



# Recruitment Pack

Learning Coach/Teaching Assistant

QE School, Crediton

Closing Date: 9am Friday 3 May 2024

**Ted**  
**Wragg** TRUST

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



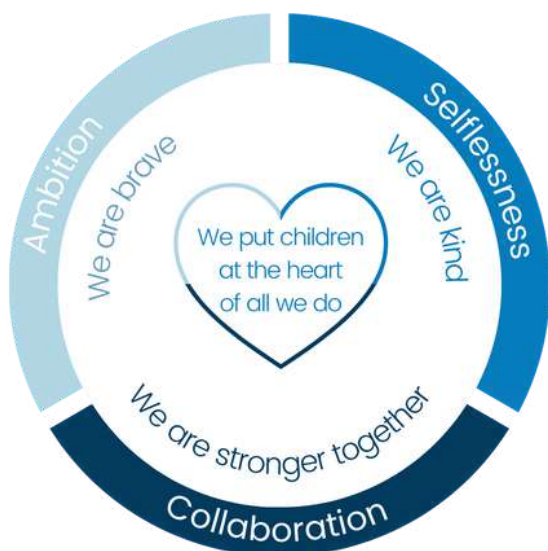
**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



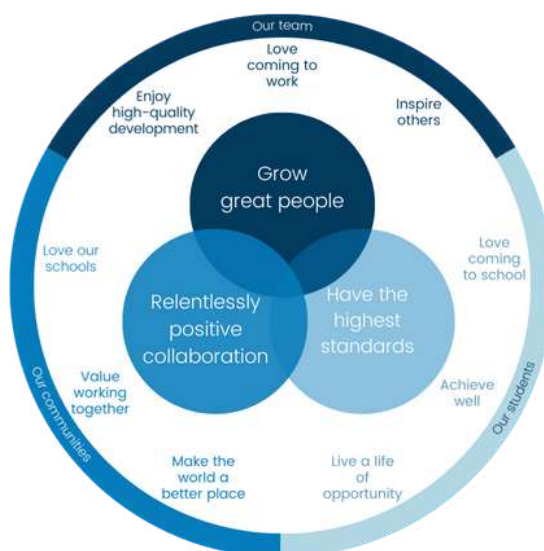
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



# Queen Elizabeth's School

## Letter from the Headteacher

Welcome to Queen Elizabeth's School or QE, as it is often affectionately known. Thank you for taking the time to find out more about this role at QE. I hope the information in this pack is helpful and I look forward to receiving your application.

QE is a place where all people are empowered. Our curriculum challenges students, inspiring their curiosity and creativity. We believe in the power of a broad and balanced curriculum and ensure a range of subjects are available. Through excellent teaching we aim to develop knowledge and understanding of the world and instil the values of respect, reflection and resilience in our learners. Our vision is to be a place where all people in our community progress and are engaged and fulfilled. You will need to embody our ethos, vision and values in everything you do. We are an inclusive school that is absolutely committed to providing the best possible educational experience and delivering exceptional outcomes for all our young people.

We believe in an approach to learning that equips students with a 'growth mind-set', intrinsic motivation and the skills of how to learn and be successful. Our students are well behaved, friendly and respond exceptionally well to good teaching. The overwhelming feeling in our school is one of friendliness. Our staff are fantastic and determined to deliver our core purpose - Educating to Empower.

I look forward to hearing from you; please visit our website for more information about the school and contact us if you have any questions. Please do get in touch via Mrs Anna Field, Personnel Assistant [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

Yours sincerely

**Paula Smith - Headteacher**



# Key Details

**Job Title:** Learning Coach/Teaching Assistant  
**Location:** Queen Elizabeth's, Cridton  
**Salary:** Grade C, 5-7, starting salary £17,754  
Typically Monday to Friday, 6.5 hours per day

**Closing Date:** 9am Friday 3 May  
**Interviews:** TBC  
**Required From:** ASAP

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role please contact Anna Field, [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

Please use the application form available on the Trust website and email it to: [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

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.





# Queen Elizabeth's School

## Key Purpose of Job

To ensure that students with additional needs are supported to remove their barriers to learning so that they achieve at least in line with their expected levels of progress. Queen Elizabeth's is a large School based across two campuses, the post holder will work flexibly across both sites.

To have a measurably positive impact and be accountable for the interventions delivered and wellbeing of students by acting as an advocate or enabler to them accessing and succeeding in all parts of their mainstream education.

To work flexibly to deliver targeted support according to the prevailing needs of the school; this may be in area of pre-existing expertise or an expertise which is developed over time and with training.

To support the effective management of student behaviour at the start of the school day to ensure safety and wellbeing.

## List Key Duties and accountabilities of the post

- To deliver in class support as applicable.
- To coach identified students to support the removal of barriers to learning.
- To deliver 1:1 and small group targeted provision.
- To deliver out of class support in areas such as study skills or specific area of support where appropriate. This may include support at student social times.
- To produce resources to support a student in lessons and with organisational skills.
- To coach students to enable them to become independent and resilient learners.
- To coach students in other wider skills including social skills to ensure other barriers to school and learning are removed.
- To liaise with teachers to support learning.
- To liaise with agencies / parents / colleagues regularly and effectively to support learning.
- To be a keyworker and advocate for the students identified.
- Keep up to date with all communication using appropriate systems. To support students before and after school and during break and lunchtimes (according to hours) as requested.
- Attend all appropriate meetings, training as directed by Team Leader/SENDCO.
- To monitor progress of key students and take proactive actions to remedy the barriers preventing progress.
- To become an expert in a targeted area (as defined by the needs of the school) to deliver outstanding intervention as well as advice to colleagues and parents which enable other people supporting the student to do so effectively.
- To measure and evaluate the impact of the provision you deliver including maintaining records/logs of student interventions you undertake..

- Supporting students, the curriculum and the school by:
- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning.
- Providing support for emotional wellbeing.
- Promoting the inclusion and acceptance of all students within the classroom/school.
- Supporting students with transitions both to and from the school.
- Supporting students consistently whilst recognising and responding to their individual needs. Assisting students with personal self-care.
- Encouraging students to interact and work co-operatively with others and engaging all students in activities.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Providing feedback to students in relation to progress and achievement.
- Supporting students identified with additional arrangements for controlled assessments, trial and formal examinations.
- Attending additional training as directed by their team leader and being pro-active to take responsibility for their own professional development and also supporting the professional development of other colleagues.
- Delivering learning activities to students within agreed systems of supervision, adjusting activities according to student responses/needs
- Delivering local and national learning strategies and making effective use of opportunities provided by other learning activities to support the development of students' skills
- Using ICT effectively to support learning activities develop students' competence and independence in its use
- Selecting and preparing resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- Advising on appropriate deployment and use of specialist aids/resources/ equipment.
- Supporting students on out of lesson activities as appropriate (for example school trips and experiences outside the normal classroom lesson as required).
- Being focused on student need; this will include showing a high degree of flexibility to support different kinds of students as needs change as well as supporting the whole learning support team to ensure student support remains the first priority in times of staff illness or during special events being held at school.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher/team leader, to support achievement and progress of pupils.
- Recognising own strengths and areas of expertise and using these to lead, advise and support others.
- Delivering out of school learning activities within guidelines established by the school. Also contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Other Duties
- To support the achievement of the school's objectives by working proactively with colleagues on activities outside direct area of responsibility as required.
- To report any potential Health and Safety issues promptly.
- To follow the school's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities.
- To comply with the school's Health & Safety policy, procedures and statutory requirements.



# Person Specification

| Qualifications and Experience   | Essential/Desirable |
|---|---------------------|
| Minimum Level 2 qualifications (GCSE or equivalent, to include English and Maths)   | Essential           |
| Good numeracy/literacy skills.  | Essential           |
| Requirement to participate in training/development as/when identified by line manager as essential for performance of the post. | Essential           |
| Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.            | Essential           |
| Experience of working with young people   | Essential           |
| Effective team player.  | Essential           |
| Vision aligned with Queen Elizabeth's high aspirations/expectations of self and others.   | Essential           |
| Genuine passion and a belief in the potential of every child.   | Essential           |
| Motivation to continually improve standards and achieve excellence.   | Essential           |
| Ability to use own initiative and to work independently and also to work as part of a team.                                     | Essential           |
| Commitment to driving standards and ensuring every child is challenged to achieve their maximum potential.                      | Essential           |
| Has good communication, planning and organisational skills.   | Essential           |
| Demonstrates resilience, motivation and commitment to driving up standards of achievement.                                      | Essential           |
| Acts as a role model to staff and children.   | Essential           |
| Excellent communicator who enjoys working as part of a team.  | Essential           |
| Commitment to regular and on-going professional development and training to establish outstanding classroom practice.           | Essential           |
| Committed to equality of opportunity and the safeguarding and welfare of all pupils   | Essential           |
| Effective use of ICT packages e.g. Word, Excel or equivalent.   | Essential           |
| Ability to fulfil all spoken aspects of the role with confidence and fluency in English.  | Essential           |
| This post is subject to an enhanced DBS disclosure  | Essential           |
| Able to work effectively as a member of a team  | Essential           |
| Respect for all members of our community and able to model this respect   | Essential           |
| Understanding of safeguarding issues and able to promote the welfare of children and young people.                              | Essential           |
| Suitability to work with children   | Essential           |



# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.



# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.





# Recruitment Pack

Thank you for your interest!

**Ted**  
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