



John Mason School

Abingdon Learning Trust

Student Support Officer
RECRUITMENT PACK

July 2024



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:

SUMMARY OF ROLE:

Student Support Officer

John Mason School

September 2024

Permanent. 37 hours per week, term time only plus 5 INSET days

Grade 8, point 18-23

To help address any pastoral needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential.

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

Job Purpose:

1. To help address any pastoral needs of students who require assistance in overcoming barriers to learning order to achieve their full potential.
2. To work with students, parents/carers, staff and other agencies to bring about improved behaviour and attendance at school.
3. To promote positive attitudes from students and families towards education to ensure students benefit fully from the opportunities available to them.
4. To provide intervention strategies to students who experience barriers to their learning.
5. To promote high attendance and other positive behaviours for learning.
6. To work with identified vulnerable students and any others requiring support.

Relationships:

The post-holder reports to Head of Year.

The post-holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning at John Mason School.

Key Responsibilities:

Mentoring/Pastoral Responsibilities

- Be part of the Pastoral Team, who are the first line of communication for parents/carers, staff and students concerning pastoral issues.
- Contribute to the mentoring/coaching of students with behavioural issues that affect their academic performance.
- Liaise with outside agencies as the need arises.
- Take a lead role in promoting social, emotional and mental health and ensure all necessary training is up-to-date.
- Promote regular attendance and punctuality, actively dealing with both and working to reduce any gaps in attendance e.g. between PP / SEND and non-PP / SEND students.
- Support assemblies.
- To liaise with (line manager) and Assistant Headteacher for Connectedness and Values in relation to implementation of agreed sanctions including first contact with parents.
- On-call support to teaching staff.



- Monitoring on call “hot spots” and carrying out spot checks, supporting in lessons when appropriate.
- Offering support to students with welfare problems, through discussion, practical resolutions and where necessary arranging support from the school counsellor.
- Liaise with parents/carers.
- The preparation of detailed reports of behaviour issues.
- To deal with day-to-day operational issues associated with students.
- To organise work for excluded students or students in M6.
- To manage students on report at the appropriate level.
- Deal with and support students who have an issue in more than one subject across the school.
- Exam invigilation where appropriate.
- Planning for and delivering timetabled intervention activities to support positive behaviour and re-integration, monitoring the impact of these.
- Supervision of students during break and lunchtimes.
- Supervision of students who have been withdrawn from lessons, discussing issues and offering support.
- Act as a First Aider.

Administrative and Record Keeping Duties

- To be responsible for ensure student record files are maintained, secured and processed correctly in line with GDPR requirements.
- To support staff in ensuring behaviour documentation and records are kept and processed appropriately.
- Ensure all dealings remain confidential and consideration given to all parties.

General Duties

- To maintain the highest standards of personal appearance.
- To seek development opportunities in order to improve performance.
- To act as professional and positive ambassador for the school in order to support our ethos and values.
- To adhere to the school’s Child Protection and Safeguarding procedures.
- To ensure confidentiality to protect the integrity of the organisation and its people.
- To carry out such duties as may reasonably be required from time to time.
- Being aware of, and upholding the school’s policies and procedures, and when appropriate contribute to the development of them.
- Being aware of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate in line with Safeguarding Policy.
- To undertake duties elsewhere within the Pastoral Team when required.
- To ensure a safe working environment in accordance with Health and Safety Regulations.
- To attend appropriate training events and meetings as required.
- To attend meetings as required e.g. Pastoral, SLT, whole staff meetings, student reviews, as appropriate.
- To attend Parents’ Evenings as required.

Person

SPECIFICATION³

Relevant Experience		Essential	Desirable
1	Working with children, young people, parents and families within an educational context	✓	
2	Working as part of a team, as well as on your own initiative	✓	
3	Working with professionals from other agencies and in multi agency context	✓	
4	Recent experience of working in a secondary school	✓	
Education and Training		Essential	Desirable
5	GCESs at grades 9 to 4 (A* to C) in English and maths	✓	
6	Other relevant qualifications such as mentoring/coaching qualifications		✓
General and Special Knowledge		Essential	Desirable
7	Knowledge of agencies that complement the work of schools		✓
8	Knowledge and use of Bromcom		✓
Skills, Attributes and Experience		Essential	Desirable
9	Ability to relate well to children and adults	✓	
10	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
11	Ability to work independently	✓	
12	Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
13	Understanding of importance of confidentiality and to maintain confidentiality in your work	✓	
14	Excellent organisational, communications and interpersonal skills	✓	
15	Ability to demonstrate emotional intelligence when dealing with challenging situations	✓	
16	Ability to remain calm under pressure and deal with challenging situations	✓	
17	Ability to adapt to changing demands and conditions	✓	
18	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓	





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 2024 and is 37 hours per week including half an hour unpaid lunch – Monday 8.00 a.m. to 4.00 p.m. and Tuesday – Friday 8.30 a.m. to 3.30 p.m., term-time only plus five INSET days 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. Our policy on the employment of ex-offenders can be found [here](#).

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 Wednesday 10 July 2024, with applications to be received by 12 noon on Friday 19 July 2024.

Applications should be submitted online through our recruitment portal [My New Term](#)

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

Interviews will take place on application. Should a suitable candidate be identified before the closing date, the vacancy may be closed early.

For further details of our recruitment process, please visit [our website](#).

We look forward to receiving your application.

