



VACANCY INFORMATION

Visiting Teacher of Chinese

Up to five days per week

WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for the past 120 years. It is committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 160 acres, the School has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Cafe and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 600 pupils, ranging from 11 to 18, 560 are full boarders and 175 are in the Sixth Form. The majority of our girls come from within a one-hour radius of London; other boarders travel from further afield. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 97.7% of all GCSE entries being graded A*-A. At A level, 85.7% were A*-A. A third of last year's leavers went to Oxbridge and about a dozen to US universities including Brown, Columbia, Harvard and MIT.

Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the school at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose-built study-bedroom complex.

Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached 16 national finals and the sports department offers more than 30 sports on a regular basis. Our music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The drama provision is equally impressive with numerous productions happening annually and, last year, more than half of the girls performed in a production at Shakespeare's Globe to celebrate the 120th anniversary of Wycombe Abbey's foundation.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow and Radley. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, an annual Management Conference and other social and academic events.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we are about to open a new pair of £18 million boarding Houses. We are committed to refurbishing much of our boarding accommodation and we have plans to re-develop significant teaching and learning areas in the Abbey building. We are currently at work on a new strategic plan to guide us through the next five years. We are thrilled that our first sister school in Changzhou opened this September and we are working hard to foster excellence there not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group. We hope to open other Wycombe Abbey International Schools in Asia in the near future.

Exciting times are ahead.

Rhiannon J Wilkinson

Headmistress

TEACHING AT WYCOMBE

The pupils at Wycombe are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified recent graduates, join the Staff Room. Wycombe offers statutory induction for Newly Qualified Teachers and also offers the Graduate Teacher Programme to those without a PGCE. There is proactive support for all new members of staff, who are guided through their first year at Wycombe by a variety of people, with the line manager and an individually-appointed mentor taking the lead.

The School prides itself on the many opportunities for continuing professional development. We organise regular whole staff in-service training and have a generous budget for training outside of school. In addition, academic departments commit to sharing good practice. There are opportunities to take part in peer observation, peer coaching, learning reviews and working parties.

A Wycombe teacher typically teaches 30 35-minute periods per week. In addition, he/she is attached to a boarding house and is responsible for a tutor group of around 10 pupils from the house. Teachers give freely of their time outside timetabled lessons with many committing to co-curricular activities and helping individual pupils with their academic progress. Teachers are also expected to commit a small number of hours per term to other (supervisory) duties, such as accompanying house outings.

As a boarding school, Wycombe has lessons on a Saturday morning. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8.15am on weekdays and 8.45am on a Saturday. The teaching day finishes at 5.15pm on Monday, Tuesday, Thursday and Friday, 4.15pm on Wednesday and 11.50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours.

THE MODERN LANGUAGES DEPARTMENT

The Modern Languages Department at Wycombe Abbey is comprised of 7 full time teachers, one part-time teacher and one Housemistress. The department benefits from up-to-date resources including two language laboratories equipped with digital language laboratory software and a Sixth Form language library.

French, Spanish, German and Chinese are taught as part of the core curriculum and a number of other languages, including Arabic, Italian, Japanese, Portuguese, Russian and Dutch, are also taught on a private basis.

Girls are taught French and Spanish in Years 7 and 8 and the top French division also begins to study German in Year 7. In Year 9, girls may choose to continue with both languages, or to take up the option of German or Mandarin in place of one of these.

In Years 10 and 11, girls must study at least one modern language at GCSE, but many girls take two, and the most able may continue with three. We currently follow the Edexcel GCSE syllabus in Chinese. In Spanish, Chinese and French girls are taught in ability divisions where possible.

In the Sixth Form, girls are prepared for the CIE Pre-U in Chinese. All girls taking public examinations benefit from conversation lessons in small groups with native speakers. For the past four years, a number of girls have successfully applied to top UK universities, including Oxford, Cambridge and SOAS, for this subject, as well as US universities.

We encourage and aim to provide opportunities for the girls to visit the country of the language they are studying. An exciting development for March 2018 includes a residential trip to China. All languages staff are expected to support these trips. We aim to develop an awareness of the wide range of higher education courses involving languages, and of careers where languages are useful or essential by arranging and hosting a biennial Languages Day.

The Chinese department provides many opportunities for girls to appreciate the rich culture of the country. These have included visits to exhibitions at the British Museum, attending university lectures on literature and making dumplings! We have taken pupils to Chinatown and to a fan dance workshop. On an annual basis, girls take part in the National Calligraphy competition as well as the International Overseas Chinese Students Writing Competition with some of their articles being published in Chinese newspapers.

Specific Areas of Responsibility for Visiting Language Teachers

- Excellent subject knowledge to teach language to Advanced Level.
- Planning and delivering high quality one-to-one lessons across all key stages, which include stretch and challenge and take into account a broad range of learning styles.
- Stimulating and fostering enthusiasm for the subject within the school, more specifically promoting Modern Languages as a demanding, respected and relevant academic discipline, whilst encouraging all pupils to achieve their very best.
- Assess, record and report as required on the development, progress and attainment of pupils. (Reporting is required termly for parents)

PERSON SPECIFICATION

Wycombe Abbey provides a modern and innovative education within a traditional boarding setting, and we therefore seek to employ teachers who will bring outstanding talent, intellect, enthusiasm and innovation to our classrooms.

The successful applicant is likely to possess:

- A good degree
- The ability to teach throughout the school
- The motivation to enhance teaching and learning at Wycombe Abbey by sharing good practice and active participation in continuing professional development
- A clear and innovative vision with the ability to bring the subject alive
- A willingness to contribute to the wider objectives of the department
- The highest level of communication skills for dealing with pupils, parents and staff
- A proven ability to build a positive and collaborative rapport with pupils and staff alike
- An appreciation of the aims and ethos of Wycombe Abbey

BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a 5-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for boys and girls in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford is within 30 miles, Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a part-time contract. The number of lessons may vary from term to term.

APPOINTMENT DATE

September 2017. This post is a peripatetic non-residential teaching post.

SALARY

Wycombe Abbey has its own pay scale which compared favourably with other independent schools.

PENSION SCHEME

The school offers membership of the Teachers' Pension Scheme.

DEATH IN SERVICE COVER

Members of the Teachers' Pension Scheme have life cover at x 3 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 6th June and interviews will take place on 12th June.

Please submit a completed application form, which you will find on our website ([click here](#)), as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Rhiannon Wilkinson, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager: wetenhallj@wycombeabbey.com