Part of the Ted Wragg TRUST

St James School

Attendance Officer
Part-time

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 D Actual £14,815 - £16,315.26	Location	St James School
Hours	23hrs Monday - Friday 39 weeks per year (term time)	Interviews	TBC
Closing date	3rd November 2026 at 11.59pm	Required from	ASAP

Our values:
Community
Diversity
Equity for all
Kindness

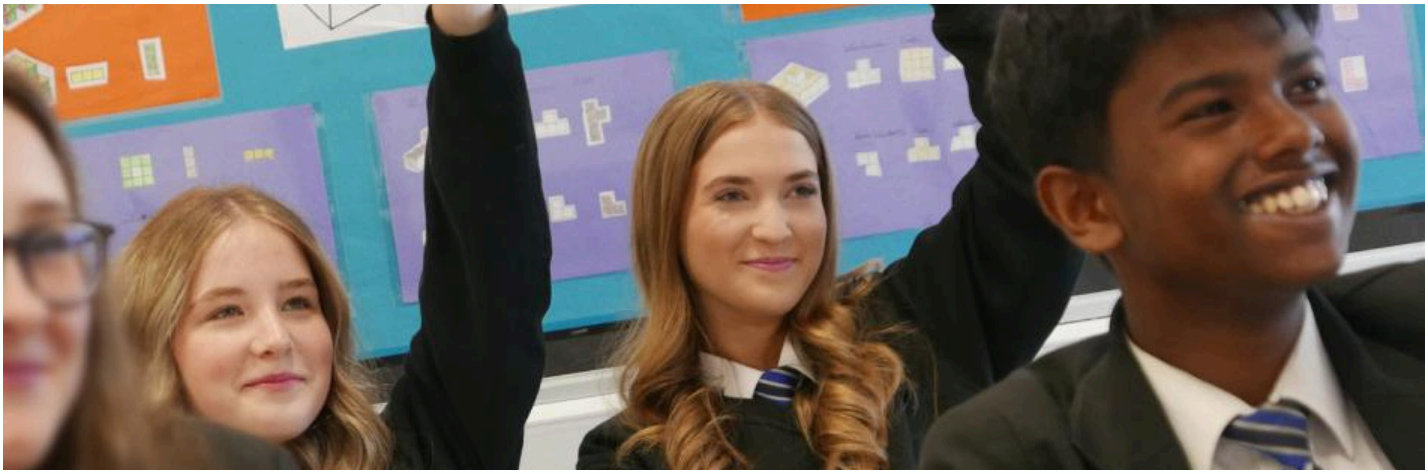
How to apply

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

APPLY NOW

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 teacher driven by equity for all to join our team at St James School. It is an exciting opportunity for anyone who loves working with students, is passionate about their subject and wants to be part of a brilliant team of teachers and support staff. You will benefit from a resourced curriculum, coaching and fantastic professional development.

As a school body, both staff and students, we work every day to live our motto of *Work Hard. Be Kind.* We also place our values in our decision making, our actions and our behaviour. Our values are:

- Community
- Diversity
- Equity for All
- Kindness

We are proud of our school and our community. We know our students, our staff and our families are happy at school. Surveys show us we rate consistently above national averages for staff wellbeing and job satisfaction. We are currently a Department for Education lead school for behaviour and attendance, meaning we support other settings to help improve their approach to behaviour and attendance.

The best way for you to experience this is by visiting our school and meeting us. We welcome visitors, pre and post application. Please do contact Ruth Mingo if you would like to visit, or would like an informal phone call.

For this role, the successful candidate will:

- Be driven by the value of **community -** the fact that we are better and stronger together
- Believe that we should celebrate **diversity** and see this is a strength - both diversity in people and in thought
- Passionately advocate in **equity for all** and seek to remove barriers for those who need this
- Engender **kindness** in all they do

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

#lifeattedwragg

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/workwith us

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:

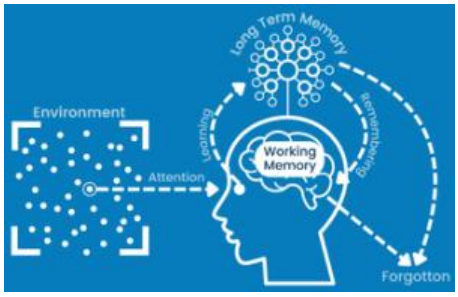
Fiercely educates

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.

Microsystem

Child
- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

Family
- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

School
- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

Mesosystem
- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHs and Early Help

Macrosystem
- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

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
- PUREGYM Up to 10% off all Pure Gyms
- cyclescheme.co.uk up to the value of £2,000.
- 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.

October 2013
Isca Academy

September 2015
Cranbrook Education Campus

May 2016
St James School

April 2017
Exwick Heights Primary School

March 2018
West Exe School

March 2019
Whipton Barton Infant and Nursery School
Whipton Barton Junior School

February 2020
St Luke's Church of England School

April 2020
Marine Academy Primary
Marine Academy Plymouth

January 2021
All Saints Academy Plymouth

February 2021
Queen Elizabeth's School

January 2022
Lipson Co-Operative Academy

March 2023
Sidmouth College

July 2023
Honiton Community College

September 2023
Matford Brook Academy

March 2025
Exmouth Community College

July 2024
Tor Bridge High

18
Total number of schools
(Mar 2025)

15,449
Total number of students
(Mar 2025)

2,196
Number of employees
(Mar 2025)

St James

Part of the Ted Wragg TRUST

Thank you for your interest in working for us!