



ESW Registered Office: Education South West, Balkwill Road, Kingsbridge, Devon TQ7 1PL  
01548 852641 • [www.educationsouthwest.org.uk](http://www.educationsouthwest.org.uk) • Company Registration Number: 7451553

June 2026

Dear Candidate

Thank you for your interest in the role of Executive Assistant to the Headteacher and Senior Leadership Team.

In Education South West we are always on the lookout for exceptional talent to join us and contribute to our team of creative education professionals at all phases.

Whatever training you might have undertaken or experience you have (or don't have) up to this point, we welcome and support aspirational and ambitious teachers and classroom support staff, dedicated to supporting children through their time at school.

We offer you excellent opportunities and professional development through in-school CPD, our Research School status, our lead teaching schools as well as through our links with the wider education community. We are ambitious for our children and our employees, and always looking to support, challenge and develop our talent, whatever stage you are in your career.

When recruiting staff to work with children, we place great importance on:-

- people who go the extra mile;
- a commitment to professional development and a desire to continue learning, via research, private study and in learning from others;
- a desire to ensure that everything that is done within schools is the very best it can be;
- a firm commitment to the philosophy that we work in education to improve young people's lives and improve society; we serve our communities and the wider populace;
- the ability to develop positive relationships with pupils, students and parents;
- good interpersonal and communication skills when liaising with stakeholders;
- a good sense of humour;
- a commitment to working in partnership with others and sharing selflessly best practice within and outside of ESW.

I hope that you take the opportunity to study our Trust and Teign School websites, and do not hesitate to get in touch if you have any questions about the position or the School.

Very best wishes for the application process.

Yours faithfully

Matthew Shanks, Chief Executive Officer  
**for and on behalf of Education South West**



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