

Progress Manager

Hours:	37 hours per week (8.00 a.m. to 4.00 p.m. Monday to Thursday Friday 3.30 p.m.)
Grade:	Grade 8, point 18 - 23 (£31,537-£34,434 FTE)
Contract Type:	Permanent, 40 weeks per year made of: 38 weeks term-time, plus 5 INSET days, plus 5 additional days
Closing Date:	Monday 17 August 2026 at 9.00 a.m. Please note: Applications may be shortlisted as they are received. We reserve the right to close this vacancy early if a suitable candidate is appointed. Therefore, we strongly recommend submitting your application as soon as possible
Interviews:	Friday 21 August 2026
Start Date:	September/October 2026

Are you looking for a new challenge in an innovative and fast improving secondary school? Are you passionate about making a difference to the lives of young people and their families? As Progress Manager you will help to overcome barriers to education and ensure that our students benefit from the fantastic opportunities of a great education which will improve their life chances and future choices. If you are passionate about making a difference to your community then this job could be for you.

As part of Abingdon Learning Trust, John Mason School is looking to recruit a dynamic, forward-thinking and inspirational Progress Manager who will support the Progress Leader in the implementation of school policies and procedures to raise achievement of pupils and improve participation, enjoyment and engagement in their learning.

The post holder will be part of a pastoral team that works to support all pupils in the relevant year group they have been assigned to as well as working with other pastoral colleagues, for example the Home School Link Worker and Welfare Officers.

We are looking for:

- Experience working with children, families and schools
- Excellent communication and negotiation skills
- Strong organisational skills, excellent record keeping and report writing
- A positive and can-do attitude and a relationship-focused approach
- Able to work independently, out in settings and as part of a team
- Flexible and adaptive to the different needs of our children and young people

What's in it for you:

- **Joining a welcoming and supportive team** who are united by a shared commitment to improving the life chances of every child in our community
- **Benefit from high-quality training and professional development**, designed to support a smooth induction and empower your ongoing career growth
- **Enjoy meaningful, face-to-face interactions** with our inspiring young people, building relationships that truly makes a difference

- **Experience variety and purpose in your work.** No two days are the same, but every day brings the opportunity to positively impact lives.

An application pack is available from the John Mason School website

<https://www.johnmason.oxon.sch.uk/joining-us/vacancies/>

Or from

recruitment@abingdonlearningtrust.org

CVs alone are not acceptable.