



# John Mason School

## Abingdon Learning Trust

ASSISTANT DIRECTOR OF SCIENCE  
(specialism Chemistry)  
RECRUITMENT PACK

June 2023



John Mason School  
Excellence Through Creativity

## About

# ABINGDON LEARNING TRUST

**From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.**

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

***We believe in investing for all of our futures.***

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.





## JOB DETAILS

**POST OF:**

Assistant Director of Science (specialism Chemistry)

**AT:**

John Mason School

**SUMMARY OF ROLE:**

Classroom Teacher

**COMMENCEMENT:**

September 2023

**CONTRACT TYPE:**

Permanent, full-time

**SALARY:**

TPS or UPS if post threshold plus TLR2(1)

# Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Board, I would like to thank you for applying to work at John Mason School.

If you join the school, you will find a strong sense of common purpose among your colleagues; a commitment to widening the opportunities available to our young people; and, of course, a group of youngsters who embody the school's key values of:

- Proud of our creativity
- Passionate about learning
- Keen to inspire
- Valuing ourselves and each other
- Determine to be the best we can be

As governors we are mixed group, comprising parents, members of the local community, employers and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a student. We believe that our support, and the challenge we provide, are part of what makes John Mason School a good school.

We hope that you will be inspired to work here, and will want to be part of John Mason School's journey to becoming an outstanding school. You will receive good support, and opportunities for professional development outside the school, without the anonymity that you might experience in a larger trust.

We look forward to receiving your application.

Sam Gosling





# Introduction to JOHN MASON SCHOOL

John Mason School is an oversubscribed 11-18 comprehensive school in the riverside town of Abingdon. John Mason has a long history of opportunity-driven learning – at our Welsh Farm, on Duke of Edinburgh expeditions, on the sports field, or in the creative and performing arts. We know that our pupils learn more about themselves and each other when interacting in this way, growing resilience and confidence to take into the classroom.

The school is one of three comprehensives in the town and we work together, as part of the OX14 Partnership, and obviously within our Trust family of schools. This gives us a local network of support in all that we do. We have a joint sixth form (JMF6) with Fitzharrys School, which is half a mile away, and this means we can offer further breadth to our post-16 curriculum as well as opportunities for collaboration of teachers.

We offer a broad and balanced curriculum, which reflects our commitment to a well-rounded education that ensures visible success for all learners. We are committed to high quality teaching and learning which is supported by our developmental lesson observations, learning groups which are dedicated to persistent classroom problems and subject specific professional development. In addition to this, we offer a wide range of career pathways and welcome our staff to request external training.

We are committed to the well-being of our community, both staff and students. Our well-being team support a range of activities throughout the year including active challenges, free flu-jabs and the occasional bake off. We also have our very own well-being manager to support colleagues when needed. However, we know well-being is not just about cake, which is why we foster a supportive environment where professional development and collaborative working is key to success.

We believe that high standards of academic achievement and consistently high expectations of behaviour provide children with the stable and calm environment in which to learn effectively. We expect the best of our teachers; they must be passionate about their subjects and committed to continuing to learn themselves. This is at the heart of our community.



# Job

## DESCRIPTION

### Job Purpose

1. To extend the leadership of the Director of Science.
2. To support the Director in leading the learning and teaching of science in accordance with school and Faculty policies.
3. To develop extra-curricular activities and primary links.
4. To support the Director in developing an effective, consistent and inspiring faculty.

### Objectives

To be accountable for:

- Raising the quality of teaching in a subject within science.
- Fostering students' enjoyment and satisfaction in the study of science.

### Principal Responsibility Areas

#### A. Teaching and Learning

- A1 Support the Director in monitoring the quality of learning and teaching in a subject and the Faculty through regular monitoring and evaluation, including lesson drop-ins, work scrutiny and observations.
- A2 Support the Director in planning, monitoring, reviewing and implementing the delivery of a coherently sequenced, challenging subject curriculum that allows all learners to succeed, supports the school's values and drives forward whole school development priorities.
- A3 Plan, monitor, review and implement Chemistry schemes of learning.
- A4 Develop and embed literacy within science lessons.
- A5 Assist the Director in leading on best practice and current pedagogy and whole school priorities.

#### B. Achievement and Standards

- B1 Support the Director in monitoring and reporting on standards of attainment of students, including tracking progress through the use of assessment and regular analysis of data.
- B2 Report on the progress of learners to the SLT and Raising Achievement Panel, as required.

#### C. Personal Development and Wellbeing

- C1 Develop opportunities for students to extend their learning e.g. through trips, visits and extra-curricular activities and competitions.
- C2 Promote the recognition of scientists from a diverse range of backgrounds.





## D. Community

- D1 Develop links with local primary schools and plan enrichment activities for students in KS2.
- D2 Support and encourage all activities that give science an increased profile in the school community, such as enrichment activities , Open Evening, trips and visits etc.

## E. Leadership and Management

- E1 Assist the Director in the strategic direction of the subject, in line with whole school priorities, including assisting with the development of faculty evaluation and improvement plan.
- E2 Assist the Director in monitoring and ensuring the consistent application of whole school policies and systems within the Faculty.
- E3 Assist the Director in managing the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities.
- E4 Lead the administration of an A level Chemistry.
- E5 Ensure an inspiring and safe learning environment.
- E6 Lead by example, creating a positive ethos and modelling high standards of professional behaviour.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



# Person

## SPECIFICATION

	Essential	Desirable
<b>Education and training</b>	<ul style="list-style-type: none"> <li>• PGCE or equivalent</li> <li>• First or second class science degree</li> </ul>	<ul style="list-style-type: none"> <li>• A or B at A-level in other sciences</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching the full age range (11-16) as well as the full ability range</li> </ul>	<ul style="list-style-type: none"> <li>• A level teaching</li> <li>• Examples in application of what worked well and why, ie showing an interest in pedagogy</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Relevant applications of cognitive science</li> <li>• Approaches to good classroom management</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum (or scheme of learning) development</li> <li>• Principles of CLT</li> <li>• Have read 'Why don't students like school?' or 'Make it stick'</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Communication</li> <li>• Act on initiative</li> <li>• Classroom management</li> <li>• ICT</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Honest and open</li> <li>• Energy and enthusiasm.</li> <li>• Ability to adapt quickly</li> <li>• Organised, analytical &amp; disciplined</li> <li>• Able to manage time and workload effectively</li> <li>• Able to work as part of a team</li> </ul>	
<b>Interests</b>	<ul style="list-style-type: none"> <li>• Deeply interested in Science as a subject</li> <li>• Willingness to be involved in extra-curricular activities</li> </ul>	







QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY



# Terms of APPOINTMENT

**The appointment will be made based on the School Teachers' Pay and Conditions Document.**

**The appointment is for September 2023 and is full time, and permanent**

John Mason School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here:

<https://www.abingdonlearningtrust.org/information/safeguarding/#here>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

# How to APPLY

The application window opens on Wednesday 7 June 2023 with applications to be received by 12 noon on Wednesday 21 June 2023. Should a suitable candidate be identified before the closing date, the vacancy may be closed early.

To apply, an application form and applicant monitoring form should be downloaded from <https://www.johnmason.oxon.sch.uk/joining-us/vacancies>, completed and sent to: [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org).

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements. Interview date to be confirmed.

Please do contact Andrew Stanger, Director of Science via email at

[Andrew.stanger@johnmason.oxon.sch.uk](mailto:Andrew.stanger@johnmason.oxon.sch.uk)

for an informal discussion about the role.

**We look forward to receiving your application.**

