



**Cranbrook Education
Campus**



Recruitment Pack

Assistant Headteacher
(Personal Development,
Behaviour & Welfare)

Cranbrook Education Campus

Ted
Wragg | **Trust**



**Cranbrook Education
Campus**



Recruitment Pack

Job Title: Assistant Headteacher - Personal Development, Behaviour & Welfare

Location: Cranbrook Education Campus

Salary Grade: L3 -L7

Closing Date: Wednesday 28th April 2021

Required From: 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 this role.

Cranbrook Education Campus joined our Trust in September 2015 and works closely with other schools in our Trust to serve the community of Cranbrook. This is a hugely exciting time for our 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 primary 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.



Cranbrook Education Campus

The Cranbrook Education Campus is an all through school which consists of:
Day Nursery (ages 2-4) (term time only)
Primary School (reception to year 6)
Secondary school (year 6 – year 11)

Grow, Thrive and Achieve Together

Cranbrook Education Campus is part of the Ted Wragg Trust, a values-driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivery outstanding outcomes for every pupil, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, the Trust is passionate about driving up standards and raising the aspirations of all our pupils.

Cranbrook Education Campus transforms lives through opportunity, education and personal development; pupils value their education, take ownership of it and show pride, self-worth and self-efficacy to ensure all future doors are open to them.

A proud, motivated and committed team contribute to the academic success and development of aspiring, well rounded, lifelong learners. Innovative teaching facilitates effective learning and leads pupils to achieve outstanding outcomes.

Pupils, staff and the school grow and thrive together as a school set at the heart of the new town, Cranbrook. The Education Campus was founded in 2015 and is located in the East of Devon just 6 miles to the centre of Exeter.



Opportunity

We want our pupils, to have every opportunity by having the highest aspirations to support them in achieving outstanding outcomes to enable them to move on to the next phase of their learning. We do this by providing a broad range of education; by being unapologetically academic in its teaching but by also fostering a love of reading and encouraging pupils to become part of their wider school community. Many of our pupils contribute to music, drama or sporting activities or performances and we also encourage kindness, respect for others, resilience and teamwork. All skills that will enable them to succeed in their studies, our community and the wider world.

Learning

We have the highest of expectations; learning is at the core of what we do – we want our pupils to have the same expectations for themselves and others within their school community. Therefore, we provide pupils with the opportunity to grow and thrive with excellent teaching and research-led practice from our teaching professionals. Our focus at the Campus is to support our committed team of professional teachers and support staff to receive the most cutting-edge training to ensure outcomes are the highest they can be and to allow for continuous development. Incremental Coaching has enabled personalised support and CPD to be provided for teachers at all levels.

Community

Our school serves its community by supporting our families and providing a place of learning for all – with a hub to support both the children and families in our town. Our school community of parents, pupils and professionals work together to provide the support required to ensure pupils succeed academically: a supportive, positive and committed community who encourage pupils in doing and achieving their very best at all times. We want pupils to enjoy their time at the Campus so they can grow into happy, well-rounded and successful pupils who are ultimately proud of their academic achievements.

Website: <https://www.cranbrookeducationcampus.org.uk>



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

“ 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 – Headteacher
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 – Personal Development, Behaviour & Welfare

Location: Cranbrook Education Campus

Salary Grade: Leadership Scale 3-7

Required From: Wednesday 1st September 2021

Key Purpose of Job:

- Development of an effective behaviour for learning culture by implementing an effective behaviour management system that is endorsed by staff, pupils and parents/carers;
- Ensure rigorous monitoring of behaviour standards;
- Develop and implement a reward system which pupils recognise and actively participate in;
- Develop and implement an effective system for monitoring and supporting high levels of attendance from all pupils
- Develop and implement a pastoral system that supports and nurtures our pupils to be mentally and physically healthy and resilient and driven in all that they do;
- Create provision of professional development and support opportunities to ensure the highest standards of behaviour management among staff;
- Contribute to policy development at Senior Leadership level;
- Communicate effectively and relate positively to all stakeholders;
- Act as the Deputy Designated Safeguarding Lead;
- Embed a culture of pride, respect, kindness, openness and emotional dexterity;
- Lead the pastoral team to develop a really strong sense of community within Cranbrook Education Campus, ensuring pupils respect for each other, their learning, the building and the community is displayed at all times;
- Lead the pastoral team to develop pupil voice within the Campus;
- Lead the pastoral team to improve parental engagement to benefit pupil outcomes and the home-Campus partnership;
- Lead the pastoral team in developing the enrichment programme to ensure that all pupils engage in a variety of enrichment activities;
- Oversee the SMSC/PSHE/RSE provision ensuring that it is mapped, monitored, evaluated and reviewed regularly so that it meets expectations and pupils' needs;
- Deputise for the Head of Campus in their absence, as required.

Line Management Responsibilities

- Line management of the SENDCo;
- Line management of Secondary inclusion team
- Line management of Secondary pastoral team
- In collaboration with the Senior Leadership Team, line manage safeguarding and attendance.

Contribution to the Leadership of the Campus:

- Assist the Head of Campus in the overall leadership and management of Cranbrook Education Campus as a member of the Campus' Senior Leadership Team;
- Assist the Head of Campus in the strategic leadership, management and operational development of the Campus;
- Assist the Head of Campus in the formulation of the Campus' Strategic Plan and SEF, taking account of the agreed priorities of the Campus and how these link with national and local initiatives;
- Articulate and model the Campus' vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous Campus improvement;
- Advise the Senior Leadership Team and Governors on the strategic development of behaviour management at the Campus (including planning, policy writing, advising and supporting other staff) and the pastoral provision for pupils (including enrichment, welfare, attendance, safeguarding and mental wellbeing);
- Contribute to the development of policy on the above;
- Monitor and evaluate behaviour and the pastoral provision within the Campus and report on it to SLT, Governors, the LA and Ofsted, as required;
- Take an active role in the Senior Leadership Team, contributing to the development of identified areas leading to highest standards of teaching, effective use of resources and improved standards of learning and achievement for all children;
- Ensure that data is used effectively and accurately to report regularly on behaviour for learning so that it can fully inform actions to improve and develop the Campus' behaviour and pastoral systems;
- 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 pastoral staff and teachers;
- Contribute to the Campus' on-going self-evaluation cycle and quality assistance procedures across the Campus, including:
 - Contributing to the Campus' SEF and providing relevant evidence;
 - Participating in cross-Campus "benchmarking" to moderate judgements;
 - Annually reviewing progress and moderating department SEFs;
 - Interpreting and acting upon pupil performance and prior attainment data;
 - Analysing and sharing data with Pastoral Leaders and Heads of Department; raising questions, posing hypotheses and providing challenge;
 - Conducting work scrutiny/standardisation of assessment;
 - Leading lesson evaluations and providing feedback;
 - Conducting learning walks and pupil pursuits;
 - Moderating pupil standards of achievement and behaviour
- Checking that all staff are fulfilling their professional responsibilities and carrying out their duties effectively;
- Draft workplace policies, procedures and practice, ensuring that the policies take account of statutory requirements and national and local priorities and promoting collective responsibilities for their implementation;
- Prepare reports for Governors' meetings;
- Participate in the day-to-day management of the School by being a visible and effective presence and contributing to the duty rota;

Contribution to the Leadership of the Campus Continued:

- Develop and present a coherent, understandable and accurate account of the campus' performance to a range of audiences including Governors and parents / carers;
- Be a positive role model in all aspects of leadership, management and teaching and learning to pupils and staff;
- Participate in whole Campus CPD sessions as an attendee and as a facilitator when required;
- Work with the Headteacher to build a professional learning community which enables others to achieve
- Continue to ensure own professional development, proactively engaging with CPD opportunities;
- Be outward facing and establish strong links within the Trust;
- Work with the Head of Campus and SLT to collaborate with other Campus' and organisations in order to share expertise and bring positive benefits to ours and other Campus'
- Work collaboratively with the Headteacher at both strategic and operational levels with parents / carers and across multiple agencies for the wellbeing of all children.
- Support in the securing of outstanding teaching, learning and assessment across the Campus that produces outstanding progress for all pupils.

Operational

- Encourage pupils engagement with the education process by supporting behaviour for learning;
- Develop policies that manage pupil behaviour and focus on building strong, mutually respectful relationships;
- Use of personal, social and health education (PSHE) themes to explore behaviour for learning;
- Chair meetings and set agendas for pastoral leaders' meetings;
- Work with other members of the Senior Leadership team to formulate aims, objectives and strategic plans for the pastoral area, reflecting the needs of the School;
- Keep up-to-date with national developments in the pastoral area and attend relevant training;
- Lead on the use of restorative approaches to restore conflict and improve behaviour;
- Oversee analysis of behaviour and attendance data and action plan accordingly;
- Identify teachers' professional development needs in relation to behaviour management and lead training as required;
- Set, develop and implement policies, plans, targets, practices and procedures related to behaviour management systems, including the Behaviour Policy and Anti-Bullying Policy;
- Ensure the highest professional standards are maintained within the pastoral support team in communication with parents and outside agencies, including the Police;
- Lead actions to follow up concerns about the behaviour of pupils;
- Involvement of parents/carers at an early stage as part of the management of behaviour difficulties through discussions with the class teacher; and

Contribution to the Leadership of the Campus Continued:

Personnel Management

- Responsible for the efficient and effective management and deployment of personnel;
- Lead the pastoral vision for the School;
- Lead, direct and manage the Pupil Services Team;
- Guide and motivate the pastoral support team, addressing any training and development needs;
- Undertake staff appraisals and performance management, as required;
- Provide related professional guidance to colleagues with the aim of securing highest quality teaching and support for pupils with additional needs;
- Identify training and development needs of all staff and support development within the financial parameters of the budget;
- Participate in the recruitment of personnel and ensure effective induction of new staff;
- Provide related professional guidance to South West Teacher Training pupils and ITT pupils from other training establishments as required;
- Collaborate with Progress Leaders, pastoral staff and Heads of Departments to ensure that all pupils have equal access to learning;
- Promote and maintain good communication with all stakeholders, including external agencies;
- Coach and develop staff, providing training as appropriate; and
- Set stretching targets for whole-school with a focus on Closing the Gap.

Teaching and Learning

- develop, with the support of the Headteacher and other colleagues, effective ways of overcoming barriers to learning;
- Ensure an effective learning environment and support other staff in the implementation of positive behaviour management;
- Contribute to the in-service training of staff; and
- Lead on assemblies, as required.

Accommodation and Resources

- Manage any delegated budgets efficiently and effectively, ensuring value for money;
- Ensure Health and Safety practices, including risk assessments, are in line with Campus policy; and assess risks to ensure a safe working and learning environment;

Knowledge and Skills

- Keep up-to-date with national and local developments regarding behaviour for learning and behaviour management, teaching practice/methodology and leadership initiatives;
- Keep up-to-date with developments in the use of comparative data; and
- Continue to ensure own professional development, proactively engaging with CPD opportunities.

Contribution to the Leadership of the Campus Continued:

Quality Assurance

- Establish and reinforce common standards of good practice;
- Monitor and evaluate performances against Campus, local and national performance indicators;
- Monitor the quality of teaching, learning and assessment in line with the requirements of self-evaluation and the School Development Plan; and
- Use of parental engagement to monitor and positively influence behaviour.

Meetings

- Attendance at:
- Senior Leadership Team meetings;
- Relevant Team Leader meetings;
- Relevant Pastoral Management and multi-agency meetings; as well as
- Governor meetings, on request;

Other Responsibilities

Every member of the teaching staff, regardless of other responsibilities, has a main role as classroom teacher. The principal duties include:

- Ensure exceptionally high standards across the Campus in relation to CEC basics, e.g. uniform and behaviour;
- Prepare and deliver lessons which follow departmental Schemes of Work and meet the needs of the individual pupils;
- Assess, monitor and report pupils' progress according to departmental and Campus policy;
- Record and use data on pupils prior and on-going performance/learning characteristics to inform effective target setting and lesson planning and to enable pupils to fulfil their potential;
- Contribute to all developmental and organisational priorities within the Departmental Development Plan;
- Maintain good order and discipline among pupils, safeguarding their health and safety both on the School site and when engaged in authorised activities elsewhere;
- Share and support the whole Campus responsibilities for providing opportunities for the personal and social development of pupils;
- Follow all Campus and departmental policies and procedures;
- Ensure the HoD is kept informed of issues which could lead to pupil under-performance;
- Ensure learning support staff are able to effectively fulfil their role in supporting the learning of pupils; and
- Attend School events, e.g. concerts, plays and community events.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing School needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons that they are responsible for or come into contact

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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Working Environment & Conditions of the Post

- This post is based at Cranbrook Education Campus, but the post may be required to travel and work within any Campus in the Ted Wragg Multi Academy Trust.
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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 Campus Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the Campus 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.



Person Specification

Job requirements

Essential/
Desirable

Qualifications and Experience

- Qualified Teachers Status
- University Degree or Equivalent
- Successful experience as a middle Leader or Senior Leader
- Relevant Leadership Qualification (NPQML, NPQSL, NPQH)
- Experience of Teaching and School Leadership
- A proven Track Record of strategic inclusive and creative management in secondary school
- An excellent track record in improving educational outcomes for pupils which can be evidenced
- Experience of managing/leading a significant 'new initiative' and change management
- Experience of successfully leading and implementing change within a school organisation
- Professional knowledge & understanding – applicants should be able to demonstrate a good knowledge and understanding of the following:
 - Monitoring and evaluation of teaching & learning
 - Experience of ICT systems used to support pastoral (e.g. SIMS and CPOMS)
 - Effective teaching and learning strategies
 - Experience of supporting and developing staff
 - Strategies for involving pupils and parents in achieving the best outcomes
 - A strong understanding of statutory educational frameworks, including, Ofsted, Safeguarding, exclusions and special needs
 - Level 3 safeguarding training and training related to being a Designated Safeguarding Lead
 - Understanding and commitment to the school's responsibility for safeguarding and promoting the welfare of children (knowledge of Keeping Children Safe in Education 2020/2021)
- Excellent communication and interpersonal skills
- Adaptability to change and new ideas
- Resilience and stamina when faced with complex situations
- Ability to prioritise, plan, organise well and work with others to achieve objectives
- Ability to relate to young people, colleagues and external partners
- Innovative and creative in approach to raising achievement
- Ability to work independently and cope with a challenging workload

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How to Apply



If you would like further information, would like to have an informal conversation with our Head of Campus, please contact head@cranbrookeducationcampus.org

All applications are to be sent to recruitment@cranbrookeducationcampus.org no later than midday on Wednesday 28th April 2021.

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:

The interviews will take place on Friday 7th May 2021 and 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](#).



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Recruitment Pack

Thank you for your interest!

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