



WYCOMBE
ABBEY

Director of Teaching and Learning

January or April 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.

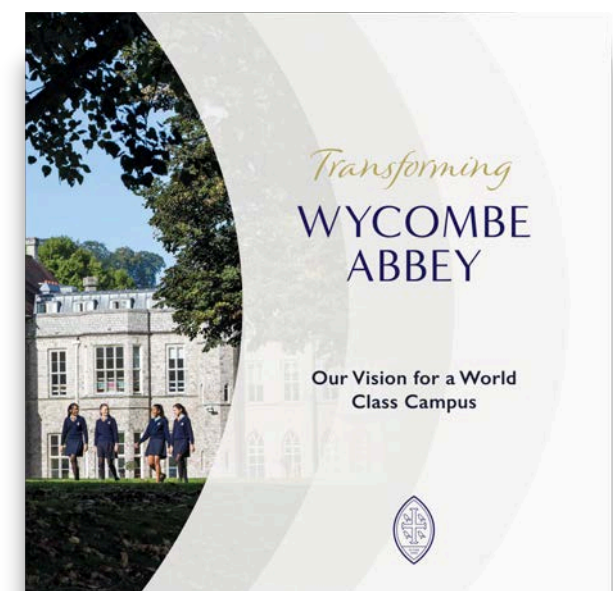
Mrs Jo Duncan
Headmistress



[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 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.

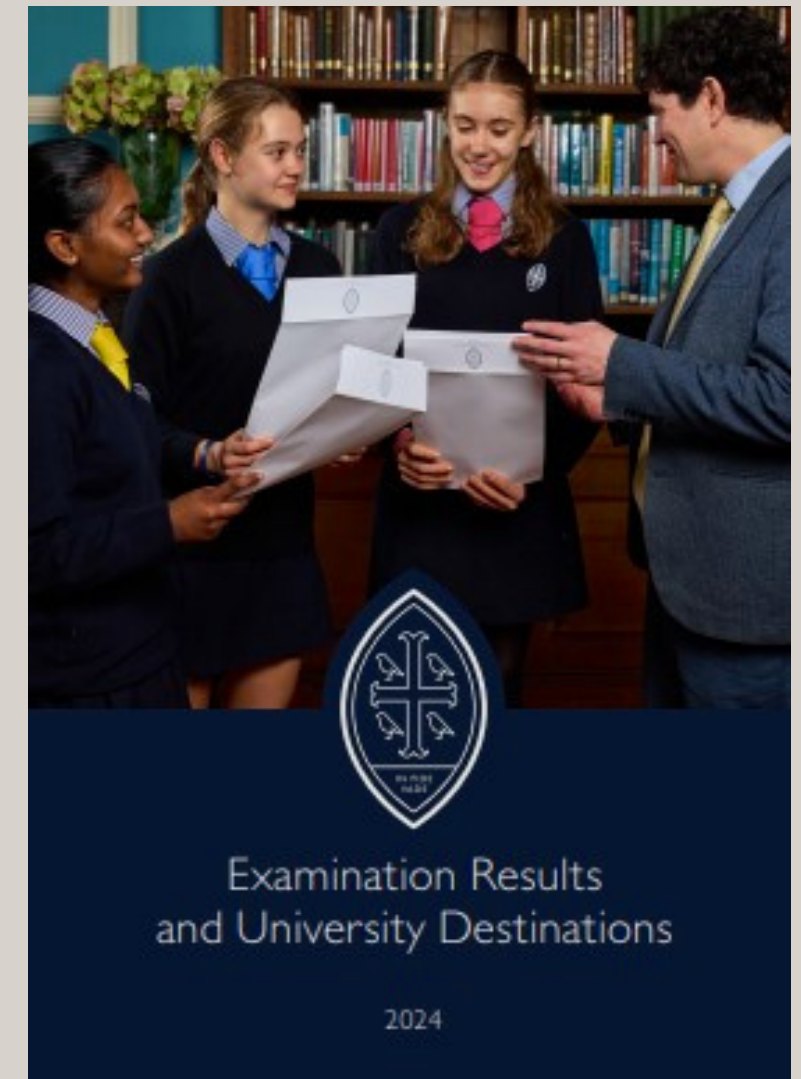
As a boarding school, Wycombe Abbey has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in School by 8:15am on weekdays and 8:45am on a Saturday. The teaching day finishes at 5:15pm on Monday, Tuesday, Thursday and Friday, 4:15pm 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.
- Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is available.
- Fee remission with selected preparatory schools for children who are eligible and meet that school's entrance criteria is available.
- 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.



[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.



Teaching and Learning at Wycombe Abbey

Wycombe Abbey enables girls to open their minds and to develop their personal passions. The learning environment is supportive, yet challenging, with a sense that pupils and their teachers are on an educational journey together. We pride ourselves on the outstanding teaching provided by our specialists who communicate a genuine love of their subject and serve to inspire the girls they teach.

We believe that education should not simply be about delivering a curriculum and examination syllabus, but that real learning stems from stimulating intellectual curiosity and nurturing a love for the subjects being taught, which will stay with our girls throughout their lives.

We are committed to academic excellence, this means preparing pupils for success at school, and also at university and their careers beyond. We have identified those attributes that categorise successful learners, which we refer to as the Five Academic Qualities. They are: Risk-taking, Resourcefulness, Determination, Reflection and Development.

The five academic qualities are embedded within teaching and learning at Wycombe Abbey and we feel they are central to success both inside and outside of the classroom. Not only do they promote deep learning and higher-level academic thinking, but they also encompass lifelong learning skills. They support our vision of ensuring academic excellence and a future-focused approach.

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. Each year, girls gain places at high-ranking universities on competitive courses globally.

As the UK's top girls' boarding school, we consistently achieve superb academic success. Our girls perform exceptionally across many different disciplines, achieving excellent results in public examinations. The GCSE and A level results for 2023/2024 were outstanding. At GCSE, 88% of examinations were awarded 8 or 9 and 97% of results at 7-9. At A level, 95% of results were grades A*-B with 42% at A*.



The Role: Director of Teaching and Learning

Reports to:

Deputy Head (Academic).

Contract:

Full-time, permanent contract. The first six months will be a probationary period. The successful candidate will teach a significantly reduced timetable to reflect the seniority of the role.

Accommodation:

This is not a residential post but accommodation may be available if required.

Salary:

The Director of Teaching and Learning sits on our Wider School Leadership Team. Wycombe Abbey has its own pay scale which compares favourably with other independent schools and is well above that of the maintained sector.

Aim:

The Director of Teaching and Learning is responsible for leading and developing excellent practice in teaching throughout the School and for promoting innovation in learning at Wycombe Abbey. The postholder will play a key part in academic discussions and will devise and actively implement initiatives which reflect the priorities of the School's published strategic plan. The postholder will be responsible to the Headmistress in this respect and will work closely with the Deputy Head (Academic) on day-to-day matters.

Key Responsibilities

Leadership and Management

- Be a member of the Wider School Leadership Team (WSLT), working closely with the Deputy Head (Academic), the Academic Committee and other key members of staff to promote academic excellence and implement change in line with the School Strategic Plan.
- Lead on curriculum innovation across the School with a focus on interdepartmental initiatives.
- Identify leading pedagogical research, sharing this with teachers and making it accessible to all.
- Demonstrate a passion for pedagogy and good practice in the classroom with the ability to identify opportunities for change, implement plans and bring others with them.
- Report to Council, as required, on the School's teaching and learning strategy via the Education Committee.
- Contribute to inspection preparation as it relates to the academic life of the School.
- Lead induction for new teaching staff to discuss our approach to teaching and learning at Wycombe Abbey and provide support for less experienced teachers.
- Actively support individual members of staff across the School (new and experienced) to develop their teaching practice.
- Engage with groups of pupils on a regular basis to gain feedback on their academic experience and create opportunities for them to contribute their ideas to the academic direction of the School.
- Engage with parents and keep them up-to-date with teaching and learning initiatives at Wycombe Abbey.
- Work with the Deputy Head (Academic) to analyse public examination results and use this data to inform decision making and areas for focus.
- Support the Deputy Head (Academic) in reviewing and developing key academic areas including assessment, monitoring and reporting in line with wider strategic aims.



The Role: Director of Teaching and Learning

Key Responsibilities continued

- Work closely to support the Heads of Section in monitoring progress and attainment through comprehensive systems of tracking. Ensure such that systems generate supporting evidence and data to inform interventions.
- With the Deputy Head (Academic) and Heads of Section, monitor the setting and effectiveness of prep throughout the School; promote independent study to pupils.

Promoting Excellence and Innovation in Teaching and Learning

- Work with relevant colleagues to assess the quality and relevance of the curriculum at each key stage in light of the School's aim to pursue academic excellence through scholarship, intellectual challenge and a genuine love of learning.
- Create a rolling three year action plan to introduce and embed change in line with the agreed strategy.
- Lead at least one Teaching and Learning Inset annually which supports the implementation of new initiatives.
- Contribute to the Teaching and Learning CPD programme regularly and review the impact of teaching and learning CPD on pupil outcomes.
- Play an active part in discussions and decisions regarding classroom configuration and digital strategy to enhance learning.
- Draw up a timetable and lead the process of departmental reviews, learning walks and work scrutiny.
- Ensure that teachers are aware of new developments and opportunities in learning and teaching approaches and strategies through regular updates, presentations and sharing of relevant literature.
- Where required, support individual teachers and/or Heads of Department in maintaining the highest standards of teaching through appropriate target setting, monitoring, review and feedback.
- Introduce a meaningful programme of peer observations across teaching staff.
- Attend one Pastoral meeting per term to discuss how academic initiatives can be supported and enhanced within the Boarding environment.
- Collaborate with the Deputy Head (Pastoral) and Heads of Section to support the tutor programme which reflects the School's agreed academic objectives.
- Review strategies for effective independent study for pupils including usefulness of prep.
- Oversee the academic scholars' programme and support Heads of Departments to ensure that these pupils are challenged and developed meaningfully through lessons and opportunities outside of the classroom.
- Work with the Head of Careers and Director of Digital Learning to strengthen the School's provision of the development of C21st skills including employability skills, transferable skills and digital skills through the curriculum and work with other relevant colleagues to extend and deepen our offer.
- Seek opportunities for cross-curricular collaboration, including the running of School 'Activities Days' and support academic enrichment more widely.

Pupil Recruitment and Marketing

- Work with the Director of Admissions, Director of Development and Director of Communications and Marketing to ensure that the Wycombe Abbey vision is shared with a broad range of stakeholders including prospective parents, Prep Heads and Seniors.
- Produce thought pieces on what we mean by success and innovative teaching and learning at Wycombe Abbey for a range of audiences.
- Support the preparation of assessment materials at 11+, 13+ and 16+ and support the Admissions Department in creating useful data for decision making.
- Link with our international schools where relevant to share good practice and ideas under the direction of the Deputy Head (Strategy and International).



The Role: Director of Teaching and Learning

Key Responsibilities continued

Other

- Complete all supervisory duties as required by the WSLT role and directed through published rotas.
- Attend School events and activities.
- Attend courses and conferences as appropriate.
- Support the Deputy Head (Academic) on general academic matters, as required.

Wycombe Abbey is a full boarding school and it is expected that academic staff contribute to the wider life of the School. Likely contribution to the co-curricular area of the School will be explored at interview.

Person Specification

Specialist Knowledge

- Knowledge and understanding of the modern boarding environment.
- A specific interest in girls' education.
- A passion for research and pedagogy and how to translate this into excellent classroom practice.
- A teaching qualification (eg PGCE) is desirable.
- The ability to teach throughout the School, including A Level and Oxbridge entry is desirable.

Resilience

- Proven ability to remain calm and self-controlled under pressure and to keep difficulties in perspective.
- Reacts well to change.

Innovation, Motivation and Flexibility

- An innovative thinker and self-starter who enjoys creating new programmes and has a proven ability to turn ideas into reality.
- The motivation to enhance teaching and learning at Wycombe Abbey by sharing good practice and active participation in continuing professional development.
- A willingness to contribute to the wider objectives of the School, eg by involvement in the Admissions process or representing the School to the wider public.
- Ability to adapt to changing demands and conditions and maintain a positive outlook.



The Role: Director of Teaching and Learning

Person Specification continued

Leadership

- A clear and innovative vision in relation to the role and the ability to translate this into action.
- Ability to delegate effectively and convince others in a way that results in action or behaviour change.

Communication

- The highest level of written and oral communication skills for dealing with pupils, parents and staff.
- Willingness to present to colleagues as well as girls and parents at relevant times.

Interpersonal Skills

- Ability to build a positive and collaborative rapport with pupils and staff alike.
- Ability to create a sense of team spirit and play to people's strengths.

Planning and Organising

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

Problem Solving

- Identifies potential difficulties and their causes.
- Generates workable solutions and makes rational judgements.

Influencing

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

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



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
 - January 2026.
- Salary
 - The Director of Teaching and Learning sits on our Wider School Leadership Team. Wycombe Abbey has its own pay scale which compares favourably with other independent schools and is well above that of the maintained sector.
- School Fee Remission
 - Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is available.
- Prep School Fee Remission
 - Fee remission with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- 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: Monday 19 May 2025
Interviews: Wednesday 4 June 2025

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.

