



St LUKE'S
Church of England School



Recruitment Pack

Assistant Headteacher
(Science and STEM)

St Luke's Church of England
School

Ted
Wragg|**trust**



Job Title: Assistant Headteacher
(Science and STEM)

Location: St Luke's Church of England School

Salary Grade: Leadership Scale L9 – L13

Closing Date: Midday, Thursday 22nd April 2021

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 (Science and STEM) 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>



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Director of Primary and All Through

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
(Science and STEM)

Location: St Luke's Church of England School
Responsible To: Headteacher
Salary Grade: Leadership Scale L9 – L13

1. Key Purpose of Job:

- To lead the Science and Technology departments ensuring a well-sequenced, knowledge-rich curriculum is delivered well in both subject areas
- Develop and implement effective standards, policies and systems that are endorsed by staff, students and parents / carers
- Ensure rigorous monitoring of whole-school standards; in particular within Science and Technology
- Create provision of professional development and support opportunities to ensure the highest standards of provision
- Lead on whole-school CPD for non-teachers and/or teachers as appropriate
- Contribute to policy development at Senior Leadership level
- Ensure a learning environment which produces outstanding outcomes for all learners; in particular within Science and Technology
- Inspire and engage staff and students in the vision for the School and specific subject areas
- Communicate effectively and relate positively to all stakeholders
- Ensure the smooth day-to-day organisation and operation of the school
- Line management responsibilities appropriate to the role

2. Contribution to the leadership of the school

- Assist the Headteacher in the overall leadership and management, as a member of the school's Senior Leadership Team
- 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, 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
- Advise the Senior Leadership Team and Governors on the strategic development of your key area of responsibility (including planning, policy writing, advising and supporting other staff)
- Contribute to the development of whole-school policy on the above
- Monitor and evaluate the provision within the school and report on it to SLT, Governors, the LA and Ofsted, as required
- Ensure that data is used effectively and accurately to report regularly on the provision so that it can fully inform actions to improve and develop the school's 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 staff as appropriate
- 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
- Be a positive role model in all aspects of leadership and management 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 and other organisations
- Work with the Deputy CEO, Headteacher and other members of SLT
- To collaborate with other schools in order to share expertise and bring positive benefits to ours and other schools

3. Working Environment & Conditions of the post

- The postholder may be required to travel and work within any school across the Ted Wragg Multi Academy Trust.
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4. 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.



Person Specification

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 community 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
• 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

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 Kerri Moore on kerri.moore@stlukescofe.school.

All applications are to be sent to HR@tedwraggtrust.co.uk no later than midday, Thursday 22nd 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:

Interviews will take place week beginning, 3rd May 2021. 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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Thank you for your interest!

Ted
Wragg|**Trust**