



# John Mason School

## Abingdon Learning Trust

Home School Link Worker  
RECRUITMENT PACK

July 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:**

**SUMMARY OF ROLE:**

**COMMENCEMENT:**

**CONTRACT TYPE:**

**SALARY:**

Home School Link Worker

John Mason School

To support children and families facing barriers to learning, attendance, or wellbeing.

September 2026

Permanent, 37 hours per week, 39 weeks per year made of: 38 weeks term-time, plus 5 INSET days

Grade 7 point 13-17 (although Grade 8 would be considered for an experienced candidate)

# 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

### Purpose of the Role

The Home School Link Worker (HSLW) will work preventatively with families, children and the school to provide early intervention, signposting, support and guidance.

### 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

#### 2. Supporting children and families

- Develop excellent relationships with all parents/carers based on a foundation of trust and support, encouraging effective communication between the school and family.
- Actively encourage and support parents/carers to fully engage with school by attending meetings in school and with other professionals, etc.
- Help families and young people access other services, referring where appropriate
- To carry out home visits to support families and children, providing outreach support to families in line with school procedures on the basis of:
  - Needs of children and families and requests for support.
  - Priorities and needs that the school has identified.
  - Work with the SENCO to help parents/carers understand the EHCP process and other SEN issues
  - To support on-site parent and carer consultation evenings.



### 3. Working with external agencies

- Work closely with other agencies ensuring that follow-up work is done and all concerned are well informed.
- Create and implement Early Help Assessments (EHA) for identified students and their families, relating directly to their individual needs and circumstances.
- Be a “point of contact” between the school and external agencies involved in supporting students and families with the EHA, proactively initiating and establishing links with other services as necessary and maintaining positive working relationships to facilitate successful outcomes for students. This could include attendance at relevant meetings, e.g. TAF Meetings, CIN Meetings or CP Meetings.

### 4. Wider Pastoral support

- Help to improve attendance and late arrivals by monitoring and offering assistance to remove real or perceived barriers in line with the school’s policies.
- Work alongside the relevant Attendance professionals in school where required, to help improve attendance including parenting contracts.
- Support the year teams with emerging pastoral issues, as required and directed by the Progress Leader and/or AHT Attendance
- Establish and maintain positive and appropriate relationships with students that engage, motivate and remove barriers to learning, aimed at achieving the goals defined in their EHA action plan.
- Undertake transition work where required, working flexibly with other
- schools/agencies to promote a smooth transition for the student(s), including the removal of potential barriers and effective transfer of appropriate student data/information to all stakeholders.
- Positively reinforce high standards of behaviour and engagement in learning, anticipating and managing challenging attitudes that could negatively affect engagement.

### 5. Additional

- Must have a clean driving license.
- 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.



## 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 the National Joint Council's Support Staff pay and conditions.**

**The appointment is for September 2026 and is permanent, 37 hours per week, 39 weeks per year made of: 38 weeks term time 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/our-school/policies/>

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

## Application Details

Closing date for completed applications is 9.00 a.m. on Monday 13 July 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.

Interviews to be held on Wednesday 15 July 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.

