



John Mason School

Abingdon Learning Trust

Progress Manager
RECRUITMENT PACK

December 2025



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:

AT:

SUMMARY OF ROLE:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

Progress Manager

John Mason School

To support their Progress Leader in the implementation of school policies and procedures to raise achievement of pupils and improve participation, enjoyment and engagement in their learning.

As soon as possible

Permanent, term time only plus 5 INSET days and 5 additional days

Grade 9, point 23 -26 £34,434-£37,280 FTE

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

Main Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security within the school environment
- Contribute to the overall ethos/work/aims of the school and Trust
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training (including safeguarding and child protection) and other learning activities and performance development as required

Specific Responsibilities

1. Safeguarding

Act as Deputy Designated Safeguarding Lead (as and when required)

2. Behaviour and Connectedness

- To support and implement the school behaviour and connectedness policy
- Promote and develop a positive culture and ethos for the Year Group that praises and celebrates student progress and achievement, both academic and pastoral.
- To be a visible presence, supporting positive student behaviour around the school during lessons, before and after school and when required, during lunch and break time
- To provide operational management (to include but not limited to report writing, incident follow up, contact home and referrals) to an assigned Year Group(s) to enable the school to operate with a safe and calm learning environment
- To assist, encourage and empower students to identify their own issues, make choices, manage crises and resolve problems to enable students to develop the skills of managing their issues independently.
- Support leaders in the implementation of interventions and strategies to improve student behaviour and connectedness



3. Raising Achievement

- With Progress Leader(s) review outcomes from data collections to identify those pupils at risk of falling behind and identify barriers to learning and interventions that would support improved engagement – particularly those pupils who are falling behind in multiple subject areas or are vulnerable learners
- Lead on identified intervention strategies in discussion with the YG Progress Leader monitoring impact on student outcomes
- To support the delivery of programmes, which focus on students' attitudinal and academic development, as identified through relevant evaluation and improvement planning.
- To collaborate on the implementation of programmes that support identified students, working in partnership with other support and SEN staff
- Maintain regular contact with families/carers of all students but especially students in need of extra support, keeping them informed of the child's needs and progress and to secure positive family support and involvement

4. Attendance

- To support and implement the school attendance policy and procedures
- To support the implementation of interventions and strategies that improve student attendance
- Have oversight of attendance patterns including lateness and truancy for the designated YG(s) to promote positive attendance

5. Additional

- Any other duties as directed by the Trust Executive.
- Developing an understanding of trust policies and procedures, complying with their contents and raising concerns in a timely manner.
- Identify personal training needs and participate in training and performance development whenever required.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To undertake any other duties appropriate to the grade of the post.
- In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

6. 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

Criteria	Essential	Desirable
Qualifications and experience	experience of working in a busy organisation and dealing with confidential matters	5 or more GCSE's (or equivalent) at C or better, including English and Maths or extensive relevant experience
	experience of successfully working with young people (of a relevant age) and securing positive outcomes	Experience of working with young people with SEN
	ability to deal sensitively with people and resolve conflicts	
	experience of working in an educational environment	
	experience of using a range of IT packages	
Knowledge and understanding	understanding of equal opportunities issues and the need to treat all students and staff with an equal standard of care	
	understanding of Safeguarding and Child Protection	
	Understanding and use of positive behaviour strategies with pupils to encourage and secure right choices	
	Able to work effectively with parents and families - understanding of the importance of community/partner/parent agency links	
Skills & Abilities	prioritise workload of self and others, balancing different priorities	willingness to develop own understanding and capability through advice and training
	think creatively and imaginatively to anticipate, identify and solve problems, demonstrate good judgment	
	achieve challenging professional goals	
	ability to work in a team	
	ability to communicate effectively, both orally and in written form with a range of audiences	
	evidence of planning and organisational skills	
	think clearly in emergency situations	
	negotiate and consult fairly and effectively	
	ability to interpret and analyse data	
Personal Qualities	an excellent record of attendance and punctuality	
	commitment to learning	
	resilience, patience and perspective	
	set high standards and act as a positive role model for pupils and staff	
	seek advice and support when necessary	
	reliability, integrity and stamina	
	respect confidentiality	





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 for as soon as possible and is term time only plus 5 INSET days and 5 additional 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.

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 **Tuesday 6 January 2026 at 12 noon.** Although applications will be processed on arrival and should a suitable applicant be found the vacancy may close early.

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.

Please do contact Jane Howse by email (jhowse@johnmason.school) to arrange for an informal discussion about the role.

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.

