



John Mason School

Abingdon Learning Trust

ENGLISH TEACHER RECRUITMENT PACK



John Mason School
Excellence Through Creativity

May 2023

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:

English Teacher (plus possibility of Head of Year role)

AT:

John Mason School

SUMMARY OF ROLE:

Classroom Teacher

COMMENCEMENT:

September 2023

CONTRACT TYPE:

Permanent

SALARY:

TPS or UPS if post threshold (plus TLR for Head of Year role)

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

PURPOSE

The education and welfare of designated classes/groups of students in accordance with the requirements of the “School Teachers’ Pay and Conditions document” having regard to the requirements of the National Curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the wellbeing and discipline of students.

Areas of Responsibility and Key Tasks

- A. To plan and deliver engaging lessons that are challenging, inclusive and well resourced:
 - A1. ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs;
 - A2. ensure effective development of students’ individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
 - A3. ensure effective development of students’ literacy, numeracy and information technology skills through the subject.
- B. To share planning and good practice within the faculty.
- C. To assess students’ work regularly, in accordance with school and faculty policy.
- D. To contribute to the development of schemes of work, as required by the Director of Faculty:
 - D1. develop schemes of work and activities designed to ensure positive and engaging experiences in and outside of the classroom;
 - D2. maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- E. To contribute as appropriate to department extra-curricular activities, by agreement with the Director of Faculty.
- F. To use class data effectively to ensure students make progress:
 - F1. use data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans of action to support those students;
 - F2. analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;
 - F3. ensure that information about students’ achievements in previous classes and schools is used effectively to secure good progress in the subject.



- G. To ensure that students' behaviour allows learning to take place by implementing the school's behaviour policy:
 - G1. implement the school's behaviour management policy;
 - G2. contribute to whole-school aims, policies and practices, including those in relation to rewards, bullying and racial harassment.
- H. To report to parents on the quality of students' work, their progress and their attainment, in accordance with school and department policy.
- I. To attend parents' evenings to give an account of students' progress, attainment and attitude, as required by the schedule.
- J. To carry out other responsibilities that may reasonably be required by the Head of School.

Safeguarding

The points below are a requirement for the post holder of the position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy.
- Display commitment to the protection and safeguarding of children and young people.
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding Policy.
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes.
- Comply with safeguarding training expectations.

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be John Mason School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

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

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	Graduate in related discipline Qualified Teacher Status	A or B at A-level Media qualification
Experience	Experience of teaching English to at least Key Stage 4	English or Media teaching to KS5
Knowledge	National Curriculum AQA GCSE in English Language and English Literature Current developments in education	AQA Literature B A Level WJEC Media/Film Studies GCSE / A Level
Skills/Attributes	Effective interpersonal skills Sound organisational skills Excellent classroom skills Appropriate ICT skills Ability to plan and communicate schemes of learning Ability to work successfully as part of a team and develop good practice in English	
Personal Qualities	Ability and willingness to work to get the best from all students Commitment, enthusiasm and energy Commitment to own personal and professional development Willingness to be involved in the wider life of the school community Willingness to develop own classroom skills.	





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

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

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: [insert link to school's current policy](#).

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 13 June 2023 with applications to be received by 12 noon on Wednesday 28 June 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.

Should you be interested in the Head of Year role please specify this on the application form. The job description for this role is available from Jane Howse at jane.howse@johnmason.oxon.sch.uk

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

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

We look forward to receiving your application.

