



# Recruitment Pack

Teaching Assistant

WHIPTON BARTON FEDERATION

Closing Date: Midday, 14th March 2025

**Ted**  
**Wragg** TRUST

# Ted Wragg Trust



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



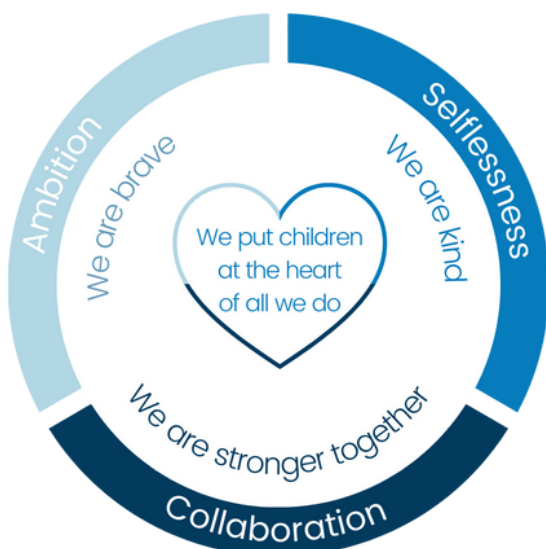
**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



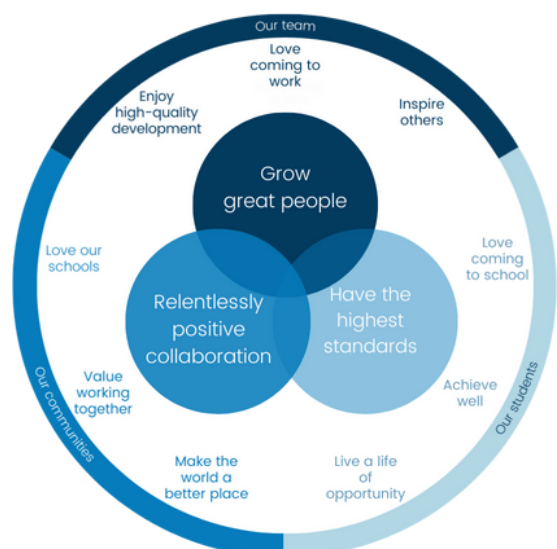
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest 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





## Letter from the Headteacher

Dear Applicant,

We are delighted to invite applications for the position at Whipton Barton Federation. As the Headteacher of this vibrant and welcoming community, I am excited to share with you the unique opportunities we offer for both our students and staff.

At Whipton Barton Federation, we are committed to providing a nurturing, inclusive, and dynamic environment where every child is valued, inspired, and encouraged to reach their full potential. Our school is proud to serve a diverse and engaged community, and we firmly believe in the importance of fostering a love for learning, creativity, and critical thinking from a young age. We are a school where children feel safe, supported, and empowered to thrive academically, socially, and emotionally.

As we continue to strive for excellence, we are seeking a passionate and dedicated teacher who will help inspire and nurture our pupils. The ideal candidate will:

- 🌀 Share in our values of excellence, bravery and citizenship, and contribute positively to the ethos of our school community.
- 🌀 Have a strong commitment to creating an engaging and inclusive classroom environment where every child can succeed.
- 🌀 Be an enthusiastic and adaptable educator with a genuine passion for teaching and the development of young minds.
- 🌀 Demonstrate excellent communication and interpersonal skills, with the ability to build positive relationships with pupils, staff, and parents.
- 🌀 Be able to work effectively both independently and as part of a collaborative team, using their initiative to contribute to whole-school development.

Our school offers a supportive and dedicated team of professionals who work together to ensure our pupils receive the best possible education. We provide an excellent package of professional development opportunities and encourage all our staff to grow and thrive within their roles.

If you are looking for a rewarding and inspiring role in a school where your passion for teaching will make a real difference, we would love to hear from you.

Please find further details about the role and application process on our website [www.whiptonbarton.org](http://www.whiptonbarton.org). In your supporting statement, we would like you to draw on the job description below but also flag up any specific areas of expertise or experience you have. For more details or enquiries please contact Helen Vincent at [recruitment@whiptonbarton.org](mailto:recruitment@whiptonbarton.org).

We look forward to receiving your application.

Best wishes

A handwritten signature in black ink, appearing to read "Louise Moretta".

Mrs. Louise Moretta  
Executive Headteacher

# Key Details

**Job Title: TEACHING ASSISTANT**

**FTE: 33.5 Hours/38 Weeks per year**

**Location: WHIPTON BARTON FEDERATION**

**Salary: NJC Grade B - £18,070**

**Closing Date: Midday, Friday, 14th March 2025**

**Interviews: To be confirmed**

**Required From: ASAP**

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



## How to apply

If you would like an informal conversation about this role please contact Recruitment – [recruitment@whiptonbarton.org](mailto:recruitment@whiptonbarton.org)

Please use the application form available on the Trust website and email it to: [recruitment@whiptonbarton.org](mailto:recruitment@whiptonbarton.org)

## Teaching Assistant (Grade B) 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.

## Job title

### Person Specification

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



# 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.

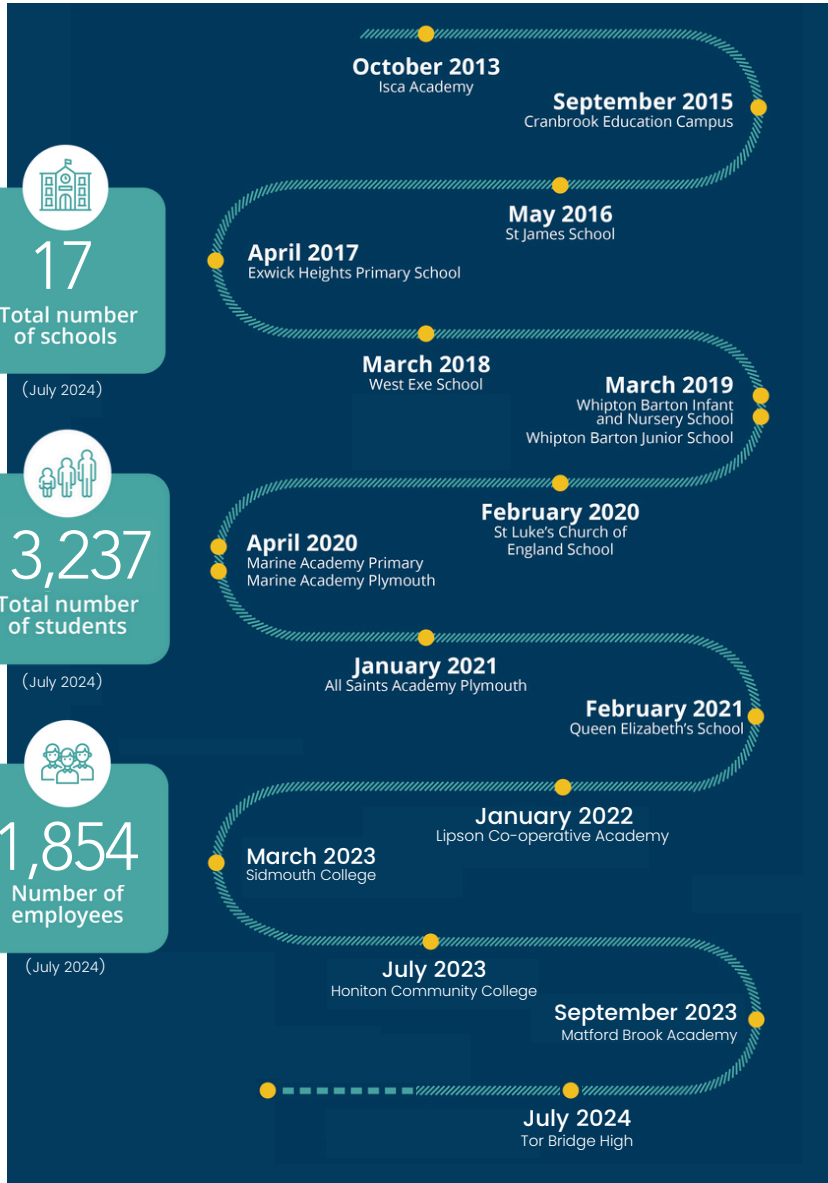


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity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







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Thank you for your interest!

**Ted**  
**Wragg** TRUST