



# Recruitment Pack

**Behaviour Lead**

QE School, Crediton

Closing Date: 9am Monday 16 October 2023

**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 (TWT) 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.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

## How will we succeed?



# Queen Elizabeth's School

## Letter from the Headteacher

Dear Applicant

Thank you for your interest in this post at Queen Elizabeth's School. The school currently has 1250 students on roll of whom 130 are in the Sixth Form. The majority of our students are drawn from our partner primary schools across mid Devon and the greater Exeter area.

Founded in the 16th century, the school is set in the market town of Crediton, just 7 miles from Exeter. We are an ambitious school dedicated to providing an excellent education that develops knowledge, character, contribution and wisdom. Our Year 7 and 8 students are taught on our Barnfield campus and Years 9-13 at Western Road.

At Queen Elizabeth's our coaching programme supports all colleagues to continuously improve their classroom and leadership practice. We were delighted to be judged as Good in the most recent Ofsted report in May 2022, which recognised our high-quality curriculum and continued improvement in achieving positive outcomes for all students. Through high quality teaching and a broad range of extra-curricular activities we aim to instil our students with the values of respect, reflection and resilience.

The enclosed recruitment pack outlines the key duties and accountabilities of the post. The successful applicant will:

- have a clear, well communicated understanding of the most effective teaching and learning techniques that lead to strong student progress
- possess the skills and determination to make a positive difference to the lives of our students
- be relentless in encouraging all students to build their knowledge and actively contribute to school life within our community so that they develop a sense of pride and belonging

If you have any questions, please contact Anna Field on 01363 773822 or [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

Yours sincerely

**Paula Smith - Headteacher**



# Key Details

**Job Title:** Behaviour Lead

**Location:** Queen Elizabeth's, Crediton

**Salary:** Grade E, Starting salary £24,814

**Closing Date:** 9am Monday 16 October

**Interviews:** TBC

**Required From:** ASAP

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 Anna Field, [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

Please use the application form available on the Trust website and email it to: [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)



# Queen Elizabeth's School

## Job Description

41.25 hours per week over 39 weeks

Typical working hours: Monday to Friday, 8.30am – 5.00pm

The core function of this key role is to provide leadership to the Student Support Team. The Student Support Team provide pastoral, Social Emotional and Mental Health (SEMH) and behaviour support to students. The team support students, especially our most vulnerable, to access learning and enable them to be effective learners in lessons. This role contributes significantly to our ethos, vision and values. In particular, the role supports students to embody our values of respect, reflection and resilience so they are confident and in control of their lives, and are safe and happy at school.

The role will ensure that all staff who support students outside of lessons are doing so in the most effective way possible. This will require effective multi agency working and high levels of communication and liaison with students, their families, parents and carers, school staff and external agencies. The objective is to support students to be independent learners who can access lessons and are 'Ready to Learn'.

The role requires highly visible leadership and modelling the implementation of the school's behaviour policy, through high quality pastoral care and effective management of student behaviour on a daily basis. The position plays a key role in safeguarding our students and requires level 3 safeguarding training.

Key Duties and accountabilities of the post

To be a highly visible role model ensuring excellent standards of respectful, reflective and resilient behaviour by:

- Setting high expectations and developing independent learners by promoting the school's values of Respect, Reflection and Resilience.
- Praising, recognising and promoting good student behaviour.
- Quickly establishing constructive relationships with students and interacting with them according to their needs whilst consistently upholding the School's Behaviour Policy.
- Monitoring student progress regularly and ensuring interventions and appropriate referrals are made to support the student and their families/parents/carers.
- Providing effective feedback to students and their families/parents/carers in relation to their progress and achievement at regular intervals.
- Promoting the inclusion and participation in all aspects of school life by all students.
- Actively implementing strategies that encourage students to take responsibility for their own behaviour and become independent learners.
- Ensuring systems are in place to respond to urgent issues/incidents and dealing promptly with urgent issues/incidents in line with school policies.
- Supervising and providing support for students, including those with a range of additional needs, ensuring their safety and access to learning.
- Facilitating and modelling restorative conversations between students and staff and parents/carers/families.

To be responsible for the quality of the services provided by the Student Support Team.

To lead Student Support Team to ensure effective implementation of the school's policies in relation to pastoral, SEMH, and behaviour support matters by:

- Contributing to the overall ethos, vision and values of the school.
- Contributing and working closely with the school's leadership team to implement the school's policies in relation to pastoral, SEMH, and behaviour support matters.
- Supporting the school to meet its statutory responsibilities in relation to pastoral, SEMH, safeguarding and behaviour support matters.
- Being actively aware of and complying with policies and procedures relating to Behaviour Policy, SEMH, Child Protection and Safeguarding, Health, Safety and Security, Confidentiality and Data Protection, and reporting all concerns to an appropriate person.



# Queen Elizabeth's School

- Ensuring and developing systems that enable accurate data collection of all matters relevant to pastoral, SEMH, safeguarding and behaviour support for students.
- Providing an overview of the data collected and sharing data with staff in a readily digestible format.
- Advising leadership colleagues of any trends/patterns that will require wider policy responses from the school's leadership team.
- Supporting the role of other professionals, both within the school and external agencies.
- Ensuring highly effective and timely communication with parents/carers/families and colleagues in order to build positive relationships and ensure the consistent implementation and understanding of the school's policies.
- Implementing effective programmes to support students their parents/carers/families and adjusting programmes according to need.
- Ensuring incidents of bullying are dealt with in accordance with the school's Anti Bullying Policy.

To ensure effective communication and proactive work with relevant external agencies to support students and their parents/carers/families. Ensuring effective, timely and accurate communication of the progress and outcomes with external agencies to relevant staff enabling students to access lessons and be 'Ready to Learn'. In particular, but not exclusively, to ensure the following:

- Liaising with staff to identify students in need of intervention and referral to external agencies.
- Consistent and effective use of 'Early Help' and 'Team Around the Family' approaches by Student Support staff.
- Consistent and effective use of external agencies including, but not limited to - Social Care, NHS Health Care, Safeguarding Board, Police, Fire and Ambulance services by Student Support staff.

Leading the supervision of students out of lesson times, including before and after school and at lunchtimes.

Being an active part of and leading first response teams that react to emergency incidents, including first aid, fire, 'in' vacation and evacuation procedures and policies.

To undertake general clerical/administrative support lesson removal, detentions, suspensions etc in accordance with the school's statutory requirements and communications with parents.

Preparing, maintaining and using equipment/resources required to meet the needs of the students.

Attending relevant meetings, as required.

Supervision / Line Management Responsibilities of the post

- ·Reset Supervisor
- ·Student Reception
- ·Attendance Officer
- Safeguarding, Attendance & Inclusion Keyworker

Other Duties

- ·To maintain Level 3 Safeguarding Training.
- ·To maintain a First Aid qualification and to provide First Aid.
- ·To carry a school radio and mobile phone, if provided, responding to communications promptly.
- ·To report any potential Health and Safety issues promptly.
- ·To follow the school's ICT policy for safe use of ICT.
- ·To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- ·To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- ·To work in compliance with the Codes of Conduct, Regulations and policies of the school and its commitment to equal opportunities.
- ·To comply with the school's Health & Safety policy, procedures and statutory requirements.



# Person Specification

Qualifications and Experience:	Essential / Desirable
Educated to A level/level 3, including GCSE grade C in both Maths and English as a minimum (or equivalent)	ESSENTIAL
Good numeracy/literacy skills.	ESSENTIAL
Relevant Professional Qualification – such as Youth/Social Care/Uniformed Services/Health Care or Education qualifications	DESIRABLE
Current First Aid qualification (or the commitment to obtain and maintain one)	ESSENTIAL
Level 3 Safeguarding (or the commitment to obtain and maintain one)	ESSENTIAL
Multi agency working to support vulnerable people	DESIRABLE
Working in a learning, coaching or care environment that supports people to develop and progress	DESIRABLE
Managing the behaviour of groups of people effectively to ensure a positive and safe environment	DESIRABLE
Organising and delivering a range of interventions with and for young people	DESIRABLE
Delivery of learning activities to young people and assisting young people in learning new skills, or knowledge or taking on tasks in ways which build confidence, independence and resilience	DESIRABLE
Passionate belief in the potential of all young people and the benefits of a comprehensive education	ESSENTIAL
Ability and experience of working with a high degree of initiative and without close supervision	ESSENTIAL
Good interpersonal skills including; <ul style="list-style-type: none"> <li>• being emotionally intelligent</li> <li>• a professional and approachable style</li> <li>• the confidence to deal with complex situations appropriately</li> <li>• the ability to be assertive when required</li> </ul>	ESSENTIAL
Effective planning, clerical and organisation skills	ESSENTIAL
Strong communication skills, able to; <ul style="list-style-type: none"> <li>• build positive professional relationships with young people, parents/carers, colleagues and other professionals</li> <li>• remain calm and seek constructive solutions when dealing with pressured situations</li> <li>• challenge inappropriate behaviour effectively and with confidence</li> <li>• win the respect of young people through the consistent application of school procedures in a fair manner</li> </ul>	ESSENTIAL
Numeracy, high standards of literacy and written communication. ICT skills - competent Microsoft office (Outlook, Word & Excel) user.	ESSENTIAL
Able to manage highly confidential information appropriately and with discretion.	ESSENTIAL
Resilient, able to respond well under pressure.	ESSENTIAL
Positive, confident and constructive in approach with high levels of enthusiasm and energy.	ESSENTIAL
Able to use initiative to solve problems	ESSENTIAL
Flexible and adaptable in approach	ESSENTIAL
Willingness to participate in ongoing training & development	ESSENTIAL
Able to work effectively as a member of a team	ESSENTIAL
Respect for all members of our community and able to model this respect	ESSENTIAL
Understanding of safeguarding issues and able to promote the welfare of children and young people.	ESSENTIAL
Suitability to work with children	ESSENTIAL

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, and where applicable, a prohibition from teaching check will be completed for all applicants.



# 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 in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**Cabot Learning Federation** – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



**Reach Academy Feltham** – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



# Recruitment Pack

Thank you for your interest!

**Ted**  
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