



Part of the
**Ted
Wragg** TRUST

St James School

Teaching Assistant

Welcome to St James!

We are a community with an ambitious curriculum, focused and thoughtful classrooms and great learning. We empower our students to use their education to be kind and community minded and to thrive in happy and healthy lives.



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Key Details

Salary	Grade B = £24,027-£24,404 Actual salary = £20,944-£21,273	Location	St James School
Hours	Full Time - 37.5hrs per week Term Time Only - 39 weeks per year	Interviews	TBC
Closing date	Thursday 27th March 2025	Required from	ASAP on a fixed term basis until 31st August 2025

We are a community with an ambitious curriculum, focused and thoughtful classrooms and great learning. We empower our students to use their education to be kind and community minded and to thrive in happy and healthy lives.

How to apply

For an informal conversation about the position please contact Amy Dodwell at recruitment@stjamesexeter.co.uk

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 James School



We are looking to appoint two terrific support members of staff to join our team as Teaching Assistants at St James School. It is an exciting role and a great opportunity for anyone who loves working with students to help them achieve success.

At St James, we are a community with an ambitious curriculum, focused and thoughtful classrooms and great learning. From the moment they join us, we ask our students to work hard and be kind. We know these behaviours are important for staff and students.

As a community, we empower our students to use their education to be kind and community minded, to lead happy and healthy lives and to thrive in life's opportunities.

We do this by living our four values:

- Kindness
- Equity for all (through the highest of standards)
- Community at the heart
- Diversity and celebration

We are proud of our school and our community. We know our students; our staff and our families are happy at school. The best way for you to experience this is by visiting our school and meeting us.

For this role, the successful candidate will:

- work hard;
- be kind;
- believe in equity for all and strive for this in education;
- be totally committed to improving the life chances of young people;
- and, have a good sense of humour.

Does this sound like you? If so, then we would welcome your application. If you have any questions, please email to recruitment@stjamesexeter.co.uk.

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

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

- Live our mission and values every day
- Follow all safeguarding policies and procedures to protect students and maintain a culture in which students are protected and achieve the best outcomes
- Support effective learning and contribute to planning as directed by the teacher
- Supervise and provide support for pupils in small groups and on a one-to-one basis
- Support students access to learning using appropriate resources
- Provide feedback and information which supports the evaluation and assessment of learning and development
- Assist with the supervision of students during break, lunchtimes and after school, offering structured activities as directed.
- Attend to the welfare, administer medications and deliver personal care to students including those with special educational needs
- Support students to understand positive behaviours and school policies, reporting any challenges
- Promote the inclusion and acceptance of all students recognizing and responding to individual needs
- Support students with exams and assessments as a scribe/reader as directed by the SENDCO
- Undertake tasks, including administrative activities as delegated

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



Person Specification

Qualifications	<ul style="list-style-type: none">• Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above)	Essential
Experience	<ul style="list-style-type: none">• Experience of working with or caring for children	Desirable
Key skills	<ul style="list-style-type: none">• Excellent communication skills	Essential
	<ul style="list-style-type: none">• The ability to relate well to children and adults	Essential
	<ul style="list-style-type: none">• The ability to work effectively in a team, with a positive and collaborative manner	Essential
	<ul style="list-style-type: none">• Able to fulfil all aspects of the role with confidence and fluency in English	Essential
	<ul style="list-style-type: none">• Good Microsoft Office skills (Word, Excel and PowerPoint)	Desirable
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	JE Job Number: TA2 JE Score: 252 Grade: B	

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



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



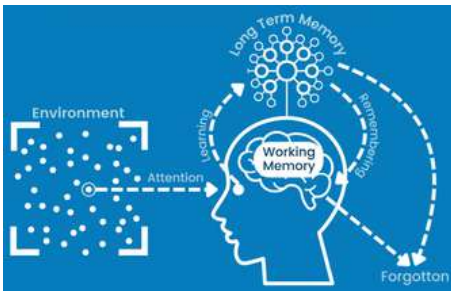
Thrives in a complex system



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.

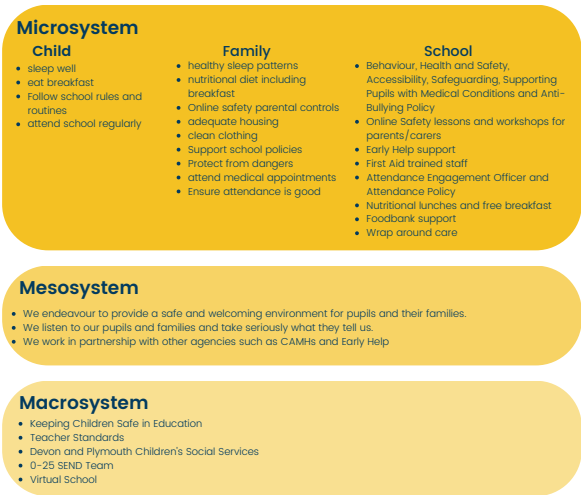


Key Concept: Every Child Succeeds



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.



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.

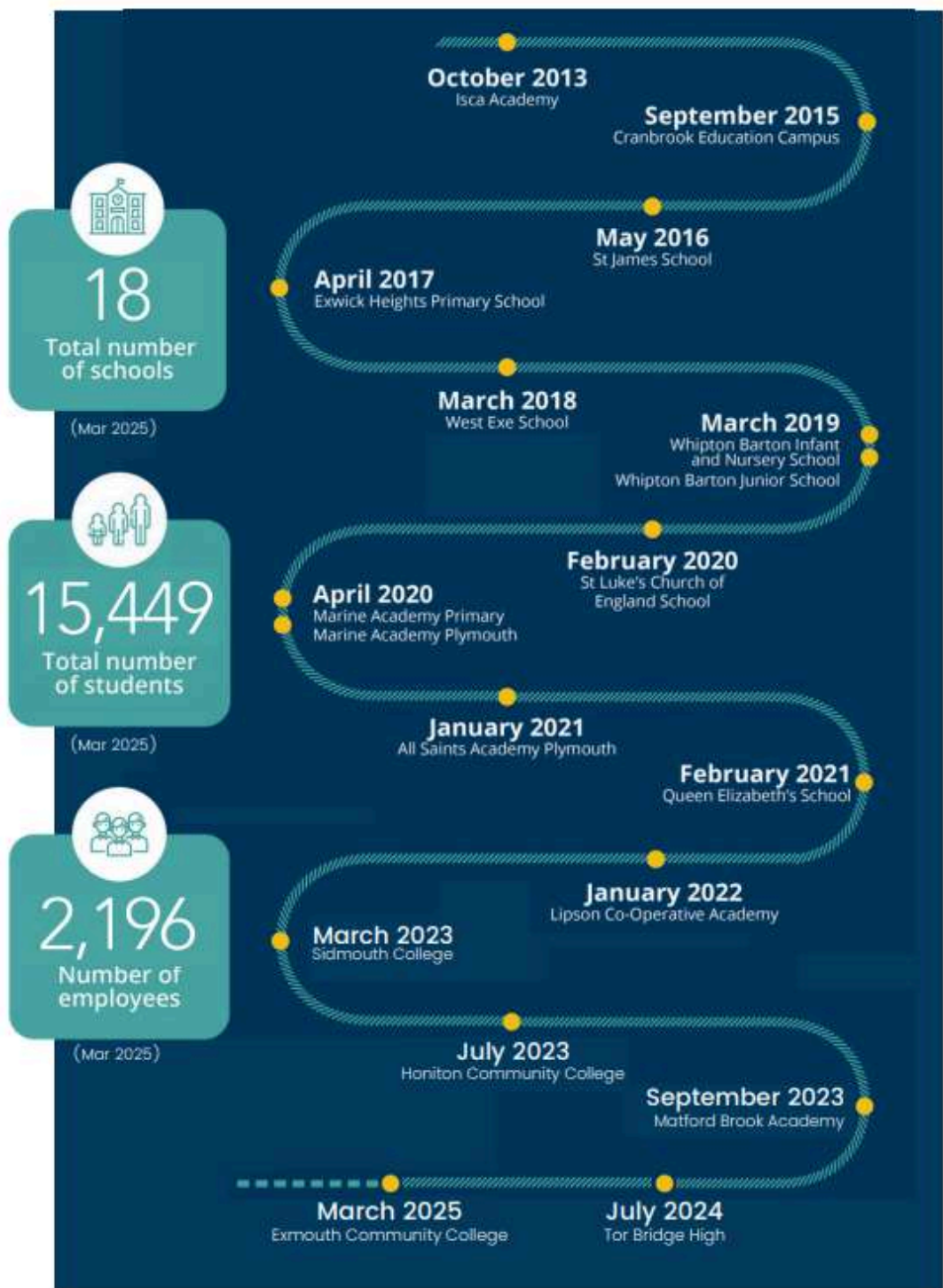
When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



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.





Part of the
Ted Wragg TRUST

Thank you for your interest in working for us!

