



WYCOMBE
ABBEY

Visiting Teacher of Chinese

September 2025

or

as soon as possible thereafter

Information for Applicants



Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 660 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 mutual respect, encouragement and trust 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.

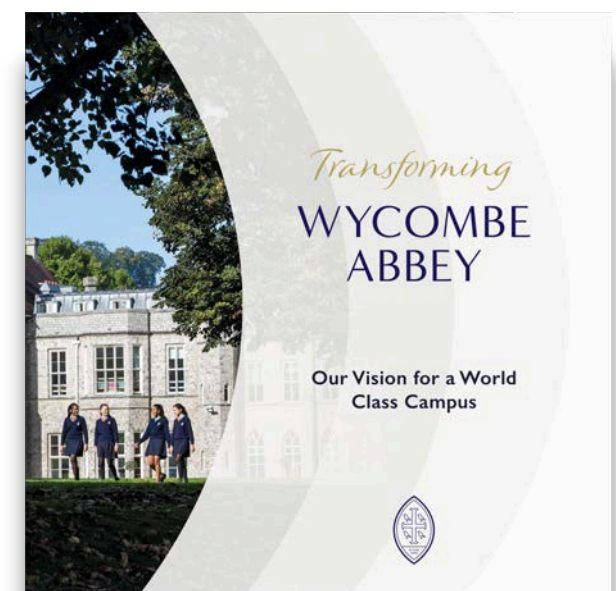
Mrs Jo Duncan
Headmistress



[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.

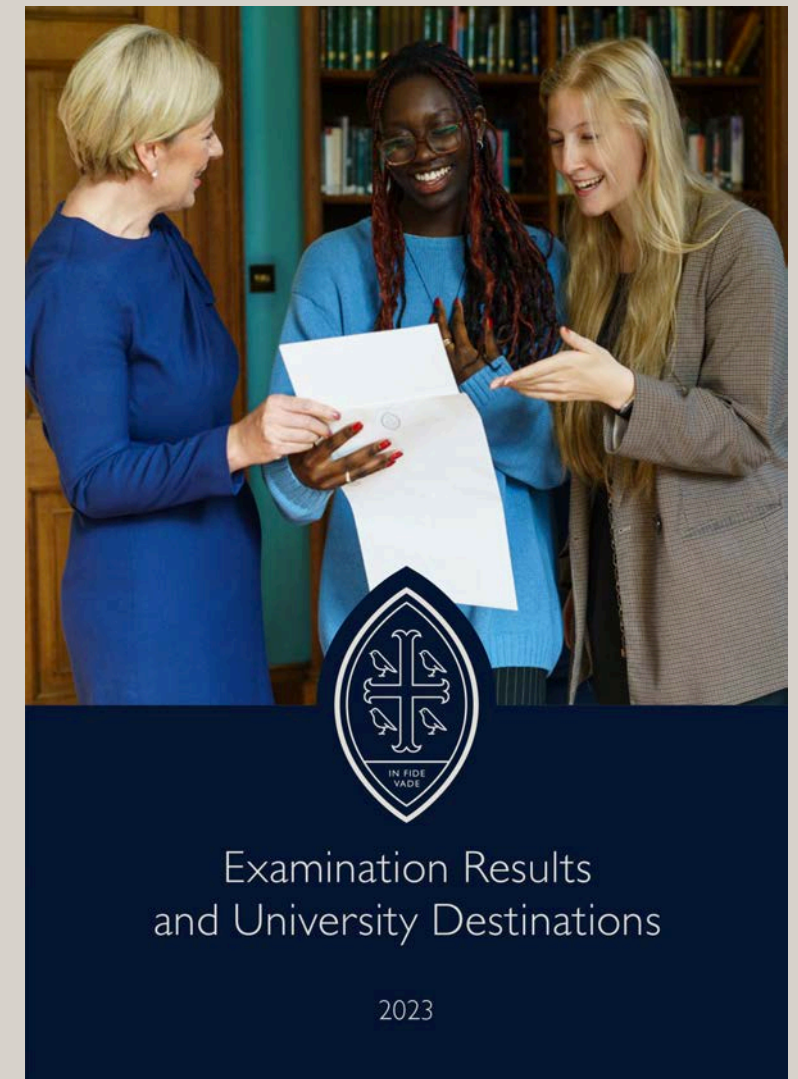
As a boarding school, Wycombe Abbey has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8:15am on weekdays and 8:45am on a Saturday. The teaching day finishes at 5:15pm on Monday, Tuesday, Thursday and Friday, 4:15pm 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 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.
- 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.



[Click to see results and destinations](#)



Modern Languages Department at Wycombe Abbey

The Modern Languages department at Wycombe Abbey is an exciting place to be! With the vibrant mélange of native, bilingual, trilingual and fluent speakers of a vast array of languages, multiculturalism defines this eclectic department, and a stroll through the Modern Languages department corridors will treat your ear to snippets of conversations in a whole range of languages from Arabic, to Italian, Urdu and Russian.

Within the Modern Languages department we aim to foster a love for the countries where the languages are spoken, to develop an appreciation for the different cultures and generate an enthusiasm for learning the languages.

Wycombe Abbey's 'Five Academic Qualities' (Determination, Development, Resourcefulness, Risk- Taking, Reflection) are central to our planning and our schemes of work; the methods and decisions of the Modern Languages department are underpinned by our support of the School's aims which have remained constant since its foundation. They are the pursuit of academic excellence, the development of each individual's talents in creative, physical and social skills and to be at the forefront of girl's boarding education and recognised as a world class school.

We strive to create a secure learning environment within the language classroom so that each pupil, whatever her level of ability, feels comfortable participating fully and expressing herself. Our aim is to not just broaden horizons, but to open up the possibilities, so that the pupil who thinks that STEM is her future pathway, realises that the physicist who speaks German fluently is someone to whom suddenly far more doors are opened. Language shapes the way we think, and determines what we can think about, so it is no wonder that Wittgenstein famously said, 'the limits of my language are the limits of my world'. Fellini claims that 'a different language is a different vision of life', and this is what we aim to do in the Modern Languages department offering a vision of the possibilities brought about by multilingualism.

In our day to day, we endeavour to enable all pupils to achieve their potential, thus embracing not only the idea of communicative competence, but also that of academic excellence. Learning languages not only improves memory, critical-thinking skills, concentration, and the ability to multi-task, but it promotes greater tolerance and empathy, and understanding of cultures, societies, and politics around the globe.

With the national decline in uptake of Modern Languages, it is our challenge to remind pupils of their importance, to excite, enthuse and entrance, and above all, to share our own passion and enthusiasm for our language-learning journey which has taken each member of the department on their own fascinating, unexpected and hugely rewarding trajectory.

The Modern Languages department includes an exceptionally rich, varied and eclectic mix of nationalities, cultures and experiences. From the youngest ECT to the most seasoned practitioner, the wealth of knowledge and experience to be found within the department is impressively broad and fascinating, and this includes a large number of part-time Visiting Teachers. The Head of Modern Languages line manages the individual Heads of Chinese, Spanish, German and French, as well as the Co-ordinator of Visiting Teachers and Administrative Assistant. All work hard to promote an inclusive and mutually supportive environment.

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



The Role: Visiting Teacher of Chinese

Reports to:

Visiting Languages Coordinator.

Contract:

Flexible, teaching small group conversation classes and individual private lessons. 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.

Aim:

To work closely with the Visiting Languages Coordinator and the Head of Chinese in order to promote the subject throughout the School community and create a framework within which pupils can enjoy an active pursuit of Modern Languages at all levels.

Key Responsibilities

Pupils and Teaching

- Teach pupils, ranging from complete beginners to those with a higher competency, offering encouragement, support and guidance as necessary.
- Contribute to the development of teaching and learning resources, mark pupils' work and assessments in a timely and constructive manner, and support the wider work of the Chinese Department and the MFL Department as a whole.
- Follow guidelines and procedures as set out in the Visiting Teachers section of the Modern Languages Department Handbook.
- Prepare pupils for GCSE, HSK and equivalent examinations when required, following the specification used by the School.
- Assess, record and report as required on the development, progress and attainment of pupils. Reporting is required termly for parents and annually for UCAS reports where necessary.
- Attend meetings as required by the Head of Chinese and the Visiting Language Coordinator.
- Promote the general progress and wellbeing of any pupil.
- Act in the professional manner of a teacher, maintaining good order and discipline among pupils and safeguarding their health and safety, both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- Always adhere to Wycombe Abbey policies and procedures.



The Role: Visiting Teacher of Chinese

Person Specification

- Able to speak and write fluently and accurately in Mandarin Chinese and English in order to communicate effectively with teachers, colleagues and pupils.
- Experienced in the delivery of informative and well-structured language lessons.
- Up-to-date knowledge of, and interest in, Chinese culture and current affairs.
- Experience of teaching a foreign language to young people.
- Knowledge of the British education system and the requirements of GCSE and HSK examinations.
- Confident teaching pupils, ranging from complete beginners to those of a high standard, offering encouragement, support and guidance as necessary.
- 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.
- Confident IT skills in order to access school systems for email communication, report writing and maintain awareness of School events.
- 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.
- Able and willing to undertake training in any relevant IT platforms.
- Able to quickly build rapport and easily establish effective and supportive relationships with young people and colleagues.
- Able to organise and manage own time effectively so lessons are prepared and planned appropriately and delivered within relevant timescales.
- Able to use initiative to ensure deadlines are adhered to.
- Able to follow directions and respect policies and procedures.
- Able to demonstrate commitment to pupils, to work hard to meet their needs and look after their academic interests.
- Able to remain calm and self-controlled under pressure.
- Able to keep difficulties in perspective.

Safeguarding

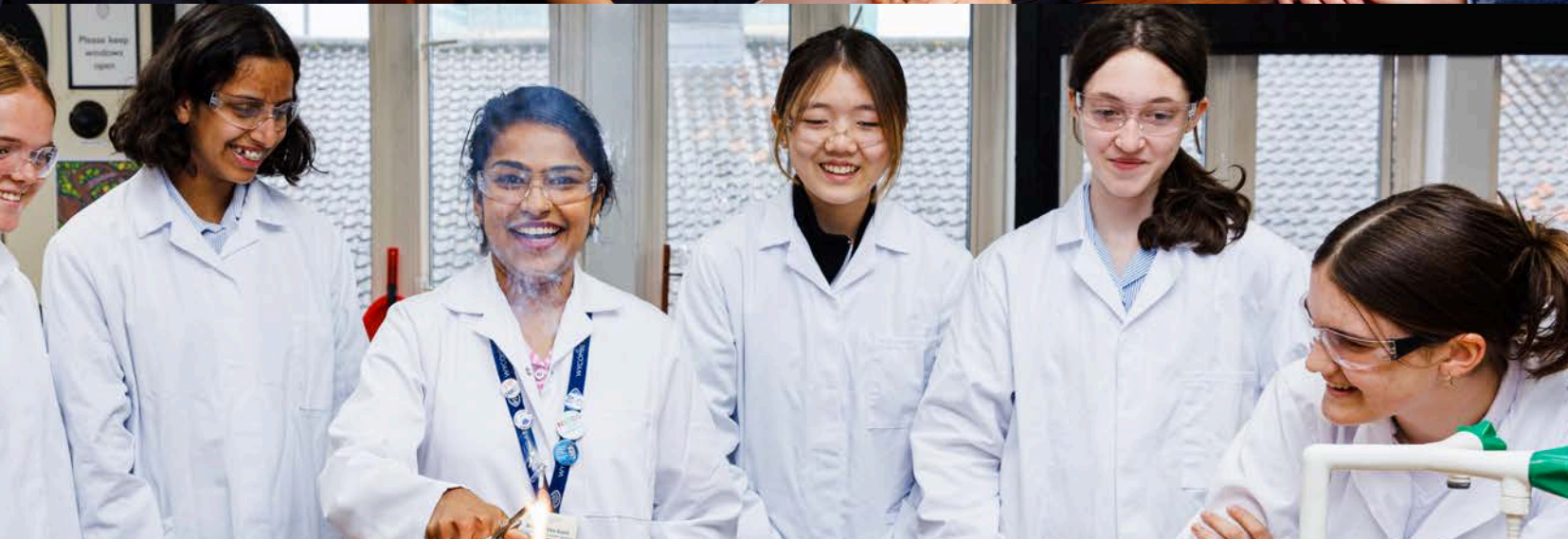
Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.



Terms of Appointment

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

- Contract
 - This is a permanent, flexible contract, teaching small group conversation classes and individual private lessons. The first six months will be a probationary period.
- Appointment Date
 - September 2025 or as soon as possible thereafter.
- 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 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. It is a beautiful countryside setting, 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 organise staff wellbeing and social events on a regular basis, which are well attended.

Follow us on social media:
@WycombeAbbey



Closing date: Tuesday 17 June 2025
Interviews: w/c 23 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](#)



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

