



# John Mason School

## Abingdon Learning Trust

Attendance and Welfare Officer  
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:**

**SUMMARY OF ROLE:**

**COMMENCEMENT:**

**CONTRACT TYPE:**

**SALARY:**

Attendance and Welfare Officer  
John Mason School

To manage the smooth running of the school's daily attendance procedures and support safeguarding through accurate register maintenance and timely follow up  
As soon as possible after all safer recruitment checks

Permanent, term time only plus 5 INSET days

Grade 8 (Grade 9 would be considered for someone with extensive experience in a similar role)

# 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

To improve school attendance through the effective working with students, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact. The post will involve visits to schools, students' homes and meetings held at different venues.

### Duties and Responsibilities

- To plan and deliver a strategy and interventions to improve the attendance of cohorts and sub groups in conjunction with school leaders and pastoral staff
- To take supportive/remedial action in respect of individual absentees to secure their regular outstanding attendance at school or other education provision; this may include leading School Attendance Meetings, Home Visits, making telephone or written contact with Parents/Carers
- To work closely with school Attendance Leaders to ensure robust implementation of a graduated response to challenge school absence, including caseload preparation in advance of statutory work undertaken by the Local Authority or external visitors
- To facilitate the educational partnership between home, community and Local Authority, by support, liaison and negotiation and where conflict arises to give paramount consideration to the interests of the child.
- To provide advice and support to parents, Students and Pastoral staff in order to ensure effective interventions are in place to improve attendance of cohorts and individuals
- To make referral to, to liaise and collaborate in joint work with other practitioners, educational colleagues and external agencies in relation both to individual cases and aspects of children's general welfare. This may include completion of Early Help Records and attendance at Team Around a Child meetings
- Work closely with the DSL team and follow safeguarding procedures; contribute to safeguarding referrals and attendance-related safeguarding concerns.
- Check student am/pm attendance daily and discuss any issues to pastoral staff.
- Chase incomplete or inaccurate registers - contacting staff to ensure their completion
- Telephone parents of absent students who have been identified from data analysis
- To contribute pro-actively and with a preventative emphasis to relevant areas of school policy
- Coordinate the collation of reasons for absence – email and telephone systems



- Liaise with external agencies to ensure appropriate action is taken
- Attend and hold meetings with Pastoral Staff regarding students' attendance
- Input/amend attendance data
- Deal with enquiries from parents
- Complete any forms/paperwork in connection with attendance including Penalty notices
- Produce attendance letters/reports/analyses for the pastoral team as requested
- Complete home visits in order to support the return to school of students
- Be the point of contact for The County Attendance Team
- Complete daily DfE returns as requested
- Devise and carry out interventions with students and families to improve attendance using a research based approach
- Confidence using MIS and spreadsheets to produce reports and identify patterns (training on Bromcom provided)
- The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



## SPECIFICATION

Qualifications		Essential	Desirable
1.	Educated to NVQ level 3 / 4 or equivalent	✓	
2.	The ability to write a good standard of literacy to include excellent report writing skills	✓	
3.	A relevant degree		✓
4.	A professional qualification relevant to the post such as social worker, teaching, youth work or other relevant qualification	✓	
5.	Driver's License and access to a vehicle	✓	
Experience		Essential	Desirable
6.	At least one year's related experience of work within a school attendance related service		✓
7.	Working with children, young people, parents and families within an educational context	✓	
8.	Working as part of a team, as well as on your own initiative	✓	
9.	Working with professionals from other agencies and in multi-agency context	✓	
10.	Using IT systems to compile reports as well as analysing statistical data for monitoring purposes	✓	
Knowledge		Essential	Desirable
11.	School systems and an understanding of the issues affecting truancy and non-school attendance	✓	
12.	Demonstrate and understanding of issues linked to confidentiality	✓	
13.	Demonstrate knowledge of attendance regulations	✓	
14.	Demonstrate an understanding of issues that may affect a student's ability to attend school	✓	
Skills		Essential	Desirable
15.	Ability to communicate effectively both orally and in writing especially with student's parents, school staff, social workers and other professionals	✓	
16.	Ability to use IT systems effectively to produce and present reports, record information and monitor outcomes for individuals and groups	✓	
17.	Ability to persuade and negotiate as well as good interpersonal/communication skills	✓	
18.	Able to use own initiative and work alone when necessary	✓	
19.	Ability to overcome communication barriers with children and students	✓	
20.	Ability to listen effectively	✓	
21.	Ability to maintain accurate and up to date records	✓	
22.	Ability to meet tight deadlines and plan and manage own time effectively	✓	
23.	Demonstrate an ability to cope with stressful/conflict situations	✓	





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 as soon as possible and is permanent, 37 hours per week, term time only 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 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.

Interviews to be held on Friday 8 May.

**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.

