candidates should be able to contribute fully to this busy department and be confident in the delivery of all areas of the curriculum. Additional responsibilities will include overseeing the core Physical Education curriculum, assisting in mentoring and the professional review process of the department, and working with the Director of Sport on large events.

All candidates must be willing to contribute fully to our thriving extracurricular programme. A specialism in Hockey or Netball would be ideal but not essential.



17 Kendrick Road, Reading, Berkshire RG1 5DZ

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Registered Charity No 309115. The Abbey School exists to educate academically able girls.





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## Facilities and provision

The school has an indoor 25m heated swimming pool, an all-weather hockey pitch, 4 floodlit netball/tennis courts, fitness room and a gymnasium all on site. The Junior School has a gymnasium and its own courts and girls come to the Senior School for swimming lessons.

All girls participate fully in Physical Education lessons, including the Sixth Form. The curriculum for U11 (Year 7) to U4 (Year 9) consists of units of hockey and netball; the major winter sports, alongside introducing other team sports. The girls also have a single Physical Education lesson consisting of gymnastics, dance, swimming, and health related exercise. The L5 and U5 (Year 10 & 11) curriculum provides a much broader curriculum with activities ranging from the traditional sports to yoga, Zumba and ultimate Frisbee. We provide a broad Sixth Form physical activity programme and is an area that continues to develop in order to cater for all girls.

Academic PE is well established in the school at GCSE, following the AQA specification. In September we will be starting Sport, Exercise and Health Science as part of the IB diploma programme.

## Extra-curricular

A wide range of extra-curricular clubs and practices are offered including recreational clubs as well as team coaching. Recreational Clubs are diverse and include activities such as diving, synchronised swimming and trampolining. All members of the department are involved in these practices which take place before school and at lunchtimes.

The Abbey girls compete successfully in Reading and the surrounding area, as well as nationally, with particular success in netball, hockey, swimming and athletics. Our junior and senior swimming squads regularly qualify for the finals of the National Schools' Swimming Competitions and our netball and hockey teams regularly qualify for the Regional rounds of the National Schools competition. An ability to coach and umpire the major sports and a willingness to help with organising tournaments and events is required. We have also instigated a new 'Sport for All' programme with 'taster series' in a number of physical activities. These have included judo and lacrosse.

The department has responsibility for organising the annual school ski-trip and Year 8 Watersports holiday in the South of France. There are also Hockey and Netball tours. Each year we hold a formal Sports Dinner. This is a well-attended event to say thank-you and well done for all the hard work and dedication the pupils have given the sports teams. A guest speaker is invited to present various awards and make presentations to the students. Every two years a Gymnastics and Dance display is organised by staff and pupils.

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.

***The following Job Description is current, but liable to variation to reflect or anticipate the changing needs of the department and the School.***

**A teaching member of an academic department will be required to undertake the following professional duties.**

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



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

## Salary and Benefits

- Salary will be dependent on experience and qualifications, in line with the National Teachers' Salary Scale up to UPS 3, with an additional Abbey Allowance.
- Staff are members of the State Teachers Pension Scheme.
- Lunch is provided
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available



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## 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.
- To neither intentionally, nor recklessly, 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.

## 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: Monday 5<sup>th</sup> February**

**Interviews: Thursday 8<sup>th</sup> February**

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