



ABINGDON
PREPARATORY SCHOOL



HEAD OF MATHS

FOR SEPTEMBER 2026 OR JANUARY 2027

Closing date: Monday 15 June 2026 (Midday)

Interview date: Thursday 18 June 2026

Early applications are encouraged.

We may make an appointment prior to the closing date.

Job Pack APS04



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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, forms the Abingdon Foundation. 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 400 teachers and support staff across the Abingdon Foundation and the Board of Governors oversees both 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 Astro turf 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 6 to 8 Teacher with responsibility for leading Maths across the school from January 2027 or from September 2026, if available. This position offers an exciting opportunity for an experienced teacher looking to combine excellent classroom practice with subject leadership within a warm, ambitious, and nurturing school environment. Applicants should have strong leadership 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

This role will have the following responsibilities:

- Head of Maths Department for the whole school from Reception to Year 8, with the support of the Head of Pre Prep and Head of EYFS.
- Teacher of Maths to Y6-8, including preparation for 13+ Scholarship Examinations.
- Form Teacher to a class in Y6-8.

Head of Maths responsibilities

- Carrying out the professional duties of a Head of Department under the direction of the Deputy Head (Academic) and Senior Leadership Team.
- Ensuring the school Maths curriculum is delivered to the highest standards by monitoring the quality of teaching and learning in the department and undertaking lesson observations and work scrutinies in accordance with the school's policies.
- Ensuring there is effective communication between all members of the department, including organising and chairing effective departmental meetings and undertaking analysis of Maths results across the school.
- Reviewing the Maths curriculum in conjunction with the Head of Pre Prep and other members of the department to ensure it is comprehensive and progressive.
- To evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for pupils and staff and to inform future priorities and targets for the department.
- Liaising with members of the department and organising meetings as appropriate to ensure the smooth running of the department, dissemination of relevant information and continuity and progression within the department.
- Keeping abreast of developments in the National Curriculum, pedagogy and technology that would benefit the department which may include attending or organising INSET or recommending training or courses for members of the department.
- Managing the budget and resources of the department effectively and efficiently.
- Taking an active part in the Curriculum Team under the leadership of the Deputy Head Academic in the development of academic issues within the School, including its policies and their implementation.
- Liaising, where appropriate, with the Head of Maths at Abingdon School.
- Liaising with other Heads of Department to promote cross curricular links where appropriate.
- Ensuring adherence to school policies throughout the department.
- Promote maths throughout the school to engender a love of the subject in our pupils.
- Taking responsibility for organising whole-school or targeted events and activities to raise the profile of Maths and develop the learning and enjoyment of pupils e.g. whole school maths days, A,G&T workshops.

Job Description

Duties and Responsibilities cont.

Teacher to Year 6 - 8 Responsibilities

Pastoral Care

- Providing excellent teaching in accordance with the maths curriculum and policies through stimulating lessons which use a variety of teaching methods (including differentiation) to match curricular objectives and the range of pupil needs.
- Adopting a proactive approach to assessment and tracking in accordance with the school's policies and initiatives in order to advance pupil learning.
- Preparing pupils for senior school entrance exams including pre-tests and Academic Scholarship exams and creating appropriate, challenging and stimulating formative and summative assessment tools as appropriate for each year group.
- 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.
- Contributing to the Other Half Activities programme.
- Attending parents' evenings and completing written reports of a high quality, which are specific to the pupil, in accordance with the school's policies.
- Assess, record and report on the development, progress and attainment of the pupils using both internal and external data (e.g. PTM, CATs) to inform and track progress.
- When cover is required, supervising and, as far as is practicable, teaching any pupil whose teacher is not available to teach them.
- Assisting in the supervision of pupils before, during and after school, as directed by the Deputy Head and carrying out duties and participation in Other Half activities as reasonably required.
- To be 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.
- To be responsible for the organisation and supervision of pupils during relevant school trips in the manner laid out in the staff handbook and to attend curriculum trips or events for other year groups, where relevant.
- As appropriate, participate in meetings as required by the Head.
- Participating in arrangements for training and professional development.
- To promote actively strong and positive relationships with staff, parents and carers, communicating with them about all aspects of their children's education – academic, social and emotional.
- Carrying out any other duties which may be reasonably required by the Head.

Job Description

Duties and Responsibilities cont.

Form Teacher to a class responsibilities (the successful applicant will be a form teacher to a class in Y6-8):

- Being the first and principal person in the chain of pastoral care for a pupil, encouraging the spiritual, moral, social, cultural and physical development of the pupils within the form.
- Monitoring the personal behaviour and appearance of pupils, insisting on high standards and leading by example, adhering to the Code of Conduct at all times and ensuring pupils do so too.
- Being available for pupils and parents outside teaching hours to attend to any pastoral issues and liaise with Section Head, and Senior Leadership Team as appropriate.
- Dealing with any academic or pastoral concerns relating to pupils effectively and professionally and, where appropriate, liaise with relevant members of the Senior Leadership Team.
- Ensuring that the form room retains an organised, tidy appearance and that displays are inviting, well maintained and current.
- Ensuring pupils are registered in accordance with the school's policy.
- Ensuring communication with parents, pupils and staff is effective and professional at all times.
- Attending and leading meetings and assemblies as required.
- To attend all major school and sectional events such as Open Day and Sports Day, which may occur outside of regular teaching hours or days.
- Attending, running, or supporting other staff in running, day and residential trips.



Person Specific Criteria

Essential Qualities

- Displays commitment to the protection and safeguarding of children and young people.
- Qualified Teacher Status.
- A good degree in a relevant subject.
- Mathematics specialist with experience of teaching Maths to pupils in Y6-8.
- Experience of Senior School Entrance Examination and Scholarship preparation.
- Evidence of lively, flexible and focused teaching.
- A willingness to explore and employ ICT to enhance teaching and learning.
- A positive approach to behaviour management.
- Consistent use of reward and discipline strategies.
- Self-motivated and conscientious.
- Ability to communicate well with parents, colleagues and pupils.
- Ability to work as part of a team.
- Commitment and energy.
- Positive and co-operative.
- A willingness to play an appropriate part in contributing to wider school life beyond the school day.
- 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 2025/6 the default teaching salary range will be £35,122 to £55,619 (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 joining the staff after September 2024.



Further Information

- This is a **permanent role, from 01 September 2026 or January 2027.**
- The closing date for applications is midday on **Monday 15 June 2026.** Interviews will be held on **Thursday 18 June 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 via 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 Foundation'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 and Safeguarding (triennial).

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").

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97% of APS staff would recommend Abingdon Prep to others as a good place to work
(2025 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.



Income Protection:

Abingdon Foundation's 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.



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.

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.



Health & Wellbeing



Other Health and Wellbeing Benefits:

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

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.



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).



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

100% of APS staff say the facilities and resources for staff are good (2025 staff survey)

How to Apply

APPLY NOW



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 HR Department 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 independent school for girls
and boys aged 4 to 13 years**

Now Co-Ed

abingdon.org.uk/prep