



John Mason School

Abingdon Learning Trust

SEND Manager
RECRUITMENT PACK

September 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:

SUMMARY OF ROLE:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

SEND Manager

John Mason School

To provide vital management support to the Learning Support department as well as working operationally as an HLTA within the wider school

ASAP

Permanent, part-time

Grade 10, point 27-30

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

- Timetabling and line management of Teaching Assistants.
- Work closely with the SENCo to ensure a coherent and consistent support offer is available and effectively accessed by learners from first point of contact until the student leaves the school.
- Liaison with SEND parents.
- Development of Educational Health and Care Plans (EHCP) as appropriate with the SENCo.
- Management and implementation of the Annual Review Process for students with an Educational Health and Care Plan. This includes chairing the meetings, and checking all paperwork both before and after the meeting.
- Apply for and maintain a record of all top up funding for the EHCP students.
- Co-ordinate the provision of Teaching Assistants in support of exam concessions for assessments, PPES and public examinations.
- Management and co-ordination of intervention programmes delivered within the SEN department as directed by SENCo.
- Attending Local Authority SEN panels as appropriate to monitor new student EHCP's and ensure funding agreed for EHCP's at panel reflects appropriate support costs.
- Liaison with external agencies as appropriate in the support of SEND students including, but not limited to: Educational Psychologist, Local Authority, etc.
- Working with the SENCo to facilitate the co-ordination and further development of the range of learning support services and individual programmes to improve access opportunities for learners.
- Day to day management of issues, this can include students, staff, and parents.
- Responding to staff cover issues to ensure limited impact on learning.
- Supervision of Learning Support room to ensure area is staffed at all times. Including supervising over the break times.
- Ensuring adequate training and staff development needs are met with the ambition to evidence that all members within the team have the opportunity to demonstrate outstanding performance and contribution within the SEND provision.
- Employ effective management techniques within the staff team where improving quality and addressing under-performance needs arise.
- Delivering training to all members of the school community relating to; the specialist provision, whole school approach to SEND responsibilities.
- Complete all required training as directed by the school, in relation to Safeguarding, Health and Safety, Equality and Diversity at work, etc.
- Undertake any other duties as directed by the SENCo or by delegated authority.



Personal Attributes:

- Microsoft Office skills
- Excellent communication skills, both written and oral
- Exceptional organisation skills – able to prioritise workload
- Ability to identify student and parent needs quickly and deal with queries
- Reliability, tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Able to work independently but also as part of a team
- Flexible approach to working and a good team player
- A role model to peers

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

Knowledge and Experience		Essential	Desirable
1.	Experience of working in a school	✓	
2.	Relevant qualification or experience	✓	
3.	Experience of working with professionals, parents/carers and young people in a work, voluntary or domestic setting	✓	
Skills and Abilities		Essential	Desirable
4.a	Minimum Grade C GCSE in English and Mathematics	✓	
4.b	Level 3 qualifications (A levels/Diploma etc)		✓
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	✓	
Personal Qualities		Essential	Desirable
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 Oxfordshire County Council's Support Staff pay and conditions.

The appointment is for as soon as possible and is a permanent and part-time contract. 36.5 hours per week, term time only plus 5 INSET days.

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 Friday 15 September 2023 with applications received by 12 noon on Monday 2 October 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 jhowse@johnmason.school or 01235 466054 for an informal discussion about the role.

We look forward to receiving your application.

