



John Mason School

Abingdon Learning Trust

SENDCO
RECRUITMENT PACK
April 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:

AT:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

SENDCO

John Mason School

September 2026

Permanent, full-time

Main Scale or Upper Pay Scale if post
threshold plus a TLR 2(3a) £8,214

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

Responsible to:	SLT Line Manager
Role Purpose:	<ul style="list-style-type: none"> To extend the leadership of the Headteacher To lead teaching and learning in the Learning Support department To provide professional leadership and management for the area of Special Needs throughout the school, including the development of policy and practice, and the effective use of resources To coordinate provision with the Assistant Headteacher, Inclusion To develop an effective, consistent and inspiring department
Role Objectives	<p>To be accountable for:</p> <ul style="list-style-type: none"> The achievement of students on the Special Needs register Fostering students' enjoyment and satisfaction in their learning The effectiveness of support and intervention for students with behavioural or learning difficulties Staff confidence and competence in providing support for SEN students
Main Responsibilities:	<ul style="list-style-type: none"> Monitor the quality of teaching and learning for SEN students and for students in Inclusion through regular monitoring and evaluation, including lesson observation, work scrutiny, SEF, QA, and any other appropriate means Plan, monitor, review and implement the delivery of an appropriate, personalised curriculum for SEN students that meets the needs of all learners, supports the school's values and drives forward whole school development priorities Plan, monitor, review and implement schemes of learning and courses, in liaison with other Directors or SLT as appropriate, ensuring that lesson planning meets the needs of all learners 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, computing) Manage behaviour and its impact on learning in Learning Support and Inclusion, in accordance with whole school policies Ensure that effective cover work is set when staff are absent, in line with school policy Set challenging targets for students using all available attainment and achievement data Ensure that students who need support or alternative provision are identified Ensure that Pupil Profiles are kept up-to-date and that these are added to and used regularly by staff, students and parents Evaluate and track student progress through the use of assessment and regular analysis of data Report on the progress and attainment of learners to the Head of School, SLT, governors and Raising Achievement Panels, as required. (Including analysis and reporting of exam results)



- Plan, deliver, record and measure the impact of intervention activities for students who are underachieving in liaison with SLT, Directors/subject leaders, Heads of Year, tutors, and any other appropriate agencies or personnel
- Ensure effective communications with parents and carers
- 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
- 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
- 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 opportunities and progression within school and beyond
- Develop opportunities for students to extend their learning e.g. through trips, visits and extra-curricular activities and competitions
- Ensure that all students are included in the social and extra-curricular aspects of the school
- Maintain links with partner primary schools, and other organisations to ensure that communication regarding student progress is effective, including overseeing the transition process for Y6 pupils.
- Encourage links with the community beyond John Mason as appropriate, e.g. with local businesses, leisure facilities, in order to enrich the curriculum
- Produce effective and inspiring publicity materials as required, e.g. Options Booklet, prospectus
- Lead the strategic direction of Learning Support department, in line with whole school priorities, including writing, costing and reviewing development and action plans
- Liaise with other Directors, SLT and Governors to meet the aims and SIP objectives of the school, including taking an active part in middle leader meetings
- Monitor and ensure the consistent application of whole school policies and systems within the Faculty, and challenge underperformance
- 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, or those with new responsibilities.
- Monitor the health and wellbeing of the team; intervene and refer where appropriate to support the needs of colleagues
- Manage the deployment of staff, ensuring that teaching assistants' loading is balanced and meets the needs of all learners
- Contribute to the appointment of staff
- Manage the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities
- Ensure an inspiring and safe learning environment
- Lead by example, creating a positive ethos and modelling high standards of professional behaviour
- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject



SPECIFICATION

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified Teacher Status • NASENCo qualification (to have or to be working towards) • Detailed knowledge of current best practice in curriculum development and inclusive approaches for students with the full range of special educational needs • Evidence of appropriate in-service training 	<ul style="list-style-type: none"> • Post-qualification additional relevant training • Whole school project management.
Knowledge, Understanding, Skills and Abilities	<ul style="list-style-type: none"> • A sound understanding of how students learn, how teachers can best teach and how to achieve high standards • Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour • High levels of communication skills both oral, written and in ICT • Experience of mentoring, supervising and supporting teams of staff and supporting their development and training • Ability to prioritise, evaluate and manage financial and human resources • Ability to relate to a variety of stakeholders, e.g. parents, other professional agencies and to work with multi-professional teams 	<ul style="list-style-type: none"> • Experience of budget management and setting • Knowledge of local agencies and services which make up the “local offer”
Leadership/ Personal Qualities	<ul style="list-style-type: none"> • A team player respected by others • An effective, flexible and enthusiastic leader, always prepared to put students’ needs first • Interest in children as individuals and in how they learn • Ability to listen and effectively communicate with a variety of audiences • Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure • Diplomacy, openness and positivity, accepting of feedback and always willing to learn • Excellent interpersonal skills, a sense of humour and a willingness to make yourself approachable to all members of the school and wider community • A “can do” positive approach • Commitment to development of own professional skills • Commitment to the principles and practice of equal opportunities 	





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

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

The appointment is September 2026 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.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 **12 noon on Tuesday 5 May 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 will be Monday 11 May 2026.

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.

All applications must be made via MyNewTerm

