



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.

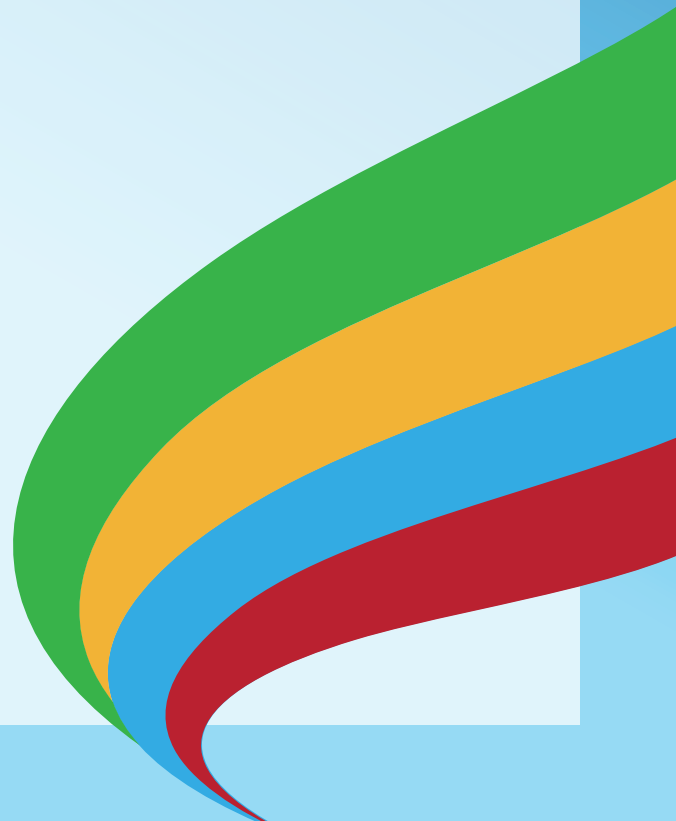
We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

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**

# Business, Economics, and Computing

## **The current position**

Business is a prominent subject within the school which has performed at consistently high levels with cohorts of students at KS4 and KS5. The department delivers a range of courses in both KS4 and KS5 Business Studies and Economics.

## **Business Studies and Computing Staffing**

Mr James Stewart

Miss Jemma Virgin

Mr Alex Roadhouse

## **Facilities**

With the school just over 20 years old and the IT rooms revamped in 2018 the area of the school that Business Studies fully modernised and equipped with smart boards, smart TVs and IT equipment readily available. We are very lucky to have these facilities and with the sixth form common room and working areas close by it creates a very calm and aspirational area to teach in.

## **What happens in the Department?**

- Strong emphasis on learning in a real world / business context for all activities and focus on enterprise through the curriculum
- Close links with industry and local business
- High expectations of students behaviour and high levels of challenge in lessons
- Strong and effective use of computing in lessons to enrich students learning
- There are high quality procedures for assessment of students
- Achievement by pupils is consistently higher than the local and national averages at KS4 and KS5
- Teaching is consistently good or outstanding
- There is strong leadership and management of the department

## **What do students learn?**

Students are taught AQA GCSE in Business Studies and A level. We also offer the BTEC in Enterprise which has proven very popular in recent years. At KS5 we offer A-Levels in Business, Economics and BTEC L3 in Business. Due to the range of courses available we are able to accommodate students with various strengths and preferences.

## **Come and visit us.....**

For an informal chat or to see the department at work, please contact Jemma Virgin on 01249 464500 or email [jmv@abbeyfield.wilts.sch.uk](mailto:jmv@abbeyfield.wilts.sch.uk)



# Teacher of Business Studies

**Job Purpose:** To provide high quality teaching and support to all the teaching groups assigned in order to promote effective learning and high levels of achievement.

**ACCOUNTABLE TO:** The Head of Department

## Main tasks:

- To work with staff to maintain and further develop the school's early reputation for excellence
- To promote a positive attitude to learning
- To contribute to the overall development of the school
- To implement school policies
- To help develop a stimulating learning environment

## Curriculum:

- To work with all staff to develop the curriculum to meet the needs of all students including their moral, spiritual, cultural, social, intellectual and physical development
- To ensure that appropriate student tests and assessments are undertaken and to disseminate the results to other staff
- To use data to track student progress, identify underachievement and recommend appropriate action
- To liaise with learning support assistants / teaching assistants and other staff as appropriate
- To teach other subjects as required

## Staff Development

- To undertake appropriate training
- To disseminate information and training to other staff as appropriate
- To participate in performance management arrangements as required

## Community

- To support the aims and values of the school and to ensure students meet the school's expectations as set out in codes of conduct and uniform regulations
- To liaise with parents regarding student needs and progress
- To liaise with outside agencies as appropriate
- To support extracurricular activities and school events as appropriate

## Scope for impact

This is a new post offering a unique opportunity to contribute to the development of an important area of the curriculum in a growing school. The post holder will have the opportunity to work closely with the Head of Department to help shape the policies, working practices and curriculum in order to promote excellence and achievement for all now and in the future.

## General

This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.

General tasks are varied from time to time, to take into account the changing nature of the school and the demands made upon it. Such changes are a normal part of the post and, as such do not constitute a change to the general job description.

This job description should be read in conjunction with the latest School Teachers' Review Board Reports and Pay and Conditions documents.

## Specific Tasks and Targets

These are negotiated and reviewed annually.

*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.*

# Teacher of Business Studies

## Full or Part Time (Permanent)

**Start date:** 1st September 2026  
**Close date for applications:** Monday 4th May 2026 at 9am  
**Interview date:** TBC  
**MPS/UPS**  
**Number of students on roll:** 900

Please note – We reserve the right to interview and employ the right candidate before the closing date.

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.

Against this backdrop of growth and development, we are seeking to make the appointment of a talented and enthusiastic Business Studies teacher to join our thriving Business and Computing Department. As a member of the team, you will be well-supported by a team of dynamic teachers who are passionate about Business Studies. GCSE and A Level results across the department are consistently strong.

Within the Business, we offer GCSE Business Studies, L3 BTEC Business and A Level Business. Within the department we also offer A Level Economics, KS5 Criminology as well as Computing courses at KS3, 4 & 5. Experience of teaching another subject alongside Business Studies would also be desirable

The successful candidate will join an experienced, motivated and collaborative department that is committed to enabling every student to fulfil their potential.

Abbeyfield School offers excellent opportunities for career progression for teachers seeking to develop both their leadership skills and their impact on whole-school improvement. All staff receive high-quality professional development, supported by our new position within the Athelstan Trust. As a flexible employer, we welcome applications from part-time candidates.

## 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
- 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/](http://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.**

# Teacher of Business Studies Person Specification

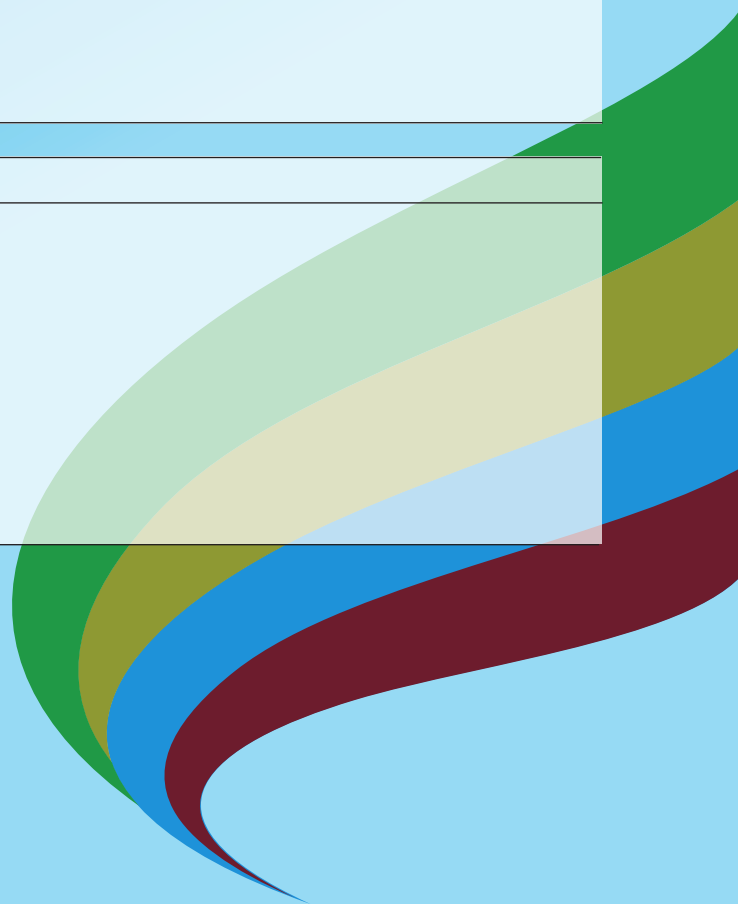
Essential	Desirable
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QUALIFICATIONS	
Qualified Teacher Status	First Aid Certificate
Good Honours Degree or equivalent	

PROFESSIONAL EXPERIENCE AND KNOWLEDGE	
Understanding of effective teaching and learning and how to promote them	Experience of teaching 'A' level
Experience in a mixed comprehensive school (teaching practice acceptable)	Evidence of success with a wide range of abilities
ICT literate	Ability to offer other subjects (Economics, Computing, Criminology)
Familiar with the range of issues for Business Studies	Awareness of current issues relating to Business Studies
Ability to offer extracurricular activities	Willingness to contribute to and support school events

PERSONAL QUALITIES	
Capacity for hard work	Ambitious
Ability to inspire children to achieve beyond their own expectations	Good sense of humour
Patience and understanding	Enthusiasm for subject area
Flexible, open minded, approachable	
Innovative and creative	
Appropriate personal presentation	
Organised approach	
Ability to meet deadlines	
Ability to work alone and in a team	

OTHER FACTORS	
Personal belief in the value of education and the comprehensive system in particular	
Commitment to the school's vision and ethos	
High standards and expectations	
Keen to develop excellence in the Business Studies Department	
Good communication skills	
Positive attitude towards personal development	





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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](http://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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**Email: [contact@abbeyfield.wilts.sch.uk](mailto:contact@abbeyfield.wilts.sch.uk)**

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