



Recruitment Pack

Literacy Coordinator
St James School

Ted
Wragg | Trust



Job Title:	Literacy Coordinator
Location:	St James School
Salary Grade:	Grade D
Closing Date:	9am Monday 11th July
Interview Date:	tbc
Required From:	September 2022

Join our team of exceptional colleagues who believe in an ambitious learning culture

- Join 1,000+ Trust colleagues across Devon
- Committed and passionate staff
- CPD provision and progression opportunities
- Kindness and wellbeing is valued and promoted
- Outward facing



Welcome from Lindsay Skinner, Headteacher

I would like to thank you for your interest in the role of Literacy Coordinator at St James School.

This is an exciting opportunity assisting the SENDCo team to support students with literacy difficulties. A key part of this role will be the delivery of literacy intervention programmes: especially using Lexia and interventions to increase reading fluency; support for students who have dyslexia; evaluation of the impact of intervention; and data tracking of students.

The role will be varied and the successful applicant will need to show empathy and resilience and be able to offer support and guidance in a range of situations.

We have a lovely staff body here at St James who are committed and passionate about all that they do. We work closely with other schools in the Ted Wragg Trust and are currently developing an aligned curriculum that will allow for shared resources and expertise. We offer our staff weekly coaching sessions, bespoke CPD, in-house career progression opportunities and regular staff-wellbeing events.

At St James, our work is underpinned by the following four pillars:

- Having uncompromising high standards for all
- Keeping the arts at the heart of the school
- Valuing being outward facing
- Practising kindness

If you share these values, are driven and are prepared to go that extra mile to support our students, then we would welcome your application.

Kind regards

A handwritten signature in black ink that reads "Lindsay Skinner". The signature is written in a cursive, flowing style.



St James School

We value kindness and work to be kind in all our interactions and engender the same in our students.

St James is a thriving, diverse and ambitious community with 980 pupils. We are an 11-16 mixed comprehensive school that is consistently one of the highest performing in the area. We perform so well because from the moment they join us, we ask our pupils to work hard and be kind. These two behaviours epitomise what we think is important for both pupils and staff alike.

Our school is situated in the East of Exeter on a new, purpose-built site which means we benefit from excellent facilities, including an art and photography suite with gallery, an amphitheatre, a drama studio and a theatre with full rigged lighting and raked seating, a 4G full sized pitch, a greenhouse, allotments and significant school fields.

At St James, we value teachers' time which is why we have a sensible marking policy for classwork meaning that you are not routinely expected to handwrite feedback to pupils. Additionally, we have an automated system for homework which is planned, set and checked for you. All this saves you time so that you can focus on getting to know your pupils and planning the very best lessons for them. Across EBACC subjects, we have a common curriculum with fully resourced schemes that you simply need to refine for your classes' needs.

Our classrooms are disruption free as our behaviour system removes pupils who do not follow our lesson expectations. All sanctions are centralised so that you can simply get on with your job: teaching.

We ensure that our students are outward facing and enjoy a full range of experiences and opportunities whilst they are at St James. We help develop open minded, receptive and kind people, who embrace new ideas and change and who enjoy life and want to explore it by experiencing new things. The arts are core to our curriculum and are the beating heart of our school. All students partake in the arts and are given the opportunity to take the full range of arts qualifications at KS4.

More than 70% of our pupils complete the English Baccalaureate, and, as a result, we see our students invited to join elite post-16 programs, such as the Exeter Maths School and the Reach Academy.

The core of our ambitious learning culture is a broad, knowledge-rich curriculum, which is cohesive, cumulative and effectively sequenced. Our common curriculum is academic, rigorous and challenging, and designed with long-term memory in mind; students' knowledge, skills and understanding are cemented by frequent and systematic revisiting.

Our colleagues are
incredibly
committed and
passionate about all
that they do



Our curriculum aims not only to provide students with the knowledge and skills to obtain optimum GCSE outcomes but also to develop a love for subjects, acquiring knowledge and skills which set them up for future studies. Through a curriculum which, for us, encompasses every aspect of school life, we are developing our community of young people to have deep agency with their learning: they are curious about the world around them and proud to be learning with us.

We are committed to providing the very best environment for professional growth, believing that this is key to fostering an innovative and a progressive atmosphere. Our colleagues are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities, together with a relentless focus on staff wellbeing. If you are reflective in your approach and have a desire to be part of a highly successful school improvement team then this is the school for you.

Like Dylan Wiliam, we believe 'every teacher needs to improve, not because they are not good enough, but because they can be even better'. That's why our teachers receive weekly coaching sessions so that they can reflect on and refine their practice. We don't carry out formal, graded lesson observations as we believe our focus should be on helping teachers improve, rather than prove their practice.

Ofsted judged us to be a strong Good in our inspection in 2018. Our results in 2019 saw our students sustain the high level of performance of recent years. Headline figures show that 65% of students left with a grade 9-4 in English & Maths (a 'standard' pass) and 42% with a grade 9-5 in English & Maths. 77% of students achieved a 4 or above in English, and 62% a 5 or above, whilst in Maths 70% achieved a 4 or above, and 48% a 5 or above. The school's strong performance in the Ebacc has also continued.

We value kindness at St James and work to be kind in all of our interactions and engender the same in our students. So, if you like to work hard and be kind and you like your pupils to do the same, St James School is the place for you.

The Governing Body:

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.



The St James SEND Department

The SEND department at St James consists of 14 members of staff including 11 teaching assistants with a range of experience specialisms. The department has the use of two mentoring classrooms, a learning support base, sensory and courtyard area. We are a cohesive and supportive team with a strong drive towards narrowing the academic gap for our SEND students. Working across the Ted Wragg Multi Academy Trust we develop and deliver a number of specific interventions across KS3 and KS4. The SEND department also plays an active role in whole-school activities delivering a Homework and Breakfast Club along with other engagement activities.

A number of St James SEND students receive regular mentoring from either trained teaching assistants or a member of the Learning Support team. As well as mentoring, we also deliver specific interventions, such as additional numeracy, literacy, social skills, Lego therapy, ASD mentoring and life skills. All of the sessions are tailored to individual students' needs and aim to support them through KS3 and KS4 to become more successful learners and well-rounded individuals who are prepared for life after school. We have procedures in place to monitor the impact of these sessions, and we regularly use student voice to inform our planning.

Communication within the SEND team, between St James whole school staff and with parents/carers is a vital part of our day-to-day work, and it is important that everyone in our team understands the importance of clear, supportive and helpful communication. We also appreciate that SEND can add a layer of additional complexity to attending secondary school, so we strive to be as inclusive and supportive as possible towards students and parents/carers.

Staff within the team, work tirelessly to enable pupils achieve the best progress possible during their time at St James. We are looking to appoint somebody who will strive to do their very best for every student in our school.



Job Description

Job Title: Literacy Coordinator

Location: St James School

Responsible To: Head of Learning Support/SEN Support Lead

Salary Grade: Grade B

Key Purpose of Job

- The main purpose of the job is to assist the SENDCo in the effective support of students with literacy difficulties within the school. This will involve being actively involved in planning and monitoring literacy support within the school
- The job will also involve, under the supervision of the SENDCo, working closely with students, their parents/carers, other staff, and outside agencies to identify, assess and plan to meet the needs of students with literacy difficulties
- A key part of this role will be the delivery of intervention programmes, evaluation of the impact of intervention, and data tracking of students with literacy needs

Key Duties and accountabilities of the post

- Regularly provide feedback to the SENDCo and English Lead Practitioner about the systems in place to identify and meet the needs of students with literacy difficulties and their effectiveness
- Advise the Exams Officer and the SENDCO of the needs of students so that appropriate Exam Access Arrangements can be made and that the necessary paperwork is completed as required
- Plan and implement the day-to-day delivery of literacy interventions
- Teach key literacy groups
- Support the needs of SEN students in lessons as requested
- Cover lessons as required.

Teaching and Learning:

- Support individual students and to work with teachers on planning and preparation of lessons and interventions to meet students' needs
- Deliver lessons and interventions to groups and classes in discussion with the SENDCo and English Lead Practitioner.
- Use agreed systems to assess students, identify SEN and review pupils' progress
- Use agreed systems to evaluate the effectiveness of interventions
- Provide accurate information to support the SENDCo with interim and Annual reviews
- Develop and monitor students' Individual Plans
- Deliver intervention programmes effectively to individuals, groups or classes, including assessing need, planning, delivering, and monitoring and evaluating effectiveness
- Use ICT effectively to support learning activities and develop student competence and independence of use
- Work within the school policy to anticipate and manage behaviour constructively and effectively and to promote students' self-control and independence
- Administer and mark tests and exams under the supervision of the SENDCo and English Lead Practitioner.
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote inclusion within the school

- Comply with and assist in the development of policies as appropriate such as those relating to Child Protection, Inclusion and Equality, Health and Safety, Confidentiality, Data Protection
- Report all Child Protection Concerns to the Designated Staff in line with school policy

Managing Resources:

- Organise and deploy resources effectively
- Give feedback to the SENDCo and English Lead practitioner on the effectiveness of resources
- Maintain existing resources and advise the SENDCo and English Lead Practitioner on the development of new resources
- Create a stimulating learning environment for the teaching of interventions

Leading and Managing Staff:

- Regularly feedback to the SENDCo and English Lead Practitioner on the systems in place to meet the needs of students with literacy difficulties
- Be involved, under the guidance of the SENDCo or Learning support, in the mentoring and induction of new staff and Apprentices
- Write student profiles and distribute information as appropriate to staff
- Liaise between teaching and TA staff
- Recognise own strengths and expertise and use these to lead, advise and support other

Supervision/ Line Management Responsibilities of the post

There are no line management responsibilities for this post

Working Environment & Conditions of the post

In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at St James School] but the post holder may be required to move their base to any other location within the Trust upon request
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To undertake additional duties as required, commensurate with the level of the job

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post



Person Specification

Job requirements QUALIFICATIONS AND TRAINING	Essential	Essential/ Desirable
Qualifications and Experience: <ul style="list-style-type: none"> • Good numeracy/literacy skills • A*-C or 9-4 in GCSE English and Maths • Requirement to participate in training/development as/when identified by line manager as essential for performance of the post • Willingness to participate in other development and training opportunities • Completion of DCC TA Induction Programme, or (if not completed) a requirement to do so, ideally within first 6 months of appointment • NVQ 2 for Teaching Assistants or equivalent qualifications/experience • 		E A D A E A,I E A,I E A,I E A A
<ul style="list-style-type: none"> • Curriculum and Knowledge: <ul style="list-style-type: none"> Experience of working with or caring for children of relevant age, or completion of the DCC TA Access Course. • Basic understanding of child development and learning. • Understanding of relevant policies/codes of practice and awareness of relevant legislation. 		D A,I E A,I D A,I
Skills and Attributes: <ul style="list-style-type: none"> • Ability to effectively use ICT to support learning, or to undertake training to do so. • Ability to use other technology to support learning – e.g. video, photocopier etc. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within those. 		E A,I E A,I E I E I E A,I

Key To Evidence

A- Application Form and Letter

C- Certificates

I- Interview

R- Reference



Ted Wragg Trust

The key aspect that makes this Trust exceptional is that, with the 'Members', we have an inspirational progression route from an Outstanding Primary, through to an Outstanding FE College, to a world-class, top 10 Russell Group University.

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

Our Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

Our ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

The Aims of the Ted Wragg Trust are to:

Work in genuine partnership to strengthen schools and their communities to make continual school improvement.

Foster a culture of positive challenge.

Provide a common sense of purpose with a focus on outstanding teaching and learning.

Offer an excellent educational experiences so that every student fulfils their potential.

Encourage a rich, dynamic and purposeful range of learning opportunities for all students.

Develop life-enhancing opportunities that students leave school with a sense of self-worth and determination to succeed

We have grown to 12 schools located in Exeter, Plymouth and Crediton and work closely with other local schools and Trusts

Our trustees are from the University of Exeter and Exeter College as well as from local businesses.

Website: <http://www.tedwraggtrust.co.uk>



Staff Wellbeing

More reasons to join St James and The Ted Wragg Trust!

- Cycle to work scheme.
- Staff celebrated in weekly, Christmas and yearly awards.
- Complimentary tea, coffee, sugar milk for all departments.
- Staff sport including football, yoga and aerobics – all staff welcome to join.
- An annual flu jab for all staff if required.
- Staff socials and other events organised by our Director of Fun!
- Trained in-house Wellbeing Champion, providing access to free support and resources.
- On-site free parking.
- Cake at break – fortnightly.
- A flexible approach to family commitments and 2 days paid for non-emergency illness of dependants
- Opportunities for career and personal development.
- Employee assistance programme including free counselling
- Discounted Gym membership.
- Secret buddy scheme – helping us to care for each other.



How to Apply

If you would like further information please contact our SENDCo, Lauren Ruston by email at LXR@stjamesexeter.co.uk.

Applications are to be sent to recruitment@stjamesexeter.co.uk school no later than 9am on Monday 11th July 2022. Application forms are available on our website [here](#).

Application Requirements:

Candidates are asked to complete all standard information requested on the application form including a supporting statement confirming their suitability for the role.

Interview Process:

Interview date tbc. Shortlisted candidates will be advised on the range of tasks and activities that will make up the selection process.



Recruitment Pack

Thank you for your interest!

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