

# Teacher & Head of Years 8 & 9





# Welcome Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 50 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team. The Abbey also benefits from being part of the Weydon Multi Academy Trust ([www.weydonmat.co.uk](http://www.weydonmat.co.uk)).

We are fortunate to have a great staff, both teaching and non-teaching. Visitors frequently comment on the warm and welcoming atmosphere in the school. Working together to understand the unique, learning and additional needs of our 158 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do. Our last 5 Ofsted inspections have graded us as Outstanding.

Expectations for student outcomes are high and helping them overcome barriers to learning is a vital part of our role. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week and develop a fantastic understanding of SEND. All of our students have learning needs and approximately 40% have a diagnosis of Autism and/or speech, language and communication needs.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. I would also encourage you to have a look at the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk) - the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students.



David Jackson - Head teacher





# Job Advert

## REQUIRED FROM AUTUMN TERM 2025

Post: Head of Years 8 & 9  
Employer: The Abbey School, Farnham, Surrey  
Salary: £33,074 - £50,470 Corem1-Exclm3 (MPS/UPS) + TLR 2A (£3,391) + SEN1 allowance (£2,679)  
Contract type: Full time  
Job starts: September 2025  
School type: Secondary Special, 11-16, mixed gender

We are an outstanding special secondary school for pupils with learning difficulties and are seeking an inspirational Head of Years 8 and 9 to join our highly motivated and dynamic staff team. The role is available following the promotion of the existing postholder to Assistant Headteacher. This position would be particularly suitable for an aspiring senior leader with a real interest in developing their pastoral expertise. It is also a fantastic opportunity for somebody who would like to learn more about special educational needs and disabilities (SEND) and a range of CPD opportunities will be provided to support this.

You will work extremely closely with our Pastoral Support Team that consists of our Inclusion Manager, Home School Link Worker, Student Welfare Coordinators, Pastoral Support Worker and is led by our Assistant Head Teacher (Pastoral). You will also work closely with the school safeguarding team, developing your knowledge of current safeguarding procedures and legislation and other Heads of Year. For candidates who are interested there will be the opportunity to undergo DSL training in the near future. You will demonstrate the ability to lead, manage and deliver outstanding lessons that are differentiated to meet the needs of pupils working below national standards. You will be creative, innovative and imaginative.

The successful candidate will have a strong academic background, be an excellent classroom practitioner who is capable of inspiring and motivating students and have experience of working with children with special educational needs (**please note this does not need to be within a special school setting**). We are keen to receive applications from mainstream colleagues too. We welcome **applications from both primary and secondary qualified teachers**. We have a great mixture of both within our school - something that greatly enhances our curriculum offer! The majority of our students are working at a KS1 and KS2 level with a small number studying GCSEs in English, Maths and Art. **We would like to invite you to come and meet us and see our fantastic students and staff in action prior to placing your application.**



# Job Description

This job description is based on the Teachers' Standards, and requirements in the School Teachers' Pay and Conditions Document.

## Main purpose

The role will be to oversee the pastoral care of students across Years 8 and 9. The Head of Years 8 and 9 will ensure that students in their year groups make excellent progress and that they are supported, encouraged and challenged both in and out of the classroom. They will assure that the daily, termly and yearly experience of their year groups are positive, that the students are motivated, attend school regularly and lessons on time, they are offered and take part in extra-curricular opportunities and their voice is heard.

## Duties and responsibilities

- To oversee the pastoral care, welfare and wellbeing of all students in Years 8 and 9
- Ensure Year 8 students experience a happy and successful transition from Year 7 to Year 8
- To work closely with, and support, members of the Pastoral Support team with matters that arise for students in Years 8 and 9
- Monitor Year 8 and 9 student incidents on the schools' behaviour reporting system putting strategies in place when necessary
- Lead the year group of form tutors, delivering high quality form tutor meetings with relevant agendas
- To provide support for students and staff by developing strategies to overcome barriers to learning in conjunction with the school SENCo
- To establish and communicate the highest expectations of attendance and punctuality for all students
- To plan the tutorial programme for Years 8 and 9, support tutors in resourcing the programme, and monitor its delivery
- To support with the leadership of the school when key members of the SLT are off site (this may involve coming off timetable on some occasions)
- To develop effective relationships with the parents/carers of students in Years 8 and 9 and to communicate regularly with them
- To lead, oversee and coordinate assemblies for these year groups
- To oversee extracurricular activities for key stage 3
- Take responsibility for other Year 8/9 form groups when tutors are absent EG communications with parents



- To lead, assist and oversee any Year 8 and 9 residential trips alongside the Residential Visits Coordinator
- To liaise with outside agencies to set up interventions to support individuals and groups of students, as and when required
- Be a member of the extended Senior Leadership Team attending any extended SLT meetings that take place

## Person Specification

criteria	qualities
<b>Qualifications and experience</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Further accredited study</li> <li>▪ Undertaken CPD in SEND</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent behaviour management skills and ability to build positive relationships with students and parents</li> <li>▪ Pastoral experience</li> <li>▪ Knowledge of attendance and strategies to improve</li> <li>▪ A sound working knowledge of barriers to success exhibited by young people with SEND and the types of appropriate support available</li> <li>▪ An understanding of current developments and initiatives in 11-16 education</li> <li>▪ Ability to monitor, review and evaluate the work of the school against the SDP and SEF</li> <li>▪ An excellent classroom practitioner</li> <li>▪ Ability and desire to maintain good working relationships and manage appropriate roles within the team</li> <li>▪ Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies</li> <li>▪ Awareness of responsibility towards the safeguarding of students</li> <li>▪ Good awareness of child development</li> <li>▪ Awareness of restorative techniques</li> </ul>



<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>▪ Drive to raise standards</li> <li>▪ Excellent personal organisation</li> <li>▪ Resilience, energy, enthusiasm and stamina</li> <li>▪ Proactive, charismatic and inspirational</li> <li>▪ Calm when dealing with potentially difficult situations</li> <li>▪ Flexibility and determination</li> <li>▪ Reliability and trustworthiness</li> <li>▪ Commitment to the promotion of equality</li> <li>▪ Sensitivity – towards staff, students and parents in difficult situations</li> <li>▪ Ability to maintain confidentiality</li> <li>▪ Set an example to staff and students through your conduct and leadership</li> </ul>
<p><b>Specific qualities</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to lead and manage the staff and students in the year groups – including challenge where required</li> <li>▪ Drive to instil high expectations of learning and behaviour</li> <li>▪ Willingness to go the extra mile</li> <li>▪ Ability to contribute towards organisational change and development.</li> <li>▪ Ability to make use of data to identify student needs and monitor interventions</li> <li>▪ Capacity to contribute to Academy Improvement</li> </ul>

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



## The Abbey can offer:

- Amazing students who want to learn
- An additional 2 days holiday each year with our wellness (long) weekend in November
- Westfield Health Cash Plan  
<https://www.westfieldhealth.com/individual/health-cash-plan>  
This includes **reimbursement towards the cost of** dental, opticians, physiotherapy and other medical appointments. Your dependants are included at no extra cost to you!
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT
- A well-equipped and modern English classroom
- Excellent IT facilities in a modern school fit for 21<sup>st</sup> century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom
- A range of evidence-informed strategies to support teaching and learning inside the classroom
- On site car parking
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community





# Expansion Project

The Abbey has recently undergone a huge £7.5million investment expanding from a 2- to 3-form entry school to support Surrey County Council's SEND Sufficiency Strategy.

The Abbey now has:

- 15 x general classrooms (nine of these are brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these is brand-new)

In addition, there is:

- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom with 12 workstations
- A 'Cubbie' - an immersive sensory space that helps regulate sensory stress through professional, tailor made programs for students

This is a really exciting time for The Abbey as we expand and flourish in our new buildings with their first-class technology!

Over the past 18 months and as part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.



# How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies> and send to:

Zoe Mackie,  
Operations Manager  
The Abbey School, Menin Way, Farnham GU9 8DY  
e-mail: [recruitment@abbey.surrey.sch.uk](mailto:recruitment@abbey.surrey.sch.uk)

The Abbey School reserves the right to interview candidates before the closing date.

**PLEASE NOTE THAT WE DO NOT ACCEPT CVs OR COVERING LETTERS**

Closing date for applications: Tuesday 13 May 2025  
Interview Date: Monday 19 May 2025

**We look forward to receiving your application to join our  
dedicated and passionate team**

**The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.**

**The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants