



John Mason School

Abingdon Learning Trust

Progress Leader (Head of Year)
RECRUITMENT PACK
May 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:

Progress Leader (Head of Year
John Mason School

September 2026

Permanent, full-time

Main Scale or Upper Pay Scale (if post
threshold) plus a TLR2(2)

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

JOB PURPOSE:

1. To oversee the progress, achievement, welfare, attendance and development of a year group.
2. To coordinate and oversee the intervention strategies to maximise pupil progress of all groups within a year group.
3. To support, hold accountable and develop a team of tutors focussing on high standards of social, personal and academic progress of pupils.

ACCOUNTABLE TO:

- Assistant Headteacher

OBJECTIVES:

To provide a service for students to reduce barriers to learning by:

- Supporting students in their academic and personal development by *Valuing* their care, being *Determined* for their success & being *Passionate* about their life chances.
- Supporting the school's ethos, nurturing passion, determination, inspiration and creativity to support all students as they progress to the next stage of their learning and their future.
- Modelling and nurturing empathy, compassion and cooperation so that all students value and respect differences and diversity in an inclusive school and society
- Using both internal and external information about students to ensure appropriate interventions are successfully implemented; engaging with external agencies where appropriate.

Leadership Behaviours

- Visible and proactive in supporting all team members with addressing behaviour issues, ignoring no opportunities to enforce the school's behaviour expectations.
- Ensure that our expectations are clearly communicated to the whole community with messages regularly reinforced e.g. through briefings, assemblies, newsletters, tutor time.
- Support team members through a centralised system of detentions with minimal administrative demands, to ensure that they can focus on building positive relationships.
- Provide staff with opportunities for continual professional development to hone their skills throughout the year.
- Regularly survey key stakeholders including staff about the school's culture for behaviour in order to make appropriate adjustments to expectations and ensure that we are ambitious for all our students.



To Lead the tutor team to

- Maintain consistently high behaviour standards in line with the school's policy.
- Be proactive in seeking support in addressing behaviour issues either with individuals or groups.
- Record behaviours, both positive and negative, in line with the policy to allow leaders an overview of patterns within the school and facilitate the administration of centralised recognition & consequences.
- Proactively support students in making repairs after high-level incidents including removal from the classroom in order to promote positive relationships and a better understanding of learning behaviours.
- Model the language of behaviour (Ready, Respectful and Safe) and expectations in all settings through being warm / strict and using positive framing.

MAJOR AREAS OF RESPONSIBILITY:

1. To extend the leadership of the school.
2. To academically monitor and evaluate student progress, to identify and lead strategies to combat underachievement to make a measurable contribution to whole school targets.
3. To create a Year Team improvement plan which contributes positively to the achievement of the school development plan, and which actively involves all tutors in its design and execution.
4. To engage all tutors in the creation, consistent implementation and improvement of tutor work which encapsulate key school learning strategies.
5. To assist SLT in the annual review of the standards of leadership, pastoral care and academic monitoring consistent with the procedures in the school self-evaluation policy.
6. Promote the ethos of the school through leading high-quality assemblies.
7. To design and monitor a structured tutor programme relevant to the needs of the Year Group.
8. To ensure all tutors understand, and are actively implementing, the key aspects of the school's behaviour, child protection and inclusion policies.
9. To build partnerships and meet with parents/carers and external agencies to support pupil academic progress and social development.
10. To act as a role model in leading tutors in their own high quality pastoral care and academic monitoring of pupils, continuous professional development and professional presence in the Year Team.
11. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
12. To contribute to the development of whole school strategic planning and policies.
13. To carry out tasks as reasonably required by the Headteacher.



SPECIFICATION

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree or equivalent level plus QTS • Demonstratable commitment to own professional development • Good ICT skills 	<ul style="list-style-type: none"> • Completion of middle leaders training or other leadership qualification • Evidence of continuing and recent professional development relevant to middle leadership
Teaching	<ul style="list-style-type: none"> • Evidence of successful teaching within a secondary school • Good knowledge and understanding of the range of complex needs experienced by young people • Evidence of using data and strategic information to raise student attainment • Knowledge and understanding of safeguarding issues 	<ul style="list-style-type: none"> • Experience of working with external agencies to improve student wellbeing and outcomes
Leadership and Management	<ul style="list-style-type: none"> • Ability to set clear expectation, demand high standard and to hold others to account • Positive attitude towards change; self-reflective • The ability to plan and prioritise, to completes tasks efficiently on time and to work with detail • Ability to motivate and enthuse students and colleagues • Excellent interpersonal communication skills • Ability to communicate effectively to a variety of audiences, both orally and in writing. • Experience of negotiating and influencing others • Experience of building and maintain effective relationships • Resilience 	<ul style="list-style-type: none"> • Experience of leading, managing and developing a team • Experience of writing reports • Experience of analysing data • Experience of delivering presentations and training colleagues





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 for September 2026 and is permanent and full-time.

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 Wednesday 20 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 is Friday 22 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.

