



John Mason School

Abingdon Learning Trust

Teaching Assistant
RECRUITMENT PACK
March 2026



John Mason School
OPPORTUNITY | RESPECT | DETERMINATION

About

ABINGDON LEARNING TRUST

At Abingdon Learning Trust, our vision is to nurture curiosity, ambition, resilience, and courage. We support a deep-rooted compassion for others and our world, enabling choices and opportunities for a happy and successful life. This vision encompasses every child, pupil, student and member of staff.

Why Work for Us? At Abingdon Learning Trust, we believe that our people are our greatest asset. We are dedicated to creating an environment where every member of staff feels valued, supported, and inspired to achieve their best.

A People-Centric Culture. We are passionate about making a positive difference in the lives of children and young people. Our inclusive culture embraces equality and diversity, ensuring that everyone is treated with fairness, dignity and respect. You will be part of a community that values your unique contributions and supports your professional growth.

Empowered Local Leadership. We trust our local school governors and leaders to make the best decisions for their schools. This means you will have the autonomy to innovate and tailor your approach to meet the needs of your students and community. Each school within our Trust has its own unique ethos, yet we all share the same core values.

A Long-Term Vision. We are focused on preparing the next generation for the future. Our long-term view goes beyond immediate test and exam results, emphasising the development of skills and capabilities that will benefit our pupils throughout their lives. Join us in our mission to create a sustainable future with our net zero ambitions for 2035.

Investment in the Future. At Abingdon Learning Trust, we are committed to investing in our staff and our schools. You will be part of a forward-thinking organisation that values innovation and continuous improvement. Together, we can make a lasting impact on education and the wider community.

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:	Teaching Assistant
AT:	John Mason School
COMMENCEMENT:	As soon as possible after all safer recruitment checks have been completed
CONTRACT TYPE:	Permanent, term-time only plus 5 INSET days. 33.5 hours per week
SALARY:	Grade 6, Point 6-13 (£13.90-£15.06 per hour)

Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Committee, I would like to thank you for your interest in working at John Mason School.

If you join the school, you will become part of a school community focused on continuing an improvement journey with the ambitious goal of improving the life chances of all the learners we serve and on living our values of opportunity, respect and determination.

As governors drawn from the local community, we are committed to challenging the school to be the best it can be and united in our support of the school's staff as they take improvement plans forward and help students achieve success.

We are proud of our school and its goals; encouraged by professional development programmes that support staff and governors; and excited by the possibilities that come from a strong partnership between students, parents, staff and colleagues across Abingdon Learning Trust. I hope that you too will be inspired by the opportunities that John Mason provides.

We look forward to receiving your application

Lynn Fathers
Chair of Local Academy Committee



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 The 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 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, allowing us a broad and ambitious post-16 curriculum as well as opportunities for collaboration of teachers.

Across all year groups 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.

Key Tasks

- Assess the needs of students and use knowledge and skills to support students' learning.
- Select and prepare resources necessary to lead learning activities, taking into account students' learning needs.
- Deliver appropriate learning-based interventions to individuals and small groups of students.
- Record assessments and monitor progress systematically, and provide evidence of range and level of progress and attainment.
- Provide meaningful feedback to students in order to improve their progress and learning.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within the school's consequence system to manage behaviour constructively.
- Contribute to reviews of students on the SEN register, and implement strategies outlined on Student Profiles.



- Provide key worker support to students with high needs, including liaising with parents.
- Provide TA support in lessons as needed.
- Support the development and effectiveness of the team, within the overall English faculty.
- Establish constructive relationships with families and with other agencies/professionals where appropriate in order to support the learning and progress of students.
- Contribute to updating students' individual profiles and support plans and communicating their needs to teachers and other personnel as needed.
- Assisting with test/exam concessions e.g. as reader, scribe, etc.
- 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.

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 Whole School Responsibilities

- Attend weekly morning briefings.
- Attend Faculty and Learning Group meetings.
- Attend INSET days and additional training as appropriate.
- Read and respond to school bulletins/staff room notices.
- Check notice board and email daily.
- Comply with all school policies on child protection, health & safety, confidentiality and data protection.
- 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.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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 teamwork/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

Safeguarding and Wellbeing

- 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)





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on National Joint Council's Support Staff pay and conditions.

The appointment is permanent and for as soon as possible and term time only plus 5 INSET days (33.5 hours per week).

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/our-school/policies/>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

Person SPECIFICATION

Closing date for completed applications is **9.00 a.m. Friday 17 April 2026.**

Applications should be completed 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.

Interview date to be confirmed.

For further information, please email Jane Howse on jhowse@johnmason.school.

We look forward to receiving your application.

Polite notice to Recruitment Agencies:

Please be aware that we do not accept unsolicited applications or CVs from recruitment agencies. Any unsolicited information sent to us will not be considered, and we will not be liable for any fees related to such submissions.

