

Job Information Pack

Vacancy Title:

Assistant Curriculum Leader for PE

Location:

Ratton School

Closing Date:

Midday on Wednesday 15th May

Interviews:

Tuesday 21st May

Ratton
School

Learning Together

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Introduction

Welcome to Ratton School, nestled within the vibrant community of Eastbourne and part of the South Downs Learning Trust educational family! At Ratton School, we believe in fostering an environment where every individual is empowered to thrive and succeed. Our commitment to excellence in education is matched only by our dedication to creating a supportive and inclusive workplace culture.

As a member of the South Downs Learning Trust, you'll be joining a collaborative network of schools united by a shared passion for education. We value the diverse talents and skills of all our team members, recognising that each individual brings a unique perspective and contribution to our collective mission.

At Ratton School, we are committed to providing outstanding education and creating a positive learning environment for our students. Our aim is not only to impart knowledge but also to instil a love for learning and empower our students to reach their full potential. As part of our team, your role will be instrumental in shaping the future of our students, helping them to become confident, curious, and compassionate individuals ready to make a positive impact on the world.

We believe in investing in our staff and providing opportunities for professional growth and development. Whether you're a seasoned educator or just starting your career, you'll have access to ongoing training, support, and mentorship from our experienced leadership team. We recognise the importance of work-life balance and offer a range of benefits and perks to support the well-being of our staff.

Join us on this exciting journey in education and become a valued member of our collaborative network dedicated to shaping young minds and fostering a culture of lifelong learning. Together, we can make a difference in the lives of our students and in the communities we serve.

We eagerly await your application and the opportunity to welcome you to Ratton School and the South Downs Learning Trust educational family!

LETTERS FROM SCHOOL LEADERSHIP

Letter from the Executive Headteacher

Dear Applicant,

I am delighted to extend a warm welcome to you on behalf of South Downs Learning Trust. As the Executive Headteacher, I take immense pride in our commitment to excellence in education and in nurturing a culture of collaboration among our staff and students.

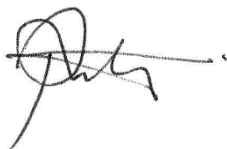


South Downs Learning Trust is dedicated to providing outstanding education and creating a supportive and inclusive work environment. We believe in the power of education to transform lives, and we are excited to welcome individuals who share our vision.

Your role within our trust, whatever it may be, will be instrumental in shaping the future of our students. We value the dedication, passion, and commitment of our staff members in creating a positive and inspiring educational experience.

I encourage you to explore the opportunities within our trust and consider joining us in our mission to empower students and prepare them for a bright future.

Yours sincerely,



Paul Murphy
Executive Headteacher
South Downs Learning Trust

LETTERS FROM SCHOOL LEADERSHIP

Letter from the Headteacher

Dear Applicant,

I am writing to you as the Headteacher of Ratton School, a proud member of South Downs Learning Trust. Our school is dedicated to providing an exceptional education and creating a positive and inspiring learning environment for our students.



The contributions of our staff members are vital in shaping the educational experience we offer. Whether you are considering a role in teaching, administration, support, or any other capacity, your dedication and passion can make a significant impact within our school and trust.

At Ratton School, we believe in fostering a warm and inclusive atmosphere, and we value individuals who share our commitment to educational excellence.

Thank you for considering Ratton School and South Downs Learning Trust as your potential workplace. We eagerly await your application and the opportunity to work together in providing an exceptional education to our students.

Yours sincerely,



Gavin Peevers
Ratton School Headteacher
South Downs Learning Trust

How to apply and important dates

To embark on this exciting opportunity, access the application form via [Vacancies | Ratton School](#)

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at lbarrow@ratton.co.uk before the specified closing date.

For those using the TES or Gov.UK platforms to apply, you may also use the forms available there. Please be aware that we do not accept CVs; therefore, kindly follow the specified application routes. Additionally, all applicants must have the Right to Work in the UK to be eligible for the role. If you submit your application via CV or if you do not possess the Right to Work in the UK, your application will not be considered.

We urge early submissions, as we actively review and consider applications upon receipt. There's a possibility of appointments being made before the deadline, so prompt action could be the key to securing this role.

Terms of employment	
Grade	TMS/UPS + TLR 2 (£3,214)
Hours	Full Time
Contract	Permanent
Deadline and interview dates	
Closing Date:	Midday on Wednesday 15th May
Interviews:	Tuesday 21st May

Details of the Role

Following the promotion of the current post holder we are seeking to appoint a dynamic and skilled PE professional, with a proven track record of student outcomes, in a secondary context. Applicants must be an outstanding classroom practitioner and have the interpersonal skills to help drive a department with an ethos of continual improvement. The successful candidate will also have responsibility for whole school sporting and health related extra-curricular activities.

The 'Physical Education Department' develops students by helping them to become physically confident and participate in a range of competitive and physically demanding activities. It enables all students, regardless of background, to explore their physical characteristics as well as learn about themselves and others, as they face and overcome challenges. Students study invasion games, net games, striking and fielding, health, fitness and aesthetics throughout their time at Ratton. We also give the opportunity for students to select a GCSE pathway to study in Y10 & 11.

Accommodation, Resourcing and Facilities The PE department is housed next to our gym, one of our 3 indoor teaching spaces. We have outdoor courts which are used for ball games in the winter months and tennis during the summer. Our large, private, school field provides us with plenty of outdoor opportunities throughout the school year. We are looking to develop our current facilities to provide the best experiences to our young people, in school and in the wider community.

Curriculum In core PE, students study 9 blocks of different seasonal activities each year. Students will not only be able to develop their motor competence but will be active as individuals and work as part of a team for sustained periods of time. They will be able to develop an understanding of rules, strategies and tactics when performing safely in a range of competitive activities. Students are asked to review their performance and compare these to previous efforts in order to bring about improvement.

During our 'Pathways' process, students have the opportunity to select GCSE PE to study in years 10 & 11. This continues to be the school's most popular option choice.

Job Description

Job Title: Assistant Curriculum Leader for PE

School: Ratton School

Grade: TMS/UPS + TLR 2 (£3,214)

Responsible to: Curriculum Leader

JOB PURPOSE

To provide professional leadership, management and co-ordination of physical education in order to secure high quality teaching, the effective use of resources and the highest level of learning and achievement for all students.

Responsibility for whole school sporting and health related extra-curricular activities.

To engage in the investigation and evaluation of new accredited courses in order to enable inclusive access to qualifications in Physical Education and Sport.

Areas of Responsibility and Key Tasks

Ensure that students achieve outstanding progress through:

- Leading a team which plans, develops, monitors and evaluates the Physical Education programmes of study, schemes of work and lesson plans so that all learner needs are met.
- Promoting strategies to develop the quality of teaching in Physical Education to secure high-quality learning for all students.
- Monitoring and holding teachers to account for the quality of learning and teaching (including planning and assessment) in their Physical Education lessons to secure consistency and high student achievement.
- Developing, monitoring and evaluating assessment policies and procedures in Physical Education that are consistent with whole school expectations so that all students and their parents know how well they are doing and what they need to do to improve.

- Supporting all Physical Education teachers to effectively implement Behaviour for Learning policies and procedures in order to secure good behaviour and discipline.
- Monitoring the progress of all students in Physical Education lessons in order to identify underachievement and developing strategies to tackle it.
- Principal accountabilities of a classroom teacher.

Assistant Leadership of the Curriculum Area

- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching.
- Work with the SENCO and any other staff with Special Educational Needs expertise, to ensure that individual education plans are used to set subject specific targets and match work well to students' needs.
- Teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students.
- Guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.
- Effective development of students' physical literacy through the subject
- Teachers of the subject are aware of its contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens.
- Teachers of the subject know how to recognise and deal with racial stereotyping.
- Establish, with the involvement of relevant staff-, short-, medium- and long-term plans for the development and resourcing of the subject which:
 - Contribute to whole school aims, policies and practices including those in relation to behaviour, discipline, bullying and racial harassment.
 - Are based on a range of comparative information and evidence, including the attainment of students.
 - Identify realistic and challenging targets for improvement.
 - Are understood by all those involved in putting the plans into practice.
 - Are clear about action to be taken, timescales and criteria for success.
 - Ensure Curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs.

- Effective development of students' individual and collaborative study skills necessary for them to become increasingly independent when out of school.

Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or maintenance.

Planning, Teaching and Class Management

- identifying clear teaching objectives and specifying how they will be taught and assessed.
- setting tasks which challenge students and ensure high levels of interest.
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- be aware of and make provision for students who are AEN/SEN, very able, LAC or who have other particular individual needs.
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- evaluating own teaching critically to improve effectiveness.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- mark and monitor students' work and set targets for progress.

- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
- undertake assessment of students as requested by examination bodies, departmental and school procedures.
- prepare and present informative reports to parents.
- undertake assessment of students and participate in the school's system reporting to parents.
- analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- ensure that information about students' achievements in previous lessons and schools is used effectively to secure good progress in the subject.
- monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching.

Pastoral Duties

- be a Form Tutor to an assigned group of students.
- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system.
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- contribute to the preparation of Action Plans and progress files and other reports.
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.

- contribute to PSHE and citizenship and enterprise according to school policy.

Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities.
- operate at all times within the stated policies and practices of the school.
- know subject(s) or specialism(s) to enable effective teaching.
- take account of wider curriculum developments
- establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- endeavour to give every child the opportunity to reach their potential and meet high expectations.
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- take responsibility for own professional development and duties in relation to school policies and practices.
- liaise effectively with parents and governors.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

ESSENTIAL CRITERIA

1. **Appropriate qualifications for teaching in a secondary school:** This includes being a graduate (or equivalent) and holding Qualified Teacher Status (QTS), both of which must be evidenced during the application and interview/selection process, as well as verified through reference and post-offer checks.
2. **Appropriate knowledge and experience:** Candidates must demonstrate exemplary subject knowledge and an understanding of national developments in teaching their subject. Evidence of experience in leading a subject area or the potential to develop into a Curriculum Leader's role is essential and will be assessed throughout the application, interview/selection, and reference checks.
3. **Skills and attributes necessary to be a successful teacher:** Candidates must exhibit evidence of being an outstanding teacher, along with an understanding of how to assess progress in students' work and maintain appropriate records to enable student achievement. This includes the ability to assess students' needs and maintain records, as well as an understanding of the importance of safeguarding. High-level classroom management skills are also necessary. These qualities will be assessed during the interview/selection process and verified through reference and post-offer checks.
4. **Ability to work closely with colleagues and contribute to the work of the teams in your subject:** Candidates must demonstrate the ability to collaborate effectively with colleagues and contribute to subject teams, which will be assessed during the application, interview/selection, and reference stages.
5. **Enthusiasm to offer and provide extracurricular opportunities to our students:** We provide our students with some of the best provision of PE and sporting clubs in the area. Applicants will be required to work in the PE team and provide students with opportunities outside of lessons to develop their skills and knowledge in a range of different seasonal activities.

DESIRABLE CRITERIA

1. **Ability to relate to and communicate with parents:** While not essential, candidates with the ability to effectively communicate and engage with parents will be viewed favourably. This quality will be assessed during the application and interview/selection stages.
2. **Personal qualities necessary to make a positive difference to the life of young people:** Desirable qualities include enthusiasm for the subject, flexibility, ability to work under pressure, being well-organized, and demonstrating a desire and potential for further professional development. While not essential, these qualities will enhance a candidate's suitability for the role and will be evaluated during the application, interview/selection, and reference processes.



WHY CHOOSE SOUTH DOWNS LEARNING TRUST?

Staff Benefits

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.
- Free breakfast of bagel/cereal/porridge/tea/orange juice.
- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club/After School Club place for trust staff children at Ocklynge Junior School.

Miscellaneous Leave (see *Special Leave of Absence Policy* or full details)

- 1 day of paid leave to move house.
- Up to 3 days paid leave per academic year for dependents care.
- Up to 5 days paid compassionate leave per academic year.
- 1 day of unpaid leave to attend significant events eg graduation ceremony for a child or wedding of a close family member.
- Reasonable paid leave to attend selection interviews for jobs.
- Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales.
- Jury service.
- Paid time off for health appointments (where only available during normal working hours).
- Paid time off to attend antenatal care.
- Maternity/paternity/adoption.

Application Procedure

Your application is pivotal, as the information you provide will influence whether you are shortlisted for an interview. The following guidance is designed to assist you in completing it effectively. This is part of our commitment to ensuring equal opportunities for job applicants. SDLT wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value, and manage diversity, recognising that talent and potential are distributed across the population. Promoting equality of opportunity has moral and social reasons, and it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as broad and diverse a pool of talent as possible.

Please note that we do not accept CVs.

Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.

Personal Specification

The person specification is the list of criteria or requirements needed for the post. To be shortlisted, you have to fulfil each of the essential points, demonstrating your abilities by giving examples. The strongest applications will detail how candidates meet all of the criteria with examples, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview. Shortlisted applicants should note that online searches may be done as part of due diligence checks.
- 2) If you are successful, you will receive an email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff, this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before the interview where

possible. Employment is conditional on these references being deemed satisfactory.

2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above. For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

Teachers, whether full or part time, will automatically be a member of the Teachers' Pension Scheme unless they elect to opt out.

Visa Sponsorship

We do not hold a sponsor licence, so we are unable to employ applicants who do not have the right to work in the UK.

Policy on Equal Opportunities

SDLT is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. Our trust schools oppose any form of discrimination against any individual or group and welcome the inclusion of a diversity of individuals from many races and cultures. Discriminatory behaviour based on race, colour, culture, nationality, gender, sexual orientation, disability, or religion will not be tolerated.

Safeguarding Notice

South Downs Learning Trust and all our academies adhere to all the national and local policies and guidance regarding Safeguarding Children and Young People. We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check.



Living and working in **Eastbourne**

Discover Eastbourne: A Vibrant Hub for Work and Leisure

Nestled in the heart of the South East, Eastbourne presents an enticing blend of history, modernity, and natural splendour. Known for its rich cultural heritage and recent urban revitalisation, Eastbourne is a town that captivates residents and visitors alike.

Rich Culture and Natural Beauty

From the iconic Beachy Head to the town's historical treasures, Eastbourne offers a vibrant tapestry of cultural activities. Recent investments have injected a modern allure into the town while keeping its historical charm intact. More regeneration initiatives are on the horizon, promising further enhancement.

Easy Access and Connectivity

Embraced by a web of travel connections, Eastbourne caters to commuting professionals and day-trippers alike. Journeying to and from Eastbourne is effortlessly convenient. Whether by train—reaching London Victoria in a mere 82 minutes, or a short half-hour trip to the lively Brighton—or via the National Express service directly to London Victoria Coach Station, the town ensures easy accessibility.

Effortless Mobility

Navigating Eastbourne is a breeze, with an array of bus routes offering frequent services throughout the city. The 'Coaster' buses, tracing the scenic seafront and South Downs with multiple stops, including Seven Sisters and Beachy Head, make exploration a delight.

Charming Town Centre and Beyond

Eastbourne's compact town centre, adorned with Victorian and Edwardian architecture, invites leisurely strolls through wide pavements. The surrounding parklands and marshlands further enrich the town's character. Notably, the modern Sovereign Harbour marina provides easy sea access and serves as a gateway to international destinations by sailboat or cruiser.



A Lively Calendar of Events

Throughout the year, Eastbourne hosts diverse events, with Airbourne standing out as the world's largest free beachfront air show. This four-day extravaganza showcases thrilling displays from the RAF, USAF, and the renowned Red Arrows.

Highlights that Set Eastbourne Apart

Eastbourne prides itself on numerous accolades and unique offerings, such as its recognition by Time Out as the top UK destination in 2023. Boasting excellent connectivity, a stellar work-life balance against the backdrop of beautiful countryside and pristine beaches, the town cultivates an enterprise culture, fostering a thriving economy and quality jobs year-round.

Why Eastbourne?

- **Superlative Connectivity:** Access to high-speed internet
- **Picturesque Balance:** Beautiful countryside and beaches for an enriching work-life balance
- **Enterprise Culture:** A collaborative environment driving a successful economy
- **Gateway to Nature:** Proximity to Britain's newest National Park and the nearest to London
- **Acclaimed Events:** Award-winning spectacles like Airbourne and the International Lawn Tennis event
- **Sunny Haven:** Known as the sunniest spot in the UK
- **Varied Demographics:** A vibrant community with a significant population under 30
- **Unique Offerings:** Home to Europe's largest man-made marina, the Grand Hotel, and producing world-class Sussex Sparkling wines

Embrace the spirit of Eastbourne, where work and life harmonise in a setting that exudes charm, innovation, and natural allure.

Sources:

[Eastbourne | Eastbourne Chamber of Commerce \(eastbourneunltd.co.uk\)](https://www.eastbourneunltd.co.uk)

[What is Living in Eastbourne like? - Keytek Locksmiths](#)

[What's it like to live in Eastbourne? - Yopa Homeowners Hub](#)