



John Mason School

Abingdon Learning Trust

Higher Level Teaching Assistant
RECRUITMENT PACK

8 March 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:

Higher Level Teaching Assistant
(Learning Support)

AT:

John Mason School

SUMMARY OF ROLE:

SEN and teaching interventions,
including leading on access
arrangements

COMMENCEMENT:

As soon as possible

CONTRACT TYPE:

Permanent, part-time

SALARY:

Grade 8, point 18 - 23

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

Key Roles:

- To co-ordinate the provision of support for students with SEN needs outside of mainstream classrooms.
- To be responsible for planning, preparing and delivering targeted study support interventions for small groups and individual students in Key Stage 3 & 4.
- To be responsible for teaching English and maths to small groups of students under the direction of the Director of Faculty.
- To coordinate the provision of appropriate intervention programmes for targeted Key Stage 3 & 4 students.
- Establish productive working relationships with students, acting as a role model and setting high expectations for what they can achieve.
- To complement the professional work of teachers by taking responsibility for further agreed learning activities and providing assistance in the classroom.
- To monitor the effectiveness of the interventions so that impact can be measured and developed appropriately.
- To organise and test students in Y7 for access arrangements using Lucid Exact.
- To support teachers with the requirements of access arrangements and evidencing normal ways of working.

Key Tasks

- Assess the needs of students and use knowledge and skills to support students' learning including access arrangements for students
- Select and prepare resources necessary to lead learning activities, taking into account students' learning needs.
- Deliver appropriate learning based interventions to individuals and small groups of students.
- Record assessments and monitor progress systematically, and provide evidence of range and level of progress and attainment.
- Provide meaningful feedback to students in order to improve their progress and learning.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate **evidence**.
- Work within the school's consequence system to manage behaviour constructively.
- Contribute to reviews of students on the SEN register, and implement strategies outlined on Student Profiles.
- Provide key worker support to students with high needs, including liaising with parents.



- Provide TA support in lessons as needed.
- Support the development and effectiveness of the team, within the overall Learning Support department.
- Establish constructive relationships with other agencies/professionals where appropriate in order to support the learning and progress of students.

General Whole School Responsibilities

- Attend weekly morning briefings.
- Attend Faculty and Learning Group meetings.
- Attend INSET days and additional training as appropriate.
- Read and respond to school bulletins/staff room notices.
- Check notice board and email daily.
- Comply with all school policies on child protection, health & safety, confidentiality and data protection.
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines.
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

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

<p>Qualifications/Training and Experience</p>	<ul style="list-style-type: none"> • Hold relevant HLTA training qualification or relevant experience • Graduate educated (desirable) • High level of general educational achievement and evidence of continuing training beyond school level • Experience of working with young people and with young people with learning needs • Experience managing a busy workload independently • Experience of delivering interventions to support vulnerable learners
<p>Knowledge/Skills</p>	<ul style="list-style-type: none"> • A real enthusiasm for working with young people and helping them to succeed • Ability to interact confidently with students and staff • Excellent numeracy and literacy skills • An understanding of the importance of professional confidentiality • Willingness to assist with practical tasks when necessary e.g. with physically impaired students • Ability to support specific subject areas • Ability to understand and differentiate the secondary school curriculum • Ability to use ICT effectively to support learning • Good organisational skills • An interest in your own personal development
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • Professionalism • Calmness • Empathy • Enthusiasm • Flexibility • Initiative • Excellent team work/support of peers • Excellent organisational and interpersonal skills • Energy and ideas, creative, solution focussed approach • A genuine liking for young people, tact, sensitivity and willingness to be an advocate for young people with SEND
<p>Safeguarding and Wellbeing</p>	<ul style="list-style-type: none"> • A commitment to safeguarding duty and promoting children’s wellbeing in accordance with school guidelines • A commitment to support the School Leadership Team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community • To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community • Desire to take on further/advanced Safeguarding training and responsibilities (desirable) • Evidence of CPD undertaken in this area (desirable)





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.

The appointment is for as soon as possible and is part-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.johnmason.oxon.sch.uk/assets/JMS-SafeguardingPolicy-2022-2023.pdf>

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 8 March 2023 with applications to be received by 12 noon on Tuesday 21 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.

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.

