

# RATTON SCHOOL

Part of the  
**SOUTH DOWNS  
LEARNING TRUST**



CANDIDATE INFORMATION PACK

## **ASSISTANT YEAR 10 LEADER**

37 hours per week (including a daily 30 minute unpaid break)

Term time only + one extra week, permanent position

Salary on LPS SS Grade 7, points 18-19, starting on £22,299 (pro-rata as term-time only). Actual salary £19,671.45 gross = £1,639.29 gross per month.

**Closing date: Sunday 6<sup>th</sup> December**

**Interviews: Friday 11<sup>th</sup> December**

Dear Applicant,

We are very pleased that you are considering applying for the post of Assistant Year Leader at Ratton School. I hope our application pack is clear and informative and gives you a sense of our high aspirations for all students.

This is an exciting opportunity to join Ratton School in a role dedicated to helping students thrive and achieve. The successful applicant will lead the behaviour and pastoral support for students in Year 10, as directed by the Year Leader, by the consistent implementation of our behaviour management policy and will also support the Designated Safeguarding Lead (DSL) in managing, reporting and following up on any safeguarding concerns in accordance with a Deputy Designated Safeguarding role.

To help you learn more about this role please see the job description and person specification in this job pack. The person specification contains the criteria that the selection panel will use in the selection process and they will be particularly interested in the unique qualities you possess that will enable you to meet the requirements of the job description and person specification.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to the academy.
- On-going investment into your career development through appropriate CPD including leadership development.
- 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.
- A fabulous staffroom with complimentary tea and coffee.
- Complimentary breakfast of tea and toast.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Envious setting and extensive grounds.

If you decide to apply for this post, please use the information provided and your own expertise to complete the application form, which can be downloaded from our website at [www.ratton.co.uk/Vacancies](http://www.ratton.co.uk/Vacancies) and return to Mrs Barrow, Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) by the closing date.

If you require any further information please do not hesitate to contact Mr Anderson, Senior Assistant Headteacher, at [ianderson@ratton.co.uk](mailto:ianderson@ratton.co.uk)

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join the South Downs Learning Trust.

Huxley Knox-Macaulay  
Executive Headteacher

Gavin Peevers  
Head of School

## Information for Candidates

### Eastbourne

A bustling gem in the East Sussex crown, Eastbourne on the South Coast is blessed with an inviting town centre and an eye-catching seafront that stretches as far as the eye can see.

The town is steeped in history while recent investments (and more regeneration on the way) gives the place a gleaming modern charm. As such, the ever-popular seaside town is rich in affordable housing options, top local amenities, and reliable transport connections. Like any seaside destination worth its salt (and vinegar!) you can get great fish and chips or ice cream from the pier, too.

Close to the bright lights of Brighton and not a million miles from the Big Smoke, Eastbourne is a place packed with home-grown charm coupled with a wealth of travel connections appealing to commuting professionals and relaxed day-trippers alike. With property prices rising as much as 19% in recent years and set to continue, Eastbourne makes a tempting investment.

### Transport links

A well-connected seaside town, Eastbourne is served by a dedicated National Rail station. There are frequent services from Eastbourne Station to London Victoria, as well as Chichester, Bognor Regis, and Brighton.

Typical services from Eastbourne to London take around one hour and 35 minutes, and services between Eastbourne and Brighton take less than an hour. Perfect for day trippers and city commuters alike.

The town is also served by a wealth of local bus services that cover the entire region as well as popular nearby destinations such as Bexhill.

For those travelling by car, the area is also served by the A22, one of South East England's best-connected roads.

### Leisure and amenities

If you're looking to shop 'til you drop, Eastbourne is home to three top-quality shopping areas. Between the Beacon, Enterprise Shopping Centre and Langney Shopping Centre, you'll find a choice of popular high street retailers, independent stores and refreshment options.

The Beacon is Eastbourne's most central and modern shopping destination and its proximity to the towns hive or bars, pubs, and restaurants makes it an ideal addition for a fun-filled day out.

For anyone looking to get active indoors, The Sovereign Centre plays host to a state-of-the-art gym, 25-metre gala swimming pool, steam room, sauna, and fitness suites hosting a range of exercise classes.

Of course, one of Eastbourne's finest attributes is its vibrant seafront, a promenade that comes to life during the spring and summer months. Here you can take a stroll along the endless stretches of sandy beach, take a dip in the sea, try your hand at some water sports or indulge in the action at the pier.

As Eastbourne is linked to the majestic South Downs National Park, there is no end of tranquil green space available for anyone who likes to get off the grid and get back to nature. In fact, the national park boasts some of the finest walking routes in the UK.

## What's on?

As somewhat of a south coastal entertainment hub, when it comes to cultural events or sporting spectacles, you will literally be spoiled for choice.

Each year, Eastbourne plays host to The Nature Valley International tennis tournament, The Magnificent Motors Gathering and The Beach Life Festival, among others.

*(information details courtesy of Yopa Homeowners Hub)*

## Ratton School

Ratton is one of the most popular schools in East Sussex with a very strong reputation for building student confidence and providing rich opportunities for students to succeed. The school has achieved Values Based School Award, Arts Mark Gold Award, Healthy Schools Award, British Council International School Award, and Sport England 'Sports Mark'.

In 2019, Ratton achieved a strong set of GCSE results. Both attainment and progress were well above national averages in a large number of subjects. In July 2017, OfSTED judged Ratton to be a "good" school that provides a high quality and

challenging education for every pupil, regardless of their ability or circumstance.

In order to become an outstanding school governors have identified 6 strategic priorities for the school:

- Be guided by our virtues to develop a school founded on an exceptional ethos
- To provide the highest quality teaching and learning for all
- To create a curriculum that promotes achievement, engagement and independence
- Seek out inspirational partnerships between Ratton students, staff and the local, national and international communities
- Deliver outstanding business and leading edge IT and learning support to enable excellent progress for all
- Secure, through first class training and development, outstanding opportunities for students and staff

Our current school improvement priorities are:

- Raising achievement and closing the gap
- Quality first teaching and curriculum
- Outstanding behaviours for learning
- First class infrastructure

## Our Virtues

- **Compassion** - Showing kindness and caring for other people and the environment.
- **Respect** - Acting with respect to others both in and out of school. Valuing diversity and avoiding discriminatory language.
- **Creativity** - Being curious about the world, solving problems and asking thoughtful questions.
- **Teamwork** - Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.
- **Effort** - Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.
- **Responsibility** - Taking responsibility by being in the right place, at the right time, doing the right thing.

## **Application Procedure**

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
  - a) Why you are applying for this post.
  - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

## **Appointment Process**

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If you are successful you will receive an email inviting you to attend an interview. It is therefore important that you give us an email address you access regularly.
- 3) Candidates called to an interview:
  - a) will be given a tour of the school.
  - b) will have an interview with students.
  - c) may have a task/exercise (paper based and/or classroom based).
  - d) will have a formal interview.

## **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 more recent employer. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.

- 2) Provide proof of all relevant qualifications.
- 3) Provide proof of eligibility to work in the UK.
- 4) Undertake an Enhanced Disclosure and Barring Service check including List 99 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 and New Starter Health Assessment Questionnaire.

## **Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above. The job description may not be 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.

## **Policy on Equal Opportunities and Child Protection**

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated. The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Child Protection & Safeguarding Policy can be found at <http://www.ratton.e-sussex.sch.uk/about-our-school/policies-procedures/>

# Job Description

## Main Purpose

- As directed by the Year Leader, to lead the Behaviour and Pastoral Support for Year 10 students by the consistent implementation of our behaviour management policy.
- To support the Designated Safeguarding Lead (DSL) in managing, reporting and following up on any safeguarding concerns in accordance with a Deputy Designated Safeguarding role.

## Main Tasks

- Manage, report and follow up on any safeguarding concerns with the DSL
- Inform the DSL on safeguarding issues as soon as is practically possible and, under the direction of the DSL, agree a coordinated response
- Update and maintain child protection records for the students you work with.
- Attend relevant child protection meetings, as agreed with the DSL.
- Perform safeguarding duties in line with a Deputy DSL role as directed by the DSL.
- Establish and maintain high standards in line with the school's ethos and expectations.
- Ensure a quality experience for the students.
- Ensure effective communication within school and between school and home.
- Provide support for form tutors and teaching staff.
- Investigate incidents; taking statements from students and staff and reporting back to the Year Leader.
- Contact parents to inform them about incidents and arrange meetings.
- Provide advice to students.
- Visit lessons to support and monitor specific students.
- Inform staff about strategies that are effective with specific students.
- Help administer sanctions (eg arranging detentions).
- Manage the 'onsite exclusion' room.
- Maintain documentation detailing support provided to students, ie Student Support documents, Additional Needs plans
- Liaise with and produce any necessary reports required for outside agencies
- To manage a range of administrative tasks such as filing and data collation.

- To assist the Year Leader in the preparation of events such as Parents Evenings and Information Evenings
  - To support with first day absence checks including making telephone contact with the parents of absent pupils where appropriate
  - To attend training courses and other INSET to update skills and knowledge.
  - Participate in the School's agreed pattern of meetings.
  - Perform duties in accordance with the directions given by the Headteacher.
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*All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.*

*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

## Key Skills & Abilities

- Excellent communication and interpersonal skills and the ability to communicate with a range of audiences including other employees within the school, Governors, students and parents
- Ability to organise and prioritise work effectively in order to meet deadlines and to maintain high standards at all times
- Ability to respond proactively to unexpected problems and situation
- Ability to apply up to date legislation and practice in supporting inclusion for disaffected pupils
- To work collaboratively with senior management, other staff, other agencies, parents and carers and gain their confidence
- The ability to use a range of tools and evidence, including performance data to support, monitor, evaluate and improve pupils outcomes including challenging poor performance
- Ability to produce accurate and up-to-date records and reports as required
- Ability to develop and maintain efficient record keeping systems
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils
- Demonstrate ability to work effectively in a wide variety of partnerships to achieve school improvement

## General

- Promote and safeguard the welfare of students at school
- Undertake appropriate training, as directed
- Understand and operate all policies
- A good knowledge of the work in a school
- Computer literate and efficient in use of Microsoft Office and databases e.g. SIMS
- Knowledge of school policies including Child Protection, Health and Safety and Equal Opportunities

- A knowledge and understanding of the needs of young people within an educational environment

### **Desirable Experience**

- Coaching/mentoring experience

### **Personal Attributes**

- Display commitment to the protection and safeguarding of children and young people
- Ability to demonstrate commitment to Equal Opportunities
- Resilient
- Passionate about delivering excellent customer service
- Experience of undertaking a range of clerical and administrative duties, including data input
- Experience of producing documents to a high standard
- Proven experience of working with children with challenging behaviour and learning difficulties
- Proven experience of managing the behaviour of vulnerable pupils to prevent exclusion and disaffection
- Experience of working with senior management, parents and carers and external agencies