



Part of the
**Ted
Wragg** TRUST

Queen Elizabeth's School Inclusion/Pastoral Lead

"Queen Elizabeth's is an ambitious school, dedicated to providing an excellent education that develops knowledge, character, contribution and wisdom."

**Paula Smith,
Headteacher**



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Key Details

Salary

Grade G, £32,498 per annum

Location

QE School

Hours

37.5 hours per week over 39 weeks

Interviews

TBC

Closing date

5pm Sunday 28 June

Required from

September 2026

Our vision is for Queen Elizabeth's to be an exceptional school which enables our young people to flourish in life and make a positive difference to their community. We will achieve this by providing an excellent education that develops knowledge, character, contribution, and wisdom.

At Queen Elizabeth's we champion the characteristics we know our young people need to lead a successful and fulfilled life. Ambition, a sense of community and kindness are essential for human flourishing and are at the core of what we do as a school.

Ambition: we work hard to be the best we can be so that we flourish in life.

Community: we take part in opportunities to make a positive difference to ourselves, each other and our wider community. We honour being together and are proud to be part of our school.

Kindness: we act with kindness so that others feel respected, valued and cared for.

How to apply

For an informal conversation about the position please contact Anna Field at anna.field@qe.devon.sch.uk

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





Dear Applicant,

Thank you for your interest in this post at Queen Elizabeth's School. The school currently has 1100 students on roll of whom 100 are in the Sixth Form. The majority of our students are drawn from our partner primary schools across mid Devon and the greater Exeter area.

Founded in the 16th century, our school is set in the market town of Crediton, just 7 miles from Exeter. We are an ambitious school dedicated to providing an excellent education that develops knowledge, character, contribution and wisdom. Our Year 7 and 8 students are taught on our Lower School site and Years 9-13 at our Upper School site on Western Road.

At Queen Elizabeth's our coaching programme supports all colleagues to continuously improve their classroom and leadership practice. We were delighted to be judged as Good in the most recent Ofsted report in May 2022, which recognised our high-quality curriculum and continued improvement in achieving positive outcomes for all students. Through high quality teaching and a broad range of extra-curricular activities ensure that our students and staff live out our values of ambition, community and kindness.

Our pillars of staff culture support all of our interactions as a school. This means being better every day, putting the team before the individual and demonstrating kindness by being both warm and strict.

By actively committing to these values and behaviours, staff will contribute to creating a school culture where everyone flourishes.

This recruitment pack outlines the key duties and accountabilities of the post.

The successful applicant will:

- have a clear, well communicated understanding of the most effective teaching and learning techniques that lead to strong student progress.
- possess the skills and determination to make a positive difference to the lives of our students.
- be relentless in encouraging all students to build their knowledge and actively contribute to school life within our community so that they develop a sense of pride and belonging.

Yours sincerely

Paula Smith – Headteacher

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 enabling excellent educational experiences by providing well maintained schools and facilities.

Your responsibilities

- Act as a Deputy Designated Safeguarding Lead (DDSL), in line with statutory guidance and school safeguarding procedures.
- Support the day-to-day pastoral care, welfare and behaviour of students across the whole school.
- Work with students from all year groups, responding to pastoral concerns, behaviour incidents and welfare needs as they arise.
- Act as a key point of contact for students requiring pastoral support during the school day.
- Act as site lead for Lower School for days or part days and lead the work of Heads of Year
- Work closely with the safeguarding team, SENCO, behaviour team and senior leaders to support students effectively.
- Monitor and respond to pastoral, behaviour and attendance concerns across the school, identifying students who may need additional support.
- Provide early intervention and targeted pastoral support for students experiencing difficulties in school.
- Support students who are dysregulated, distressed or finding it difficult to access lessons.
- Support with lesson removals, reintegration conversations, restorative work and follow-up after incidents.
- Contribute to behaviour support plans, pastoral interventions and agreed strategies for individual students.
- Support students to resolve friendship issues, low-level conflict, bullying concerns and emotional barriers to learning.
- Liaise with parents/carers where appropriate to provide updates, gather information and agree supportive next steps.
- Maintain accurate records of pastoral contact, incidents, interventions and safeguarding concerns using school systems.
- Support the Designated Safeguarding Lead with the identification, recording and management of safeguarding concerns.
- Ensure safeguarding concerns are accurately recorded on the school's safeguarding system.
- Escalate safeguarding concerns to the DSL, senior leaders or external agencies where appropriate.
- Promote a strong safeguarding culture across the school, ensuring that student voice, welfare and safety remain central to decision-making.
- Complete all required safeguarding training, including DDSL training, and keep knowledge up to date.



- Work with teaching staff, tutors and pastoral colleagues to share relevant information and ensure consistent support.
- Support transition, reintegration and return-to-school processes where required, including after absence, suspension or alternative provision.
- Support the consistent implementation of the school's behaviour, attendance, anti-bullying and safeguarding procedures.
- Promote high standards of conduct, attendance, punctuality and engagement across the school.
- Contribute to a calm, safe and inclusive school environment.
- Attend relevant pastoral, safeguarding, attendance, inclusion or behaviour meetings as required.
- Coordinate the pastoral programme (Tutor time)
- Line manage the behaviour team
- Carry out any other reasonable duties linked to the pastoral care, welfare and support of students across the school

Role Criteria

- Deliver great management (as defined by TWT's habits for great managers) for others within their service
- Establish imaginative solutions and responses.
- Undertake comprehensive assessment, planning and evaluation as situations will not be straight forward or well established. The post holder will have some authority in the provision of services.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines
- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals.
- Work subject to deadlines involving frequently changing circumstances and conflicting priorities.
- Ability to use detailed knowledge in specialist discipline or hold a breadth of knowledge in more than one specialist function



Person Specification

Qualifications

- NVQ 4/ BTEC/ HNC or equivalent experience Essential

Experience

- Experience of working in an educational setting or with young people. Essential
- Experience of leading and managing complex student pastoral issues and liaising with multidisciplinary teams (safeguarding, behaviour, SEND) as well as teachers and parents/carers to resolve them in line with school policies.

Key Skills

- Maintain confidentiality and adhere to Data Protection regulations at all times
- To work under pressure and prioritise workload to meet deadlines
- Excellent organisational skills with the ability to multi-task
- Excellent written and interpersonal communication skills
- Able to use own initiative
- Excellent team player
- Able to fulfil all aspects of the role with confidence and fluency in English

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



#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](http://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



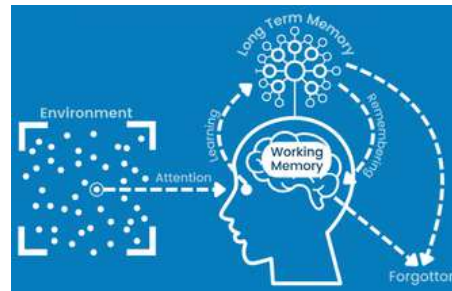
Thrives in a complex system



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.

