



WYCOMBE
ABBEY

Assistant Director of Sport - Curriculum

Full-time (Maternity Cover)
September 2026

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.

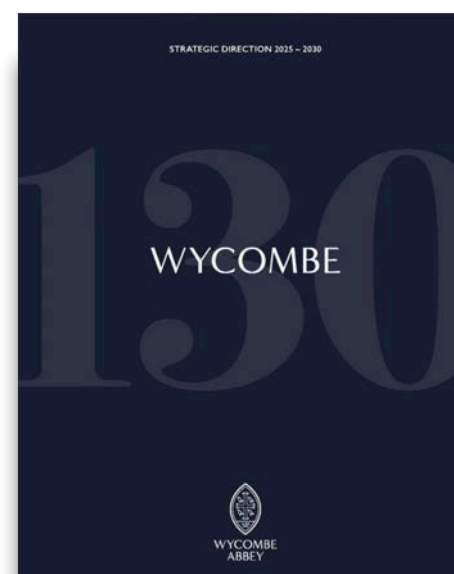
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual,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

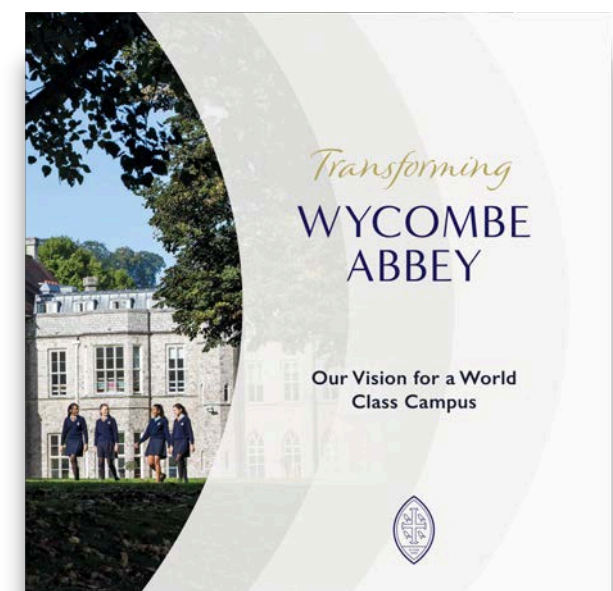
Mrs Jo Duncan
Headmistress



[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 121 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.
- Free eye tests.
- 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.
- Salary sacrifice on electric vehicles.
- Free will writing.

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.



Examination Results
and University Destinations

2025

[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.
- Support commercial activities and external programmes that take place on School grounds, as required.

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.



PE and Games at Wycombe Abbey

The Physical Education (PE) Department is a busy, energetic and lively department with 11 full-time teachers and one part-time teacher and over 20 visiting staff who contribute to a full co-curricular programme. Teachers in the PE Department teach 36 lessons per week, which includes team/squad practices.

The sporting facilities are exceptional, with extensive grounds: five lacrosse pitches, a large floodlit Astro turf pitch, nine netball hard courts and 12 tennis hard courts. The School has an impressive, state-of-the-art sports centre, which is staffed by a full-time manager and three assistants. It houses a sports hall, gym/dance studio, fitness suite, swimming pool, four squash courts, climbing wall, meeting room, changing rooms, café area and offices.

In U11-U14 (Years 7-9), the girls experience a broad base of activities with a generous allocation of taught Physical Education/Games each week. Lacrosse, Netball, Swimming and Squash are the main winter and spring sports, changing to Tennis, Athletics and Cricket in the Summer Term. All pupils complete five different units throughout the year, designed to develop the fundamental skills that are required for a broad range of physical activities.

In LV and UV (Years 10 and 11), all girls partake in a structured options programme. Lessons are designed to develop the pupils' knowledge and understanding in a range of sports and activities through a balance of staff instruction and self-motivated activity. Pupils also receive an induction to the fitness suite and are given guidance on personal programme development.

In the Sixth Form all pupils continue to participate in a range of activities within our options programme. Tactical situations and application of skills become the focus within team and individual sports. Pupils are encouraged to discover their preferred activity and develop a greater understanding of how to ensure regular activity forms part of their weekly routine both within School and beyond.

GCSE PE is well established (AQA specification) and A level is available in the Sixth Form (AQA specification). Alongside curriculum and academic PE, the School fields teams in a wide number of sports (eg. Lacrosse, Netball, Swimming, Polo, Gymnastics, Squash, Skiing, Athletics, Tennis, Football, Fencing Climbing, Rowing, Dance and Trampolining). Mid-week and weekend fixtures are arranged with other schools for many of these teams. Pupils take part in district, county, regional and national competitions in a wide variety of sports. There are regular sports tours abroad, most recently including a Tennis tour to Portugal, Netball tour to South Africa and Lacrosse tours to the USA, Prague and South Africa. In addition, the Department organises highly successful Dance and Gymnastics shows throughout the year.

We were proud to celebrate such success as winners of the 2020 U19A National Schools Lacrosse Championships, and more recently all our Lacrosse teams reached the last 16 if not higher at National Schools. The U19 Netball team placed 8th at the Regional round of the 2025 National Schools Netball Championships, just missing out on a place in the National Finals. Two of our squash teams secured their place at the 2024 National Schools Squash finals and a major highlight was our Junior Swim Team placing 7th nationally in the Bath & Otter Cup.

High performing pupils are invited to become part of our Performance Athlete Programme or Aspiring Athlete Programme. They receive tailored strength and conditioning sessions, are assigned a mentor from the PE Department and given additional support and guidance to aid them on their sporting journey in reaching their full potential. The School has academy status for Sports Leadership.

[Find out more about Sport at Wycombe Abbey](#)



The Role: Assistant Director of Sport - Curriculum

Reports to:

Director of Sport.

Contract:

Full-time, temporary contract (maternity cover). The first six months will be a probationary period.

Salary:

Wycombe Abbey has its own pay scale which compares favourably with other independent schools and is well above that of the maintained sector.

Key Responsibilities

The postholder will have responsibility for either Academic PE or Active Wellbeing, depending on skills and experience.

Academic PE:

- Report to the Director of Sport on academic PE including GCSE and A-Level.
- Have regular meetings with all teachers delivering academic PE.
- Lead planning and delivery of the academic PE programme as part of a department plan.
- Ensure effective teaching and learning, assessment, monitoring, recording, tracking, and reporting in GCSE and A-Level PE.
- Motivate and encourage all members of the PE department in their planning, delivery and review of lessons.
- Keep abreast of all educational developments in GCSE and A-Level PE and oversee implementation of changes to examination specifications and criteria.
- Ensure effective teaching and learning through regular monitoring of academic PE lessons.
- Lead a schedule of work scrutiny & lesson observations of academic PE lessons for those currently teaching and those wishing to teach in future.
- Ensure that lesson planning and delivery challenge the most able pupils, support pupils with special educational needs, encourage independent thinking, and make appropriate use of ICT.

Active Wellbeing:

- Oversee recreational and active lifestyle (fitness) clubs.
- Monitor attendance and engagement.
- Identify and break down barriers to participation.
- Run initiatives that recognise and reward engagement.
- Manage the staffing of Active Wellbeing sessions.
- Work with the Director of Performance and Athletic Wellbeing in monitoring pupil engagement, training load and rehabilitation.



The Role: Assistant Director of Sport - Curriculum

Curriculum PE

- Lead planning and delivery of the KS3, KS4 and KS5 curriculum in conjunction with year group PE leads.
- Oversee the options programming for KS4 and KS5.
- Ensure effective teaching and learning, assessment, monitoring, recording, tracking, and reporting in line with school policy and deadlines.

PE - Safeguarding Link

- Work closely with the Director of Safeguarding and Pupil Welfare, attending regular meetings with pupil pastoral updates.
- Communicate safeguarding and pastoral concerns to the department on a weekly basis in department meetings.
- Monitor pupils in the PE setting to help identify safeguarding and pastoral concerns and update CPOMS.
- Work with Director of Performance and Athletic Wellbeing in monitoring and managing pupil injuries and identifying any patterns of concern.

Teaching

- Teach approximately three quarters of a full-time teaching timetable - teaching classes, coaching teams and umpiring matches.
- Share in the responsibility for maintaining high standards of discipline, courtesy and appearance among the pupils, while promoting their welfare, safety and happiness.

Sports Management

- Oversee at least one of the 'major' sports run by the PE Department.

Administration

- Have weekly meetings with the Director of Sport.
- Share in the responsibility of administration for the PE Department.
- Oversee one major annual Department event.
- Ensure pupils, staff and parents are kept informed of sporting news, activities and achievements by individuals and School teams.
- Contribute to whole School publications as requested by the Director of Sport.
- Contribute to the Council report and Department Development Plan regarding academic progress.
- Attend Heads of Department, Staff, Departmental and Parent/Teaching meetings and any other meetings as required.
- Mentor ECTs as necessary.
- Undertake appraisals of PE visiting staff and non-PE specialists running extra-curricular activities, as directed by the Director of Sport.

Wider School Responsibilities

- Foster and maintain good relationships with other schools, professional organisations and outside bodies.
- Attend all appropriate School events and support School activities, such as Open Day and Dove Day.
- Support the School's Strategic Direction.
- Share in the responsibility for maintaining high standards of discipline, courtesy and appearance among the pupils, while promoting their welfare, safety and happiness.
- Act as form tutor, as required.
- Support the co-curricular programme.
- Engage actively in the School's induction, probation and appraisal programmes.
- Invigilate internal and external examinations and provide cover, within reasonable limits, for absent colleagues as required.
- Carry out any other task at the reasonable request of the Headmistress.



The Role: Assistant Director of Sport - Curriculum

Person Specification

This role will work closely with the Director of Sport in order to promote the subject and support the framework within which pupils can enjoy an active pursuit of Physical Education at all levels in a variety of forms.

- Genuine commitment to a full boarding ethos and the values of Wycombe Abbey.
- Experience in one or more of the School's major sports; Netball, Lacrosse, Swimming, Athletics, Cricket, Tennis or Squash is essential. A specialism in Lacrosse is desirable.
- Confident teaching pupils, ranging from complete beginners to those of a high standard, offering encouragement, support and guidance as necessary. Preferably with experience of coaching good school/club level players.
- Able to maintain good order and discipline among pupils, ensuring their health and safety, while on School premises and when engaged in authorised School activities elsewhere.
- Strong assessment, recording and reporting skills to ensure the development, progress and attainment of pupils.
- Willingness to lead by example and a 'hands-on' attitude.
- Team working skills and the ability to motivate and inspire others.
- Willingness to contribute to the wider objectives of the department (e.g. through the sharing of teaching materials, the writing of schemes of work, organising and attending departmental enrichment events).
- Confident IT skills.
- Excellent written and oral communication skills.
- Calm disposition and the ability to work effectively under pressure.
- Proactive problem-solver.
- Confident interaction with colleagues, members of the extended School community, parents, pupils and visitors.
- The ability to build strong working relationships across the whole School community.
- A flexible, imaginative and innovative approach to work.

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, temporary contract (maternity cover). The first six months will be a probationary period.
- Appointment Date
 - September 2026.
- Salary
 - Wycombe Abbey has its own pay scale which compares favourably with other independent schools and is well above that of the maintained sector.
- 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, subject to contributing to the Pension Scheme.
- 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: 11 February 2026

Interviews: 23 February 2026

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

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

We are a Disability Confident Committed Employer.

[Apply Now](#)



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

