MARINE ACADEMY PLYMOUTH

Part of the Ted Wragg TRUST

MAP Secondary

Behaviour Assistant

At MAP, we have a clear and ambitious mission: to provide every student with the opportunity to get to and through university. By achieving this, we enable all students to excel in top careers and live the best lives. Our community is built on three core values that guide everything we do: Aim High, Be Kind and Dont give up

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Key Details

Salary	Actual Salary: £21,199.72-£21,732.71 (Grade C)	**Location**	MAP Secondary
Hours	35	**Interviews**	ASAP
Closing date	Monday 8th December 2025	**Required from**	January 2026

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How to apply

For an informal conversation about the position please contact SLT Admin at sltadmin@marineacademy.org.uk

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
MAP Secondary

Welcome from the Principal

Thank you for your interest in joining our community at this exciting time in the journey of our school. Driven by our passion for social justice, we are incredibly proud to have recently been rated 'Good' by Ofsted, and are now striving to become a beacon of national excellence, eager to redefine what is possible in education. Our mission is ambitious yet clear: to provide every student with the opportunity to get to and through university. By achieving this, we empower our students to excel in top careers and live the best possible lives.

To work here, you must believe in the importance of setting the highest expectations for both student behaviour and academic achievement. We believe that exceptional conduct is crucial to maintaining a safe and happy environment for all and we support our teachers in delivering an unashamedly academic curriculum, where they teach as the subject experts in a calm, purposeful environment. Equally, we believe that joy and community are just as crucial to our school culture. We encourage all staff to create warm, positive relationships and bring moments of joy to students. Our innovative rewards and celebration systems go above and beyond those of other schools, ensuring that students feel valued and recognised for their achievements. This balance of high expectations and a joyful, supportive atmosphere helps our students reach their full potential while building a strong, connected community.

At our school, we believe that the well-being of our staff is fundamental to our success. That's why we are committed to enabling a healthy work-life balance and providing ongoing professional development for all staff, at every level and in every role. We deeply value the contributions of every member of our team, knowing that a culture of collaboration is essential to ensuring our academy continues to improve and evolve. You will also benefit from being part of the Ted Wragg Trust, an ambitious and inclusive family of schools that shares our belief in the transformative power of education. Being a part of this network enables us to collaborate with some of the best leaders, teachers, and communities, further enriching our educational environment and enhancing the opportunities available to both staff and students.

If you share our vision and are passionate about making a real difference in the lives of young people, we would be delighted to welcome you to our school.

Warmest Regards,

Jen Brimming
Principal

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 our Headteachers.

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

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 promoting positive behaviour and embedding robust administrative processes.
Your responsibilities	• Assist with the supervision of students in our behaviour areas and classrooms • Undertake general administration tasks to support the behaviour team including producing reports • Assist with communications to parents and staff including email, letters and telephone calls • Contact parents with updates on pupil behaviour, consequences or exclusions • Administer and record appropriate sanctions including coordinating suspensions • Monitor the behaviour and progress of students and intervene where needed • Assist with student needs as appropriate • Support the wider behaviour team to offer resilience and provide cover
Grading criteria	• Support colleagues to familiarise themselves with their role. • 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 carried out within clearly defined rules and make decisions from a range of established options • Make decisions which have limited or short-term effects on immediate colleagues, students or members of the community. • Work may be subject to interruption but the program of tasks will not be subject to significant change. • Good standard of practical knowledge/practical skills embedded in the professional area.

Person Specification

Person Specification

Qualifications	• GCSE (or equivalent) in English and Maths	Essential
Experience	• Administrative experience	Essential
	• Experience working with young people	Desirable
	• Administrative experience in an educational setting	Desirable
Key skills	• Excellent organisational skills and ability to meet deadlines	Essential
	• Good knowledge of ICT	Essential
	• Excellent team player and able to use own initiative	Essential
	• Excellent communication skills	Essential
	• Able to maintain a calm, supportive manner and act with resilience	Essential
	• Maintain confidentiality and adhere to Data Protection regulations at all times	Essential
	• Able to fulfil all aspects of the role with confidence and fluency in English	Essential
Values	• **Ambitious**: works hard, has the highest standards and is positive for the future.	Essential
	• **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.	Essential
	• **Collaborative**: builds strong relationships and networks.	Essential

Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks

#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.

18
Total number of schools
(Mar 2025)

15,449
Total number of students
(Mar 2025)

2,196
Number of employees
(Mar 2025)

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

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Thank you for your interest in working for us!