



John Mason School

Abingdon Learning Trust

DEPUTY HEADTEACHER
RECRUITMENT PACK

July 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:

AT:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

Deputy Headteacher

John Mason School

1 January 2024

Permanent, Full-time
Leadership

£67351 - £74283 (Based on 2022 values
with new award pending for 23/24)

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
- Determined 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 from the HEADTEACHER

John Mason School is an oversubscribed 11-18 comprehensive school in the riverside town of Abingdon. The school offers a broad and balanced curriculum, reflecting the desire to ensure all students benefit from a wealth of learning experiences across their education. In this role we are looking for a highly ambitious, committed and dynamic professional to ensure that the potential of this opportunity-rich curriculum is achieved. The successful candidate will have a commitment to high quality teaching, learning and assessment developed through inspirational continuing professional development for all staff.

The school 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. The successful candidate will share our passion for teaching students the skills they need to become successful independent learners, developing their ability to work effectively in teams and cultivating a love of learning illustrated by excellent progress, no matter the starting point.

We are committed to the well-being of our community, both staff and students. We know that teachers perform when they are given a sense of autonomy but find support as part of a team and we aim to strike this balance by fostering a supportive environment where professional development and collaborative working are at the heart of success.

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 have high expectations of our students to help create the climate in which they can thrive. We expect the best of our teachers; they must be passionate about their subjects and committed to continuing to improve, continuing to learn from their own experiences, and becoming ever improving practitioners.

John Mason sits at the heart of the Abingdon community. The school is one of three comprehensives in the town, and we work closely together within our Trust family of schools, and as part of the OX14 Partnership. 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.

This job provides an exciting opportunity to make a mark as we drive towards becoming a better school for the students and community we serve, providing them with an education they will cherish. I look forward to hearing from you and discussing the role further.

Alastair West



DESCRIPTION

PURPOSE

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Modeling the values of the school in all aspects of their professional life
- Putting the students at the heart of everything the school does
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Supporting further alignment between the schools and collaborative activity in the Trust
- If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governors and Trust executive
- The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

This job description links to the National Standards for Headteachers (2020) and the Teaching Standards (2011). The Deputy Headteacher will be expected to: Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct; Build positive and respectful relationships across the school community; Serve in the best interests of the school's pupils.

DUTIES AND RESPONSIBILITIES

School culture and behaviour

Under the direction of the Headteacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish and enhance curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.



Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and executive, and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload and wellbeing
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented.

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, and support and challenge from the Trust executive, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations.



Person

SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
1. Qualifications and experience	<ul style="list-style-type: none"> • Degree and QTS. • Experience at senior leadership level. • Evidence of whole school responsibility and successfully implementing strategies which address whole school issues that impact positively on progress of students. • Continuing professional development and enquiry, including current teaching and learning pedagogy. • Rapid school improvement in a recent setting, either with a focus on inclusion, curriculum, or similar. • Effective data handling and impact of strategy on outcomes for students. • Line management of middle leaders with proven ability to develop and hold to account. 	<ul style="list-style-type: none"> • NPQSL, NPQH or further academic study.
2. Competences/ Skills	<ul style="list-style-type: none"> • Excellent teacher: passionate about teaching and learning pedagogy and a willingness to continue to learn. • Understands inclusion and effective inclusion strategies. • A thorough knowledge and understanding of the SEND Code of Practice. • Strategic thinker and forward planner with attention to detail. • Gifted communicator and engaging speaker. • Able to hold people to account with clarity. • ICT skills. • Administratively efficient; excellent literacy and numeracy. 	<ul style="list-style-type: none"> • Financial efficiency and budget handling to ensure value for money.
3. Personal Qualities	<ul style="list-style-type: none"> • The ability to form excellent trusting relationships with students, parents and staff. • Clear and well understood leadership and management philosophy, compatible with school ethos, and modelling high expectations at all times. • Willingness and ability to overcome obstacles. • Moral purpose and social conscience. • Warmth, compassion and understanding that creates a climate of trust and mutual respect. 	





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 January 2024 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](#).

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 4 September with applications to be received by 9am on Monday 18 September 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. Further information about working as part of Abingdon Learning Trust can be found here: [Work For Us - Abingdon Learning Trust - Collaboration](#)

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements. Interviews are expected to be held on Monday 25 September.

If you are interested in this role, please contact Alastair West, who will be leading John Mason School as Headteacher from September, for an informal discussion about the role and an opportunity to answer any questions. Please contact Alastair by email at alastair.west@johnmason.oxon.sch.uk or by phone on 07702 091013.

We look forward to receiving your application.

