



# Recruitment Pack

Teaching Assistant x 2 posts

Primary Phase

Cranbrook Education Campus

Closing Date: 9:00am, Friday 24th January 2025

**Ted**  
**Wragg** TRUST



# Cranbrook Education Campus

We are a school rooted in its community where aspirational learning and opportunities transform the lives of our pupils.

Our mission is to transform lives and strengthen our communities to make the world a better place. We do this by living our values of "the PERKS of being #Crantastic". We are Proud, Engaged, Ready, Kind and Safe.

We have the highest of expectations and we have strong, non-negotiable standards of discipline that we expect from all pupils. Learning is at the core of what we do. Our pupils value their education, take ownership of it and show pride, self-worth and self-efficacy to ensure all future doors are open to them.

## Our Values

In order for each pupils to fulfil their potential at Cranbrook Education Campus we strive to recognise every instance of success. We regularly reward pupils with house points for demonstrating one of our five perks; both in lessons and around the campus.

- We are Proud by following all lesson expectations and reasonable requests.
- We are Engaged by taking ownership of our progress; and being continually self-reflective and actively engaged in all lessons.
- We are Ready by being punctual, in the correct uniform and having the correct equipment at all times.
- We are Kind by providing the best possible support for our peers.
- We are Safe by following all health and safety rules on site and keeping ourselves safe online.



# Key Details

**Job Title:** Teaching Assistant

**Location:** Cranbrook Education Campus, Devon

**Salary:** NJC Grade B, £15,359 - £15,600 pa (actual based on 27.5 hpw x 39 weeks)

**Closing Date:** 9:00am, Friday 24th January 2025

**Interviews:** TBC

**Required From:** February / March 2025

If you share our mission to transform the lives of students by providing inspirational learning and opportunities, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role please email [recruitment@cranbrook.education](mailto:recruitment@cranbrook.education), providing a contact number.

Further details of the post can be located at <https://www.cranbrookeducationcampus.org.uk/>



## Teaching Assistant (Grade B)

### 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 supporting and assisting students to learn and flourish.

#### Your responsibilities

- Support students learning as directed by the teacher
- Support pupils' access to learning by working with the teacher to manage pupil behaviour, reporting difficulties as appropriate
- Attend to the welfare and personal care of pupils including those with special needs.
- Supervise and provide support for pupils in small groups or one-to-one
- Undertaking general administrative tasks for the teacher
- Under supervision contribute to the planning of pupil's work
- Assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice

#### Grading criteria

- Support colleagues to familiarise themselves with their role
- Follow instructions and procedures which may occasionally need to be adapted to resolve routine problems
- Contacts will be straight forward
- Undertake work which is carried out within clearly defined rules or procedures.
- Make decisions which have limited or short-term effects on immediate colleagues, students or members of the community
- Work where tasks are interchanged but the program is not normally interrupted.
- Work requiring substantial physical effort with short periods of intense physical effort; or normal physical effort regularly in awkward postures.
- Work may be outside or inside but with exposure to moderate noise, heat or difficult conditions
- Potential risk to personal safety due to contact with clients
- Has practical skills in a specific area.

## Person Specification

Qualifications	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above)</li> </ul>	Essential
Experience	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children</li> </ul>	Desirable
Key skills	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• The ability to relate well to children and adults</li> <li>• The ability to work effectively in a team, with a positive and collaborative manner</li> <li>• Able to fulfil all aspects of the role with confidence and fluency in English</li> <li>• Good Microsoft Office skills (Word, Excel and PowerPoint)</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
Values	<ul style="list-style-type: none"> <li>• <b>Ambitious:</b> works hard, has the highest standards and is positive for the future.</li> <li>• <b>Selfless:</b> 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.</li> <li>• <b>Collaborative:</b> builds strong relationships and networks.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Job Evaluation	<p>JE Job Number: TA2</p> <p>JE Score: 252</p> <p>Grade: B</p>	





# 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.



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.

# 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**



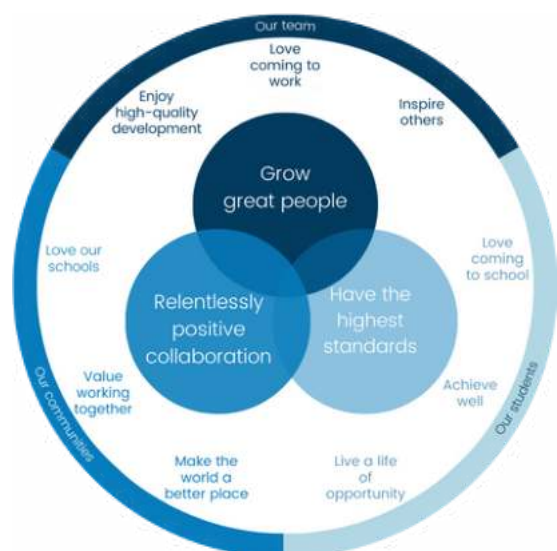
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest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



# 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**  
**Wragg** TRUST