



Recruitment Pack

Senior Executive Support and Communications Lead

Location: Great Moor House

Salary: £38,223 - £42,403

Closing Date: Friday 20th September 2024

Interviews: TBC

Hours: Full time



Welcoming and developing great people

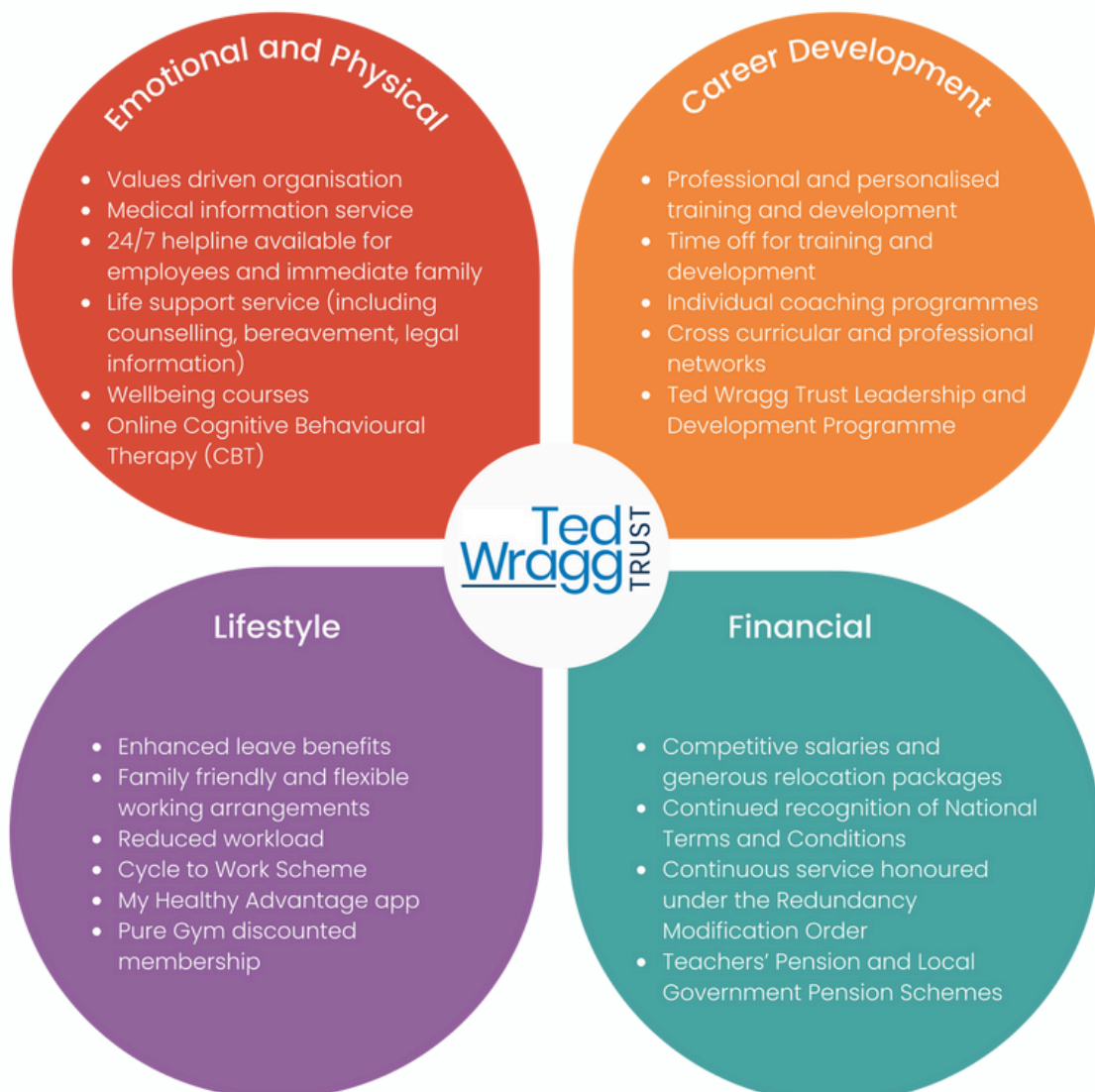
Working with the Ted Wragg Trust is an incredible opportunity for anybody wanting to further their career and professional development. The Trust schools are relentlessly positive, vibrant and ambitious; now is a truly wonderful time for a hardworking, inspirational leader, with a passion for social mobility, to join the team.

Tim Rutherford – Deputy CEO – Ted Wragg Trust

All our employees have a real opportunity to make a significant difference to the life chances of our children, especially those from deprived communities.

In the Trust, our staff work collaboratively to share ideas and expertise. We pride ourselves on a shared approach to school improvement. This has been particularly supportive in these challenging times.

Our benefits



In our Trust, we are committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. We believe that individual difference offers unique contribution which serves to make our Trust a positive place to work and learn. We are committed to good employment practice so we may attract and retain employees from diverse backgrounds and communities.



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 the role of IT Technician.

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 our growing Multi Academy Trust. We have grown to 13 schools located in Exeter, Plymouth and Crediton and work closely with other local schools and Trusts.

We are incredibly proud of our Trust and the potential it has to further improve standards of education for all children, no matter what their starting point or their background. Our collaborative approach offers benefits to our students and staff, sharing best practice in teaching and learning, staff development, coaching, school improvement structures and supportive professional services. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

We look forward to receiving an application from an ambitious, selfless and collaborative leader ready to transform lives and strengthen our communities to make the world a better place.



Senior Executive Support and Communications Lead (Grade H)

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 leading on Trust-wide communications activity for both internal and external audiences and stakeholders.

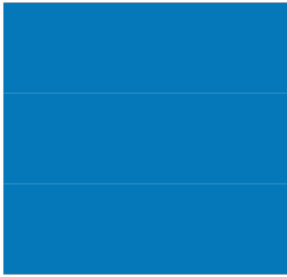
Your responsibilities

- Work closely with the Director of Strategy and Communications to develop and lead the Communications Strategy for the Trust. This role will oversee the development of the annual communications plan and communications across all Trust external channels to maintain quality of messaging.
- Work with the Business Directors Group and Headteachers to improve the culture and systems in place for our schools and the Executive to communicate with our parents across our family of schools.
- Proactively identify and target opportunities to celebrate our family of schools through articles, social media, events and awards, building strong and ongoing relationships with local and national media outlets, both in print and digital.
- Develop and oversee a strong internal communications programme to increase a sense of belonging and reduce workload for our staff across our shared services and all schools.
- Support schools to navigate complex communications challenges through the provision of high quality and timely guidance and support.
- Help to build brand identity for the Trust and ensure all communications from official Trust channels are of the highest quality to support the building of the Trust's reputation locally, regionally and nationally.
- Work closely with the Marketing and Events Manager to ensure our Trust events, printed materials, websites, internal networks and social media content is in line with our values.
- Work closely with the Executive Support team ensure the Trust's annual cycle of business supports a strong communications flow throughout the organization and with external stakeholders.
- Model our Great Management habits by building strong relationships, having the highest standards and demonstrating personal effectiveness.

Grading criteria

- Directly line manages 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 provisions 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.

We are an ambitious and inclusive Trust of schools strengthening communities through excellent education.



- 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.

Senior Executive Support and Communications Lead (Grade H)

Person Specification

Qualifications	<ul style="list-style-type: none"> Professional Qualification (CIPS/CIPD/ NVQ5/6/ Degree) in relevant discipline 	Essential
Experience	<ul style="list-style-type: none"> Experience of having managed a communications remit as part of a previous role. This could be managing communications across internal teams/stakeholders or externally through a press office. 	Essential
	<ul style="list-style-type: none"> Experience of working in a fast-paced customer/stakeholder facing environment. 	Essential
	<ul style="list-style-type: none"> Experience of having provided advice and guidance to an executive team to support decision making. 	Desirable
	<ul style="list-style-type: none"> Experience of line managing others. 	Desirable
Key skills	<ul style="list-style-type: none"> Excellent written communication skills, including good spelling and punctuation. Strong attention to detail and the ability to copy edit. 	Essential
	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to form strong working relationships with people at all levels of our organisation and with external partners. 	Essential
	<ul style="list-style-type: none"> Ability to work pro-activity and in a solution driven way. 	Essential
	<ul style="list-style-type: none"> Strong communicator including the ability to express yourself clearly and also activity listen to others. 	Essential
	<ul style="list-style-type: none"> Ability to juggle conflicting demands, risk assess priorities and remain calm under pressure 	Essential
	<ul style="list-style-type: none"> Able to fulfil all aspects of the role with confidence and fluency in English 	Essential
Values	<ul style="list-style-type: none"> Ambitious: works hard, has the highest standards and is positive for the future. 	Essential
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Collaborative: builds strong relationships and networks. 	Essential
Job Evaluation	<p>JE Job Number: MGR8 JE Score: 522 Grade: H</p>	

Ted Wragg Trust

Ted Wragg TRUST

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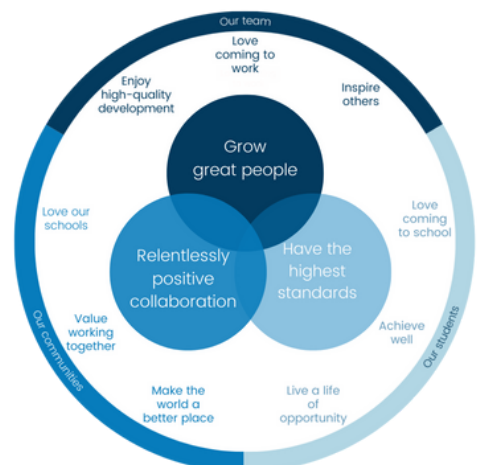
An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



Our Values



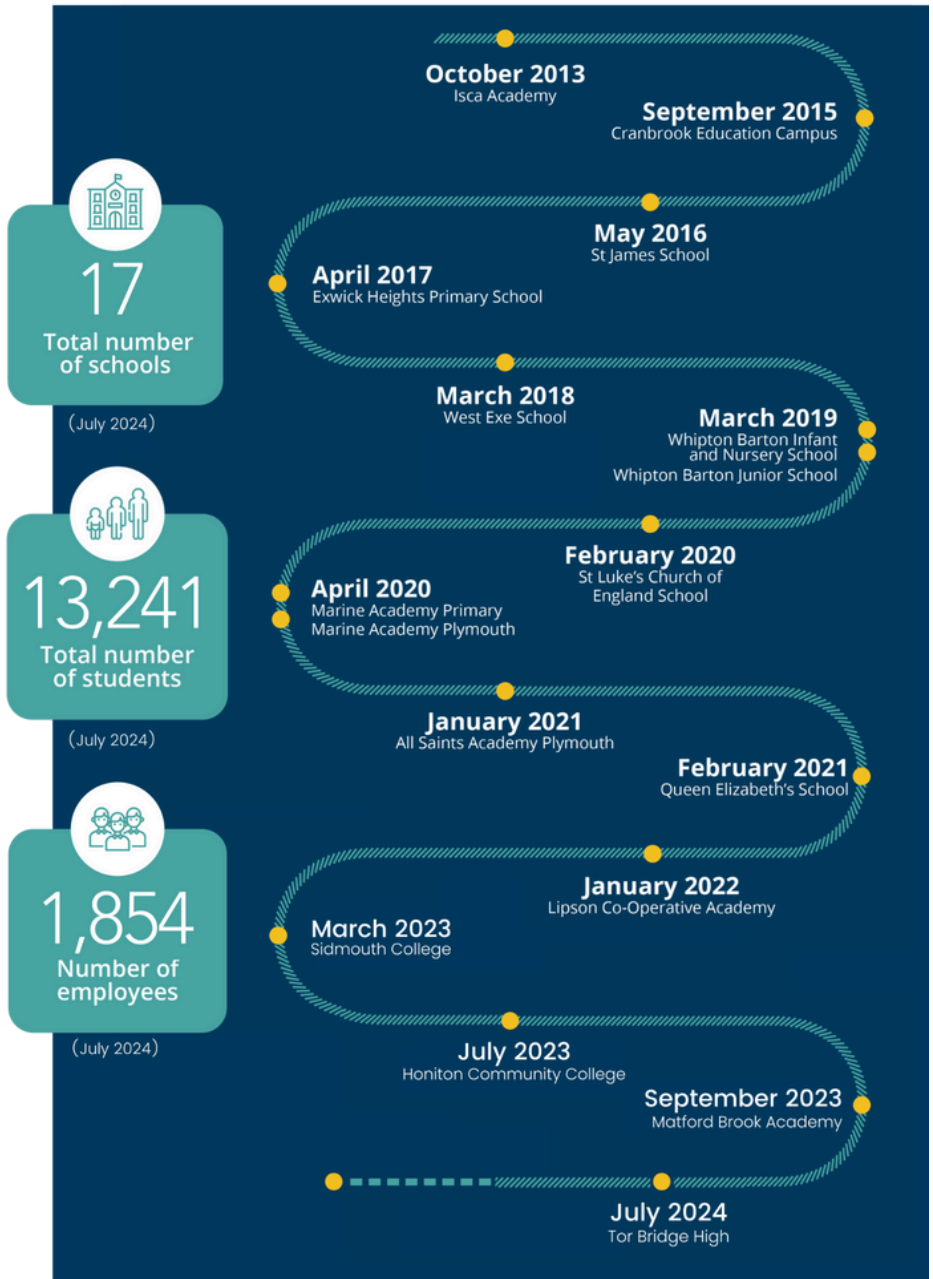
How will we succeed?



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.



Dixons Academies Trust – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



Cabot Learning Federation – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



Reach Academy Feltham – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.

How to Apply



Candidates are asked to complete an online application on the Ted Wragg Trust website. Please follow the link to our vacancies page here:

https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ

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Thank you for your application