



John Mason School

Abingdon Learning Trust

HEADTEACHER RECRUITMENT PACK

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

AT:
COMMENCEMENT:
CONTRACT TYPE:
SALARY:

John Mason School
1 September 2023
Permanent, Full-time
Leadership
Group 6
£83,956-£97,256

Letter from the CHAIR OF LOCAL GOVERNORS

Dear Prospective Headteacher,

We are delighted that you are interested in coming to join us as Headteacher of John Mason School. This is a great opportunity for a talented, committed and highly effective leader, who understands school improvement, with the skills and expertise to lead the capable and qualified staff team.

We have wonderful, enthusiastic students who are keen to learn and a supportive parental community. Being part of Abingdon Learning Trust provides opportunity to work with the Heads and staff of the other schools, and you will have the support of the Trust executive and central team.

The outgoing Headteacher and staff have worked hard to build on the 2019 Ofsted report, and we are now looking for someone who will be able to lead the school into its next phase. The national backdrop to education is currently challenging and unclear, nevertheless, we want the very best quality of education at the school and our new Headteacher will keep all students' education at the heart of decisions and actions, despite the myriad distractions.

You can be assured that you will have the full support of the governing board.

If you are someone who enjoys opportunity and challenge and are ready to lead John Mason School into an exciting and successful future, we would welcome an application from you.

We look forward to meeting you.

Mr 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 which makes for a competitive community environment. Whilst our schools compete against each other, we also work together, as part of the OX14 Partnership, and obviously within our Trust family of schools. We have a joint sixth form (JMF6) with Fitzharrys School which is half a mile away, and the headteachers have joint accountability for standards and outcomes in JMF6.

We offer a broad and rich curriculum, with four languages, including Mandarin, on offer, as well as academic rigour through all subjects, resulting in a high take up of facilitating subjects at A level. We have focused hard on reading and literacy across the school, to enable our most disadvantaged pupils to access the curriculum with their peers. Similarly, we have focused on inclusive approaches to learning, to enable those pupils with SEND to make better progress than before. However, these pupils still need more from us; the new headteacher must have the highest expectations about what our young people are capable of, and a moral imperative that this will be delivered for all.

This is an exciting opportunity to lead a vibrant school community. The staff are hardworking and dedicated to the children in our care, driven by pride and a sense of belonging. We have a Trust Director of Research and Teacher Development, who ensures we are research informed, and that our staff continue to have access to high quality development opportunities.

The school is ready to reshape its vision and values with the new headteacher; they will give you their hard work, energy, and loyalty. In return, they seek a knowledgeable, experienced, and compassionate leader who understands the difference that our children can make in the world.



Job

DESCRIPTION

The Headteacher is the lead professional in the school. Working with the Local Academy Board (LAB) and the Senior Leadership Team, the Headteacher will provide professional vision, leadership and direction for the school, and ensure that it is managed and organised to meet its aims and objectives.

Headteacher

PRINCIPAL ACCOUNTABILITIES

- inspiring the entire school community;
- modelling the values of the Trust in all aspects of their professional life;
- putting the students at the heart of everything the school does;
- leading with a clear vision, direction and plan for students and staff;
- setting high standards for a safe, productive, diverse and inclusive learning environment that allows for continuous improvement of each student's experience;
- evaluating the school's performance, identifying, reporting, and then acting on further priority areas to strengthen its approach;
- promoting excellence, equality, and high expectations so that every student is treated as an individual and able to develop their full potential and leave the school with a love of learning, ready for their next steps;
- communicating positively and effectively to all stakeholders;
- leading the development and support of all staff while nurturing wellbeing;
- managing staffing and financial resources;
- supporting further alignment between the secondary schools and collaborative activity in the Trust;
- continuing to develop as an outward facing school in its community; and
- working effectively with the school's local academy board, Trust executive and governance.

The Trust's Scheme of Delegation lists the authority vested in the Headteacher and can be viewed [here](#): [Scheme of Delegation roles and responsibilities](#) and [ALT Scheme of Delegation](#).

The key role of the Senior Leadership Team in policy and decision-making processes is vital. All members will have their own specific areas of responsibility. The final responsibility and accountability, however, lies with the Headteacher.

This job description links to the National Standards for Headteachers (2020) and the Teaching Standards (2011).



Leading Learning

- Ensuring the development and maintenance of structured education environments, and appropriate staff development, for effective learning and teaching, for good behaviour and discipline, and for pupils' moral, spiritual, social and cultural development.
- Devising and implementing systems to monitor and evaluate the quality of education, including pupils' achievements; teaching and learning; and the curriculum and assessment.
- Developing and implementing strategies to secure improvements in the educational experience and standards achieved by pupils.

Leading People

- Take the lead in working with the LAB to establish a clear vision and strategy for the next phase of the school's development and ensure this is clearly articulated, shared and acted upon by the school community via an effective Development Plan.
- Building high performing teams across the school to meet the school's values, aims and objectives.
- Ensuring sound leadership and management practices throughout the school in which all are clear of their roles and responsibilities.
- Ensuring professional development activities for all staff and self are linked to individual, school needs through Appraisal/Performance Management, review and evaluation activities and the school's improvement plan/s.
- Planning, allocating, supporting and evaluating work carried out by teams, individuals and self.
- Responsibility for all appraisal/performance management arrangements.
- Encourage pupil involvement in decision making about their school.
- Managing and enhancing relationships with pupils, staff, parents, the community, the Trust executive and wider Trust governance.
- Liaison with representatives of teacher organisations.

Leading Policy

- Providing a clear and soundly based vision, ethos and direction that promotes and supports pupils' learning and their spiritual, moral, cultural and social development.
- Ensuring an educational direction for the school and defining the values, aims and objectives to secure it.
- Ensuring the development of school policies which support the schools' values, aims and objectives, set within the policy framework of the Trust.
- Ensuring that the management, finance, organisation and administration of the school support the values, aims and objectives.
- Ensuring the school's improvement plan/s identify appropriate priorities and targets for improvement and relate to overall financial planning.
- Communicating the school's values, aims and objectives internally and externally.
- Devising and implementing systems for monitoring, evaluating and reviewing policies, priorities and targets of the school.
- Establishing monitoring systems so that reviews and evaluations on the efficiency and effectiveness of the school take place.
- Ensuring effective links between the school and parents and with the local and wider community.

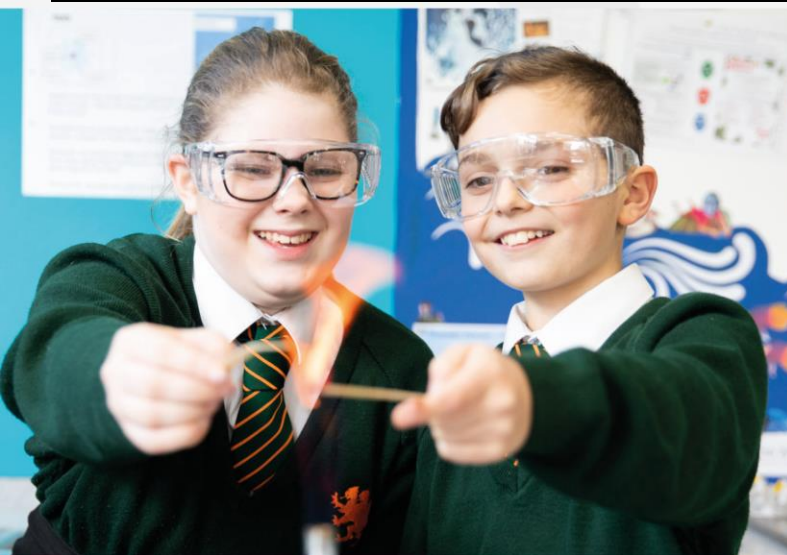
Managing resources

- Working with Local Governors, senior staff and Trust colleagues to recruit and select teaching and support staff.
- Ensuring effective and efficient use of staff, accommodation and learning resources.
- Ensuring the effective and efficient management and organisation of resources, including the school's budget and staff development.



Person SPECIFICATION

		Essential	Desirable
1.1	Honours Degree or equivalent experience.	/	
1.2	Qualified teacher status	/	
1.3	Further professional qualifications such as NPQH		/
1.4	Post-graduate academic study		/
2.1	Sound knowledge and understanding of recent education legislation and its impact on school development	/	
2.2	Sound knowledge of both the National Curriculum and the latest Ofsted framework	/	
2.3	Sound knowledge of the statutory, financial and budgetary processes required in the management of a school including best value measures and sector benchmarking	/	
2.4	A sound knowledge, experience and enthusiasm for curriculum leadership and development, including a clear grasp of recent changes and the opportunities that the wider curriculum provides for all pupils	/	
2.5	Sound knowledge of the principles and practice of quality assurance systems, including school review, self-evaluation and performance management	/	
2.6	Knowledge of the primary phase of education and effective transition		/
2.7	Detailed understanding of the post-16 school sector, including funding and destinations	/	
3.1	Proven ability to articulate a coherent vision and formulate a plan (that sets high standards for every student) for the school, addressing the needs and aspirations of the school and the community in order to achieve excellence	/	
3.2	Proven ability to develop and sustain an effective staffing structure for the school and to delegate tasks appropriately, monitoring their implementation	/	
3.3	The skills to ensure the successful management and implementation of change, through the systematic and rigorous self-evaluation of the work of the school	/	
3.4	The skills to acknowledge excellence and challenge poor performance across the school	/	
3.5	Proven ability to establish and maintain collaborative working with a wide range of other professionals, to enhance the education of all pupils	/	
3.6	Proven ability to prioritise, plan, and organise yourself and others effectively	/	
3.7	Highly effective communication skills, including the ability to negotiate and influence, and to maintain effective working relationships	/	
3.8	Proven ability to identify and support own professional development needs and those of staff		/
3.9	Proven ability to appreciate new technology and understand its usefulness within an educational environment	/	
3.10	Proven ability to think creatively to anticipate and identify problems / needs and construct solutions	/	
4.1	Proven and demonstrable awareness of the principles of, and commitment to, the promotion of equality of access, inclusion, diversity, for both staff and children, with positive impact	/	
4.2	Proven ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment for pupils and students	/	
4.3	Ability to maintain perspective and manage oneself when 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).

The appointment is for 1 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 [JMS-SafeguardingPolicy-2022-2023.pdf](#) (johnmason.oxon.sch.uk)

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 20 February 2023 with applications to be received by 12 noon on 9 March 2023.

If you wish to informally visit the school, please contact Abingdon Learning Trust Central Team on 01235 200239 or recruitment@abingdonlearningtrust.org

To apply, an application form and applicant monitoring form should be downloaded from [Current Vacancies - Abingdon Learning Trust - Collaboration](#), 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 are planned for 20 and 21 March 2023.

Please do contact Sarah Brinkley, Director of Education, by email/phone sbrinkley@abingdonlearningtrust.org or on 07961655587, for an informal discussion about the role.

We look forward to receiving your application.

