



Part of the
Ted Wragg TRUST

St James School

Assistant SENDCO

Welcome to St James!

We are a community with an ambitious curriculum, focused and thoughtful classrooms and great learning. We empower our students to use their education to be kind and community minded and to thrive in happy and healthy lives.



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Key Details

Salary

Grade E, = (£29,093 – £32,115)
Actual salary = (£25,023 – £27,622)

Location

St James School

Hours

Full time – 37 hours per week,
Term, time only, 39 weeks per
year
(Job share will be considered)

Interviews

TBC

Closing date

Sunday 29th June 2025

Required from

September 2025

We are a community with an ambitious curriculum, focused and thoughtful classrooms and great learning. We empower our students to use their education to be kind and community minded and to thrive in happy and healthy lives.

How to apply

For an informal conversation about the position please contact Ruth Mingo at hr@stjamesexeter.co.uk. Visits to the school are strongly recommended.

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.



About St James School

We are looking to appoint a terrific member of staff to join our team at St James School. It is an exciting role and a great opportunity for anyone who loves working with students to help them achieve success.

At St James, we are a community with an ambitious curriculum, focused and thoughtful classrooms and great learning. From the moment they join us, we ask our students to work hard and be kind. We know these behaviours are important for staff and students.

As a community, we empower our students to use their education to be kind and community minded, to lead happy and healthy lives and to thrive in life's opportunities.

We do this by living our four values:

- Kindness
- Equity for all (through the highest of standards)
- Community at the heart
- Diversity and celebration

We are proud of our school and our community. We know our students; our staff and our families are happy at school. The best way for you to experience this is by visiting our school and meeting us. For this role, the successful candidate will:

- work hard;
- be kind;
- believe in equity for all and strive for this in education;
- be totally committed to improving the life chances of young people;
- and, have a good sense of humour.

Does this sound like you? If so, then we would welcome your application. If you have any questions, please email hr@stjamesexeter.co.uk

A Warm Welcome from our CEO



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Moira Marder, OBE

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values

How we will succeed



Assistant SENDCO (Grade E)

Job Description

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by taking a lead role to support students to learn and flourish and to be responsible for the accurate assessment, implementation and recording of access arrangements.

Your responsibilities

- Act as a 'champion' and advocate for children with special educational needs
- Promote SEN students' well-being and resilience
- Safeguard the welfare of SEN pupils
- Full line management and professional support of Teaching Assistants
- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Contribute to and support the work of the SEND team in school
- Assist the SENDCo with the ADPR cycle and statutory paperwork
- Liaise with students, teachers and external agencies to support students' learning and wellbeing
- Take responsibility for developing your own continuing professional development
- Be responsible for timetabling and administration of internal and external assessments for students requiring access arrangements
- Train staff to support access arrangements
- Act as the expert point of contact for staff, students and parents in relation to existing or proposed access arrangements
- Input access arrangements onto relevant portals and SEN register
- Organise and manage documentation ensuring required evidence is up-to-date, in preparation for JCQ inspection
- Ensure JCQ deadlines are met
- Develop and improve existing processes and systems relating to access arrangements
- Support the transition and transfer of access arrangements to relevant settings
- Undertake any further duties reasonably requested by the Headteacher or their representatives.

Grading criteria

- Directly line manage others within their service
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Able to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.

Assistant SENDCO (Grade E)

Person Specification

Qualifications	<ul style="list-style-type: none"> • Completion of relevant training/qualifications at NVQ4/HNC or equivalent level of Knowledge and skills • Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above) 	<p>Essential</p> <p>Essential</p>
Experience	<ul style="list-style-type: none"> • Proven experience of working with disaffected children • Experience of preparing, prioritising, initiating and delivering intervention strategies. • Experience of planning effective actions for pupils at risk of underachieving. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Key skills	<ul style="list-style-type: none"> • Ability to lead and manage teams and individuals • The ability to promote inclusion and acceptance of all pupils • Able to self-evaluate own learning needs and actively seek learning opportunities • Able to fulfil all aspects of the role with confidence and fluency in English 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Values	<ul style="list-style-type: none"> • Ambitious: works hard, has the highest standards and is positive for the future. • Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. • Collaborative: builds strong relationships and networks. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Job Evaluation	<p>JE Job Number: TA5</p> <p>JE Score: 432</p> <p>Grade: E</p>	

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to **transform the lives of the children in our Trust**.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at www.tedwraggtrust.co.uk/workwithus

Love coming to work



Experience high quality development



Inspire others



The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute** (TWI) delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained

Frequency is critical,
not time span



Practice-Based

Create new habits



Domain-Specific

Create new habits



External Expertise

Challenge the familiar
& refresh ideas



Professional Buy-In

Purpose & benefits
eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account **to enable excellence**. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

Key Concept: Leadership



We believe that great leadership:



Fiercely educates



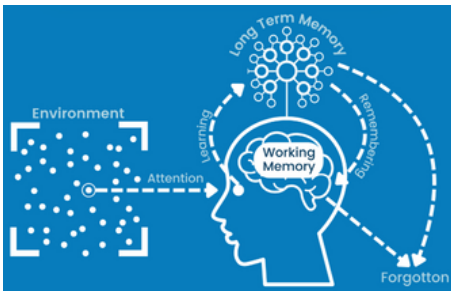
Thrives in a complex system



Is locally enabled

Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.

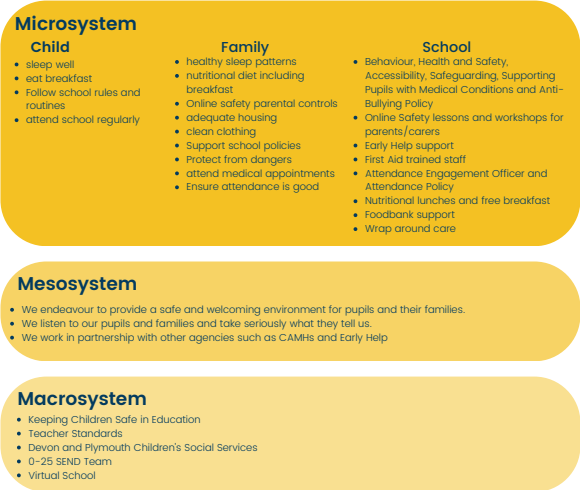


Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.



Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



Up to 10% off all Pure Gyms



up to the value of £2,000.
cyclescheme.co.uk



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



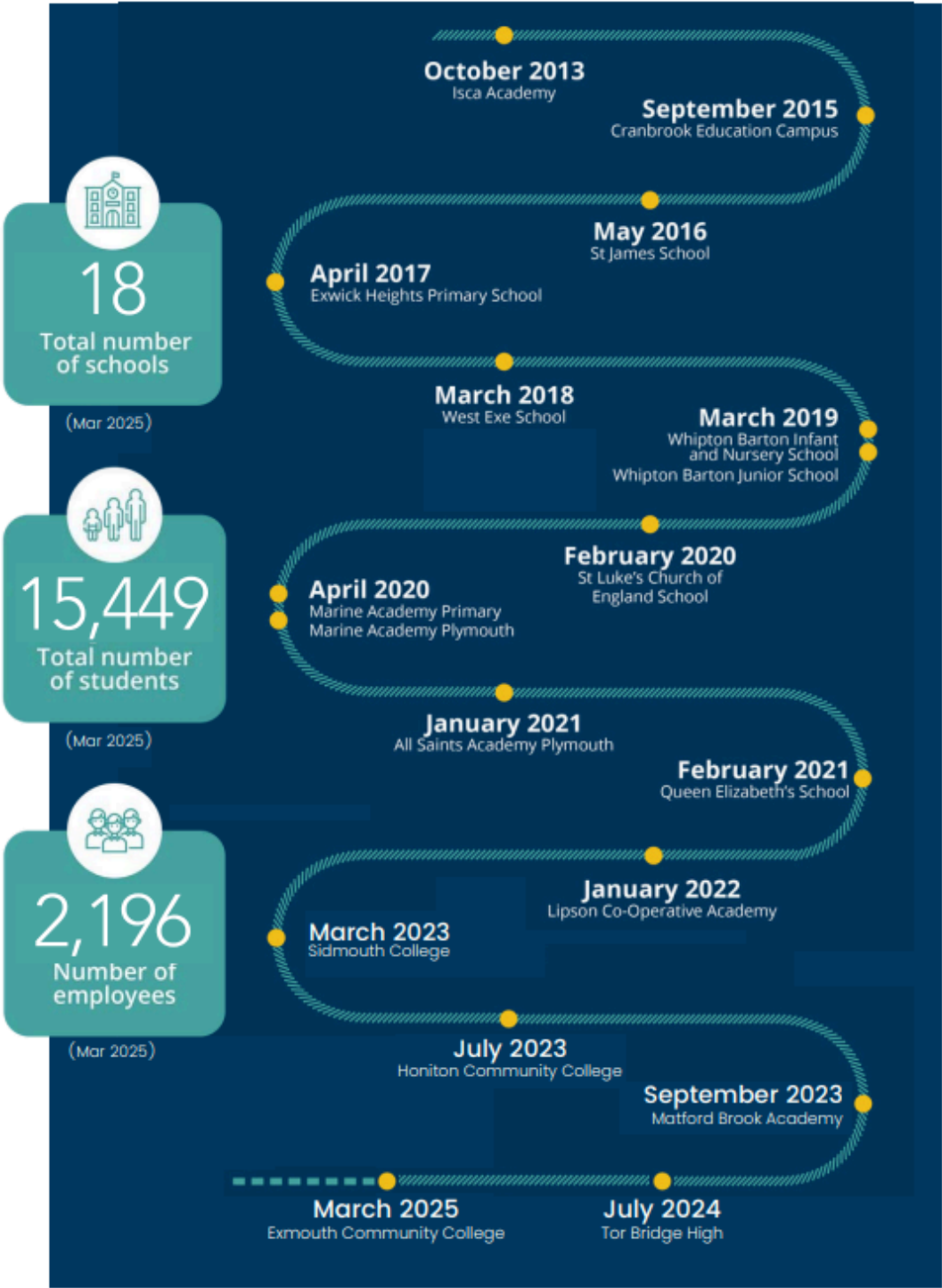
Family friendly policies and flexible working opportunities



Our Trust Journey



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





Part of the
**Ted
Wragg** TRUST

Thank you for your interest in working for us!

