



# John Mason School

Abingdon Learning Trust

DEPUTY SENCO RECRUITMENT PACK

28 February 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

<b>POST OF:</b>	Deputy SENCo
<b>AT:</b>	John Mason School
<b>SUMMARY OF ROLE:</b>	Support to the SENCo Lead/Classroom Teacher
<b>COMMENCEMENT:</b>	September 2023
<b>CONTRACT TYPE:</b>	Permanent
<b>SALARY:</b>	TPS or UPS if post threshold plus TLR2(2)

# 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.



## DESCRIPTION

- Contribute to a positive and inclusive whole school ethos that promotes excellent outcomes for pupils with SEND
- Ensure the school meets its responsibilities under the Equality Act 2010, Children’s Act 2014 and the SEND Code of Practice 2015
- Support the SENCo in developing a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision
- Work alongside the SENCo to ensure the SEND policy is implemented effectively within the school
- Support all staff in understanding the needs of SEN pupils
- Liaise with staff, parents, external agencies and other schools or settings to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Support early and accurate identification and assessment of special educational needs
- Work alongside the SENCo to Maintain an accurate SEN register
- Work in partnership with parents and families who have a child with SEN
- Co-ordinate additional provision that meets the pupils’ needs and monitor its effectiveness
- Coordinate the use of a Provision Map (Edukey or equivalent) and ensure it is being used effectively to develop individual learning plans and record, track and monitor the effectiveness of interventions
- Work with feeder primary providers, other schools, educational psychologists, health and social care professionals and other external agencies and be a key point of contact for external agencies
- Work in partnership with the pupil, parents and other professionals to ensure the needs of pupils with Education, Health and Care (EHC) Plans are fully met and meet statutory requirements
- Support transition at all stages for pupils with SEN
- Ensure records of pupils with SEN are kept up to date
- Attend Student Support Service Meetings when appropriate to deputise for the SENCo

### Teaching and learning

- Support staff to implement inclusive Quality First Teaching (QFT) for all pupils with SEN
- Collect and analyse assessment data on SEN to demonstrate progress and inform practice
- Research/design and implement intervention groups for pupils with SEN, and evaluate their effectiveness
- Support subject leaders to implement a broad, balanced and relevant curriculum in line with Anthem’s curriculum vision for SEND
- Promote the pupil’s inclusion in the school community and access to extra-curricular activities.
- Ensure appropriate Access Arrangements are in place, to support pupil need in public examinations, and all paperwork submitted correctly
- To work collaboratively with the Pastoral team to support the positive engagement and behavior of SEN students.
- To support SEN students to access opportunities and extra-curricular provision within and across the school.





## Operation of the SEN policy and co-ordination of provision

- Support early and accurate identification and assessment of special educational needs
- Work alongside the SENCo to Maintain an accurate SEN register
- Work in partnership with parents and families who have a child with SEN
- Advise on the graduated approach to SEN support
- Ensure the cycle of Assess, Plan Do Review is used to inform provision and meet individual needs
- Co-ordinate additional provision that meets the pupils' needs and monitor its effectiveness
- Coordinate the use of a Provision Map (Edukey or equivalent) and ensure it is being used effectively to develop individual learning plans and record, track and monitor the effectiveness of interventions
- Support person-centred approaches, involving pupils and parents in all aspects of SEN provision
- Be aware of the provision in the Local Authorities local offer
- Work with feeder primary providers, other schools, educational psychologists, health and social care professionals and other external agencies and be a key point of contact for external agencies
- Work in partnership with the pupil, parents and other professionals to ensure the needs of pupils with Education, Health and Care (EHC) Plans are fully met and meet statutory requirements
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## Leading and managing staff

- Advise and contribute to all aspects of effective SEND continuing professional development for staff (including leading training and coaching)
- Establish opportunities for staff to review the needs, progress and targets of pupils with SEN
- Lead and manage Teaching Assistants/HLTAs working with pupils with SEND, including those students who need more personalized curriculums
- Assist with staff appraisals and review staff performance on an ongoing basis

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

<b>Knowledge and Experience</b>		<b>Essential</b>	<b>Desirable</b>
1.	Experience of working in a school	✓	
2.	Relevant QTS qualification	✓	

<b>Skills and Abilities</b>		<b>Essential</b>	<b>Desirable</b>
4.	QTS status	✓	
5.	Ability to use own initiative as well as working within a team environment	✓	
6.	Excellent communication and interpersonal skills	✓	
7.	Ability to interact with students	✓	
8.	The ability to use ICT effectively	✓	
9.	Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	✓	
10.	Ability to understand and carry out verbal and written instructions	✓	
11.	Ability to organise and prioritise work	✓	
12.	Ability to remain confident yet discreet in dealing with visitors, parents/carers and students	✓	
13.	Ability to make quick decisions on which enquiries need to be referred on and dealt with	✓	
14.	Be aware of child safeguarding arrangements	✓	

<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>
15.	Commitment to achieving high standards	✓	
16.	Enthusiasm and a positive outlook	✓	
17.	Excellent attendance and punctuality	✓	
18.	Responsible, honest and reliable	✓	
19.	Good personal organisation	✓	
20.	A sensitive and caring manner	✓	
21.	A team player	✓	
22.	Calm under pressure	✓	







QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY



## Terms of APPOINTMENT

**The appointment will be made based on the School Teachers' Pay and Conditions Document (STPCD and attracts a TLR 2(2) of £5,023.**

**The appointment is for September 2023 or earlier where possible 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 Tuesday 28 February 2023 with applications to be received by 12 noon on Monday 13 March 2023

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. Interviews will take place Tuesday 21 March 2023.

Please do contact Jane Howse, Head of HR by email/phone [jane.howse@johnmason.oxon.sch.uk](mailto:jane.howse@johnmason.oxon.sch.uk) or 01235 466054 for an informal discussion about the role.

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

