



Abbeyfield
School

RECRUITMENT PACK

2025



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School



Welcome

I am delighted that you are considering a career at Abbeyfield School. Our school is a dynamic and thriving community, dedicated to fostering the development of young people. At Abbeyfield, we uphold a vision focused on nurturing students' personal skills and qualities, ensuring they are well-prepared for their future lives as successful, responsible adults.

People have always been at the core of the Abbeyfield educational experience, and I am more convinced than ever that prioritising the development of our staff is essential. We are committed to the continuous professional development of our team, offering dedicated support to ensure that our staff can thrive in their roles. For our students to reach their full potential and make a positive impact, they must be taught by individuals who reflect these values. Our focus on recruiting and professionally developing a diverse range of outstanding staff is key to providing our pupils with strong role models.

Our teaching team is eager to build upon Abbeyfield's growing reputation for excellence. We are a school that is dedicated to delivering an ambitious, broad, and balanced curriculum through high-quality, evidence-informed teaching. Our academic results at both GCSE and A Level remain strong, with student progress consistently above average.

These are exciting times for Abbeyfield. The town of Chippenham is experiencing significant housing development, and our growing reputation has resulted in an increase in pupil enrolment. Consequently, we are set to embark on a three-phase building project that will expand the school by 50%.

As one of only four maintained secondary schools in Wiltshire, Abbeyfield has also begun the process of joining an academy trust. From September 2025, we will become part of The Athelstan Trust, one of the leading educational trusts in the South West.

We warmly invite all those who wish to be part of this exciting new chapter to apply.

We trust that this recruitment pack will provide you with a valuable insight into our unique and supportive community, and I look forward to welcoming successful applicants to Abbeyfield in the near future.

Mr Nick Norgrove,
Headteacher

Head of Year/Raising Standards Leader - Year 7 and Primary Transition

Full Time

Permanent - TLR2b £5,642

Start date: 1st September 2025

Close date for applications: Monday 28th April 2025 at 9am

Interview date: TBC

Main Pay Scale: MPS/UPS

Number of students on roll: 900

This is an exciting time to join Abbeyfield School. Our 'Good' Ofsted rating (November 2022) highlighted that 'Staff are proud of the school and enjoy working at it. Leaders and governors are supportive of staff's workload and well-being'. As a result, both the leaders and students are looking for high-calibre staff who are committed to delivering outstanding teaching and learning opportunities for all. As of 1st July 2025, we will become an Academy, as part of the Athelstan Trust.

Due to the ongoing success of the school, we are growing rapidly and as a result need to expand both our Teaching and Pastoral Team. We are particularly interested in applications from teachers with primary school/transition experience who would be keen to work with our Year 7 students to support their transition from primary school and work with some of our lower ability students in Key Stage 3. This role is deemed essential to build on and develop the effective pastoral support that is provided to ensure that all students within the school are able to achieve their academic potential. This role will also ensure that the welfare and attendance for the students is effectively tracked, supported and challenged.

This is a leadership role which will require the successful post holder to be a member of the Wider Leadership Team. This is a role which demands a great deal in terms of time and dedication, therefore candidates should be strong classroom practitioners who have experience of successfully managing additional responsibilities. It is a role which is well supported and enjoys the support of an established team.

Additional information

Over the last three years Abbeyfield School has seen a significant increase in our student numbers and we are set to see expansion to our school site begin later this year. This pattern is set to continue for this next year hence we are looking for creative, inspiring, ambitious and outstanding new teachers to join our team.

The Governors of Abbeyfield School are seeking to make the appointment of a talented and enthusiastic teacher who is experienced and skilled in working with students at a primary and/or secondary level. As a member of our teaching team, you will be well-supported by a team of dynamic teachers who are passionate about ensuring all individuals progress and develop.

The successful applicant will look forward to a high level of support and professional development in a friendly atmosphere, encouraging all staff to fulfil their potential.

In return we can offer exceptional CPD and a real culture of aspiration. All staff receive a wider range of professional CPD opportunities much of which draws on our links with local schools as well as the opportunities provided by the National College and NPQ qualifications.

Abbeyfield is a community school which occupies purpose-built premises. It is situated in a beautiful location, within commuting distance of Bath, Bristol and Swindon. The school was inspected in November 2022 and we pledge to offer the following:

- Excellent students who will work with you to achieve the highest standards
- A high-performing and growing school
- Excellent leadership, which believes in rapid and sustainable leadership
- A thriving sixth form where pupils make strong progress
- Excellent behaviour
- Friendly and welcoming pupils who thrive in an atmosphere of tolerance and understanding

For a full information pack, please see our website <https://abbeyfield.wilts.sch.uk/> under 'joining us' or contact reception on 01249 464500

If you are interested or would like to discuss the post further please contact Dave Tregilgas (Assistant Headteacher – Character Development, Welfare and Safeguarding) dht@abbeyfield.wilts.sch.uk

Completed applications should be emailed to recruitment@abbeyfield.wilts.sch.uk

Please note – We reserve the right to interview and employ the right candidate before the closing date. Please note due to safeguarding we only accept completed application forms.

Abbeyfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Head of Year/Raising Standards Leader - Year 7 and Primary Transition

JOB TITLE: Raising Standards Leader Year 7 & Primary Transition

SALARY: MPS and TLR2b £5,642

ACCOUNTABLE TO: Assistant Headteacher

LEADERSHIP GROUP: You will be an active member of the Wider Leadership Team

KEY ACCOUNTABILITIES AS A CLASSROOM TEACHER

These are set out in the School Teachers' Pay and Conditions Document.

JOB PURPOSE: The role of the successful applicant will encompass the following areas, however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement the Raising Standards Team overall.

Raising Standards Leader - Main Purpose:

- To ensure that pastoral provision and academic intervention supports all pupils to achieve.
- To be responsible to the Assistant Headteacher for the promotion of academic achievement in the Year Group, in line with the aims of the school.
- To work closely with the SLT and HoDs to ensure all students have the opportunity to develop their full potential.
- To build and maintain good relationships with parents and with the local community.
- To support an effective Year 6 – Year 7 transition process and mid-year induction for new pupils and parents, and communicate clearly the vision of Abbeyfield.
- Feedback on the academic progress, or specific groups within the Year Group, on the Wider Leadership Team and report to Senior Leadership Team as necessary.
- To oversee aspects of discipline and development within the Year Group.
- To know all pupils in the Year Group as well as possible, to monitor their progress and to become accepted as a person to whom they can turn for guidance in addition to their tutor.

Responsibilities:

- To work as part of the Middle Leadership of the school, attending support and guidance meetings, RSL meetings.
- To liaise with the Assistant Headteacher for the induction and correct placement of new pupils.
- To support the team of tutors, providing direction and guidance to ensure the efficient implementation of school policies and a constructive use of the registration/tutor time.
- To maintain an overview of the curriculum as it is experienced by students and to advise Heads of Department and Senior Staff of potential areas of difficulties and cross-curricular links.
- To hold regular meetings with the Year Group tutor team.
- To oversee the attendance and punctuality of pupils in the Year Group.
- To keep the Assistant Headteacher well informed of progress/problems in the Year Groups.
- To prepare reports and references on students as needed.
- To liaise with parents to ensure they are kept well informed of their child's progress or problems.

Key Tasks:

- Teaching within the appropriate Department.
- Work closely with feeder primary schools to establish a smooth transition process
- Contact with Attendance Officer/Education Welfare Officer, in conjunction with the Pastoral Leader and Assistant Headteacher.
- Maintaining contacts with parents as appropriate.
- Disseminating information on pupils to relevant staff.

- Maintaining appropriate written records on pupils.
- Producing written reports on pupils.
- Supervising detentions.
- Undertake break and lunchtime duties on a rota basis

To carry out any other duties as required by the Headteacher.

Specific Year Group responsibilities:

Year 7 – Primary Liaison & KS2 – 3 Transition

- Overview of pastoral and academic progress
- Tutor programme, Quality Assurance and Management
- Learner Conferences, Internal Team Around the Child (ITAC) meetings, Academic Mentoring & Pupils Pursuits
- Data analysis – progress
- Assemblies
- Organise and lead Year 5 Taster experiences
- Summer School
- Year 7 Team Building Trip

To carry out any other duties as required by the Assistant Headteacher

This job description will be updated on a regular basis in consultation with the post holder.

The above information is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in the job description.



Head of Year/Raising Standards Leader - Year 7 and Primary Transition

Essential	Desirable
Knowledge and Understanding	
A degree or equivalent in a National Curriculum subject.	Experience of teaching a diverse student body. An understanding of relevant legislation concerning Safeguarding.
A confident and competent user of ICT.	
Have good knowledge and understanding of pastoral care and student's needs.	
Have an up to date knowledge of the school's policies for all vulnerable groups.	
Understanding diverse student needs	
Knowledge of various intervention strategies that can be used to support students who are struggling.	
Teaching and Assessment	
Ability to assess student work accurately and precisely using criteria.	An understanding of Assessment for Learning.
Ability to motivate, engage and enthuse learners.	
Ability to plan work and assess which results in learners making sound and steady progress.	
Be a caring person with excellent organisational skills.	
Have strong interpersonal skills and the ability to work and plan as part of a team.	
Be passionate about meeting the needs of learners.	
Be keen to challenge young minds and make a difference.	
Be willing to share expertise, especially in your subject area, and lead by example.	
Student Learning and Progress	
An understanding of the importance of data in relation to student progress.	
To keep accurate, precise and relevant records of student achievement.	
To have vision and ideas to generate an effective primary transition programme.	
Wider Professional Effectiveness	
To comply with School routines and protocols as written and intended.	
To communicate effectively and willingly with all School stakeholders.	
To demonstrate awareness of the need to promote and protect the School's profile and reputation.	
Professional Characteristics	
To demonstrate commitment to the professional development of self and that of the School.	
A commitment to undertake all relevant in-service training and continual professional development.	
To demonstrate a strong and effective leadership style.	
Ability to manage time and resources efficiently.	



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Why work at Abbeyfield?

Here's what our staff say:

"For me when I joined as an ECT1 I was really nervous about coming in - were people going to treat me differently because I was an ECT? That was the furthest thing from the truth. Every single person at Abbeyfield made an effort with me and has gotten to know me and I felt instantly at ease. I enjoy coming to work everyday knowing that I could say hi to anyone and they would respond and have a chat with me and they genuinely care."

"Abbeyfield School is a place where staff are encouraged to grow and reach their potential. It provides opportunities to take on new challenges and responsibilities in a supportive environment, free from judgment or fear of failure. Every idea is valued, offering different perspectives to explore. It's a thriving community and an exceptional workplace"

"I like working here because everyone is so easy to get along with. Its lovely and inclusive, Line Managers/SLT are understanding and approachable, good lifelong friendships have been made here. Students are lovely and there is a calm vibe around the school. There are regular opportunities for progression and enhancing skills. I have never once thought I really don't want to go to work today!"

"It's the people. We get along well in the Humanities department, share similar values and collaborate well. I like seeing them outside of work! The pastoral staff are dedicated and hardworking, supporting students and each other when things are difficult. I can recount numerous times someone has dropped what they are doing to make time for me when needed. I feel valued for the job that I do, and appreciate the understanding afforded when I need time off for my own illness, my children's, or anything relating to family. Career wise I feel that I've been supported to progress, either through help given preparing for interviews elsewhere or the opportunities afforded me here.

And then there's the kids. They're ok. And I think that says a lot!"

"Having only started last week, I have found both the staff and students welcoming, friendly, and helpful. I have felt part of the team from the off."

Benefits:

We are incredibly proud of the culture of success and inclusivity for both our students and staff. We put the wellbeing of our staff at the heart of all decision making and development. Just some of the benefits of working at Abbeyfield:

- A modern building and facilities
- Unlimited use of our fitness suite
- On site support for mental wellbeing
- A CPD programme that supports your growth
- A caring and supporting staff body
- An inclusive and student centred culture



Character Development - The Abbeyfield Learner

At Abbeyfield we believe strongly in supporting our students to become the best version of themselves.

"Good character is not formed in a week or a month. It is created little by little, day by day. Protracted and patient effort is needed to develop good character.

- Herculitus - Greek Philosopher.

'The Three R's' are three key characteristics that we encourage all Abbeyfield students to develop and demonstrate on a daily basis: Responsibility, Respect and Resilience.



RESPONSIBILITY

How pupils approach their life and learning.

RESPECT

How pupils treat themselves, others and the school environment.

RESILIENCE

How pupils cope with what life throws at them.

The Abbeyfield Learner programme ensures pupils have the relevant skills and attributes to be effective learners for their future aspirations. Pupils are rewarded for demonstrating these key characteristics in all aspects of school life. These range from tutor lessons and include extra curricular beyond the school day.

"Character development is as much a part of our curriculum as the academic subject." - Abbeyfield Learner.



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How to apply

We primarily use E-Teach to advertise our vacancies, but they can also be found on our new website: **www.abbeyfield.wilts.sch.uk/vacancies**

If you would like more information or to arrange a tour, please contact us on **01249 464500**.

We look forward to meeting you and welcoming you to our fantastic school.





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Reception: 01249 464500
Email: contact@abbeyfield.wilts.sch.uk

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