



Tor Bridge High

People Strategy & Operations Lead

“This may be the most remarkable 12-month transformation I have yet seen in a school ”

Trust Review December 2024



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Key Details

Salary Grade H (range 30 - 34)
£40,778 to £45,092 per annum

Location Tor Bridge High

Hours Full time

Interviews Thurs 11th June 2026

Closing date Thurs 4th June 2026

Required from 1st July 2026

Our Mission:

To transform lives and strengthen our communities to make the world a better place.

Through our Values:

Courage ~ Love ~ Ambition

How to apply

Please arrange to pop in for an informal look around our wonderful site or contact us if you have any questions.

Human Resource at: TBH-HR@torbridge.net or call reception on 01752 207907

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



About Tor Bridge High



Thank you for your interest in joining Tor Bridge High at this exciting time in our journey. As the most improved school in Plymouth, we are building something special—rooted in our values of Courage, Love, and Ambition.

Tor Bridge High is an outstanding site with excellent modern facilities and resources, having been rebuilt in 2012. We are a truly unique community school with close partnerships between our outstanding on-site primary school, Tor Bridge Primary; Special school, Cann Bridge; alongside Plymbridge nursery, which a number of staff use. Our School is a well-established secondary school, with a thriving sixth form. We have 1,170 keen learners and a thriving community which includes everything from our on-site Estover library, Patriots Basketball team, the Soundhouse Arts provision and our Sports Community Hub. We have been oversubscribed consistently for many years and value our community links.

At Tor Bridge High we're looking for a People, Strategy & Operations Lead to work alongside the Headteacher and Senior Leadership Team to turn vision into reality.

Whether you're a graduate ready to take your first big step, or an experienced leader from education or beyond, this role offers a unique opportunity to make a tangible difference every single day.

You'll sit at the centre of the school, connecting people, strategy and operations to create an environment where staff thrive and students succeed.



This will involve leading impactful priorities that support school improvement and student outcomes and building meaningful relationships with students, families and the wider community.

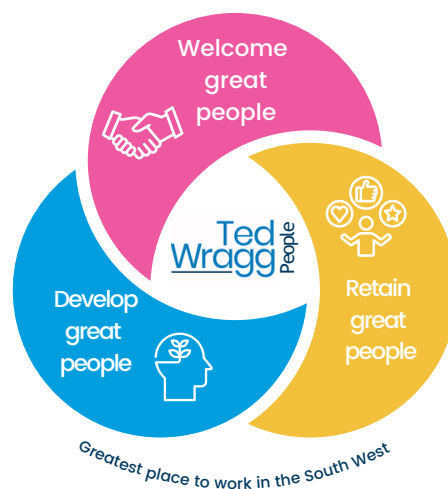
You will shape how the school communicates, engages and grows its reputation and develop high-performing teams and an exceptional front of house.

This role is for someone who believes in the power of education to change lives and can turn ideas into action and plans into impact.

You will build trust, energy and collaboration wherever you go and thrive in a fast-paced, purpose-driven environment

You'll be supported by a School and Trust that invests in its people, offering professional development, coaching and the opportunity to grow a meaningful career in education.

Because when the right people, strategy and systems come together... schools don't just run, they flourish.



Joining Team Tor Bridge!

Do you show **COURAGE** in every action you choose?

Do you **LOVE** inspiring people?

Are you **AMBITIOUS** about your career?

If **YES**, Team Tor Bridge is the place for you!

Here at Tor Bridge High our staff and students are driven each and everyday by our mission of making the world a better place

To achieve this we insist on:

Relationships & Culture

- Always people first
- Connections
- Belonging

Worklife balance

- Centralised curriculum
- Enrichment activities
- Teacher friendly assessment

Growing Great People

- 1-1 coaching
- Trust Wide CPD Offer
- Powerful Networks

Passion & Energy

- Love coming to work
- Celebrate achievements
- Spread joy

Are you ready to transform lives, to join an outstanding team and be the very best leader? **Your journey starts here.**

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 our Headteachers**.

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 building and maintaining excellent relationships with all school stakeholders. Enable the headteacher and, therefore, the school in all elements of the school improvement journey.

Your Responsibilities:

- As an associate member of SLT, lead the delivery of a strategic, responsive business support service with clear, effective operational processes.
- Lead school communications to foster excellent relationships with internal and external stakeholders.
- Support the delivery of the School Improvement Plan by leading key projects and facilitating SLT meetings and away days.
- Lead and develop business support staff to ensure effective, responsive handling of enquiries and services.
- Promote and protect the school and Trust's reputation through high-quality face-to-face, written, verbal and digital communication.
- Ensure robust processes for managing concerns and complaints, securing timely, fair and effective resolution.
- Drive stakeholder engagement and feedback, analysing insights to inform continuous improvement.
- Manage school co-professionals, including delivering an excellent front-of-house experience.
- Build agile and resilient business support teams through effective people development and leadership.
- Model Great People Management habits through strong relationships, high standards and personal effectiveness.
- Work with Fusion School Services and Trust shared services to ensure compliance all elements of the TWT Schools Standard and TWT Enablement Standard.
- Gather, interpret and share key updates from the Trust, DfE, Ofsted and other bodies to inform SLT decision-making.
- Undertake additional duties as required to support the successful operation of the school, including events, trips and student supervision.

Your Responsibilities:

- 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

- Professional Qualification (CIPS/CIPD/ NVQ5/6/ Degree) in stated discipline(s) or relevant experience. Essential

Experience

- Proven ability to build relationships with colleagues and stakeholders from a wide range of backgrounds Essential
- Effective line management or growing others to achieve the highest standards and personal effectiveness Essential
- Proven ability to translate a vision into comprehensive plans for implementation, and then to oversee delivery of those plans Essential
- Understanding of community engagement and business administration services within an education setting Desirable

Key Skills

- Excellent time management skills, ability to set and keep deadlines Essential
- Excellent communication skills, both written and verbal Essential
- Ability to gain the confidence and respect of students, staff, parents and external organisations Essential
- Maintain confidentiality and manage issues with sensitivity Essential
- A good knowledge of IT and its application 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 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

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

#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



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.

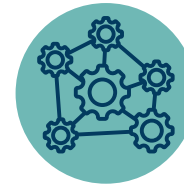
Key Concept: Leadership



We believe that great leadership:



Fiercely educates



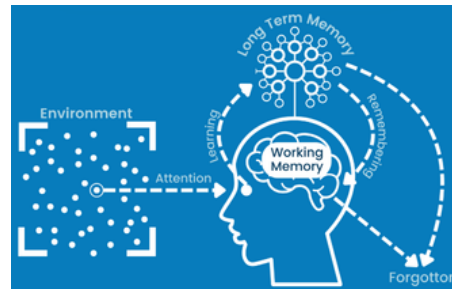
Thrives in a complex system



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:

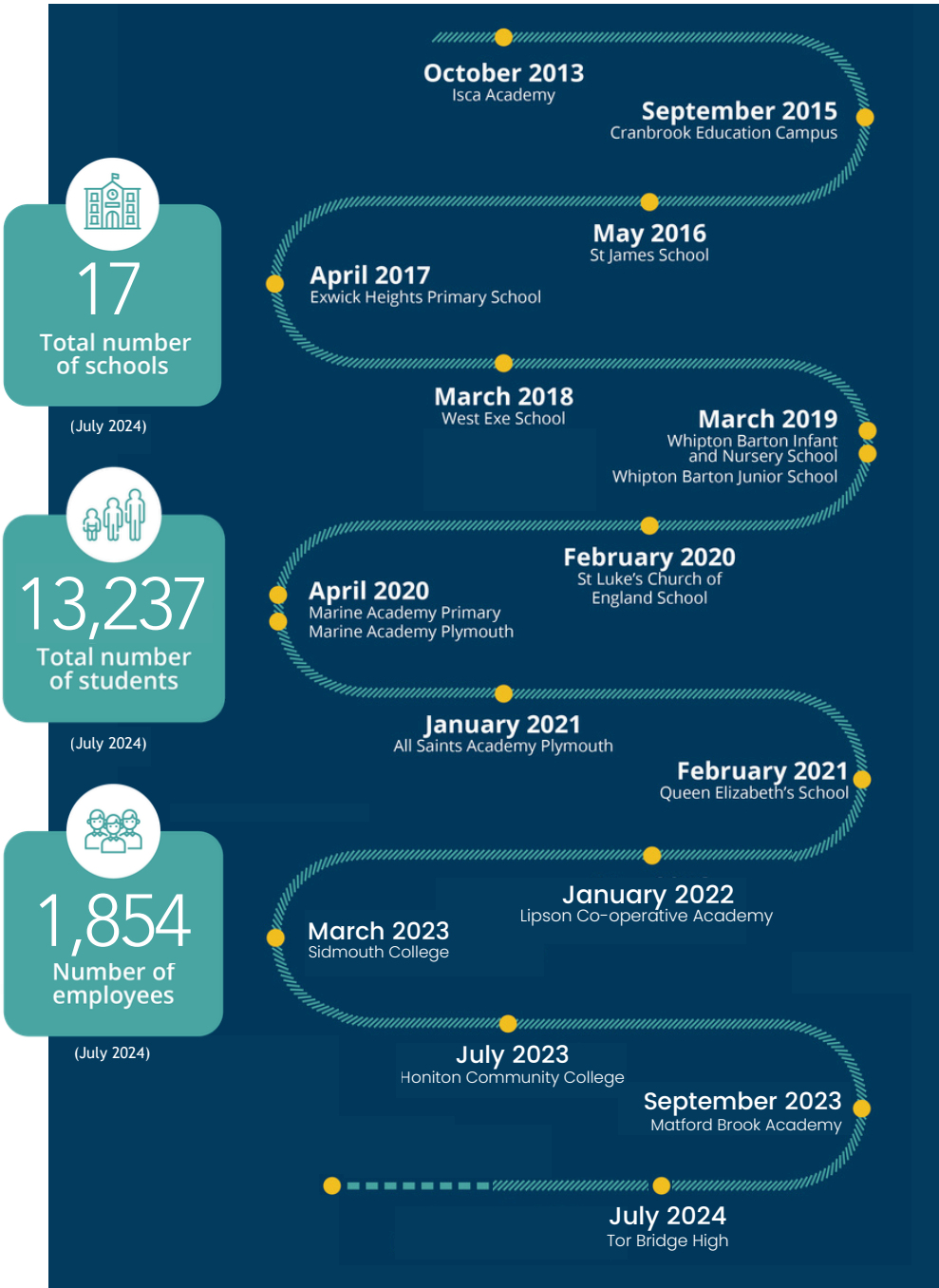
 <p>Exceptional development and networking opportunities</p>	 <p>Cost of blue light cards can be claimed through expenses</p>
 <p>Free annual flu jab, eye test and allowance for glasses</p>	 <p>Exclusive discounts, cashback and vouchers</p>
 <p>Free, confidential employee helpline. Available 24-7 through 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.





Thank you for your
interest in working for
us!

