



John Mason School

Abingdon Learning Trust

Teaching Assistant
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:

SUMMARY OF ROLE:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

Teaching Assistant

John Mason School

Supporting all students in the classroom
and running structured interventions

September 2023

Permanent, part-time

Grade 6, point 8 – 13

£11.81-£12.93 per hour

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

Support for Students

- Supporting students in lessons as directed by main class teacher
- Scaffolding work both for lower and higher ability students, for example:
 - Simplifying/extending vocabulary
 - Explaining and interpreting work given by the teacher
 - Suggesting ways of tackling the task
 - Providing simplified/extended versions of work
 - Breaking down tasks into appropriate chunks
 - Supporting inclusive classroom practices
- Encouraging students to start work; giving initial help if necessary
- Boosting the confidence of students in the class who may be struggling or need extending but who are reluctant to ask for help
- 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
- Being a supportive listener when required and passing on relevant concerns to SENCO, Director of Key Stage or Designated Safeguarding Lead
- Reviewing SEND Pupil Profiles
- Working with guidance, within an agreed system of supervision, to deliver interventions with individuals/groups, in or out of the classroom.
- Assisting the teacher in the whole planning cycle and the management/preparation of resources.

For Specific Students

- Note-taking as help for homework or in class if speed is needed
- Highlighting key words, points, passages etc.
- Helping higher ability students to develop answers fully and understand high end assessment objectives
- Liaising or meeting with outside agencies and attending review meetings for students
- Assisting with test/exam concessions e.g. as reader, scribe, etc.
- Being involved in reviewing and monitoring of progress



- Reading student profiles for all SEN students, and using the strategies suggested; being aware of the outcomes planned for these students and supporting the student in working towards achieving them
- Delivering interventions

Support for Teachers

- Ensuring teachers know who you are (new TAs or TAs in new context)
- Assisting teachers with scaffolding learning for all of the ability range
- Discussing lesson content and objectives with specified faculty
- Following direction of teacher to support small groups in the classroom
- Supporting the teacher with behaviour issues using the School Behaviour Policy
- Completing administrative work for the Learning Support Team or wider teaching staff

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

General Duties

- Attending Monday after school meetings weekly (until 4.30 p.m.)
- Reading school bulletins/staffroom notices
- Checking information boards and pigeon holes daily
- Checking email throughout the day
- Attending Inset and training as appropriate
- To contribute fully to the school’s safeguarding policy and procedures and attend regular safeguarding training

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description



Person

SPECIFICATION

Qualifications/Training and Experience

- 5 plus GCSE (essential) qualifications and A Level or Level 3 (desirable)
- Graduate educated (desirable)
- High level of general educational achievement and evidence of continuing training beyond school level

Knowledge/Skills

- Experience of working with young people
- A real enthusiasm for working with young people and helping them to succeed
- Ability to interact confidently with students and staff
- Good verbal and written communication skills
- An understanding of the importance of professional confidentiality
- Willingness to assist with practical tasks when necessary e.g. with physically impaired students

Personal Characteristics

- Ability to support specific subject areas
- Ability to understand and differentiate the secondary school curriculum
- Good IT skills
- Good organisational skills
- An interest in your own personal development
- Professionalism
- Calmness
- Empathy
- Enthusiasm
- Flexibility
- Initiative
- Excellent team work/support of peers
- 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
- 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)

Safeguarding and Wellbeing





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 September and is part-time, and a permanent. 33½ 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 on Tuesday 4 July 2023 with applications to be received by 12 noon on Thursday 20 July 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.

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.

