



Recruitment Pack

Casual Supply
St James School

Ted
Wragg TRUST



Job Title:	Casual Supply
Location:	St James School
Salary Grade:	Grade MPS2 £23.80p/h
Closing Date:	Ongoing
Interview Date:	TBC
Required From:	ASAP

Join our team of exceptional colleagues who believe in an ambitious learning culture

- Join 1,000+ Trust colleagues across Devon
- Committed and passionate staff
- CPD provision and progression opportunities
- Kindness and wellbeing is valued and promoted
- Outward facing
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Welcome from Lindsay Skinner, Headteacher

I would like to thank you for your interest in the role of Casual Supply at St James School.

As Casual Supply you will be passionate about your subject and an excellent classroom practitioner who delivers innovative, engaging and challenging lessons that ensure all students achieve their best. We have a lovely staff body here at St James who are committed and passionate about all that they do.

We work closely with other schools in the Ted Wragg Trust and are currently developing a common curriculum that will allow for shared resources and expertise. We offer our staff weekly coaching sessions, bespoke CPD, in-house career progression opportunities and regular staff-wellbeing events.

At St James, our work is underpinned by the following four pillars:

- Having uncompromising high standards for all
- Keeping the arts at the heart of the school
- Valuing being outward facing
- Practising kindness

If you share these values, are driven and are prepared to go that extra mile to support our students, then we would welcome your application.

We provide a personalised and comprehensive programme of support to all of our staff, regardless of their career stage, so that they can thrive at St James.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Lindsay Skinner". The signature is written in a cursive style and is positioned at the bottom left of the page.



St James School

We value kindness and work to be kind in all our interactions and engender the same in our students.

St James is a thriving, diverse and ambitious community with 980 pupils. We are an 11-16 mixed comprehensive school that is consistently one of the highest performing in the area. We perform so well because from the moment they join us, we ask our pupils to work hard and be kind. These two behaviours epitomise what we think is important for both pupils and staff alike.

Our school is situated in the East of Exeter on a new, purpose-built site which means we benefit from excellent facilities, including an art and photography suite with gallery, an amphitheatre, a drama studio and a theatre with full rigged lighting and raked seating, a 4G full sized pitch, a greenhouse, allotments and significant school fields.

At St James, we value teachers' time which is why we have a sensible marking policy for classwork meaning that you are not routinely expected to handwrite feedback to pupils. Additionally, we have an automated system for homework which is planned, set and checked for you. All this saves you time so that you can focus on getting to know your pupils and planning the very best lessons for them. Across EBACC subjects, we have a common curriculum with fully resourced schemes that you simply need to refine for your classes' needs.

Our classrooms are disruption free as our behaviour system removes pupils who do not follow our lesson expectations. All sanctions are centralised so that you can simply get on with your job: teaching.

We ensure that our students are outward facing and enjoy a full range of experiences and opportunities whilst they are at St James. We help develop open minded, receptive and kind people, who embrace new ideas and change and who enjoy life and want to explore it by experiencing new things. The arts are core to our curriculum and are the beating heart of our school. All students partake in the arts and are given the opportunity to take the full range of arts qualifications at KS4.

More than 70% of our pupils complete the English Baccalaureate, and, as a result, we see our students invited to join elite post-16 programs, such as the Exeter Maths School and the Reach Academy.

The core of our ambitious learning culture is a broad, knowledge-rich curriculum, which is cohesive, cumulative and effectively sequenced. Our common curriculum is academic, rigorous and challenging, and designed with long-term memory in mind; students' knowledge, skills and understanding are cemented by frequent and systematic revisiting.

Our colleagues are
incredibly
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passionate about all
that they do



Our curriculum aims not only to provide students with the knowledge and skills to obtain optimum GCSE outcomes but also to develop a love for subjects, acquiring knowledge and skills which set them up for future studies. Through a curriculum which, for us, encompasses every aspect of school life, we are developing our community of young people to have deep agency with their learning: they are curious about the world around them and proud to be learning with us.

We are committed to providing the very best environment for professional growth, believing that this is key to fostering an innovative and a progressive atmosphere. Our colleagues are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities, together with a relentless focus on staff wellbeing. If you are reflective in your approach and have a desire to be part of a highly successful school improvement team then this is the school for you.

Like Dylan William, we believe 'every teacher needs to improve, not because they are not good enough, but because they can be even better'. That's why our teachers receive weekly coaching sessions so that they can reflect on and refine their practice. We don't carry out formal, graded lesson observations as we believe our focus should be on helping teachers improve, rather than prove their practice.

Ofsted judged us to be a strong Good in our inspection in 2018. Our results in 2019 saw our students sustain the high level of performance of recent years. Headline figures show that 65% of students left with a grade 9-4 in English & Maths (a 'standard' pass) and 42% with a grade 9-5 in English & Maths. 77% of students achieved a 4 or above in English, and 62% a 5 or above, whilst in Maths 70% achieved a 4 or above, and 48% a 5 or above. The school's strong performance in the Ebacc has also continued.

We value kindness at St James and work to be kind in all of our interactions and engender the same in our students. So, if you like to work hard and be kind and you like your pupils to do the same, St James School is the place for you.

The Governing Body:

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.

Job Description



Job Title: Casual Supply
Location: St James School
Responsible To: Assistant Headteacher
Salary Grade: MPS2 £23.80p/h

Key Purpose of Job

- Applications are invited from qualified teachers to join our relief supply bank, providing teaching support on an 'as and when required' basis, for example due to staff absence. This may also be a result of long term absences.
- The successful applicant will be expected to provide teaching and learning across a range of subjects to ensure high attainment of students. The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

Key Duties and accountabilities of the post

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Ensure that pupils are actively engaged in pre-set work where this has been provided.
- Help to establish / maintain discipline and good order in the classroom.
- Contribute to the effective working of teaching departments.
- Participate in departmental CPD and undertake professional development as identified.

Teaching and Learning:

- Use pre-set work to teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
 - Plan lessons, where appropriate.
 - Use regular assessments to monitor progress and set targets, where appropriate.
 - Respond accordingly to the results of such monitoring, where appropriate.
 - Ensure that all students make significant and continuing progress.
 - Maintain accurate pupil data that can be used to make teaching more effective.
 - Identify situations where Key Stage Co-ordinators or Heads of Department needs to be involved.
 - Communicate enthusiasm of all subjects, and the areas of learning related to it, to students.
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Working Environment & Conditions of the post

In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

Other Duties

Participate in induction training, staff review processes and professional development opportunities

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 Federation Policies and Procedures

The post-holder must comply with the Trust's Health and Safety requirements specifically for the Schools 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

Qualifications and Professional Development

- A good honours degree (2:1 or higher)
- Qualified teacher status or equivalent
- Evidence of further professional study (desirable)

Knowledge/Experience:

- Recent and relevant teaching of good lessons at Key Stages 3 and 4
- A track record of excellent student progress demonstrated by examination outcomes
- Good knowledge and understanding of English within the curriculum context and wider world.
- Ability to use data effectively to support student progress

Personal Attributes

- Dedication to working hard
- Dedication to being kind



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 to an Outstanding FE College, to a world-class, top 10 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 to make continual school improvement.
- Foster a culture of positive challenge.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experiences so that every student fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all students.
- Develop life-enhancing opportunities that students leave school with a sense of self-worth and determination to succeed

We have grown to 13 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>



Staff Wellbeing

More reasons to join St James and The Ted Wragg Trust!

- Cycle to work scheme.
- Staff celebrated in weekly, Christmas and yearly awards.
- Complimentary tea, coffee, sugar milk for all departments.
- Staff sport including football, yoga and aerobics – all staff welcome to join.
- An annual flu jab for all staff if required.
- Staff socials and other events organised by our Director of Fun!
- Trained in-house Wellbeing Champion, providing access to free support and resources.
- On-site free parking.
- Cake at break – fortnightly.
- A flexible approach to family commitments and 2 days paid for non-emergency illness of dependants
- Opportunities for career and personal development.
- Employee assistance programme including free counselling
- Discounted Gym membership.
- Secret buddy scheme – helping us to care for each other.



How to Apply

If you would like further information please contact by email at Recruitment@stjamesexeter.co.uk.

Applications are to be sent to recruitment@stjamesexeter.co.uk school. Application forms are available on our website here: <https://www.stjamesexeter.co.uk/page/?title=Vacancies&pid=12>

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.

Interview Process:

Interview date tbc. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process.



Recruitment Pack

Thank you for your interest!

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