

# Recruitment Pack

## Behaviour Assistant

Closing Date: 21st January 2025 at  
08:00 am



MARINE ACADEMY  
PLYMOUTH

the  
university  
school

LEADERSHIP | RESILIENCE | ASPIRATION

Ted  
Wragg  
TRUST



# Ted Wragg Trust



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



**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 working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- **be stronger together**

## How will we succeed?





# Marine Academy Plymouth

**Aim High. Be Kind. Don't Give Up.**

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

# Key Details

**Job Title:** Behaviour Assistant  
**Location:** Marine Academy Secondary  
**Salary:** Grade C (Actual Salary £20,168.29 – £20,814.26)

**Closing Date:** Tuesday 21st January 2025

**Interviews:** ASAP

**Required From:** ASAP

Your paragraph text

If you share our ambition, values and commitment to social justice, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role, or would like to arrange a visit, please contact at SLT Admin at [SLTAdmin@marineacademy.org.uk](mailto:SLTAdmin@marineacademy.org.uk)

Please use the application form available on the Trust website: [https://ce0218li.webitrent.com/ce0218li\\_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ](https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ)



# Job Description

## Behaviour Assistant (Grade C)

### 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

Key to Evidence:

A – Application Form & Letter

C - Certificates

I - Interview

R - Reference

## Behaviour Assistant (Grade C)

### Person Specification

Qualifications	<ul style="list-style-type: none"> <li>GCSE (or equivalent) in English and Maths</li> </ul>	Essential
Experience	<ul style="list-style-type: none"> <li>Administrative experience</li> <li>Experience working with young people</li> <li>Administrative experience in an educational setting</li> </ul>	Essential Desirable Desirable
Key skills	<ul style="list-style-type: none"> <li>Excellent <u>organisational skills</u> and ability to meet deadlines</li> <li>Good knowledge of ICT</li> <li>Excellent team player and able to use own initiative</li> <li>Excellent communication skills</li> <li>Able to maintain a calm, supportive manner and act with resilience</li> <li>Maintain confidentiality and adhere to Data Protection regulations at all times</li> <li>Able to fulfil all aspects of the role with confidence and fluency in English</li> </ul>	Essential Essential Essential Essential Essential Essential Essential
Values	<ul style="list-style-type: none"> <li><b>Ambitious:</b> works hard, has the highest standards and is positive for the future.</li> <li><b>Selfless:</b> 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.</li> <li><b>Collaborative:</b> builds strong relationships and networks.</li> </ul>	Essential Essential Essential

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, and where applicable, a prohibition from teaching check will be completed for all applicants.





# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

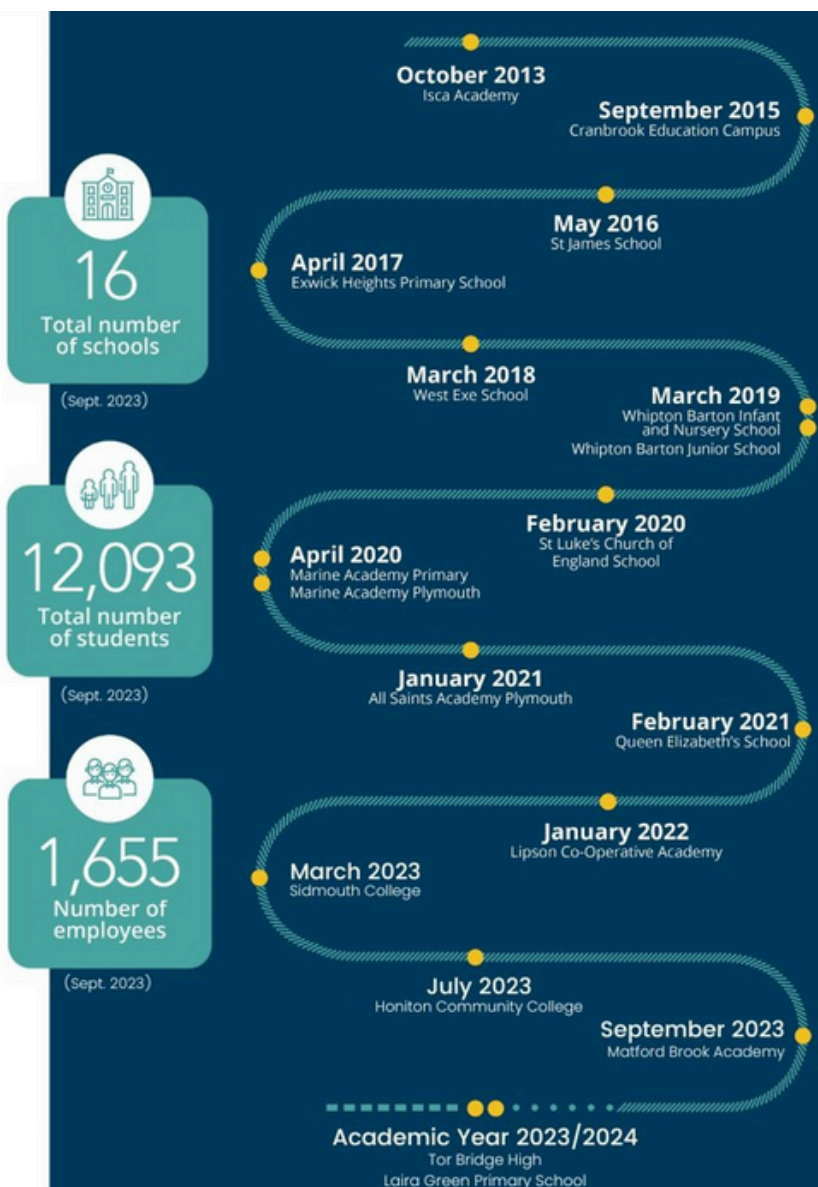


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



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



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.





Thank you for your interest!



Ted  
Wragg  
TRUST