



Part of the  
**Ted  
Wragg** TRUST

# Queen Elizabeth's School

## Inclusion Support

*"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 D, starting from £21,356

## Location

QE School

## Hours

34.25 hours per week

## Interviews

TBC

## Closing date

## Required from

April 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](mailto: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



## Letter from the Headteacher



## Floreat Schola Kyrtonensis

Dear Applicant,

Thank you for your interest in this post at Queen Elizabeth's School. The school currently has 1,100 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

To provide support across inclusion including; behaviour, safeguarding, attendance and SEND teams to maximise engagement of all students in school life. To work as part of the Inclusion Team, especially in the Behaviour rooms but across all roles of inclusion by supporting the key initiatives, help with the management and implementation of the Behaviour policy, support access to learning for pupils and assist in the management of students and the classroom.

## Your responsibilities

- To provide support for the Inclusion Teams (Behaviour, Safeguarding, Attendance & SEND)
- To support parents and professionals in monitoring effective plans and strategies for identified students
- To support the day to day running of the Inclusion rooms including record-keeping, administration and resourcing
- To support with students' learning within the Inclusion room
- Promoting good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Supporting the implementation of individual behaviour plans
- To support the safeguarding team in keeping children safe
- To support staff who are leading a variety of work programmes for students to ensure their access to learning
- Helping to create and maintain a purposeful, orderly and supportive environment, in accordance with the school policy
- Providing detailed and regular feedback to staff, students and parents on pupils' achievement, progress, problems, etc
- Being aware of, and complying with, policies and procedures relating to Behaviour Policy, Child Protection, Health, Safety and Security, Confidentiality and Data Protection, and reporting all concerns to an appropriate person

## Grading criteria

- Provide on the job training for colleagues and oversee quality of work
- 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 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 a material effect on the internal operation of their own or other departments
- Work may be subject to interruption but the program of tasks will not be subject to significant change
- Good standard of practical knowledge/skills to be able to undertake more complex tasks



# Person Specification

## Qualifications

- Youth/care work/educational qualification Desirable
- Minimum 2 GCSE's including Mathematics & English (Equivalent to Grade C or above). Hold or willing to take level 3 safeguarding qualification Essential

## Experience

- Significant experience of working with children i.e., voluntary/paid work in schools, youth settings Essential
- Experience of dealing with a range of student behaviours Essential

## Key skills

- Ability to use ICT and support students with their learning Essential
- Ability to develop and maintain good relationships with staff, parents, outside agencies and be able to foster good relationships and gain the confidence of young people Essential
- Positive and consistent approach to managing groups of young people effectively to ensure a positive and safe environment Essential
- Organising and delivering a range of interventions with and for young people Essential
- Ability and experience of working with a high degree of initiative and without close supervision Essential
- Resilient, able to respond well under pressure Essential
- Commitment to participate in development and training opportunities Essential
- Flexible and adaptable approach to work demands Essential
- Excellent interpersonal and communication (written & oral) skills Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential

## Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **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
- **Collaborative:** builds strong relationships and network.



# #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



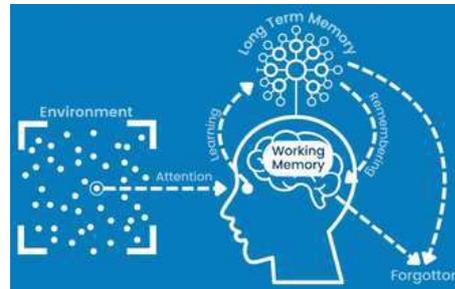
Thrives in a complex system



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.

