

St Luke's Church of England School **Pastoral Support Worker**

Recruitment Pack



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Key Details

Salary	Grade D Actual £23 695 – £26 094	Location	St Luke's School
Hours	Full time 38hrs/39 weeks	Interviews	TBC
Closing date	9am – 6th February 2026	Required from	March 2026

Our Mission

We are an ambitious and inclusive Church of England School, dedicated to ensuring all students live life to the full

How to apply

For an informal conversation about the position please contact Kerri Moore at office@stlukescofe.school

An application pack can be found at

<https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



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.



About St Luke's School



This is such an exciting time to be joining St Luke's. We were recently named among the top 5 schools in Devon for the progress students make in their GCSEs, and we are proud to have been rated 'Good' by Ofsted in 2024.

If you join St Luke's you will be surrounded by people who have an unapologetic mission to be better every day. We offer all staff exceptional professional development through weekly coaching which has seen us be named as one of only 13 national coaching hubs.

Our staff also benefit from disruption free classrooms, centralised behaviour systems, wider Trust leadership development programmes and access to exceptional leadership coaching and opportunities such as South West 100. At St Luke's, we are relentless in our mission to support the improvement of educational outcomes in the South West.

We are incredibly proud to be part of the values-led Ted Wragg Trust, which continues to have a transformative impact on the lives of young people and communities. While we maintain a relentless focus on the highest standards and outcomes, our distinctive ethos means that everyone in our community acts with compassion in all they do. If you are someone who believes in the power of education to transform the lives of all young people, regardless of background, then St Luke's is the place for you. We will provide you with the very best training, opportunities and environment that ensures you can be brilliant every day.

Harrison Littler
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

1. Key Purpose of Job:

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by providing a high-quality and effective student support service for the school.

2. Key Duties and Accountabilities

- Assist in leading and managing provision for students who are struggling to engage in school.
 - Work closely with families to help re-engage students effectively.
 - Take on a caseload of students to provide proactive pastoral support and mentoring.
 - Create and maintain engagement plans for targeted students and analyse progress data.
 - Lead, when required, provision for students in inclusion spaces, including triage, behaviour support, and internal seclusion.
 - Act as 'on-call' support for classroom teachers and inclusion spaces, resolving issues and de-escalating situations.
 - Provide support and supervision within the school's inclusion provision.
 - Facilitate RSPs (Relational Support Plans) pupil intervention maps, and Provision Maps.
 - Support high-quality learning, teaching, behaviour, and effective use of resources.
 - Promote high standards of progress for all students, especially those with SEMH needs.
 - Work within school aims and policies to help the Deputy Head and SENDCo develop and implement plans, targets, policies, and practices.
 - Assist the Deputy Head and SENDCo in developing provision for students with SEMH and wider pastoral needs.
 - Ensure accurate and detailed records are kept.
 - Assist senior staff to use data effectively to identify key students and create appropriate plans of action.
 - Communicate regularly and effectively with parents, especially those needing additional support.
 - Build productive working relationships with students, acting as a positive role model and setting high expectations.
 - Promote inclusion and attendance across the school.
 - Collect and circulate relevant pastoral advice and information.
 - Work within school policies to anticipate and manage behaviour constructively, promoting student self-control and independence.
 - Comply with and contribute to the development of policies relating to Child Protection, Inclusion and Equality, Health and Safety, Confidentiality and Data Protection.
 - Administer medication in line with school policy when required.
 - Contribute to the smooth running of the school through duties and social time supervision/intervention.
 - Assist with the supervision of pupils before and after school and at lunchtime as required.
 - Accompany staff and pupils on trips, visits and out-of-school activities, taking responsibility for a group under teacher supervision.
 - Attend relevant meetings as required.
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3. Supervision/Line Management Responsibilities of the post

- None
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4. 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-holder may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.
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5 General

- Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments.
- Comply with and uphold all respects of the Trust's Code of Practice on equality and diversity.
- Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within an academy in the Ted Wragg Multi Academy Trust.

6 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-holder may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

7. Other Information

- 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 Luke's 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.
 - To attend Awards Evenings and Celebration Events.
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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.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.



Person Specification

Job requirements

Essential/
Desirable

Qualifications and Professional Development

- Minimum Level 2 qualifications (GCSE or equivalent, to include English and Maths)
- Good numeracy/literacy skills
- Requirement to participate in training/development as/when identified by line manager as essential for performance of the post

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Knowledge & Experience

- Experience of working with young people
- Able to act as a role model for students with a genuine passion and belief in the potential of every child
- Commitment to driving up standards and ensuring every child is challenged to achieve their potential
- Good numeracy and literacy skills
- Excellent communication skills
- Able to use own initiative and work independently and as part of the team
- Able to work under pressure and remain calm in difficult situations
- Good ICT skills, particularly Word and Excel
- Able to fulfil all aspects of the role with confidence and fluency in English

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Skills/Abilities

- Commitment to driving standards and ensuring every child is challenged to achieve their maximum potential
- Has good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Act as a role model to staff and children
- Excellent communicator who enjoys working as part of a team
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

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Values

- **Ambitious:** works hard, has the highest standards and is positive for the future
- **Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- **Collaborative:** builds strong relationships and networks



#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

Love coming to work



Experience high quality development



Inspire others



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



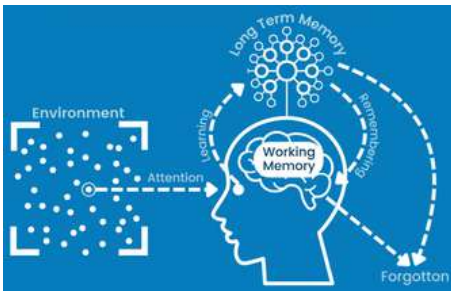
Thrives in a complex system



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.

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.

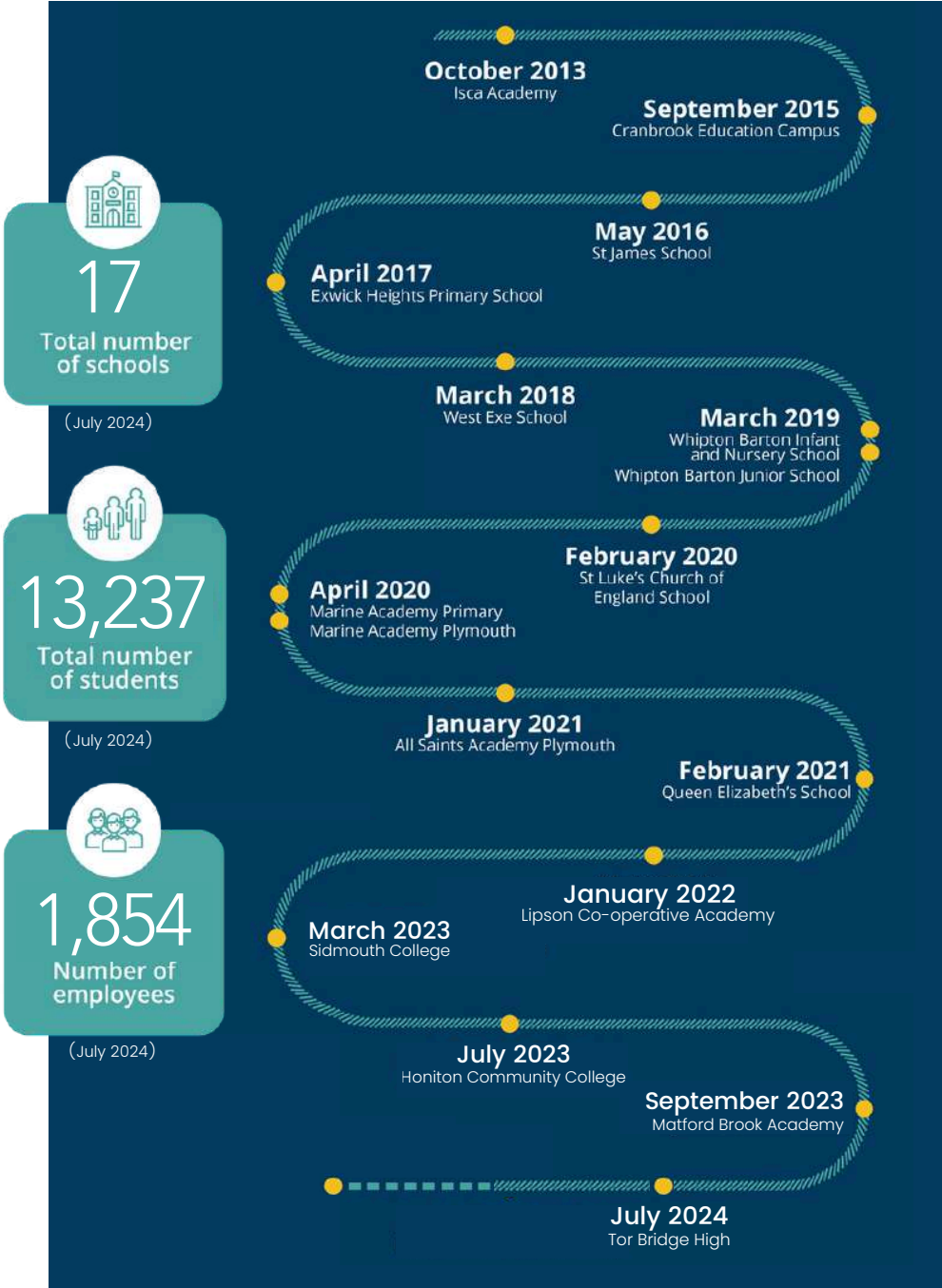
When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



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!

