



Abbeyfield
School



RECRUITMENT PACK



2026



Abbeyfield
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 up Abbeyfield's growing reputation for excellence. We are a school that is dedicated to delivering an ambitious, broad, and balance 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 at 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%.

In October 2025 Abbeyfield School became 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
Abbeyfield School**





Welcome to the Athelstan Trust

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

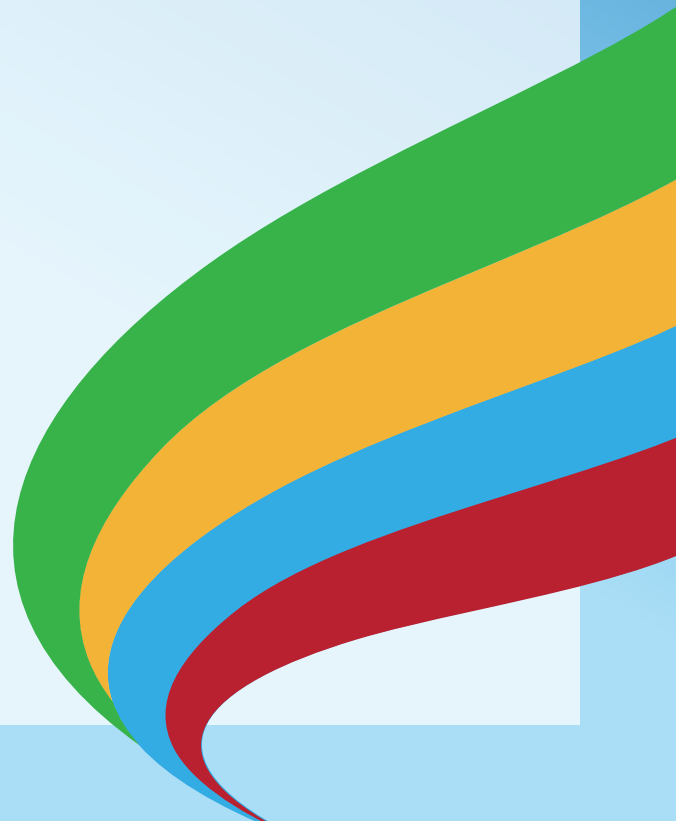
We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Mr Matthew Evans
Chief Executive Officer





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

- **Internal career opportunities**
- **Personalised professional development and training**
- **Generous pension scheme with the Gloucestershire LGPS**
- **Employee assistance programme**
- **Flexible working opportunities and a genuine commitment to family and work/life balance**
- **Nationally negotiated cost of living pay**
- **Generous holiday allowance for support staff**
- **Recognition of local government continuous service**
- **Cycle to Work scheme**
- **Discounts at local gyms**

Pastoral Leader - Permanent

Start date:	1st September 2026 or earlier if possible
Closing date:	Tuesday 7th July 2026 at 9am
Interview date:	Thursday 16th July 2026
Hours:	37 hours per week, 39 weeks per year (term time only)
Salary:	SCP 17 - 20 - £31,022 - £32,597 – pending pay review
Actual salary:	£26,564 - £27,912

Due to expansion and growth in student numbers, this is an exciting time to join Abbeyfield School. Our recent '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.

In October 2025 Abbeyfield School became part of The Athelstan Trust, one of the leading educational trusts in the South West.

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire, and South Gloucestershire. We currently employ over 750 people and educate 5,000 pupils and plan to expand further over the coming years.

The Governors of Abbeyfield School are seeking to make the appointment of a friendly and motivated Pastoral Leader. The successful applicant will have the exciting opportunity to work in a dynamic team who are fully committed to ensuring all of our staff and students fulfil their potential and continue to enjoy enviable success. For more information, please contact Dave Tregilgas, Assistant Headteacher, via email: dht@abbeyfield.wilts.sch.uk

Additional information

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
- Outstanding behaviour
- Friendly and welcoming pupils who thrive in an atmosphere of tolerance and understanding

For further information, please see our website www.abbeyfield.wilts.sch.uk under 'joining us' or contact reception on **01249 464500**

To apply follow the link to Mynewterm on our website.

Please note - Due to safeguarding, we ONLY accept completed online applications through Mynewterm, we do not accept CV's.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

Pastoral Leader

Responsible to: Headteacher

Line Manager: Assistant Headteacher / Raising Standards Leader

Responsible for: Supporting the Raising Standards Leader with all aspects of support and guidance, student welfare and targeted intervention. Other key pastoral priorities as directed by Assistant Headteacher e.g. Safeguarding, Transition, Promoting good mental health and well-being.

Key Tasks

- To be directed to work on support and guidance issues by the Raising Standards Leader and then take appropriate action
- To be directed to oversee internal exclusions, support and guidance detentions and students with planned intervention and support programming in school
- To inform, consult and liaise with the Raising Standards Leader regarding student concerns and make recommendations regarding exclusions where appropriate to the Raising Standards Leader
- To write behaviour plans for certain students, oversee the implementation and monitor progress
- To create and maintain a comprehensive and up-to-date record of intervention and strategies for identified students in liaison with the Raising Standards Leader
- To support students with social, emotional and behavioural difficulties
- To support students on alternative curriculum and part time timetables
- To respond to any "on calls" within the school which require students being supported back into the classroom or removed from lessons in conjunction with the Raising Standards Leader
- To facilitate and oversee support and guidance within the school, e.g. peer mentoring
- With the Raising Standards Leader monitor the absence of students and work with the Attendance Officer and Education Welfare Officer to improve attendance
- To develop strategies with the Raising Standards Leader to promote student inclusion
- To ensure that the Student Support office is available to students during break and lunchtime.
- To attend evening events and meetings such as Open Evenings, parents' evenings and meetings with parents as necessary.
- To be an active part of the school safeguarding team. Monitor, report, and action support for individual students. Communicate and share information as part of an effective multi-agency group.
- Undertake Wiltshire advanced safeguarding training and remain up to date with specific yearly training.

Mid-Year Admissions and transition

- To obtain information about new students to the school who arrive mid-term and then pass this information to the Raising Standards Leader/SLT so that they can liaise with parents
- To organise an induction programme for any new student arriving mid-year
- To form strong links with feeder primary schools. Support the Raising Standards Leader to organise visits, events, and activities as part of the transition process.
- Communicate with colleagues from other schools to gain insight and understanding of individual students and their needs.

Administration of Medical Room

- Hold the 3-day First Aid at Work qualification (or be willing to undertake training.)
- Ensure first aid is delivered to students in need as a first point of call
- Maintain and update relevant medical support training, e.g. Epipen.
- Review, record, and administer medicine where required.

Support Tasks

- To inform and meet with students and with parents as required
- To provide student returns and data as required
- To provide electronically processed documents as required

Other Duties

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Hours of Work: 8am-4pm Monday to Thursday, 8am-3.30pm Friday, with half hour unpaid lunch break.
37 hours per week, 39 weeks per year
SCP 17 - 20

All appointments are subject to satisfactory references, DBS and health checks.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required



Pastoral Leader Person Specification

Essential	Desirable
QUALIFICATIONS	
<ul style="list-style-type: none"> • 5 GCSEs A* - C or equivalent including Maths and English 	<ul style="list-style-type: none"> • Counselling and/or Child Protection training • Evidence of further study post 16 • Current driving licence
<ul style="list-style-type: none"> • Word processing qualification or 3 years' practical experience 	
<ul style="list-style-type: none"> • First Aid qualification or willingness to undertake training 	
Experience	
<ul style="list-style-type: none"> • Experience of working with young people • ICT literate 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of administrative work • Experience of using SIMS • Experience of dealing with other agencies
Management Skills	
<ul style="list-style-type: none"> • Excellent communication skills and telephone manner 	<ul style="list-style-type: none"> • Potential to develop skills further • Potential for further promotion • Willingness to contribute to the development of the role
<ul style="list-style-type: none"> • High level organisational skills 	
<ul style="list-style-type: none"> • Good interpersonal skills 	
<ul style="list-style-type: none"> • Ability to resolve conflict and deal sensitively with difficult situations 	
<ul style="list-style-type: none"> • Ability to make decisions 	
Personal Qualities	
<ul style="list-style-type: none"> • Liking of children 	<ul style="list-style-type: none"> • Awareness of and interest in educational issues • Forward thinking, creative and innovative
<ul style="list-style-type: none"> • Ability to liaise effectively at all levels on a wide range of matters 	
<ul style="list-style-type: none"> • Ability to prioritise, to be flexible and to work on own initiative and under pressure 	
<ul style="list-style-type: none"> • Positive attitude to personal development and training 	
<ul style="list-style-type: none"> • Ability to work in a team and alone 	
<ul style="list-style-type: none"> • Clear understanding of and respect for confidentiality 	
<ul style="list-style-type: none"> • Smart appearance 	
<ul style="list-style-type: none"> • Capacity for hard work 	
<ul style="list-style-type: none"> • Friendly manner and good sense of humour 	
<ul style="list-style-type: none"> • Loyalty 	
<ul style="list-style-type: none"> • Enthusiasm 	





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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



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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.

How to apply

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

All applications must be made via **MyNewTerm**

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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