



WYCOMBE
ABBEY

Graduate Resident
Tutor

Start Date: January 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.

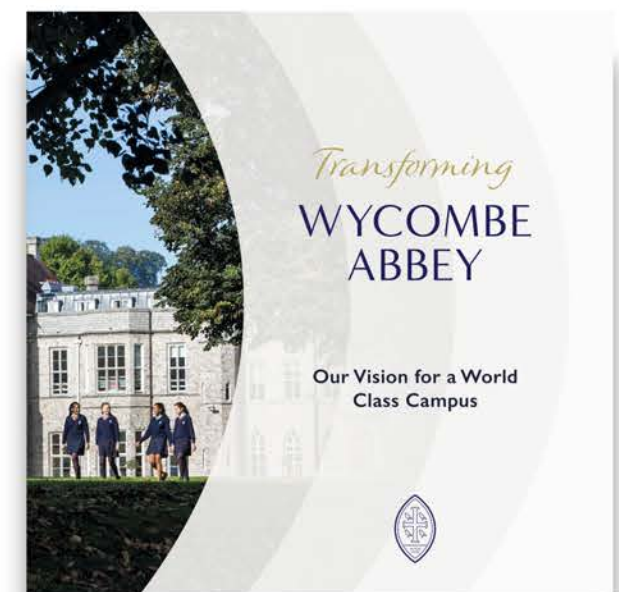
Mrs Jo Duncan
Headmistress



[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.



Working at Wycombe Abbey

Wycombe Abbey is an exceptional place to work. Set in 170 acres of beautiful Buckinghamshire parkland, the School aims to encourage all staff to develop their talents within an inspiring, fulfilling and caring community.

In total, approximately 420 teaching and support staff are employed at the School on either a full or part-time basis. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. 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.

Staff wellbeing is a key focus for the School with the Headmistress taking a lead role in this area. Our core values of trust, encouragement and mutual respect shape our interactions with each other and those outside the School.

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.

All staff at Wycombe Abbey are encouraged to embrace and be part of boarding school life and are linked to a boarding house when they join. Staff are welcome to participate in House activities, such as trips and events and all are invited to school events throughout the year.

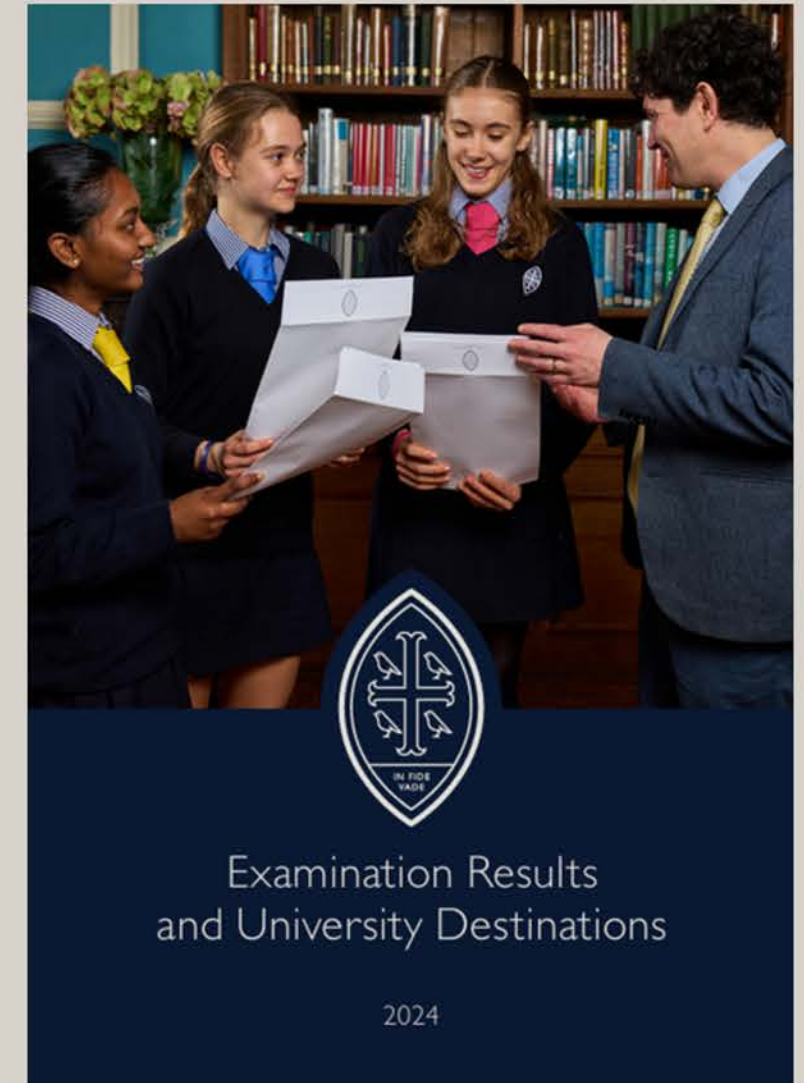
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

Benefits of Working at Wycombe Abbey

- 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.
- 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.
- Generous training and development scheme with regular whole staff in-house and external training.
- Opportunities to visit Wycombe Abbey sister schools in Asia.
- Free will writing.
- 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.



The Role: Graduate Resident Tutor

Wycombe Abbey seeks to appoint graduates who have an interest in education to gain experience in this prestigious, forward-thinking and high-achieving school.

The Graduate Resident Tutor team is vital to the running of the School, assisting with all aspects of School life including boarding duties, weekend activities, co-curricular trips and academic lesson support. Each Resident Tutor is associated with a boarding house and will work closely with the Housemistress and boarding team. The boarding houses are a 'home away from home' for the pupils, and Resident Tutors regularly arrange House events and evening activities, alongside providing support to the pupils.

During the School day, Graduate Resident Tutors will assist in both academic and operational departments. Graduate Resident Tutors will have the opportunity to observe lessons, complete administrative tasks, and lead prep lessons with U11 (Year 7) pupils. Graduate Resident Tutors will also be on call should assistance be required within boarding houses. Wycombe Abbey has a full and varied weekend activities programme. This includes trips to Thorpe Park, ice skating, sightseeing in London, theatre trips and craft activities. Graduate Resident Tutors will receive first aid and trip leader training and will assist in organising these trips.

All Graduate Resident Tutors live in the main Abbey building. All rooms have recently been refurbished and have a double bed, desk and chair, armchair, wardrobe, pin board, mirror and chest of drawers. There are three communal bathrooms, a spacious communal sitting room, with large kitchen for relaxing and socialising.

A message from last year's Senior Resident Tutor:

'The role of a Resident Tutor is extremely diverse, with each day presenting unique challenges and new experiences. You will build strong relationships with pupils and staff from a range of departments and groups, giving you the chance to get involved with a range of different events and activities.

I have enjoyed working within the PE Department, specifically starting Wycombe Abbey's first Basketball Club which has been very rewarding. I have also had the exciting opportunity to work within the School Events Department this year and I have so far assisted with organising Bonfire Night and 'Wycombe's Got Talent' '.



The Role: Graduate Resident Tutor

Reports to:

Head of Activities and Trips and Senior Resident Tutor.

Contract:

Fixed-term contract from 6 January 2025 until 27 June 2025, with the opportunity to extend to June 2026 following successful completion of a three-month probationary period.

Salary:

£1,873.42 per month for the duration of the contract (£22,481 per annum pro-rata), plus free accommodation and meals.

Hours:

Term-time only, which includes all published teaching days, plus INSET and some days at the beginning and end of each School holiday. The School's routine may vary from term to term and the post holders will be required to be flexible and to work such additional hours as may be necessary for the satisfactory fulfilment of duties. The post holders will receive the equivalent of one-and-a-half days off per week.

Key Responsibilities

House Duties:

- To assist with routine in House during mornings and evenings, under the guidance of the Housemistress.
- To lead and assist with evening activities within the House.
- To be the adult in charge in a House if a colleague is required to take a girl to a medical appointment or attend an emergency.
- To administer medication in the House and record this on the School systems (appropriate training is provided).
- To attend House dinners, outings, photographs and to help plan these events.
- To meet parents when pupils leave and return from holidays.

Supporting Academic and Operational Departments:

- To assist in at least one department within the School.
- Resident Tutors will have opportunities to observe lessons and may gain the opportunity to team-teach and cover lessons.
- Assist with key administrative or operational departments, such as Admissions, according to the needs of the School.



The Role: Graduate Resident Tutor

Key Responsibilities Continued

Co-Curricular and Trips:

- To accompany regular School trips and occasionally to help organise these.
- To help with co-curricular activities such as Art, Drama, Music and Sport.
- To attend School functions and activities.

Weekends

- To support the co-curricular programme of weekend activities, including leading trips, and designing activities.
- To supervise pupil social events.
- Resident Tutors will be required to work all term time weekends when the girls are in School. Weekend timetables are determined on a week-by-week basis according to activities offered. Every 3-4 weeks there is a Short Leave or Long Leave where the girls all go home and staff can go home too.

Other:

- To provide support to the U11 (Year 7) pupils, especially in the first few weeks of the academic year.
- To staff U11 prep lessons, supervising and guiding pupils through managing their time and work.
- To accompany girls to Heathrow airport and remain as the point of contact at the airport until overseas pupils' flights have departed.
- To accompany girls to and from London on our London Bus service at the beginning and end of School holidays.
- Any other appropriate duties to assist in the smooth running of the School.



The Role: Graduate Resident Tutor

Person Specification

Specialist Knowledge and Experience

- Positive interaction with and an understanding of the needs of young people.
- Knowledge of Microsoft 365 Word, Excel, Outlook and confidence in acquiring database skills.

Customer Focus

- Able to use initiative and be committed to the effective functioning of the School.

Communication

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience.

Fact Finding

- Able to retrieve and absorb information quickly.

Teamworking

- Able to develop effective and supportive relationships with colleagues and to demonstrate a willingness to assist/cover for any other Graduate Resident Tutor in their duties as required.

Planning and Organising

- Able to organise time effectively and prioritise workload.

Resilience

- Able to remain calm and motivated when faced with challenging behaviours or situations.

Flexibility

- Successfully adapt to changing demands and conditions, and re-order priorities at short notice.

Influencing

- Able to motivate others in a way that results in acceptance and behaviour change.

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
 - Fixed-term contract from 6 January 2025 until 27 June 2025, with the opportunity to extend to June 2026 following successful completion of a three-month probationary period.
- Appointment Date
 - Monday 6 January 2025 (Moving in on Sunday 5 January 2025).
- Salary
 - £1,873.42 per month for the duration of the contract (£22,481 per annum pro-rata).
- Accommodation is provided for the duration of the contract.
- Provision of Meals
 - Meals and refreshments are provided free of charge during term time.
- Pension Scheme
 - The School offers membership of the School's 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 teaching and support 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, Equity, 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: Wednesday 27 November 2024
Interviews: Week commencing 2 December 2024

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

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



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