



Part of the
**Ted
Wragg** TRUST

Tor Bridge High

Head of Year (non-teaching)

“This may be the most remarkable 12-month transformation I have yet seen in a school ”

Trust Review December 2024



TABLE OF CONTENTS

• Key details	1
• How to apply	1
• About Tor Bridge High	2
• Why work at Tor Bridge High?	3
• A warm welcome from our CEO	4
• Job Description	5
• Person Specification	7
• #lifeattedwragg	8
• The Ted Wragg Institute	9
• Our Ted Wragg Standard	10
• Our benefits	11
• Our Trust journey	12



Key Details

Salary NJC Grade E

Location Tor Bridge High

Hours 37 hours x 40 weeks

Interviews W/c 21st April

Closing date 23:59 on 3rd April 2025

Required from as soon as possible

Our Mission:

To transform lives and strengthen our communities to make the world a better place.

Through our Values:

Courage ~ Love ~ Ambition

How to apply

For an informal conversation about the position please contact Human Resource at: TBH-HR@torbridge.net or call reception on 01752 207907

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



About Tor Bridge High



Thank you for your interest in joining Tor Bridge High at this exciting time in our journey. As the most improved school in Plymouth, we are building something special –rooted in our values of Courage, Love, and Ambition.

Tor Bridge High is an outstanding site with excellent modern facilities and resources, having been rebuilt in 2012. We are a truly unique community school with close partnerships between our outstanding on-site primary school, Tor Bridge Primary; special school, Cann Bridge; alongside Plymbridge nursery, which a number of staff use. Our School is a well-established secondary school, with a thriving sixth form. We have 1,170 keen learners and a thriving community which includes everything from our on -site Estover library, Patriots Basketball team, the Soundhouse Arts provision and our Sports Community Hub. We have been oversubscribed consistently for many years and value our community links.

We are looking for an exceptional Head of Year to be part of our growing great people strategy. This is an opportunity to provide our excellence pastoral support to our students driving excellence and fostering a love of learning. We need someone with the highest expectations for our students who combines rigour with warmth, ensuring that every student feels a true sense of belonging.

If you are unashamedly ambitious for our learners, passionate, and ready to make a real impact, we would love to hear from you.

Join us, and together, we will continue to transform lives, strengthen our community and make the world a better place



Joining Team Tor Bridge!

Do you show **COURAGE** in every action you choose?

Do you **LOVE** inspiring people?

Are you **AMBITIOUS** about your career?

If **YES**, Team Tor Bridge is the place for you!

Here at Tor Bridge High our staff and students are driven each and everyday by our mission of making the world a better place

To achieve this we insist on:

Relationships & Culture

- Always people first
- Connections
- Belonging

Worklife balance

- Centralised curriculum
- Enrichment activities
- Teacher friendly assessment

Growing Great People

- 1-1 coaching
- Trust Wide CPD Offer
- Powerful Networks

Passion & Energy

- Love coming to work
- Celebrate achievements
- Spread joy

Are you ready to transform lives, to join an outstanding team and be the very best leader? **Your journey starts here.**

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**.

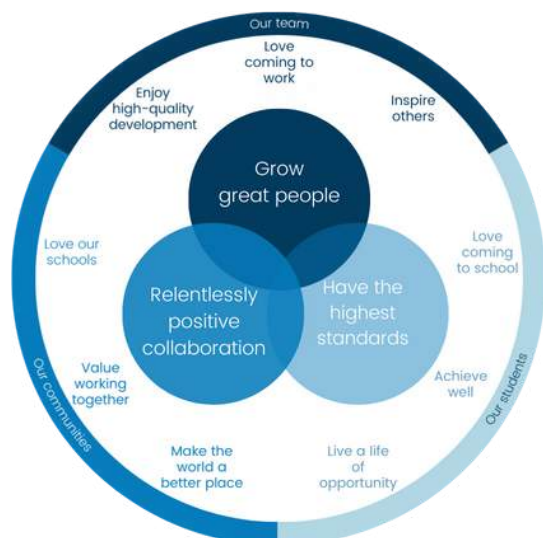
Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow our Headteachers**.

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

Responsible for the leadership of their designated year group (8, 9 or 10) within the overall policies of the school.

Ensure that learning is disruption free in every lesson, every day so that there is low absence and excellent punctuality within their year group and that their students demonstrate that they are Ready, Kind and Safe in all aspects of school life.

Communicate matters with a holistic overview relating to students' academic performance with relevant colleagues such as Assistant Headteachers, Curriculum Leaders and Class Teachers.

Behaviour:

- Effectively role model the standards of behaviour expected of students and staff.
- Ensure that learning is disruption free in every lesson, every day and students meet School expectations at all times, specifically that:
 - the relationships and behaviour policy is applied to all students within their year group;
 - uniform and equipment are checked daily, so no time is lost in class;
 - consequences for poor behaviour escalate alongside interventions to reduce repeat sanctions and suspensions;
 - parental engagement, SEND advice and support from external agencies are sought where relevant, to create and implement individual pastoral support plans to help students overcome their barriers to learning.
- Ensure that low absence and excellent punctuality are the norm, specifically that:
 - absence is < 5% and robust systems are used to track, support and intervene for any concerns through liaison with the attendance lead;
 - lateness to lessons is always challenged and consequences issued;
 - liaise closely with attendance team supporting students and their families which may include home visits, supported by the Attendance team.
- Ensure students demonstrate the schools' values of 'Courage, Love and Ambition' which are evident in: Tutor time, assemblies, personal development days, volunteering and leadership opportunities and enrichment activities. These specifically ensure that:
 - all students know and understand the School values and are able to demonstrate them;
 - at least 50% of students take up voluntary opportunities to enrich their education each week.
- Be the first responder and point of contact for parents/carers who contact the School with concerns about students.
- Make referrals, where necessary, to the ODSL (Operational Designated Safeguarding Lead) to report any safeguarding concerns.
- Work with individual and groups of disengaged students whose relationships are a barrier to learning, supporting them in ways of improving their engagement.
- Work alongside the SENDCo and the Academic Learning Support team to provide staff with information and support that will enable them to better understand students' needs.
- Review and analyse student data in relation to behaviour, attendance, punctuality, welfare and academic progress in order to identify needs, gaps, patterns and trends, and respond to secure improvement.
- Provide consistent supervision during the School breaks, focusing on positive engagement and school-based activities. This will be mainly based outside in the social areas, monitoring and supporting positive interactions and social skills development.
- Ensure that student success is celebrated everyday through tutorial, assemblies, celebration events, newsletters and communication to parents/carers.
- Deliver assemblies, ensuring registers are completed and supervise students, as required, before, during or after school sessions.
- Lead on year group councils to gather student voice on Year and School issues to make improvements.
- Other Year Groups: Lead on key group events, as appropriate, and as directed by the SLT link.
- Support other year groups outside of directed designation to support colleagues within the team.
- The completion of such other duties or developmental work, which may from time to time may be required.
- Responding to low standards of uniform, equipment and behaviour with timely and effective meetings with parents so that these are resolved quickly.

Other Activities:

- Have oversight of students' academic performance and communicate, as required, with key staff in school, to ensure that all students within their year group are supported to be the best that they can be.
- Meet with AH-RSL, as required, to raise matters relating to students' academic performance.
- Provide guidance and advice to students on educational and social matters and on their future education and careers, including information and expert advice on specific questions, making relevant records and reports.
- Create records of and reports on the personal and social needs of students, logging on school management systems (e.g. Bromcom and CPOMS) as appropriate.
- Communicate and consult with the parents/carers of students.
- Communicate and co-operate with persons or bodies outside of the School.
- Participate in meetings arranged for any of the purposes described above.
- Provide or contribute to oral and written assessments, reports and references of individual students and groups of students.
- Maintain good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Participate in administrative and organisational tasks related to such duties and ordering and allocation of equipment and materials.

Professional Development:

- To take part in the TBH staff development programme by participating in arrangements for further training and professional development at TBH.
- To continue personal development in the relevant areas.
- To engage actively in the Performance Management process at TBH.
- To work as a member of a designated team and to contribute positively to effective working relations across the school as required

Health & Safety:

- Work within the requirements of the Academy's Health and Safety policy, performance standards, safe systems of work and procedures.

Other specific duties:

- To play a full part in the life of the School and community to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example.
- To actively promote the School's policies.
- To actively engage in the School's self-review and evaluation processes.
- To attend meetings as determined and directed by the Headteacher.
- To undertake any other duty as specified by the Headteacher.
- To comply with procedures concerning safeguarding and to ensure that training is accessed when appropriate.
- To ensure that you play a full part in carrying out duties to ensure student conduct around the site is of the highest order.
- To act in line with Tor Bridge High's policies and procedures in relation to information governance. This includes data protection, information security and confidentiality.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and, from time to time, duties may be varied, which do not change the level of responsibility or the general character of the job.

Person Specification

Qualifications	Essential	Desirable
Minimum of GCSEs (or equivalent) from Grades 9 - 4 in English Language and Maths.	●	
Post 16 Level 3/'A' level qualification	●	
First Aid or willingness to be trained	●	
Experience		
Working with children and young people	●	
A proven track record in working within the education sector		●
Experience of working in a pastoral role within a school		●
Skills and Knowledge		
Excellent IT skills.	●	
Knowledge and understanding of safeguarding and child protection legislation and policies within an educational setting.	●	
Awareness of national and local agencies that provide support for children and families.		●
Ability to think analytically and make effective judgements.	●	
Ability to work within tight deadlines.	●	
Have excellent written and verbal communication skills.	●	
Deal with confidential and/or sensitive information or issues	●	
Ability to operate within relevant policies/codes of practice and to develop awareness of relevant legislation	●	
Be able to create and maintain effective partnerships with staff, parents, carers, children and the wider school community.	●	
Ability to work with students removing the barriers to learning.	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	
Personal		
Have a willingness to extend skills through appropriate training.	●	
Able to work using own initiative or as part of a team	●	
Able to remain calm and positive under pressure	●	
Willingness to take part in professional development opportunities	●	
Commitment to high standards and expectations	●	

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.

#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



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.

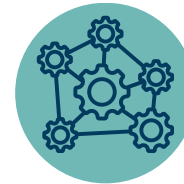
Key Concept: Leadership



We believe that great leadership:



Fiercely educates



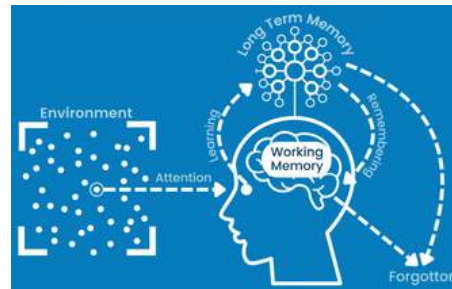
Thrives in a complex system



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:

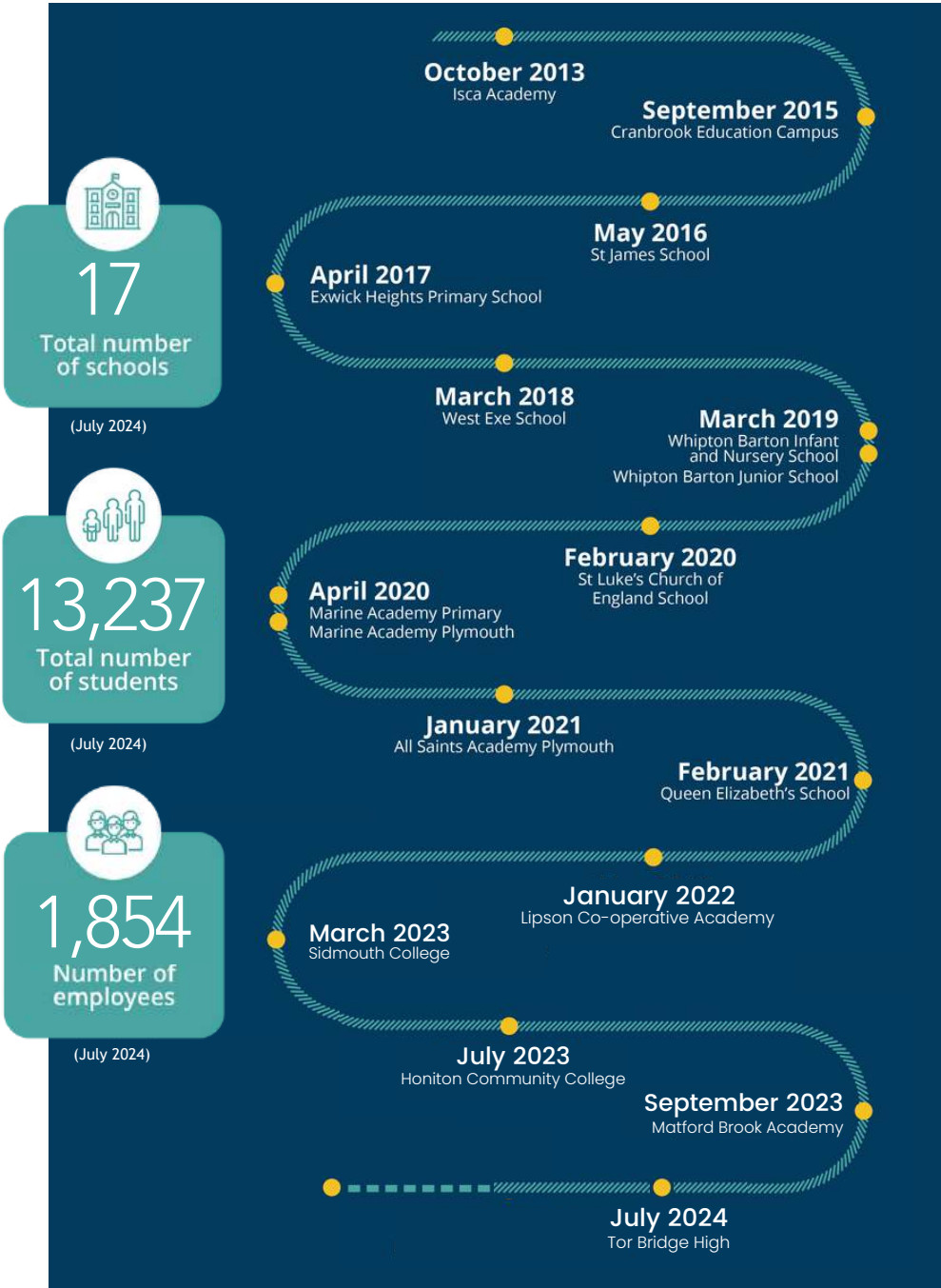
 <p>Exceptional development and networking opportunities</p>	 <p>Cost of blue light cards can be claimed through expenses</p>
 <p>Free annual flu jab, eye test and allowance for glasses</p>	 <p>Exclusive discounts, cashback and vouchers</p>
 <p>Free, confidential employee helpline. Available 24-7 through Health Assured</p>	 <p>Access to Wisdom app to support your mental health</p>
 <p>Up to 10% off all Pure Gyms</p>	 <p>up to the value of £2,000.</p>
 <p>Up to 2 days paid emergency time off for dependants</p>	 <p>Generous public sector pension schemes for all staff</p>
 <p>Timetabled instructional coaching for all teachers</p>	 <p>Family friendly policies and flexible working opportunities</p>



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.





Thank you for your
interest in working for
us!



