



WYCOMBE  
ABBEY

Housemistress  
(Junior House)

September 2025

Information for Applicants



# Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 650 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and, through our new visionary masterplan, we will see the creation of a truly world-class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

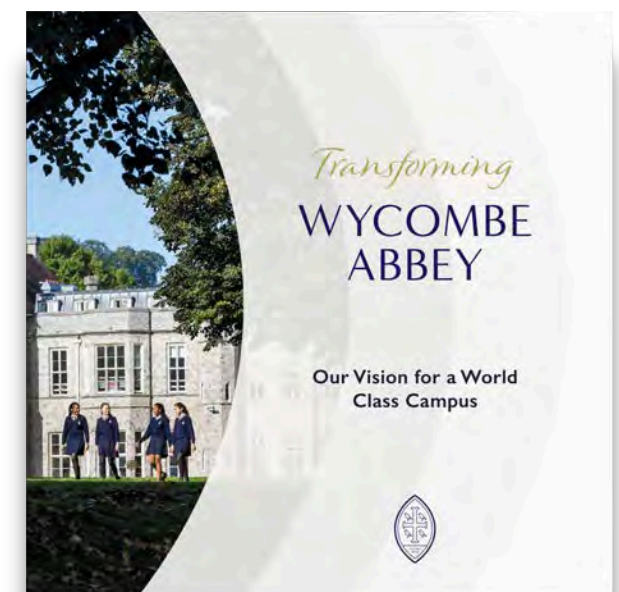
Mrs Jo Duncan  
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey.](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)





# Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours.

These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the School community and beyond it.





# Teaching at Wycombe Abbey

The pupils at Wycombe Abbey are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. Wycombe Abbey offers statutory induction for Early Career Teachers and also offers teacher training/teaching apprenticeships to those without a PGCE.

There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional

development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

A Wycombe Abbey teacher typically teaches 30 35-minute periods per week. In addition, they are attached to a Boarding House and are responsible for a tutor group of around 10 pupils from the House. Teachers give freely of their time outside timetabled lessons, with all committing to co-curricular activities and helping individual pupils with their academic progress. Teachers are also expected to commit to other (supervisory) duties, such as accompanying House outings.

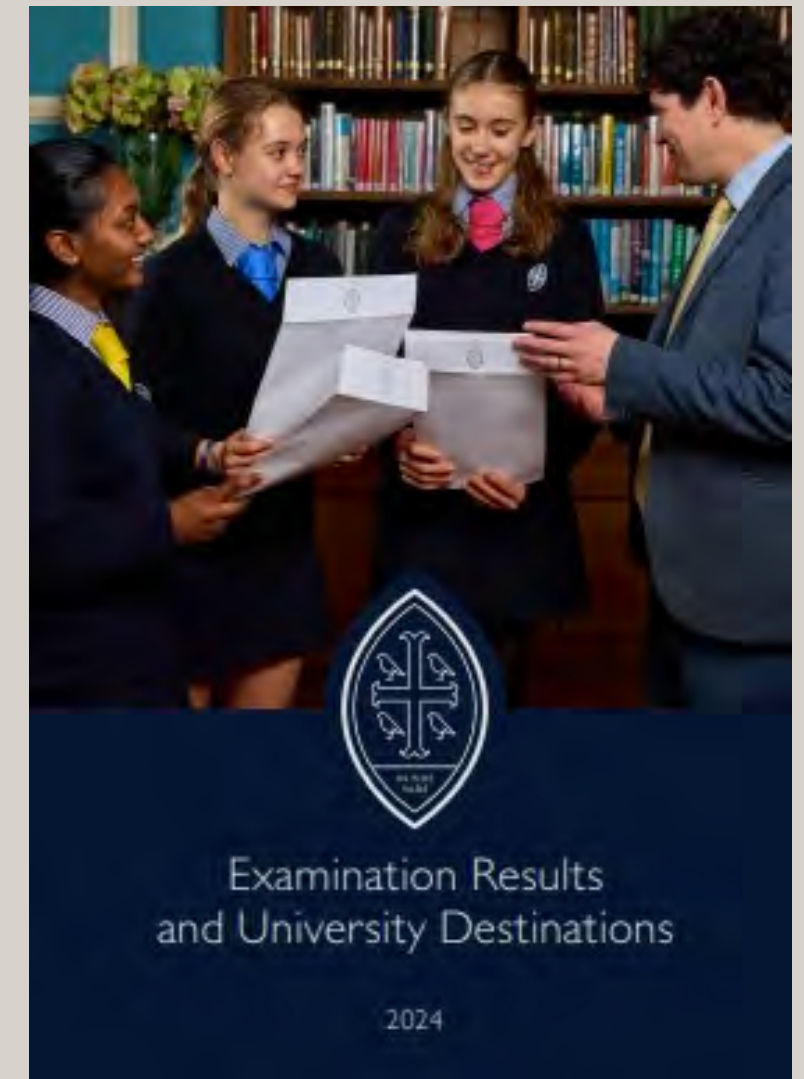
As a boarding school, Wycombe Abbey has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in School by 8:15am on weekdays and 8:45am on a Saturday. The teaching day finishes at 5:15pm on Monday, Tuesday, Thursday and Friday, 4:15pm on Wednesday and 11:50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours.

## Benefits of Working at Wycombe Abbey

- Competitive salaries well above that of the maintained sector.
- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- All eligible staff enrolled automatically to the School's Defined Contribution Pension Scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Free eye tests.
- Free will writing.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Provision of laptop during tenure at the School.
- Generous training and development scheme with regular whole staff in-house and external training.
- Opportunities to visit Wycombe Abbey sister schools in Asia and Egypt.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.

## University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging, and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



[Click to see results and destinations](#)





# Teaching at Wycombe Abbey

All teachers at Wycombe Abbey are expected to work towards and support the School's vision through active engagement with the life of a full boarding school.

## Core Competencies

### Academic

- Excellent subject knowledge in your specialist area.
- Plan and deliver high-quality lessons across all key stages, which include stretch and challenge and take into account a broad range of learning styles.
- Stimulate and foster enthusiasm for learning, whilst encouraging all pupils to achieve their very best.
- Monitor, assess and report on pupil progress, including the use of assessment for learning as a means of encouraging pupils to take responsibility for their learning.
- Contribute to the relevant subject curriculum and departmental resources.
- Encourage links with other subjects across the curriculum.
- Contribute to the wider life of your academic department.

### Pastoral

- Provide effective pastoral care that contributes to the overall wellbeing of pupils through the tutoring programme.
- Have a good understanding of adolescent development with an ability to differentiate expectations and tasks appropriately at the individual level.
- Actively value and contribute to a robust safeguarding culture, ensuring the effective implementation of our Safeguarding and Child Protection Policy and Staff Code of Conduct.
- Proactively build collaborative and caring relationships that are respectful of diversity, and initiate and sustain strong relationships with sensitivity, openness and respect for all in the community.

### Wider Contribution

- Embody the values of the school and contribute to a culture where others are encouraged to do the same.
- Positively embrace change and drive strategic priorities, promoting a positive outlook in all areas of school life.
- Respect colleagues and contribute to a constructive, kind, professional working environment, working effectively and collaboratively with both your own team and other teams around the school.

### Leadership

- Model behaviour expected from the team and build trust through clear communication and expectations.
- Develop capacity and build confidence in colleagues, celebrating the success of others.
- Drive change initiatives through effective strategic planning.

### Boarding

- Actively contribute to the wider community through links with a specific boarding House.
- Assist with pupil induction and settling in.
- Display a willingness to be flexible and to adapt where necessary.
- Understand the holistic nature of the education offered by Wycombe Abbey and support and reflect this in your approach within the classroom.

### Co-curriculum and Enrichment

- Engage in the co-curricular programme throughout the academic year, supporting or running inspiring activities which enhance the pupil experience.
- Engage with pupils individually to help them identify areas of interest and to achieve their personal best.
- Make a willing contribution to events, ensuring that your activity fits harmoniously within the overall co-curricular landscape and work collaboratively with colleagues.

### Technology

- Proactively develop and innovate classroom practice to strengthen the teaching and learning environment.
- Use technology effectively to improve processes and communication and to support pastoral processes.

### Develop Self

- Prioritise professional and personal growth, modelling life-long learning.
- Be self-reflective, learning from peers as well as engaging in more formal professional development.
- Model a healthy lifestyle and achieve a sustainable work-life balance.



# Boarding at Wycombe Abbey

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Boarding is the key to our continued success. The School has a culture that stimulates and inspires throughout the day, seven days a week, empowering girls to achieve their best, academically and socially. In our happy and close community, each girl is known, and cherished, as an individual. Consequently every girl's potential, whatever that might be, is explored and fulfilled.

There are two transition Houses: Junior House, for all Year 7 girls (approx. 85 girls), which has a Housemistress leading a team of six, and the Upper Sixth House, Clarence (90-95 girls) run by the Clarence Housemistress under the direction of the Director of Sixth Form.

In addition, there are nine Senior Houses which each cater for approximately 50-60 girls in Years 8 to 12. The Housemistress has the overview of each girl's personal and academic development, along with the Deputy Housemistress and the House team, and is key to the success of our boarding ethos. Working with the House team, the Housemistress and Deputy Housemistress are responsible for ensuring a safe and comfortable environment in which pupils can both study and enjoy relaxation.

The Health Centre is staffed 24 hours a day by well qualified nurses. They are always on call to give medical assistance as are the School Doctors. They are key members of the pastoral team both for the girls and the whole staff, as is the Chaplain, the Counsellors and the Designated Safeguarding Lead.

The Houses are small enough for each girl to be known and to appreciate that she is a vital and integral part of the community; warmth, support and great friendships are at the core. The ethos of caring for one another starts here and spreads naturally across the whole School.

[Click here to watch our Boarding at Wycombe Abbey film](#)





# The Role: Housemistress (Junior House)

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## **Aim:**

The Housemistress takes full responsibility for the girls in the House. The Housemistress leads an effective team, maintains close contact with parents and key staff over matters affecting each girl's development and strives to create a welcoming, supportive, encouraging and cheerful boarding house where girls and staff feel valued, comfortable and able to flourish.

## **Reports to:**

All Housemistresses are accountable to the Deputy Head (Pastoral) on matters of welfare and discipline of both girls and pastoral staff; and ultimately to the Headmistress. The Housemistress of each boarding house coordinates the routines and supervision in consultation with her team. For matters related to the teaching role, please see separate job description for teachers.

## **Contract:**

Full-time, permanent contract. The first six months will be a probationary period.

## **Salary:**

The remuneration package is competitive and accommodation within School is provided without charge for the better performance of duties. The Housemistress role is placed on the Middle Leader 3 salary scale.

## **Accommodation:**

This is a residential role in a two-bedroom accommodation and the postholder is required to be in residence on-site during term-time (bills and meals included).

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## Key Responsibilities

### **Pastoral**

- Work closely with the Head of Lower School to ensure the pastoral and academic success of each child.
- Support all girls with the settling-in process when joining Wycombe Abbey.
- Create a warm, fun and engaging environment for all girls.
- Run a programme of exciting events and activities.
- Maintain the development of the whole person through knowing each girl in the House as an individual and supporting her aims and aspirations.
- Create an open and trusting ethos within the House in which each girl feels able to approach any member of the community (staff or pupil), confident in the knowledge that she will be listened to.
- Help the pupils to develop responsibility for self, for others and for their environment.
- Support the development of the pupils' qualities of leadership and ability to work as part of a team.
- Provide suitable conditions for girls to feel able to turn to members of staff, to share the good things in their lives as well as being able to turn to them for advice, guidance and support during times of difficulty.
- Provide pro-active pastoral care within the boarding House, providing encouragement for pupils to maintain high levels of individual wellbeing and the ability to flourish.
- Support individual pupils with particular pastoral needs, working together with other members of staff to ensure there are appropriate interventions and support mechanisms in place.
- Attend and contribute to meetings of the Pastoral Committee, comprising of all Housemistresses and Heads of Section.
- Attend and support Chapel and whole School events.
- Organise House events.





# The Role: Housemistress (Junior House)

## Academic and Extra-Curricular

- Support and guide the aspirations of each girl in close liaison with the Head of Lower School and Deputy Head (Academic) to support girls to reach their academic potential.
- Oversee the academic progress of each girl in the House, meeting her regularly to discuss her progress, pupil profile, any special learning support needs etc.
- Oversee the balance of each girl's involvement in extra-curricular activities, which will assist in the personal, social, creative, physical and cultural development of each girl.
- Provide the conditions in House for the girls to undertake their academic work in a positive, well-ordered environment.
- Promote girls to develop their intellectual talents through self-discipline in studies, access to staff and other pupils, participation in activities and in an atmosphere which values effort.
- Meet with teaching staff, Head of Lower School and Head of Learning Enhancement to discuss the needs of individual pupils. Contribute to Individual Education Plans and ensure strong communication with individual parents on academic matters.

## Safeguarding

- Know and implement the School's Safeguarding policy and procedures, working closely with the Director of Safeguarding and Pupil Welfare and the Deputy Head (Pastoral) to ensure that every girl's safety and welfare is prioritised.
- Work with the safeguarding team and others to support pupils who require particular support.

## Physical and Mental Health and Wellbeing

- Promote the safety of each member of the community including the provision of an environment that is as far as possible free from physical hazards and dangers of any sort.
- Support and encourage all girls to sleep well, eat well and engage in physical activity.
- Ensure accommodation is comfortable and suited to the needs of the girls, including the provision of adequate levels of privacy.

## Staff

- Lead, motivate, support, communicate with and monitor staff working within the House, ensuring that they are supported during their induction, conducting or contributing to regular reviews and appraisals.
- Guide, supervise and support the work of Tutors and any other additional staff attached to the House.
- Ensure there is always adequate staff cover in the House, in discussion with the Senior Resident Matron.
- Provide opportunity for linked staff to engage positively with the House.

## Liaison

- Develop and maintain effective communication with all relevant staff over pastoral and academic matters concerning the girls.
- Ensure excellent communication with parents regarding their daughter's progress and development.
- Oversee all communications with the nursing, domestic and maintenance staff in support of the Resident Matron.





# The Role: Housemistress (Junior House)

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## Administration

- Keep records (contact details, girls' progress, care plans, sanctions, incidents, telephone conversations, emails, girls' activities, medical records, House handbook, CPOMS etc) up to date.
- Ensure the House is warm, welcoming and efficiently run to the benefit of all the girls.
- Attend all relevant meetings and support School activities.
- Attend appropriate INSETs and training courses and participate in the School's review system.

## Admissions and Marketing

- Undertake tours and talk to prospective parents and other visitors.
- Represent the School in the local community and at relevant meetings, eg. BSA, Cluster Meetings.
- Attend all major School events as required by the Headmistress.
- Write material aimed at sharing House news in a timely fashion.

## Teaching

- The standard Housemistress teaching timetable is 12 x 35-minute periods per week but this varies slightly from year to year, depending on the overall School timetable and departmental needs.

## Ongoing Professional Development

- Demonstrate commitment to undertaking structured ongoing professional development and cascading knowledge to others as relevant and appropriate.

## Strategy

- Support the plan of the School as set out in the School Strategic Direction and actively promote its stated values through interactions with others inside and outside the organisation.

## Person Specification

### Specialist Knowledge

- Knowledge and understanding of the boarding environment.
- A teaching qualification (eg. PGCE) in addition to a degree in a curriculum (or related) subject is desirable.
- The ability to teach throughout the School, including A level and Oxbridge entry.

### Resilience

- Proven ability to remain calm and self-controlled under pressure and to keep difficulties in perspective.
- Ability to deal with boarding duties in addition to teaching and co-curricular activities.
- React well to change.



# The Role: Housemistress (Junior House)

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## Motivation and Flexibility

- The motivation to enhance teaching and learning at Wycombe Abbey by sharing good practice and active participation in continuing professional development.
- Willingness to share good practice and actively participate in continuing professional development.
- Keenness to contribute to the wider objectives of the School eg. by involvement in the admissions process and representing the School to the wider public.
- Ability to adapt to changing demands and conditions and maintain a positive outlook.

## Leadership

- A clear and innovative vision for pastoral leadership and modern boarding.

## Communication

- Ability to communicate with pupils, parents and staff in an effective and timely manner.
- Strong written and oral communication skills.

## Interpersonal Skills

- A proven ability to build a positive and collaborative rapport with pupils and staff alike.
- Create a sense of team spirit whether working in the House team or being part of a wider School team.

## Planning and Organisation

- Proven ability to organise time effectively, prioritise workload and meet deadlines.

## Problem Solving

- Identify problems, generate workable solutions and make rational judgements.

## Influencing

- Ability to convince others in a way that results in acceptance and, where required, behaviour change.

[Click here to watch our Junior House film](#)



## Safeguarding

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.





# Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
  - This is a full-time, permanent contract. The first six months will be a probationary period.
- Appointment Date
  - September 2025.
- Salary
  - The remuneration package is competitive and accommodation within School is provided without charge for the better performance of duties. The Housemistress role is placed on the Middle Leader 3 salary scale.
- Pension Scheme
  - The School offers membership of the School's Defined Contribution Pension Scheme.
- Death in Service Cover
  - Life cover at 4 x annual salary.
- Equal Opportunities
  - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
  - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
  - The appointment is subject to an Enhanced Disclosure and Barring check.





# Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 staff.

Our School is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports.

There is a range of committees that staff can join including Staff Wellbeing, Equality, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organises staff wellbeing and social events on a regular basis, which are well attended.



Follow us on social media:  
@WycombeAbbey



Closing date: Sunday 1 December 2024  
Interviews: Monday 9 December 2024

To apply, please fill in an online application  
by clicking Apply Now.

We are an equal opportunities employer.  
Registered Charity No. 310638

[Apply Now](#)



If you have any questions, please do not hesitate to contact  
the HR Team on 01494 895575  
or [hr@wycombeabbey.com](mailto:hr@wycombeabbey.com).