



St LUKE'S
Church of England School



Recruitment Pack

Assistant Headteacher
(English & Literacy)

St Luke's Church of England
School

Ted
Wragg | **Trust**



**Job Title: Assistant Headteacher
(English & Literacy)**

Location: St Luke's Church of England School

Salary Grade: Leadership Scale L9 – L13

Closing Date: Midday, Monday 19th April

Required From: Wednesday 1st September 2021

**Join our team of exceptional colleagues who
believe in an ambitious learning culture**

- Join 1,000+ Trust colleagues across Devon
- Dedicated coaching and leadership development opportunities
- Support for leaders through our committed central services team
- Devon is the ultimate destination with sandy beaches, and Moorland National Parks



Welcome from the Ted Wragg Trust CEO, Moira Marder

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in the role of Assistant Headteacher (English & Literacy) at St Luke's Church of England School.

St Luke's Church of England School joined our Trust in 2020 and works closely with other schools in our Trust to serve the community of Exeter. This is a hugely exciting time for our Multi Academy Trust and we are looking to appoint a dynamic, inspirational and experienced leader to play a key role in delivering outstanding outcomes for our pupils.

The successful candidate must be a motivated practitioner who can lead by example and inspire others whilst providing challenge and rigour. In return, we can offer a highly competitive salary and wide ranging career development opportunities.

You will:

- Be an outstanding leader with a proven track record of school improvement
- Have excellent and proven leadership expertise
- Have expert knowledge of a secondary setting

We are incredibly proud of our Trust and the potential it has to further improve standards of education for all children, no matter what their starting point or their background. Our academies are driven by an absolute determination to improve life chances for every child and they are identified by values-driven inspirational leadership and rich and inclusive learning experiences. Our collaborative approach offers benefits to our students and staff, sharing best practice in teaching and learning, staff development, coaching, school improvement structures and supportive professional services. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

The successful candidate will join our fantastic team of school leaders who work closely together to seek the best outcomes for all our students.

We look forward to receiving your application.



St Luke's Church of England School

Life To The Full

St Luke's is a voluntary controlled Church of England School and part of the rapidly growing Ted Wragg Multi-Academy Trust.

St Luke's is a wonderful place to work and is full of staff who are dedicated to improving the life chances of every student that attends the school. We work closely with other schools in the Ted Wragg Multi Academy Trust and are part of a wider family who all believe passionately in high quality education for all. We offer our staff disruption free classrooms, weekly coaching, in-house career progression, wider MAT leadership development opportunities and a high quality staff wellbeing programme.

Our vision is to ensure that our community, both staff and students live 'life to the full' with this being underpinned by our five core values:

- Taking responsibility
- Being inclusive
- Showing respect
- Giving hope
- Achieving your best

St Luke's is a school that has the very highest expectations of, and for, our students. We enable each and every one of them to become 'good stewards' of their own lives and of the world around them by taking personal responsibility for themselves, their learning and their environment. All of our community treat one and another with dignity and respect and we are incredibly proud of our Christian ethos.



Our staff are an incredibly committed team who have a very clear goal: 'to enable every child at St Luke's to have the best educational experience possible, full of enriching opportunities and the right balance of support and challenge so that they achieve their very best'. We aim to enable every child to make a positive next step in their education, training and future employment so that they are fully prepared to live 'life to the full'. We do this by ensuring that we deliver excellent teaching in every classroom day in, day out and by providing an academically challenging curriculum that is personalised for every child and promotes high aspirations and achievement. Underpinning this is a business and administrative team that is efficient and effective and provides a comprehensive level of support to enable us to get the very best out of every single student and every single member of staff.

St Luke's is a really exciting place to work as it is a school that is driven by a desire to improve and to be the best that it can be. Our school improvement journey in the last two years has been substantial; the impact can be seen in our outcomes, student voice, parental voice and our high levels of staff retention. But we are not a school that rests on its laurels; we are a school that is driven by very high standards and a need to ensure that all improvements are consistently embedded across the whole school to ensure that they have maximum and long term impact. We have seen many successes in the last two years but we are always looking to improve further.

This is particularly true in the classroom where we focus a great deal of our work. All staff follow the St Luke's Lesson Framework, which is based on the work of Doug Lemov and Barack Rosenshine, and all staff receive 1-1 coaching once a week to help them embed the framework because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'.

We are looking for staff who want to join a school at a very exciting time in its improvement journey. Staff who want to help us to make a difference to the lives of our children through a relentless desire to strive for excellence in all that we do.

Website: <https://stlukescofe.school/>



Ted Wragg Trust

The key aspect that makes this Trust exceptional is that, with the 'Members', we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

Our Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

Our ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

The Aims of the Ted Wragg Trust are to:

- Work in genuine partnership to strengthen schools and their communities
- Foster a culture of positive challenge and continual school improvement
- Provide a common sense of purpose with a focus on outstanding teaching and learning
- Offer an excellent educational experience so that every student fulfils their potential
- Encourage a rich, dynamic and purposeful range of learning opportunities for all students
- Develop life-enhancing values so that students leave school with a sense of self-worth and determination to succeed

We have grown to 12 schools located in Exeter, Plymouth and Crediton and work closely with other local schools and Trusts.

Our trustees are from the University of Exeter and Exeter College as well as from local businesses.

Website: <http://www.tedwraggtrust.co.uk>



Working at the Ted Wragg Trust

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Working with the Ted Wragg Trust is an incredible opportunity for anybody wanting to further their career and professional development. The Trust schools are relentlessly positive, vibrant and ambitious; now is a truly wonderful time for a hardworking, inspirational leader, with a passion for social mobility, to join the team.



Siobhan Meredith
Director of Primary and All Through

Our leaders have a real opportunity to make a significant difference to the life chances of our children, especially those from deprived communities. We offer an inspirational and unique education progression route for students as a result of our partnerships.

In the Trust, our leadership team work collaboratively to share ideas and expertise. We pride ourselves in a shared approach to school improvement. This has been particularly supportive in these challenging times.

Our leaders benefit from dedicated centralised professional services, including Finance, HR, IT, Estates and Marketing and Communication, a dedicated Coach and Professional Support Network from National Leaders of Education, Lead Practitioners and Curriculum Directors.

As part of our Trust you will also benefit from:

- Continued recognition of national terms and conditions
- Competitive salary and generous relocation package
- Recognition of previous continuous service under the Redundancy Modification Order
- Teachers' Pension Scheme
- Time off for training and development
- Family friendly and compassionate leave arrangements
- Dedicated coaching programmes
- Professional and personalised training and development

In our Trust, we are committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. We believe that individual difference offers unique contribution which serves to make our Trust a positive place to work and learn. We are committed to good employment practice so we may attract and retain employees from diverse backgrounds and communities.



Job Description

Job Title: Assistant Headteacher
(English and Literacy)

Location: St Luke's Church of England School

Responsible To: Headteacher

Salary Grade: Leadership Scale L9 – L13

1. Key Purpose of Job:

- To provide professional and effective leadership and management for the English teachers within the department, in order to secure high student achievement within the context of the schools overall aims and priorities
- To provide strategic leadership of the schools priorities as a member of the Senior Leadership Team
- To promote and provide a clear direction for the English team, within the context of the schools' vision in order to contribute to whole school improvement
- To promote high standards in English teaching in order to ensure all students achieve their potential in English
- To promote positive attitudes to learning in English lessons and activities so that students are equipped and able to access all subjects across the school
- To ensure there is a consistency of practice within the English team with regards to St Luke's policies and procedures, maintaining high expectations of all students in terms of academic success and behaviour
- To develop English schemes of learning, assessment plans and pedagogy in line with national developments and explore new strategies so that English teaching continues to develop and improve, maximising student outcomes
- To develop, lead and manage a whole school literacy strategy inclusive of reading and vocabulary development
- To facilitate extensive use of the school Library by all students

2. Key Responsibilities:

- Monitoring the standards of teaching and learning and student achievement across all English lessons, and plan for improvement
- Undertake regular self-evaluation of the work of the department and the impact on student outcomes, in line with the schools' self-evaluation policy
- Setting a clear direction for English within the context of St Luke's vision, values and strategic priorities, creating and implementing a subject development plan which involves all subject teachers
- Supporting and developing the English staff, providing regular constructive feedback in a way which recognises good practice and supports progress against appraisal objectives
- Acting as a positive role model for the English team so that staff have a clear understanding of good professional conduct
- Maintaining an ethos of high achievement and positive attitudes towards English amongst staff and students, to maximise achievement
- Actively engaging in the Trust-wide common curriculum project and alignment for English
- Actively engaging the English team in effective planning, development and delivery of the English curriculum
- Organisation and provision of resources and allocation of staff to groups, so that resources are used efficiently and effectively
- Overseeing and evaluating subject budget allocations to ensure spending is in line with learning priorities and best value principles
- Effective communication within the school and to key stakeholders with regards to English, to ensure confidence in the school and the subject area
- Monitor and evaluate the schools' literacy strategy and implementation of reading
- Ensuring high standards of health and safety within the department demonstrating an understanding and a commitment to safeguarding students
- Promote equality of opportunity and aspiration so that all students achieve their potential

3. Line Management Responsibilities:

- Line manage the English team.
- Other HoS where applicable.
- Librarian

4. Contribution to the leadership of the school

- Assist the Headteacher in the overall leadership and management of St Luke's as a member of the school's Senior Leadership Team
 - Lead on specific whole school projects outside of English
 - Provision of leadership of other subject departments
 - Assist the Headteacher in the strategic leadership, management and operational development of the school
 - Assist the Headteacher in the formulation of the school's Strategic Plan and SEF, taking account of the agreed priorities of the school and how these link with national and local initiatives
 - Articulate and model the school's vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement
 - Contribute to the development of whole-school policy on literacy development
 - Monitor and evaluate student outcomes in English and report on it to SLT, Governors and Ofsted, as required
 - Ensure that data is used effectively and accurately to ensure continuous improvement in English
 - Uphold the SLT's vision and values at all times, being a role model to other senior and middle leaders
 - Lead the performance management of English teachers and others you line manage
 - Be a positive role model in all aspects of leadership, management and teaching and learning to students and staff
 - Participate in whole school CPD sessions as an attendee and as a facilitator when required
 - Manage any delegated budgets efficiently and effectively, ensuring value for money
 - Ensure Health and Safety practices, including risk assessments, are in line with school policy; and assess risks to ensure a safe working and learning environment
 - Continue to ensure own professional development, proactively engaging with CPD opportunities
 - Be outward facing and establish strong links within the Trust
 - Work with the Headteacher and SLT to collaborate with other schools and organisations in order to share expertise and bring positive benefits to ours and other schools
 - Support in the securing of outstanding teaching, learning and assessment across the school that produces outstanding progress for all students
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4. General

- Prepare policy review papers as required and requested
 - Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments
 - Comply with and uphold all respects of the Trust's code of Practice on equality and diversity
 - Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within any academy in the Ted Wragg Multi Academy Trust
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5. Working Environment & Conditions of the post

- This post is based at St Luke's school, but the post may be required to travel and work within any school in the Ted Wragg Multi Academy Trust.
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6. Other Duties

- To undertake additional duties as required, commensurate with the level of the job
- To participate in induction training, staff review processes and professional development opportunities
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

- Experience of co-ordinating and delivering effective whole school programmes E
- A readiness and skill in having challenging conversations to secure positive outcomes for students E
- Evidence of co-ordinating effective whole school programmes E
- Experience of promoting staff wellbeing through successfully implemented strategies E
- Evidence of whole school project management D
- Experienced coach D
- Evidence of the innovative deployment of technology in improving learning outcomes D

Attitudes:

- A commitment to equal opportunities E
- A clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues E
- A commitment to high quality in all aspects of work E
- An understanding and ability to practice the principles of change management E
- A collaborative approach to partnership working E
- A deep understanding of school systems, timetabling, data tracking for students, development, planning and implementation E
- An ability to maintain strong relationships with Governors, parents/carers, other stakeholders and outside agencies E
- A vision and drive that is 100% student focused E
- A reflective, honest and aware approach to self-evaluating your own role and the impact it has E
- A proactive, not reactive, approach to change and improvement E
- Experience of working with a range of external partners D

Personal qualities:

- A strong commitment to the values and ethos of St Luke's E
- A positive, professional role model for staff and students, with high expectations E
- A dedication to school improvement E
- An effective self-manager and independent worker, who can prioritise and adapt as required with the capacity to work well under pressure E
- A good sense of humour and ability to stay positive when times get tough E
- Decisive, fair, consistent and focused on solutions E
- Reliable, honest and trustworthy, demonstrating the highest professional standards and integrity E
- Enthusiastic and hard-working E
- Able to demonstrate resilience and perseverance E
- Flexible and adaptable to suit the school's needs E
- Creative and innovative E
- Excellent listener and communicator E
- Able to maintain focus and perspective at all times E
- A passion for helping young people develop, learn and achieve their best E
- Excellent attendance and punctuality E

Other Conditions

- Ability to uphold the aims of the Ted Wragg Multi Academy Trust E

How to Apply



If you would like further information, to have an informal conversation with our Headteacher, Kealey Sherwood, or arrange a school visit, please contact headteacher@stlukescofe.school.

All applications are to be sent to Kerri.moore@stlukescofe.school no later than midday, Monday 19th April.

Application Requirements:

Candidates are asked to complete all standard information requested on the application form, including a supporting statement confirming their suitability for the role.

Please be advised that references will be taken up shortly after shortlisting and we request that your referees are advised of the need to respond within the times scales set.

Interview Process:

Interviews will take place week beginning Monday 19th April. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process.

Live the Life



Devon – simply a fantastic place to live.

Our diverse county is the ultimate destination to live and work. With two thriving cities, Exeter and Plymouth, Devon is full of history, culture and wonderful places to eat and enjoy the arts. Our county boasts the beautiful and varied coastlines of the Jurassic Coast in the east, the Area of Outstanding Natural Beauty in the north and the English Riviera with its palm trees in the south. Along with two National Parks, waterways and countryside, Devon has something for everyone, whether it is music, history, food or, for the more energetic, walking, cycling, climbing or surfing on some of the UK's best waves. Our county really has it all.

Live

Find out why Devon tops the 'quality of life' survey, reported by The Guardian [here](#).

Do

Visit Tripadvisor's top 10 attractions in Devon [here](#).

Move

Discover seven great places to live in Devon [here](#).

Quotes from the locals

Find out directly from those who moved to Devon what it's like [here](#).



St LUKE'S
Church of England School



Recruitment Pack

Thank you for your interest!

Ted
Wragg Trust