



Part of the  
**Ted Wragg** TRUST

# St James School

## Head of Performing Arts

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.



# TABLE OF CONTENTS

• Key Details	1
• How to Apply	1
• About St James	2
• A Warm Welcome from our CEO	3
• Job Description	4
• Person Specification	6
• #lifeattedwragg	8
• The Ted Wragg Institute	9
• Our Ted Wragg Standard	10
• Our Benefits	11
• Our Trust Journey	12



# Key Details

Salary	MPS/UPS with TLR 2B	Location	St James School
Hours	Full time. Job share considered for the right candidate.	Interviews	TBC
Closing date	Thursday 8 May	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 Clive Nevill at [recruitment@stjamesexeter.co.uk](mailto:recruitment@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



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;
- be an experienced administrator;
- have excellent time management and organisational skills;
- be able to prioritise workload;
- have excellent attention to detail;
- 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 to [recruitment@stjamesexeter.co.uk](mailto:recruitment@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



# 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 providing a high calibre teaching and learning environment, challenging the educational and social disadvantage in the South West.

## Your responsibilities

- Live our mission and values every day
- Promote safeguarding policies and procedures to protect students maintaining a culture in which students are protected and achieve the best outcomes
- Role model responsibilities and provide great management to ensure team members flourish professionally and personally within your team
- Collaborate through Trust and external networks to produce resources that reduce workload, drive high performance, inspire excellent teaching and learning and achieve excellent progress and ensure curriculum resources are continually improved through a review and renew process
- Quality assure the standard of education and culture with particular focus on the success of students with SEND and those entitled to pupil premium
- Model adaptive practice to meet diverse student needs using appropriate reasonable adjustments to support all students in order to maximise academic potential
- Be a role model, creating and maintaining an environment within your department where pupils and staff develop and maintain positive attitudes towards each other, teaching and learning, the environment, and the community
- Ensure department strategic planning centers equity, and values the diversity and experience of the whole school community
- Be a role model, strategically designing, creating and maintaining strategies that secure high standards of behaviour and attendance within your department
- Implement and maintain assessment, recording, reporting, and analysis procedures for the areas you lead.
- Through great management secure improvement through continuous professional development and performance management
- Engage with external quality assurance and help prepare documentation for our Trust, school governors, Ofsted and other regulating bodies
- Plan for the best use of all resources across your department within allocated budgets
- Participate in at least fortnightly coaching as coach and coachee, analysing data for your department to inform strategic plans
- Complete all exam entry requirements and prepare your department to fully understand and implement these
- Support students with pastoral responsibilities and enrichment activities
- Carry out any other reasonable duties as requested by Headteacher or Line Manager



# Job Description

## Your key objectives

### To support pupils to:

- Love coming to school
- Achieve well
- Live a life of opportunity

### To support colleagues to:

- Love coming to work
- Build high quality professional relationships with Trust networks
- Inspire others

### To support communities to:

- Love our schools
- Value working together
- Make the world a better place

]



# Person Specification

## Person Specification

### Qualifications

- |  |           |
|--|-----------|
| • Qualified Teacher Status               | Essential |
| • Good honours degree                    | Essential |
| • Further CPD or relevant qualifications | Desirable |

### Experience

- |  |           |
|--|-----------|
| • Values driven  | Essential |
| • Strong teaching ability – demonstrated through previous experiences                | Essential |
| • High quality curriculum development, demonstrating impact upon on outcomes         | Essential |
| • Responsibility within a school   | Desirable |
| • Leading a department   | Desirable |
| • Working in areas or school communities with high levels of SEND and/or deprivation | Desirable |

## 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



# Person Specification

Key skills	• Able to fulfil all aspects of the role with confidence and fluency in English	Essential
	• Strong moral purpose and drive for improvement	Essential
	• Excellent subject knowledge and understanding of the secondary curriculum	Essential
	• Effective use of Coaching and practice within your own department and others within the school	Desirable
	• Effective use of formative assessment and ability to analyse data to ensure all trends/patterns and key areas to work on are identified	Essential
	• Adaptive teaching that challenges and supports all	Essential
	• Ability to receive and act on feedback	Essential
	• Commitment to safeguarding	Essential
	• Desire to develop yourself	Essential
	• Effective use of coaching and practice within your own department and others within the school	Desirable
	• Ability to hold others to account	Desirable
Values	• <b>Ambitious:</b> works hard, has the highest standards and is positive for the future	Essential
	• <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	Essential
	• <b>Collaborative:</b> 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
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# #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/workwithus](http://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



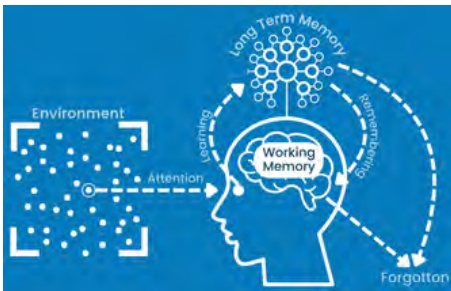
Thrives in a complex system



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.

**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



Up to 10% off all Pure Gyms



up to the value of £2,000.  
[cyclescheme.co.uk](https://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



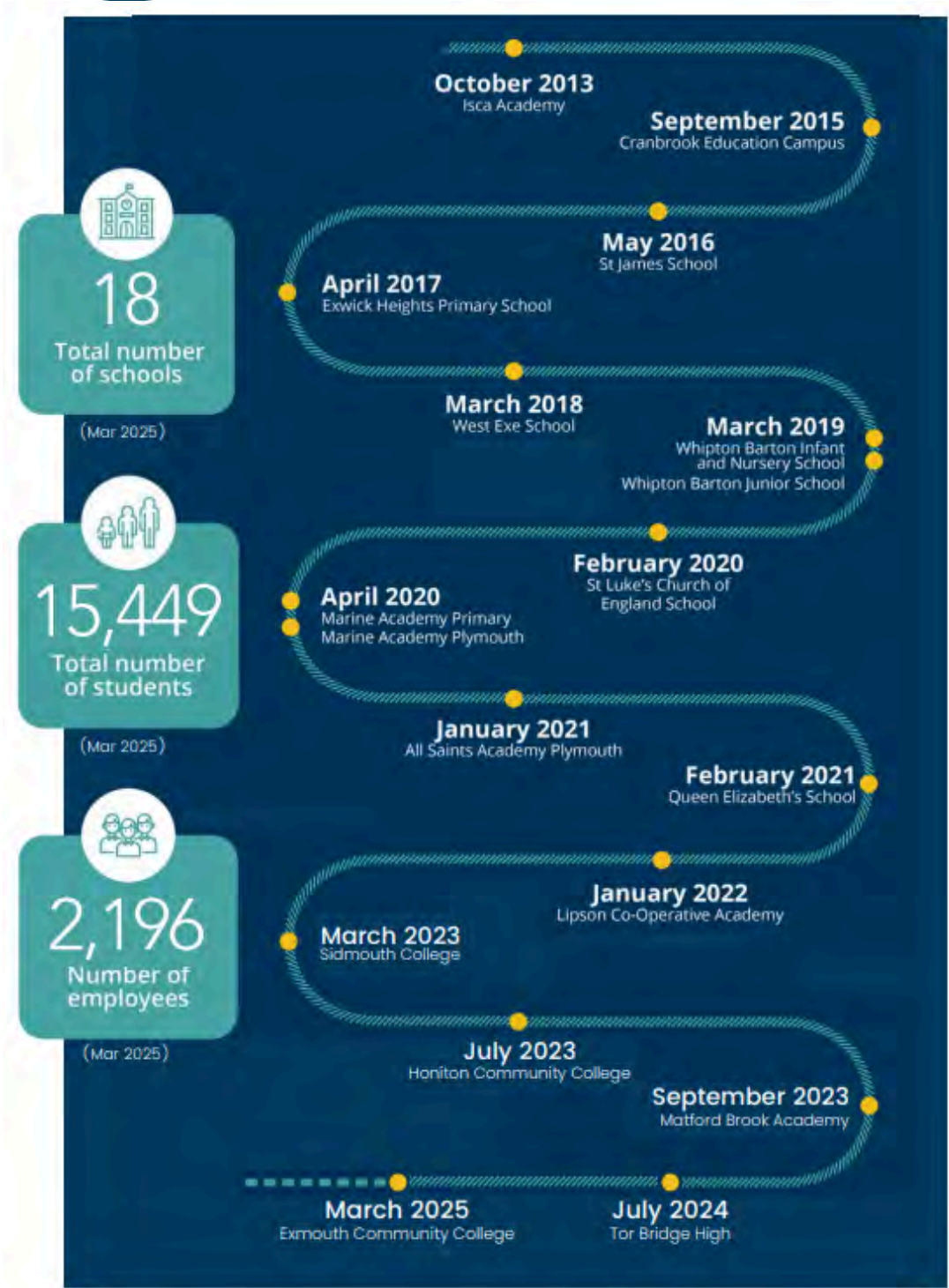
Family friendly policies and flexible working opportunities



# 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!

