



The Abbey



Head of Junior School PE and Sport

This role is a full -time maternity cover position for 1 year commencing September 2026.





The Head of Junior School PE and Sport will have overall responsibility for the development, direction and delivery of PE and Sport across the Junior School. Working alongside the Director of Whole School PE and Sport/Head of Junior School they will ensure outcomes for students are ambitious and standards in teaching and learning are high, through meeting or exceeding national Teachers' Standards.

We are seeking a Head of Junior School PE and Sport, full-time, maternity cover commencing in September 2026 to join our wonderful Abbey community.

Introduction



The Abbey



<https://vimeo.com/1010491740>





Welcome from the Head of The Abbey Junior School

The Abbey Junior School is a vibrant, nurturing community where girls are encouraged to be themselves, explore their passions and achieve extraordinary things every day.

From their very first steps with us in Little Knellies Nursery, our students benefit from exceptional teaching, excellent facilities, resources and a wide-ranging curriculum delivered by dedicated form teachers and specialists. Strong links with our Senior School create a seamless, stimulating learning journey that supports each girl's academic growth from the very beginning.

Our curriculum is rich, diverse, and designed to spark curiosity, creativity and a lifelong love of learning. Rooted in real-world experiences and hands-on discovery, it fosters confidence, independence and a deep sense of global awareness, preparing our girls to thrive in an ever-changing world.

Wellbeing is at the heart of all we do. We believe that children learn best when they feel happy, safe and valued. With small class sizes and a warm, inclusive atmosphere, each girl is known and supported as an individual. This personalised approach helps every child flourish academically, socially and emotionally.

Above all, we want our students to come to school each day with a sense of excitement.

We warmly invite you to come and visit and see for yourself what a special place The Abbey is.

Mrs Beccy Newton



Role Description

Key Responsibilities

Teaching

- Liaise with PE and Sport team to define curriculum planning for the academic year.
- Encourage effective, innovative and imaginative teaching and learning.
- Ensure students are engaged in their lessons and make the maximum progress possible through individualised differentiation, focus on groups and ongoing assessment of student progress.
- Liaise regularly with other members of staff in the Junior School to ensure progression between year groups.
- Keep informed of curricular changes.
- To monitor, assess and record on the development, progress and attainment of students.
- To attend parents' evenings and prepare subject reports in accordance with the reporting schedule of the school.

Pastoral

- To accept and promote the ethos of the Junior school as embodied in the School's plans, handbooks, policies and procedures.
- To provide appropriate care and support (including reflection where necessary) for the positive well-being of students.
- To be mindful of the requirements of Health and Safety and carry out risk assessments as necessary for the safety of students.

General Administration and Duties:

- To attend staff meetings, INSET, curriculum meetings, open days, staff planning days, entrance assessments and daily assemblies as appropriate.
- To support form activities such as charity events, drama productions and the Junior School as a whole by attending a range of school productions.
- To cover for absent colleagues, as required by the timetable.
- Coordinate extra-curricular activities, including communications to parents.
- To undertake supervisory duties throughout the day as required.



Key Responsibilities continued.

Leading and Managing:

- Inspire a positive atmosphere in the Department, which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it.
- Through the Professional Review process and other methods, evaluate the quality of teaching and learning occurring in the Department: identify good practice and any training needs and establish action plans for any areas of development.
- Lead regular department meetings.
- Produce and update a Departmental Development Plan which contributes to and draws down from the School Strategic Development Plan.
- Produce and update an annual budget for the department in consultation with the Finance Department.
- Coordinate local, regional and national matches, fixtures, galas and other events.
- Manage and deploy staff, financial and physical resources within the department effectively including completing allocations in conjunction with the Assistant Head.
- Liaise with colleagues responsible for cover to make appropriate arrangements for classes when members of staff are absent.
- Ensure that the overarching School policies relating to health and safety, safeguarding and welfare of students and staff are understood and deployed appropriately within the department.
- To liaise closely with the Whole School Director of Sport and PE in aligning PE provision across the school as a single, integrated entity.
- To collaborate with senior colleagues to support curriculum outcomes together with the transition of U3 students into the Senior School.
- To work with the Director of Whole School PE and Sport to facilitate and manage the U3 scholarship process.
- To work with the Director of Whole School PE and Sport on the timetabling and sharing of facilities for curriculum and co-curricular provision.



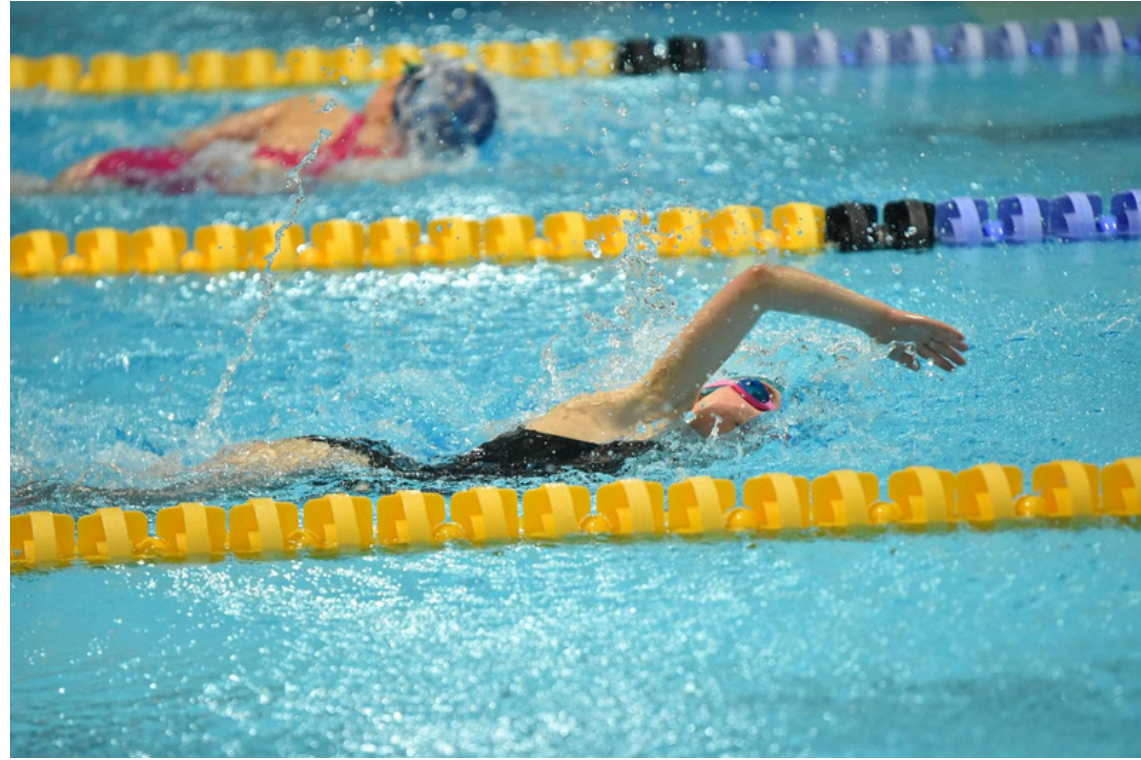
Person specification

- Has proven suitability to work with children, with a strong commitment to Safeguarding.
- Enthusiastic and well qualified.
- Can show a clear understanding of what constitutes excellent learning and teaching.
- Is an excellent organiser, with drive, energy, and initiative.
- Is passionate about achieving the best outcomes, demonstrating high expectations for all students and willing to contribute fully to our thriving extra-curricular programme.
- Can set clear targets for students' learning, building on prior attainment.
- Is committed to the well-being and pastoral care of each child.
- Can communicate effectively and in a professional manner with students, staff and parents and is committed to team working.
- Demonstrates an enthusiasm for and openness to new ideas.
- Shows a dynamic, proactive, and creative approach to working with others, as well as a good sense of humour.
- Takes responsibility for and demonstrates a commitment to their own professional development, being able to reflect on their contribution to learning and teaching.
- A demonstrable commitment to excellent customer care, with a focus on ensuring positive and professional experiences for families, external stakeholders and partners.
- Demonstrating and exemplifying the School's key purpose, to equip students to live with confidence, purpose and joy, and the School values of courage, honesty and kindness.
- Exemplary pastoral and safeguarding practice.

Qualifications

- Honours degree.
- Relevant teaching qualification and experience.
- Knowledge of recent developments in education.
- NRASTAC or RLSS qualification would be advantageous.
- Driving license and ideally minibus qualification.





Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us 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 cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years. Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.



Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered.

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.

Appointment process and how to apply

Applicants should complete The Abbey's application form and provide a covering letter which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.



Abbey Life & Benefits



The Abbey



3 Course Meal
Dining



Electric Vehicle
Leasing Scheme



Free Parking



Cycle to Work
Scheme



Sports Facilities



Employee Assistant
Programme (EAP)



Pension



Income Protection



Family Friendly
Policies



Concessions &
Discounts



Private
Healthcare
Scheme



Interest Free
Ticket Loan



Professional
Development



Staff Accommodation
(subject to availability)



IT equipment &
Resources



Key dates

