



ABINGDON
PREPARATORY SCHOOL



YEAR 5 TEACHER

FIXED TERM CONTRACT FROM FEBRUARY 2027
FOR 6 - 12 MONTHS

Closing date: Wednesday 07 October 2026 (Midday)

Interview date: Thursday 15 October 2026

Early applications are encouraged.

We may make an appointment prior to the closing date.

Job Pack APS03



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Message from the Head, Nicky Black

Thank you for your interest in Abingdon Prep School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, www.abingdon.org.uk/prep/, as this will tell you a lot about us and give you an insight into our school. To fill you in on a few important features, Abingdon Prep (previously Josca's) is an independent day school with around 200 pupils aged 4 to 13. Abingdon Prep, along with Abingdon School and The Manor Prep, forms the Abingdon School's Group. In May 2024, we announced our decision to move to co-education. We have welcomed girls to our Pre-Prep from September 2024 and to Years 3 to 6 in September 2025. We employ around 500 teachers and support staff across the Abingdon School's Group and the Board of Governors oversees all establishments.



Admission is by selection and we are a popular choice for Oxfordshire families. Many are attracted by our academic standards, certainly, but also by the huge and dynamic 'Other Half' (co-curricular programme) we offer. All staff participate in the programme and the School places considerable importance on the many benefits of the Other Half and its role in developing the whole person. In Year 7 and 8 our pupils follow our Abingdon Prep Plus (AP+) curriculum. Approximately 90% of the pupils go onto Abingdon School. Our pupils also enter Radley College, Magdalen College School and Cokethorpe amongst others. In the past 5 years 38 scholarships have been achieved to Abingdon School and other senior schools across all areas of the curriculum - Academic, Art, Drama, Music and Sports. We pride ourselves on having a strong community ethos and all families and staff play their part in making our school feel warm and welcoming.

Abingdon Prep occupies a large rural site approximately 5 miles west of Abingdon. Our facilities are enviable, with expansive and very well-maintained playing fields, an Astroturf Multi Use Sports Area, large and bright classrooms, sports hall, assembly hall and separate drama studio. In September 2022, we have opened a new block with a fantastic Design and Technology lab, alongside a new Music Centre, new library and 4 new classrooms. We are extremely well resourced in every area.

We want an Abingdon Prep pupil to be engaging, motivated and delightful to know. We encourage confidence without arrogance and generate a safe academic atmosphere that enables pupils to push their own limits and reach their potential. We encourage a professional warmth and respect between the pupils and staff and we place great importance on regular communication with parents.

The School day runs from 8.25 am to 3.30pm (Pre-Prep) or 4.10pm (Years 3 to 8), with there being Other Half activities at lunchtime and until 5.15pm. All teaching staff are expected to contribute fully to the Other Half programme throughout the week. Teaching staff will need to be available from time to time on a Saturday for events such as Open Days and sports fixtures, and occasionally after school for events such as Fireworks Night and parents' evenings.

We are a thriving, happy school and we look to the future with great excitement and pride. I am always looking for high calibre professionals, who love teaching, to join us and work with our wonderful pupils.

I do hope that you will apply. I recognise that much time and thought goes into preparing an application and please be assured that we in turn, will give your application serious consideration. I look forward to hearing from you.



Nicky Black
Head



Job Description

The Role

Abingdon Preparatory School is seeking to appoint an outstanding Year 5 Teacher from February 2027 on a 6 - 12 month Fixed Term Contract to cover a period of maternity leave. This position offers an exciting opportunity for a teacher committed to excellent classroom practice within a warm, ambitious, and nurturing school environment. Applicants should have strong pastoral skills and a passion for helping pupils achieve academic success.

You will be a well-qualified and experienced teacher with vision, purpose and warmth who works positively with colleagues and derives satisfaction from caring for and encouraging all children.

All Abingdon Prep School staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.



Job Description

Duties and Responsibilities

The post holder will be a Year 5 Form Teacher (though this could change at the discretion of the Head) with the following responsibilities:

- The Year 5 class teacher will be responsible for teaching their own class English, Maths, Science, History and Geography (though this might be subject to change in the future). The person will also be required to teach other subjects which will be discussed during the interview.
- Carrying out the professional duties of a teacher under the direction of the Head and the Leadership Team.
- Planning and preparing lessons in accordance with the aims and objectives of the school and the relevant programmes of study, as determined by the subject co-ordinator, or Head of Middle Section.
- Teaching the pupils in the class and taking a strong pastoral lead in all areas concerning their welfare.
- Being responsible for the welfare of pupils during lessons and maintaining good order and discipline amongst the pupils and safeguarding their health and safety whilst they are under your supervision.
- Ensuring adherence to school policies.
- Keeping abreast of developments in education.
- Working cooperatively in a team within the Middle Section (Years 5-6) of the school under the guidance of the Head of Middle Section.
- Liaising with other teachers to promote cross curricular links where appropriate.
- Communicating with parents of pupils and colleagues effectively and professionally and ensuring that systems are put in place to ensure that responses to emails and other correspondence are provided in accordance with the school's policies and practice.

Job Description

Duties and Responsibilities cont.

- Undertaking duties and Other Half activities as required.
- Attending parents' evenings.
- Completing written reports and providing grades as required.
- Taking assemblies as required.
- Maintaining a well ordered and stimulating classroom environment.
- Being responsible during a fire alarm for the supervision of the pupils of any class they are teaching out of the buildings and their subsequent registration.
- Being responsible for the organisation and supervision of pupils during relevant school trips in the manner laid out in the staff handbook.
- Participating in, as appropriate, any meetings affecting the school and its pupils.
- Attending events out of school hours (e.g. Whole school open morning, Christmas Bazaar, Sports Day, Easter Eggstravaganza).
- Participating in arrangements for training, professional development as a teacher and appraisal. This will include all staff Inset days throughout the year.
- Carrying out any other duties which may be reasonably required by the Head and the Leadership Team. This may include an element of teaching in different year group(s) and subjects with which the post holder is confident.



Person Specific Criteria

Essential Qualities

- Qualified Teacher Status
- Experience of teaching Year 5 or similar
- Evidence of lively, flexible and focused teaching
- A positive approach to classroom behaviour management
- Consistent use of reward and discipline strategies
- Interest in extra-curricular activities
- Self-motivated and conscientious
- Ability to communicate well with parents, colleagues and pupils
- Ability to work as part of a team
- Hardworking and willing to commit to wider prep school life with an understanding that this may entail working hours beyond the school day
- Positive and co-operative
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people
- A commitment to the principles of equity, diversity and inclusion.
- A commitment to the protection and safeguarding of children and young people.
- A commitment to valuing and respecting the views and needs of children and young people.



Benefits of teaching at Abingdon Prep School

Salary and Pension

- Abingdon Prep School has its own 7-point salary scale, above the national scale. In 2026/7 the default teaching salary range will be £36,175 to £57,287 (based on the default scale) for 1.0 FTE.
- Teachers joining the School will be offered a choice between the 'default' and the 'enhanced' salary scales. The default scale involves the teacher making a contribution of 10% of gross pensionable pay to the School's chosen Defined Contribution Pension Scheme with the School contributing 22% of gross pensionable pay. The 'enhanced' scale is a means of taking a higher salary in return for lower pension contributions - 6.4% (teacher) and 14.1% (School). The scheme also offers a salary exchange option. Further information is available on request from the HR Department (recruitment@abingdon.org.uk). Candidates should be aware that the School no longer offers the Teachers' Pension Scheme for teachers.



Further Information

- This is a **temporary role** to cover maternity leave on a **fixed term contract from February 2027 for 6 to 12 months** depending on the needs of the school.
- The closing date for applications is midday on **Wednesday 07 October 2026**. Interviews will be held on **Thursday 15 October 2026**
- Early applications are encouraged and we may make an appointment prior to the published closing date.
- Salary: position on the relevant salary scale on appointment will be reflective of the successful candidate's previous experience.
- For queries or an informal discussion about the role, please contact **Head of Abingdon Prep School, Nicky Black**, initially via email at recruitment@abingdonprep.org.uk. Please note this is not part of the selection process.
- Visits to the school prior to submitting an application are, regrettably, not possible for us to arrange but we hope our [website](#) conveys a strong sense of what the school is like.
- We are unable to accept applications by CV. All applicants must complete the **standard Abingdon application form** with full employment history. The application form provides you with an opportunity to introduce yourself and explain your motivation and suitability for the role.

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation to ensure that they:

- Cooperate on all matters related to health and safety including the investigation of any incident.
- Use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. Any equipment fault or damage must immediately be reported to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- Report any health and safety concerns to the line manager as soon as practicable.
- Report any accidents and injuries at work however minor.
- Familiarise themselves with the fire safety instructions which are displayed on notice boards and near fire exits in the workplace.

All staff are required to confirm that they have read and understood the School's Health and Safety Policy.

Training Requirements

Teaching staff are required to undertake mandatory training in areas including: Cyber Security, First Aid, Equality, Diversity & Inclusion, Fire Awareness, Health & Safety, Prevent, Safeguarding (triennial) and Sexual Harassment Awareness.

Benefits of working at APS

Pension:

Flexible choice of generous pension schemes (defined contribution): the default scheme with contribution of 10% of gross pensionable pay (teacher) and 22% of gross pensionable pay (school); or teachers have the flexibility to opt into an 'enhanced' pay scale and received a higher salary in return for lower pension contributions of 6.4% (Teacher) and 14.1% (School). Staff can also exchange salary for increased pension contributions ("salary sacrifice").

“

100% of APS staff would recommend Abingdon Prep to others as a good place to work
(2026 staff survey)

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Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



Financial & Family Support



Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.

Income Protection:

Our Group Income Protection provides teaching staff who are members of the Defined Contribution Pension Scheme with a regular income if they cannot work because of a long-term sickness or injury. This includes rehabilitation services which can help employees during periods of long term absence, with personalised treatment, where appropriate providing them with a structured pathway back to work.



Private Healthcare:

Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).



School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).

Employee Assistance Programme (EAP):



Life can be tricky so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your well-being.



Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



Free Lunch:

Staff can enjoy a delicious free lunch and refreshments during term time.



Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football.



Other Health and Wellbeing Benefits:

Include access to an occupational health provider, eye test reimbursement, menopause support and mental health first aiders.



Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses

Everyday Perks

“99% of APS staff say they have good working relationships with my immediate colleagues (2026 staff survey)”

How to Apply

To apply, please go to our [careers page](#) on our website and complete the **standard application form via MyNewTerm**. Please do not upload CVs, testimonials or examples of work.

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend. For safeguarding reasons, references for shortlisted candidates will be taken up before interview.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g. teaching observation) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation. These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential document checks with HR, including:

- documents for DBS enhanced criminal records check and checks of relevant prohibitions and barring (including EYFS);
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our Recruitment Team at 01235 849136 or recruitment@abingdon.org.uk.

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON
PREPARATORY SCHOOL

**A leading co-educational independent
school for children aged 4 to 13 years**