



Ratton School
**SEND Intervention Specialist
Teaching Assistant**

37 hours per week, term time only
Fixed-term until July 2021

Closing Date: **Midday on 6th October**
Interviews: **12th October**



South Downs Learning Trust

CANDIDATE INFORMATION PACK

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Vacancy details	<ul style="list-style-type: none"> • 37 hours per week (8.30am-4.30pm Mondays to Thursdays and 8.30am-4.00pm Fridays, with a daily 30 minute unpaid break) • Term-time only • Fixed-term to July 2021 in the first instance
Salary	LPS SS Grade 5, Points 12-13 starting on £19,698 (pro-rata as term-time only), pay award pending. Actual salary £17,425.15 gross = £1,452.10 gross per month

“The caring and stimulating culture you have created enables pupils to do their best. As a result, pupils make good progress and achieve well at your inclusive school.”
OFSTED July 2017

Dear Applicant,

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

The successful applicant will deliver a range of small group interventions working within the learning support department.

You will need to be able to show initiative, be flexible, and will have the opportunity to develop and shape the role within the team.

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 and return to Mrs Barrow, Executive Assistant, at lbarrow@ratton.co.uk by the closing date.

If you require any further information please do not hesitate to contact Mrs Veale, SENCO, at mveale@ratton.co.uk or 01323 504011 ext 221.

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

Please note that previous applicants need not apply and we do not accept CV's.

INFORMATION FOR CANDIDATES

Eastbourne

Ratton School is to the north of Eastbourne, which is a seaside resort, set in enviable surroundings flanked by the South Downs and countryside of outstanding natural beauty. There is easy access to Brighton and London (please see www.eastbourne.gov.uk for further information).

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

ADDITIONAL INFORMATION FOR CANDIDATES

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 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

To deliver a range of 1:1 and small group interventions to identified students. Interventions to include speech and language, literacy and numeracy, CBT, Worry Busters and social skills. To adapt interventions to meet the needs of individuals and the current and future needs of the school.

Main Tasks

1. Provide 1:1, small group and in-class support to identified students.
2. Track and monitor the progress of identified students, providing direct feedback to them and their teachers following intervention and supporting the review of interventions by the SENCO.
3. To support the administration and delivery and assessment of interventions by the wider team of teaching assistants.
4. Mark intervention work of designated students and feedback to SENCO and Heads of Community.
5. Co-ordinate and deliver small group interventions to identified students to rapidly address gaps in understanding.
6. Develop, maintain and apply knowledge and understanding of students' general and specific learning needs, to ensure that support is given to them at an appropriate level.
7. Support after school homework club for identified students.
8. Liaise with parents, teachers, tutors and other relevant staff about the progress of students.
9. Keep up to date data files, collate resources; maintain inventories, photocopy, use I.T. systems for administration and educational purposes, and support other TAs and teachers in accessing the relevant data and resources.
10. Contribute to and assist in the development and monitoring of systems for review and recording of students' progress in intervention.
11. Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
12. Attend Parents' Evenings, as required and agreed, to contribute to the discussions about individual student's progress.
13. Assist in the supervision and preparation for formal GCSE examinations and tests/assessments to meet exam access arrangements e.g. reader and scribe.
14. Provide consistent and effective support in line with the requirements and responsibilities of your role.
15. Take part in training activities offered by the school and the county to further your knowledge.

16. Abide by and work towards all the policies within the school e.g. Behaviour Management, Child Protection and Safeguarding, Health & Safety, Equal Opportunities.
17. Carry out the above duties in accordance with the Trust's Equal Opportunities Policy

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Knowledge

- 1.1 Knowledge of a range of school-based interventions such as; speech and language, adapting behaviour, social skills, literacy and numeracy interventions.
- 1.2 Knowledge of phonics / reading recovery.
- 1.3 Knowledge of SEND code of practice.

Experience

- 2.1 Experience of working with children or young people in an educational setting.
- 2.2 Experience of delivering interventions to pupils with additional needs at secondary school
- 2.3 Evidence of team work and effective communication.

Skills & Abilities

- 3.1 Ability to motivate reluctant learners to succeed.
- 3.2 Ability to organise and manage workload effectively, independently, and use their initiative.
- 3.3 Ability to communicate effectively with students, teachers and parents.
- 3.4 Ability to identify gaps in student knowledge and develop strategies to address these.
- 3.5 Ability to produce accurate and up-to-date records and reports as required.
- 3.6 Ability to teach a small group of students.

Personal Qualities

- 4.1 A belief that every child has the capacity to make outstanding progress.
- 4.2 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.
- 4.3 Willingness to attend INSET days and some after school meetings on a paid basis.
- 4.4 Willingness to maintain confidentiality on all school matters.
- 4.5 A commitment to equal opportunities and to upholding school policies.

Desirable Criteria

- 5.1 Experience of working supporting pupils in a classroom environment, including those with additional needs.
- 5.2 Additional relevant professional qualifications.