

Part of the
Ted Wragg TRUST

St James School

Teaching Assistant (Grade D) EAL Co-Ordinator and English Tutor

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 D, = (£25,992 – £28,624) Actual salary = (£21,147 – £23,289)	Location	St James School
Hours	Full time – 35 hours per week, Term, time only – 39 weeks per year	Interviews	TBC
Closing date	Sunday 6 th July 2025	Required from	1st September 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.

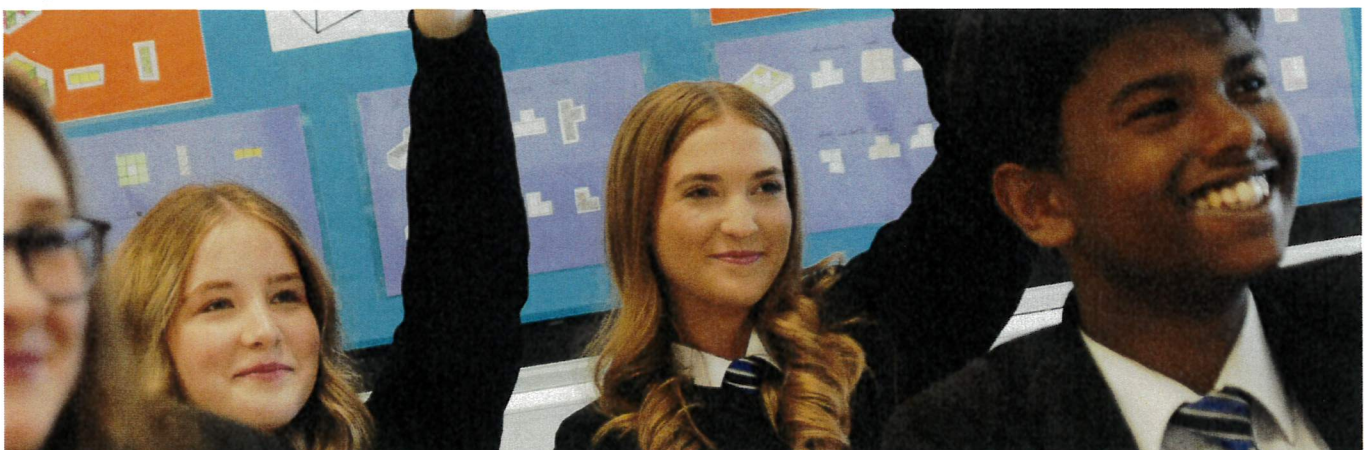
How to apply

For an informal conversation about the position please contact Ruth Mingo at hr@stjamesexeter.co.uk. Visits to the school are strongly recommended.

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 a terrific member of staff to join our team 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 hr@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.

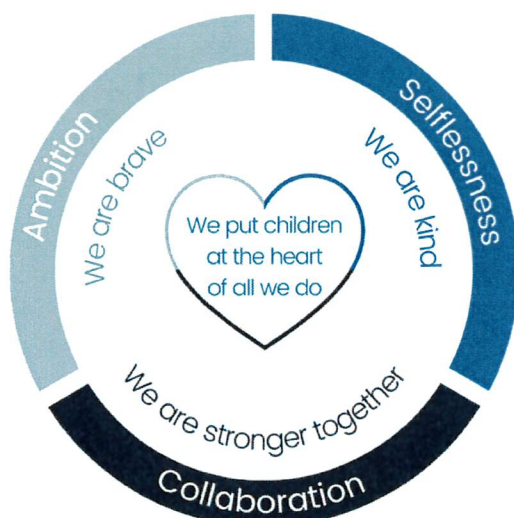
In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

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**.

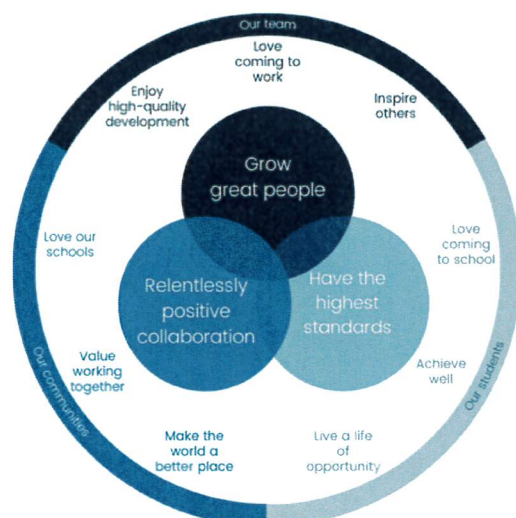
This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values



How we will succeed



Teaching Assistant (Grade D) EAL Co-Ordinator and English tutor

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 students to learn and flourish.

Your responsibilities

- Live our mission and values every day
- Follow all safeguarding procedures to protect students and maintain a culture in which students are protected and achieve the best outcomes
- Support learning by working collaboratively to plan, evaluate and adjust activities and resources which support all students to achieve well
- Deliver whole class, group or individual learning or intervention in and outside the classroom area
- Support students access to learning utilising appropriate strategies and resources
- Monitor, evaluates and assess students as directed, recording progress and providing feedback to support continuous progress
- 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, providing advice and guidance to support social, health and wellbeing requirements
- Assist in the development and implementation of appropriate behaviour management and attendance strategies
- Promote the inclusion and acceptance of all students recognising and responding to individual needs
- Support and assist with student access arrangements as directed by the SENDCo and/or act as an exam invigilator
- Establish constructive relationships with parents/carers
- Undertake tasks, including administrative activities as delegated

Grading criteria

- Provide on the job training for colleagues and oversee quality of work.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- 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 a material effect on the internal operation of their own or other departments.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks

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

Teaching Assistant (Grade D)

Person Specification

Qualifications

- Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above) Essential
- Completion of relevant training/qualification at NVQ4/HNC or equivalent knowledge and skills Essential

Experience

- Experience of working with or caring for children Desirable

Key skills

- Excellent Communication Essential
- The ability to promote inclusion and acceptance of all pupils Essential
- The ability to relate well to children and adults Essential
- The ability to work effectively in a team, with a positive and collaborative manner. Essential
- Good Microsoft Office skills (Word, Excel and PowerPoint) 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

Job Evaluation

JE Job Number: TA4
JE Score: 370
Grade: D

#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.

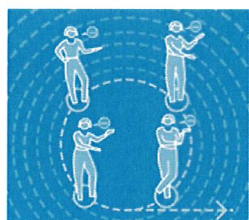
Early Career Teachers

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:



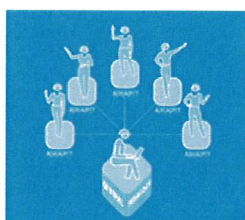
Sustained

Frequency is critical,
not time span



Practice-Based

Create new habits



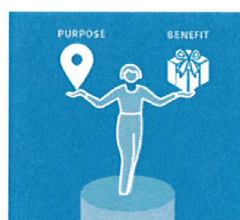
Domain-Specific

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



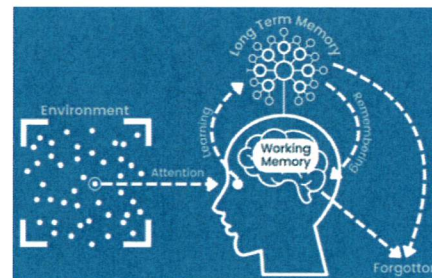
Thrives in a
complex system



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 <ul style="list-style-type: none"> • sleep well • eat breakfast • Follow school rules and routines • attend school regularly | Family <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 • Tautbank 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:



Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



Up to 10% off all Pure Gyms



up to the value of £2,000.



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



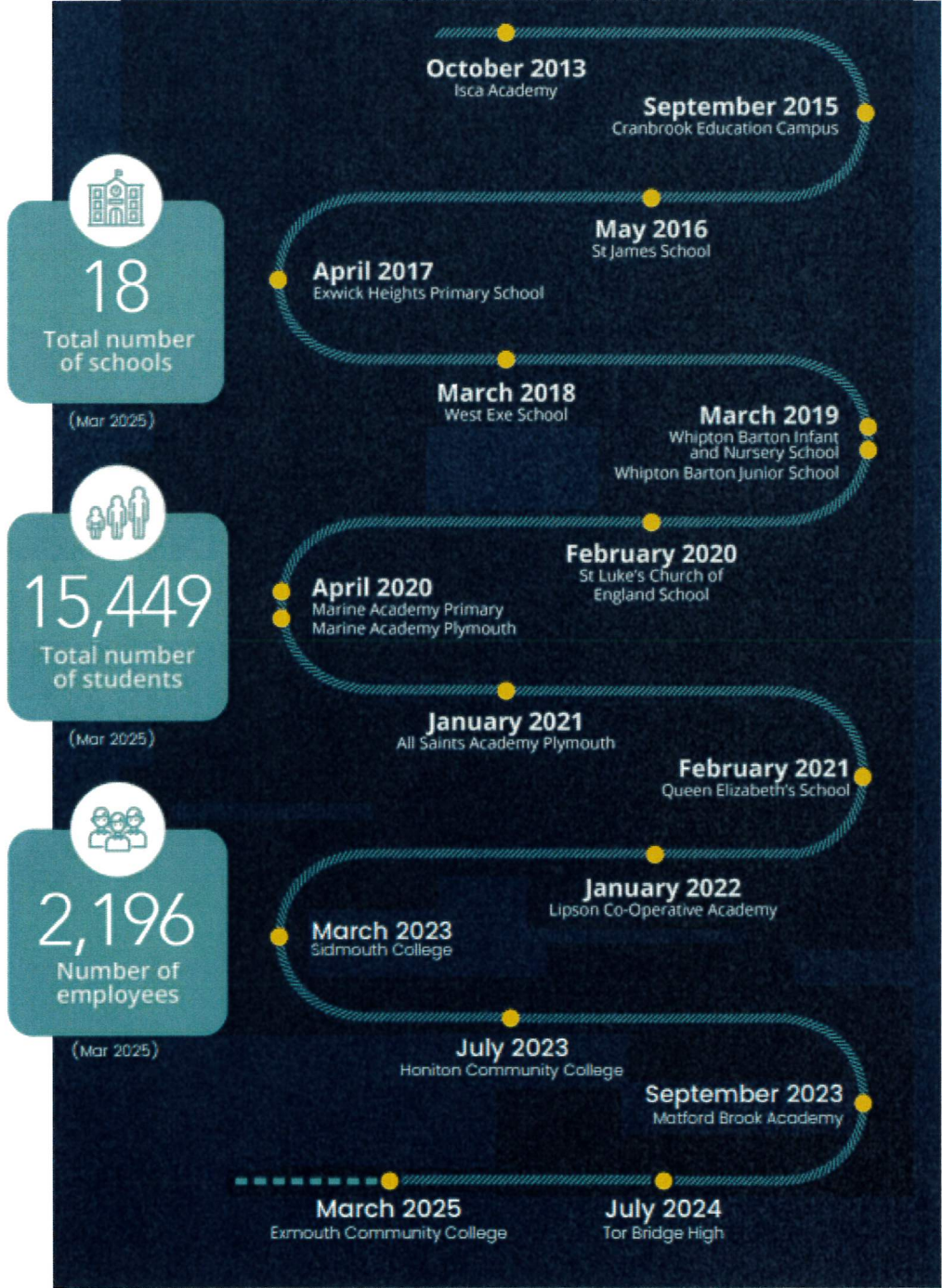
Family friendly policies and flexible working opportunities

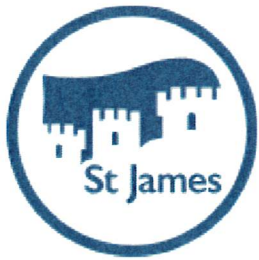


Our Trust Journey



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!

