



# John Mason School

## Abingdon Learning Trust

**SUBJECT LEADER - MUSIC  
RECRUITMENT PACK**

May 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:**  
**TLR:**

Subject Leader - Music  
John Mason School  
Subject Leader – Music/Classroom  
Teacher  
September 2023  
Permanent, full-time  
TPS or UPS if post threshold  
2(1)

# 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.



## DESCRIPTION

### JOB PURPOSE

1. To extend the leadership of the Headteacher
2. To lead the teaching and learning of the Music Faculty within the school, in accordance with school and Faculty policies
3. To develop an effective, consistent and inspiring faculty, with an exciting, thriving extra-curricular offer

### OBJECTIVES

To be accountable for:

- Raising standards of student achievement in Music at all levels
- Fostering students' enjoyment and satisfaction in the study of Music

### PRINCIPAL RESPONSIBILITY AREAS

#### A. Teaching and Learning

- A1 Monitor the quality of teaching and learning in the Faculty through regular monitoring and evaluation, including lesson observation, work scrutiny, SEF, QA, and any other appropriate means.
- A2 Plan, monitor, review and implement the delivery of an appropriate, personalised curriculum that meets the needs of all learners, supports the school's values and drives forward whole school development priorities.
- A3 Plan, monitor, review and implement schemes of learning, ensuring that lesson planning meets the needs of all learners.
- A4 Lead on best practice and current pedagogy, to ensure that all teachers engage learners actively, and that teaching addresses cross curricular themes (e.g. literacy, I.C.T., citizenship)
- A5. Ensure that effective cover work is set when staff are absent, in line with school policy.

#### B. Achievement and Standards

- B1 Ensure that teachers set challenging targets for students.
- B2 Evaluate and track student progress through the use of assessment and regular analysis of data.
- B3 Report on the progress and attainment of learners to the Headteacher, SLT, governors and Raising Achievement Panels, as required. (Including analysis and reporting of exam results)
- B4 Plan, deliver and measure the impact of intervention activities for students who are underachieving in liaison with SLT, Key-Stage directors, tutors, SENCO and any other appropriate agencies or personnel.
- B5 Ensure effective communications with parents and carers.
- B6 Ensure that appropriate moderation and standardisation of assessment takes place at all levels, so that data is robust; ensure that teachers submit data punctually and in line with school or consortium arrangements.



- B7 Liaise with the school's Exams Officer to ensure that all students are entered for the appropriate examination and exam tier, and that any information regarding exam entries or exam requirements is effectively communicated to students, teachers and parents.

### C. Personal Development and Wellbeing

- C1 Ensure that appropriate support and direction is given to all students through assessment for learning, and that appropriate information, advice and guidance is given about the opportunities and progression within the subject and its place in the wider world.
- C2 Develop opportunities for students to extend their learning e.g. through trips, visits and extra curricular activities and competitions.

### D. Community

- D1. Ensure subject representation at Consortium meetings, including 16-19 Choices Evening.
- D2. Ensure that the subject contributes to the community learning offer, at least every two years.
- D3. Produce effective and inspiring publicity materials as required, e.g. Options Booklet.

### E. Leadership and Management

- E1. Lead the strategic direction of the subject, in line with whole school priorities, including writing, costing and reviewing development and action plans.
- E2. Liaise with other Directors, SLT and Governors to meet the aims and SDP objectives of the school and the subject, including taking an active part in middle leader meetings.
- E3. Monitor and ensure the consistent application of whole school policies and systems within the Faculty, and challenge underperformance.
- E4. Lead and support the professional development of all staff within the subject, in accordance with the school's Performance Management Policy, including induction of new staff.
- E5. Monitor the health and well being of the team, intervene and refer where appropriate to support the needs of colleagues.
- E6. Manage the deployment of subject staff, ensuring that teachers' loading is balanced and meets the needs of all learners.
- E7. Contribute to the appointment of staff.
- E8. Manage the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities.
- E9. Manage the deployment of peripatetic music teachers.
- E10. Ensure an inspiring and safe learning environment.
- E11. Lead by example, creating a positive ethos and modelling high standards of professional
- E12. behaviour.

To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.

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

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours degree in Performing Arts or directly related subject</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• MA / further qualification relating to Performing Arts</li> <li>• MA / further qualification relating to educational pedagogy</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner</li> <li>• Knowledge of current curriculum developments in subject and their implications</li> <li>• Good knowledge and understanding of current educational thinking</li> <li>• Proven ability to use intervention strategies to raise attainment in learners</li> <li>• Ability to inspire and motivate others</li> <li>• Ability to use data to track and monitor student learning and achievement</li> <li>• Interactive use of ICT systems for teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• High levels of literacy skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least two years successful teaching within Music and/or Performing Arts</li> <li>• Excellent record of student performance in public examinations</li> <li>• Leadership experience</li> <li>• Proven track record in raising standards and achievement</li> <li>• Significant record of contribution to extra-curricular activities</li> <li>• Experience of implementing and monitoring rigorous procedures around the health and safety of students in Performing Arts environment</li> </ul>	
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to personal CPD</li> <li>• Ability to lead the development of others</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A passion for education and making a difference</li> <li>• Excellent communicator</li> <li>• Effective team leader / member</li> <li>• Drive and determination</li> <li>• Ambition</li> <li>• Energy, enthusiasm, sense of humour</li> </ul>	







QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY



# Terms of APPOINTMENT

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

**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:

<https://www.abingdonlearningtrust.org/information/safeguarding/#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 Wednesday 3 May 2023 with applications to be received by 12 noon on Thursday 18 May 2023. Should a suitable candidate be identified before the closing date, the vacancy may be closed early.

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](mailto:recruitment@abingdonlearningtrust.org).

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

Please do contact Mr Chris White, Director of Maths, Computing and Music on [chris.white@johnmason.oxon.sch.uk](mailto:chris.white@johnmason.oxon.sch.uk) for an informal discussion about the role.

**We look forward to receiving your application.**

