



John Mason School

Abingdon Learning Trust

Careers Adviser
RECRUITMENT PACK

September 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:

Careers Adviser

John Mason School

Supporting students and young people to make informed decisions about their future pathways

As soon as possible after all safer recruitment checks

One Year Fixed Term Contract (in the first instance). Part-time – 2 days per week (term-time only)

NJC 18 -23 (Full-time equivalent: £31,537-£34,434)

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.



DESCRIPTION

JOB PURPOSE: To plan and support the delivery of John Mason School's careers information, advice and guidance programme

MAJOR AREAS OF RESPONSIBILITY:

- Provide information, advice, and guidance to help students make realistic choices about their education and training.
- Be able to help a wide range of students of varying ability and work experience.
- Be able to advise for specific career paths for students and support them in deciding what their next steps are.
- Identify options for suitable careers.
- Teach students how to build CVs.
- Identify skills gaps and advise students on development strategies.
- Advise on where to search for jobs/locate training courses.
- Help with the application process and locate relevant training course.

KEY TASKS:

- A maximum of 5 individual appointments per day delivered within school hours. Duration up to an hour with a full individualised action plan (if required)
- A maximum of 10 shorter individual appointments delivered within school hours. Duration up to half an hour with a generic action plan (if required)
- If appointments are required outside of these hours, this is to be agreed upon with the Careers Advisor
- Year specific group workshops to be scheduled in accordance with the delivery agreement and to be agreed in advance
- Any other activities required by the school to be agreed with the Advisor in advance. This could include attendance at Parents' Evening, Option Evening and other school events To deliver careers interviews and guidance with students in KS4.
- Delivery days (both planned and delivered), and number of students in each year group seen, to be recorded on a google doc in an area agreed with Line Manager
- Details of all students seen, including potential destinations of Year 11 students, to be recorded by the end of each the working day.
- Preparation for the interviews, including writing action plans, will be included within the delivery day
- Preparation for certain ad hoc activities requested by the school (i.e. workshops, presentation), and which require additional preparation time.
- To undertake training as required in order to be qualified to deliver careers advice in a secondary school.



OUTCOMES:

To ensure that:

- All students in key stage 4 & JMS based JMF6 students have appointments to prepare them for their next steps.
- Keep update with advice and guidance around careers.
- Contribute to a culture of careers awareness at John Mason School.

The outcomes associated with the specific role are:

- Effective communication
- An individual and team belief that all students can learn and develop
- An ethos where problems are minimised
- Effective teamwork where everyone is treated with dignity and respect
- Students feel confident and are included

ACCOUNTABILITY:

The careers advisor is accountable to the member of SLT with responsibility for careers. They also liaise with Progress Leads, Progress Managers and tutor teams

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school.

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

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/ Training	- QCF level 6 qualification in Careers Guidance and/or Diploma in Careers Guidance and/or Qualification in Careers Guidance and/or NVQ4 Advice and Guidance - GCSE English and Maths at Grade C or above or equivalent. Applicants must hold the following - Experience of one to one delivery across the age range and experience of group work delivery across the age range - Evidence of qualities that would suggest suitability for working and supporting the needs of students - The ability to write effective action plans which support students' journeys into further and higher education, or training - Willingness to take part in training as part of the role - Evidence that suggests commitment to student success and achievement	- Experience of delivering careers advice and guidance - Working with employers, colleges, universities and the LEP to ensure that students have appropriate learning and work pathways to follow after leaving school - Knowledge and effective use of online careers websites to support students' knowledge and skills
Knowledge	- Interest in educational provision for students with specific needs - Knowledge of educational developments	
Skills/Attributes	- Conscientious, honest and reliable - Able to make carefully considered decisions - Ability to work on own initiative - Ability to communicate with a range of adults and students both orally and in writing - Capacity to motivate, inspire and challenge young people - Ability to establish and maintain good relationships with a range of adults and students - Inclusive - An understanding of and a commitment to equal opportunities issues both within the workplace and the community in general - Have an understanding of confidentiality - Ability to work under pressure	
Personal Qualities	- Ability and willingness to work to get the best from all students - Commitment, enthusiasm and energy - Commitment to own personal and professional development - Willingness to be involved in the wider life of the school community	





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 after all safer recruitment checks and is part-time, 2 days per week, term time only.

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. Monday 21 September 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 to be confirmed.

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.

