



# Recruitment Pack

Part Time Teaching  
Assistant

St James School

April 2025 - 12 hours per week

Closing Date: 09/02/25

Interview Date: TBC

Ted  
Wragg  
TRUST

# 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 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





# St James School

We are looking to appoint a terrific support member of staff to join our team as a Teaching Assistant at St James School. It is an exciting role and a great opportunity for anyone who loves working with students to help them 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](mailto:recruitment@stjamesexeter.co.uk).



# The St James SEND Department



The SEND department at St James consists of 14 members of staff including 11 teaching assistants with a range of experience specialisms. The department has the use of two mentoring classrooms, a learning support base, sensory and courtyard area. We are a cohesive and supportive team with a strong drive towards narrowing the academic gap for our SEND students. Working across the Ted Wragg Multi Academy Trust we develop and deliver a number of specific interventions across KS3 and KS4. The SEND department also plays an active role in whole-school activities delivering a Homework and Breakfast Club along with other engagement activities.

A number of St James SEND students receive regular mentoring from either trained teaching assistants or a member of the Learning Support team. As well as mentoring, we also deliver specific interventions, such as additional numeracy, literacy, social skills, Lego therapy, ASD mentoring and life skills. All of the sessions are tailored to individual students' needs and aim to support them through KS3 and KS4 to become more successful learners and well-rounded individuals who are prepared for life after school. We have procedures in place to monitor the impact of these sessions, and we regularly use student voice to inform our planning.

Communication within the SEND team, between St James whole school staff and with parents/carers is a vital part of our day-to-day work, and it is important that everyone in our team understands the importance of clear, supportive and helpful communication. We also appreciate that SEND can add a layer of additional complexity to attending secondary school, so we strive to be as inclusive and supportive as possible towards students and parents/carers.

Staff within the team, work tirelessly to enable pupils achieve the best progress possible during their time at St James. We are looking to appoint somebody who will strive to do their very best for every student in our school.

# Key Details

Job Title: Part Time Teaching Assistant (12hrs per wk)

Location: St James School

Salary: Grade B - £24,027- £24,404

Actual = £6853 - £6961

Closing Date: Sunday 9th February 2025

Interviews: TBC

Required From: April 2025

We are a community with an ambitious curriculum, focused and thoughtful classrooms and great learning. If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role please contact our recruitment team at [recruitment@stjamesexeter.co.uk](mailto:recruitment@stjamesexeter.co.uk)

**Please use the application form available on the Trust website to apply.**



# Teaching Assistant 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

- Good numeracy and literacy skills with a GCSE (or equivalent) in English and Maths (grade 4 or above) Essential

## Experience

- Experience of working with or caring for children Desirable

## Key skills

- Excellent communication skills 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
- Able to fulfil all aspects of the role with confidence and fluency in English Essential
- Good Microsoft Office skills (Word, Excel and PowerPoint) Desirable

## 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: TA2

JE Score: 252

Grade: B





# 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.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

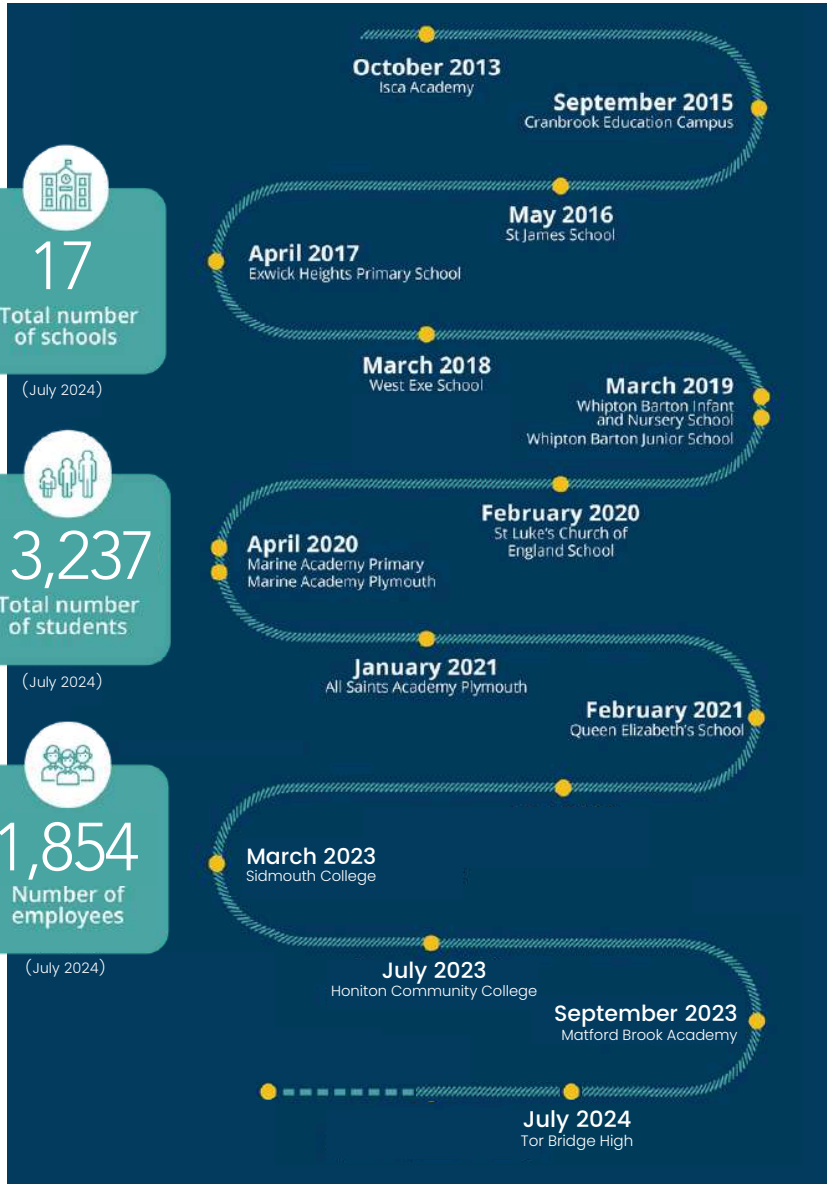


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity 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.

# 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!

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