

# Ted Wragg Multi Academy Trust



Headteacher  
St James School



TRANSFORMING LIVES THROUGH LEARNING





## Letter from the Chief Executive Officer of the Ted Wragg Multi Academy Trust

Dear applicant

On behalf of the Ted Wragg Multi Academy Trust I would like to thank you for your interest in the role of Headteacher of St James school.

This is a hugely exciting time for our Multi Academy Trust and we are looking to appoint a dynamic, inspirational and experienced Headteacher to play a key role in delivering outstanding outcomes for our pupils.

The successful candidate must be a motivated practitioner who can lead by example and inspire others whilst providing challenge and rigour within the school and across the Multi Academy Trust. In return we can offer a comprehensive salary and wide ranging career development opportunities.

You will:

- Be an outstanding Headteacher
- Have excellent and proven leadership expertise
- Have expert knowledge of a secondary setting

We are incredibly proud of our Multi Academy Trust and the potential it has to further improve standards of education for all children no matter what their starting point or their background. The Trust board is highly ambitious and committed and we are looking for an individual who shares the same values.

Please download an application pack from our website [www.tedwraggtrust.co.uk](http://www.tedwraggtrust.co.uk) or contact Helen Scott by email: [helen.scott@tedwraggtrust.co.uk](mailto:helen.scott@tedwraggtrust.co.uk).

The closing date for applications is 15 March 2019 (midday). Interviews will be held on 1 and 2 April 2019.

We look forward to receiving your application.

Moira Marder

A handwritten signature in black ink, appearing to read 'M Marder'.

Chief Executive Officer  
Ted Wragg Multi Academy Trust

## Ted Wragg Multi Academy Trust



1938 - 2005

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

The Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi Academy Trust's ambition is to raise the aspirations of young people and enable them to become fulfilled, life ready, confident and motivated citizens, able to contribute actively to a democratic society. All pupils within the Ted Wragg Multi Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

### THE AIMS OF THE TED WRAGG TRUST ARE TO:

- Work in genuine partnership to strengthen schools and their communities.
- Foster a culture of positive challenge and continual school improvement.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experience so that every pupil fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all pupils.
- Develop life-enhancing values so that pupils leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has five school members, Isca Academy, St James School, the Cranbrook Education Campus, West Exe School and Exwick Heights Primary School. In addition we have partnership management agreements with All Saints Academy and Marine Academy in Plymouth and St Luke's College in Exeter. We have trustees from the University of Exeter and Exeter College, as well as from local businesses.

The key aspect that makes our Trust exceptional, is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

**Website:** <http://www.tedwraggtrust.co.uk>

## Job Description

<b>Job Title:</b>	Headteacher
<b>Location:</b>	St James School
<b>Responsible To:</b>	Chief Executive Officer
<b>Salary Grade:</b>	Competitive

### 1. Key Purpose of Job

- Ensure continuous improvement with a consistent focus on pupil achievement by setting high expectations and stretching targets, using aspirational data and benchmarking to monitor progress.
- Monitor, evaluate and review academy practice and promote whole academy improvement strategies.
- To ensure that the academy is compliant in terms of statutory and legal obligations, such as H&S, Fire Management and Safeguarding and ensure that policies, systems and processes are integrated, consistent and working effectively.
- To ensure that communication systems and processes are consistent, embedded and working effectively.
- To implement effective change management, leading change and ensuring buy in from all key stakeholders.
- Establish a creative, responsive and effective approach to teaching and learning.
- Enable effective curriculum delivery through appropriate sharing of teaching expertise.

### 2. Anticipated Outcomes of Post

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.**

- To provide professional leadership which establishes a clear ethos, develops outstanding learning, achievement and success for all its pupils, and secures the improvement of the academy and its professionals in accordance with the development plan/improvement strategy.
- Communicate efficiently the academy's vision and drive the strategic leadership, empowering all pupils and staff to excel.
- Model positive relationships and attitudes towards our pupils, and engage parents, governors and members of the local community in the constant improvement of all that we do.
- Ensure that the education and interests of our pupils are at the centre of everything we do.
- Lead on the deployment of Multi Academy Trust systems and processes within the academy including: communication, business processes, Information Governance, HR, behaviour, safeguarding and SEND, H&S and Fire Management, ensuring these are complaint, consistent and embedded.
- Ensure compliance in terms of all statutory and legal duties.
- Manage all staff, ensuring they are working consistently and effectively across St James School.
- With the support of the Director of Finance lead on strategic financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupil outcomes and the sustainability of St James school.
- Develop a transparent and positive relationship with all stakeholders.

### **3. Key Duties and accountabilities of the post**

#### **Meeting objectives through improving learning and achievement in the classroom:**

1. Lead the improvement and development of the Academy on the basis of evidence about effective practice, and promote a strong culture of continuous professional development of Trust staff.
2. Demonstrate political astuteness in promoting the best interests of the Academy in the context of Trust core objectives, translating opportunities arising for local and national policy into the Academies context.
3. Ensure that developments within the Academy are consistent with our core objectives and further seek to serve our local community.
4. Demand ambitious standards for all pupils overcoming disadvantage and advancing equality, instilling a shared sense of accountability in staff for the impact of their work on pupil outcomes
5. Maintain and secure outstanding teaching for all pupils through an understanding of the features of successful classroom practice and curriculum design.

#### **Leadership and Management:**

6. Promote the sharing of best practice across the Academy between teachers and a culture where less than good practice is challenged and improved.
7. Create an ethos within which all staff are motivated and supported to develop their own skills and support each other.
8. Identify emerging talents at all levels, coaching and encouraging aspiring leaders in a climate of excellence, leading to good succession planning.
9. Hold all staff accountable for professional conduct and practice.
10. Ensure that systems, organisation and processes are all effective, efficient and fit for purpose, upholding the principles of transparency integrity and probity.
11. Provide a safe, calm and well-ordered environment for all pupils and staff with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society.
12. Enable effective curriculum delivery through appropriate sharing of teaching expertise.
13. Establish and implement rigorous systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
14. Monitor, evaluate and review academy practice and promote academy improvement strategies.
15. Welcome strong governance and actively support the local governing body and Trustees to deliver their functions.
16. Promote distributed leadership, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

#### **Wider engagement and contribution:**

17. Develop the capacity for the Academy to work across the Ted Wragg Trust and improve outcomes for all pupils.
18. Develop effective relationships with other services to improve academic and social outcomes for all pupils.
19. Use well evidenced educational research to help contribute to self-improving and school led systems.
20. Support the Chief Executive Officer to create a centre of good practice in initial and continuing teacher education.

21. Inspire and influence others-within and beyond the Multi Academy Trust-to believe in the fundamental importance of education.

#### **4. General**

1. Prepare policy review papers as required and requested.
2. Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments.
3. Comply with and uphold all respects of the Trust's code of Practice on equality and diversity.
4. Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within any academy in the Ted Wragg Multi Academy Trust.

#### **5. Supervision / Line Management Responsibilities of the post**

There will be a requirement to be flexible in terms of line management responsibilities.

#### **6. Working Environment & Conditions of the post**

This post is based at St James school, but the post may be required to travel and work within any school in the Ted Wragg Multi Academy Trust.

#### **7. Other Duties**

- 7.1 To undertake additional duties as required, commensurate with the level of the job.
- 7.2 To participate in induction training, staff review processes and professional development opportunities.
- 7.3 All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- 7.4 The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- 7.5 The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- 7.6 The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.

7.7 The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.

7.8 The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

### Person Specification

Area	Job requirements	Essential/ Desirable	Evidence
A Qualifications and Professional Development	<ul style="list-style-type: none"> <li>• A good honours degree</li> <li>• Qualified teacher status</li> <li>• NPQH</li> <li>• Designated Child Protection Officer Training</li> <li>• Online Safeguarding Training</li> </ul>	E E D D D	A /C A /C A /C A /C A /C
B Experience and Knowledge	<p>Experience of:</p> <ul style="list-style-type: none"> <li>• Leading secondary education</li> <li>• Leading pastoral care at middle or senior leadership level with excellent understanding of high quality approaches to pastoral care, including behaviour, safety and praise systems</li> <li>• Evidence of rapid and sustained improvement in current setting to include: outcomes, closing the gap and improvements in teaching and learning</li> <li>• effectively leading/motivating pupils and staff and developing team approaches.</li> <li>• improving pupil outcomes.</li> <li>• Developing, leading and monitoring initiatives using technology to support evaluation.</li> <li>• leading the procedures and expectations with regards to meeting all the needs of Looked After Children (LAC) which includes the ability to attend and report at LAC reviews and PEP's; leading PEP's (Personal Education Plan) and how to use and access relevant software for this process.</li> </ul> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Current National Educational priorities, developments and strategies which meet the needs of all pupils</li> <li>• Recent legislation, developments and initiatives in secondary education</li> <li>• A thorough understanding of the OFSTED Framework regarding effective leadership, management and self-evaluation</li> <li>• Latest developments in safeguarding and child protection including what is involved in the role of the Child Protection Officer including having a good understanding of up to date policy and practices</li> <li>• Understanding schools' statutory responsibilities regarding the needs and care of pupils with SEND</li> </ul>	E E  E  E D  D     E  E  E   E	A/I/R A/I/R  A/I/R  A/I A/I  A/I     A/I  A/I  A/I   A/I
C. Abilities and Skills	<ul style="list-style-type: none"> <li>• Evidence of up to date professional development relevant to secondary education</li> <li>• Ability to effectively support the professional development of educational staff to motivate, empower, challenge, and enable staff to realise and</li> </ul>	E  E	A/I/C  A/I

