

# Whipton Barton Federation Teaching Assistant Vacancy



"The thing I love most about being an ECT at Whipton is how our options are not limited, we are encouraged and supported to achieve our ambitions."  
Bethany Harris, Year 4 Teacher and ECT

# TABLE OF CONTENTS

|                                   |    |
|-----------------------------------|----|
| • Key Details                     | 1  |
| • How to Apply                    | 1  |
| • About Whipton Barton Federation | 2  |
| • A Warm Welcome from our CEO     | 3  |
| • Job Description                 | 4  |
| • Person Specification            | 5  |
| • #lifeatttedwragg                | 6  |
| • The Ted Wragg Institute         | 7  |
| • Our Ted Wragg Standard          | 8  |
| • Our Benefits                    | 9  |
| • Our Trust Journey               | 10 |





# Key Details

|              |                                  |               |                 |
|--------------|----------------------------------|---------------|-----------------|
| Salary       | NJC Grade B – £12.85<br>Per Hour | Location      | Exeter          |
| Hours        | 33.5hrs/38 Wks                   | Interviews    | To Be Confirmed |
| Closing date | 22nd October 2025                | Required from | November 2025   |

***“We believe that brilliance  
begins with excellence, bravery,  
and citizenship.”***

## How to apply

For an informal conversation about the position please contact Recruitment at [recruitment@whiptonbarton.org](mailto:recruitment@whiptonbarton.org) or telephone 01392 466072.

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



# Whipton Barton Federation

At Whipton Barton Federation, we believe that brilliance begins with excellence, bravery, and citizenship.



We encourage every child to strive for excellence, fostering a love of learning and a strong foundation for future success. We nurture bravery by encouraging pupils to embrace challenges, stand up for their beliefs, and grow through meaningful experiences and diverse enrichment opportunities. Citizenship is promoted by teaching kindness, respect, and responsibility, guiding our pupils to be thoughtful and active members of their school and community.



Together, we aim to shape confident, compassionate learners who are ready to make a positive difference to the world.



"I felt so welcome from day one - there is a friendly supportive atmosphere as soon as you walk through the door. Starting in the summer term was really helpful to get to know the school, staff and children before having my first class in the September."

Rachel Williams Reception Teacher

# 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

## Teaching Assistant (Grade B)

### 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

## Teaching Assistant (Grade B)

|                |   |           |
|----------------|---|-----------|
| 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></ul>  | Essential |
|                | <ul style="list-style-type: none"><li>The ability to relate well to children and adults</li></ul>   | Essential |
|                | <ul style="list-style-type: none"><li>The ability to work effectively in a team, with a positive and collaborative manner</li></ul>   | Essential |
|                | <ul style="list-style-type: none"><li>Able to fulfil all aspects of the role with confidence and fluency in English</li></ul>   | Essential |
| Values         | <ul style="list-style-type: none"><li>Good Microsoft Office skills (Word, Excel and Powerpoint)</li></ul>   | Essential |
|                | <ul style="list-style-type: none"><li>Ambitious: Works hard, has the highest standards and is positive for the future</li></ul>   | Essential |
|                | <ul style="list-style-type: none"><li>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</li></ul> | Essential |
|                | <ul style="list-style-type: none"><li>Collaborative: builds strong relationships and networks</li></ul>   | Essential |
| Job Evaluation | JE Job Number: TA2<br>Score: 252<br>Grade: B  |           |

- 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](http://www.tedwraggtrust.co.uk/workwithus)

Love coming to work



Experience high quality development



Inspire others







# 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



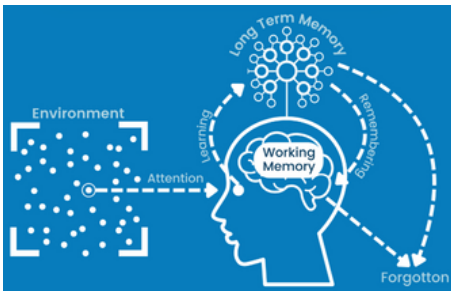
Thrives in a complex system



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.

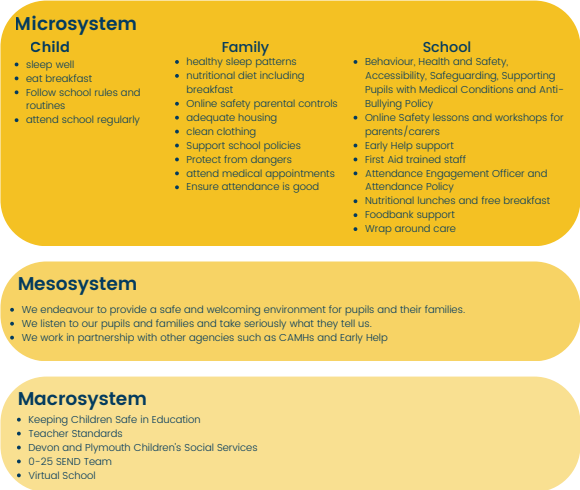


## Key Concept: Every Child Succeeds



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:

|  |  |
|--|--|
|  <p>Exceptional development and networking opportunities</p>                        |  <p>Cost of blue light cards can be claimed through expenses</p>      |
|  <p>Free annual flu jab, eye test and allowance for glasses</p>                     |  <p>Exclusive discounts, cashback and vouchers</p>                    |
|  <p>Free, confidential employee helpline. Available 24-7 through Health Assured</p> |  <p>Access to Wisdom app to support your mental health</p>           |
|  <p>Up to 10% off all Pure Gyms</p>   |  <p>up to the value of £2,000.</p>                                 |
|  <p>Up to 2 days paid emergency time off for dependants</p>                       |  <p>Generous public sector pension schemes for all staff</p>        |
|  <p>Timetabled instructional coaching for all teachers</p>                        |  <p>Family friendly policies and flexible working opportunities</p> |

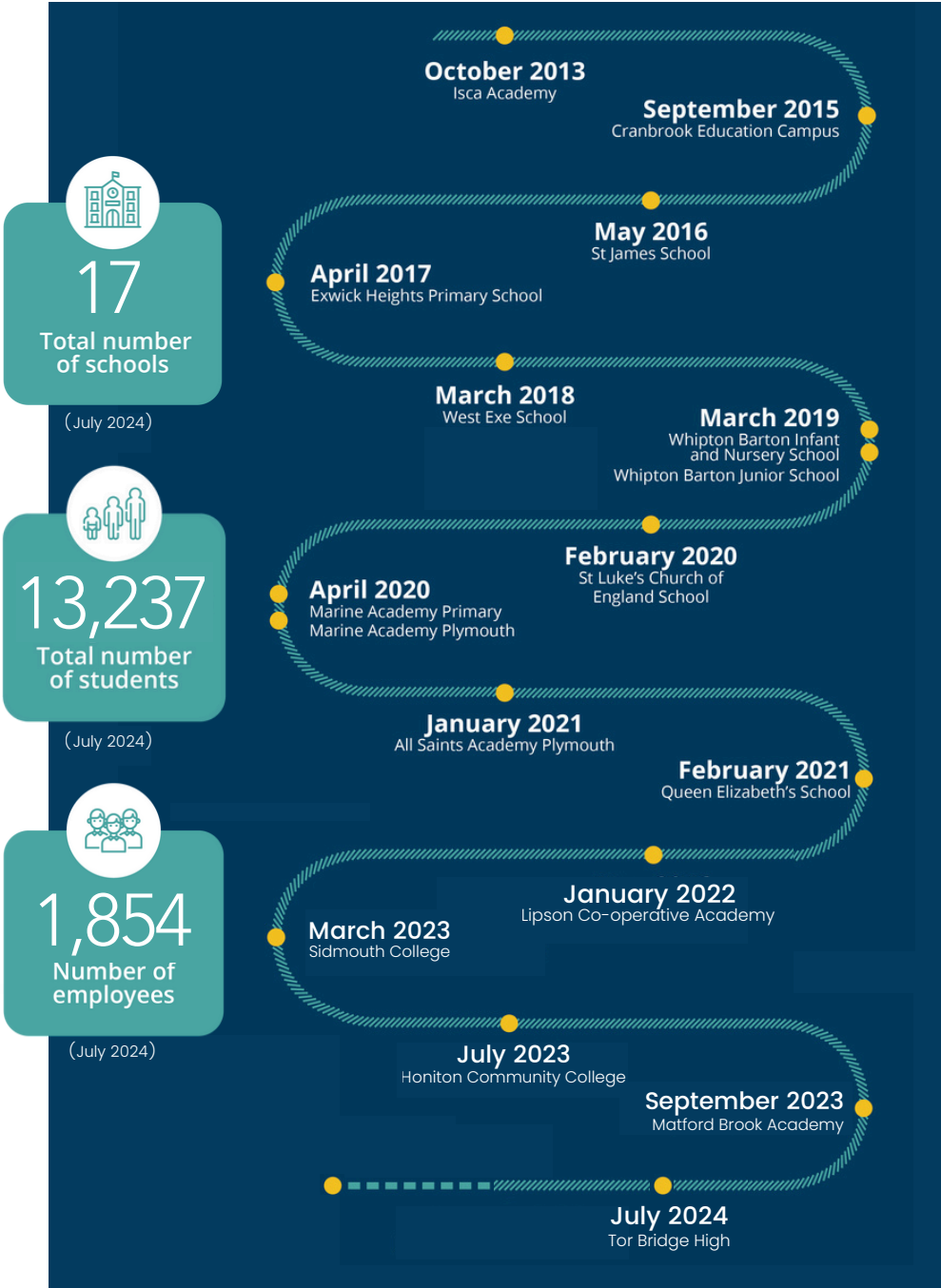




# Our Trust Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



**Thank you for your interest in  
working with us.  
We look forward to receiving  
your application.**

