

# RATTON SCHOOL

Part of the  
**SOUTH DOWNS  
LEARNING TRUST**



CANDIDATE INFORMATION PACK

## **TEACHER OF RELIGIOUS EDUCATION & PSHE (ETHICS)**

Part-time 0.6fte maternity cover position

Salary on TMS/UPS

Closing date: Midday on Monday 7<sup>th</sup> December

Interviews: Wednesday 9<sup>th</sup> December

Dear Applicant,

We are very pleased that you are considering applying for the post of Teacher of Ethics at Ratton School. **This is a maternity cover post from 4<sup>th</sup> January to 23<sup>rd</sup> July 2021 in the first instance and days of work will be Mondays, Wednesdays and Thursdays (non-negotiable).** We hope our application pack is clear and informative and gives you a sense of our high aspirations for all students.

We are looking for an imaginative and skilled teacher who is committed to our vision and virtues and driven by the desire to improve the life chances of young people. The job description and person specification in this pack describe what the post entails and the type of person we are looking for.

This is a great opportunity to be part of an experienced Ethics department whose approach to teaching and learning has developed in line with evidence based research. This role will give you the chance to work as part of a successful team delivering an innovative curriculum that motivates and stretches students to achieve the best possible outcomes.

In December 2017, we formed a multi-academy trust (MAT), the South Downs Learning Trust, with Ocklynge Junior School. The vision for the MAT is to develop outstanding provision for all children. This relationship also provides a range of exciting opportunities to develop teaching and learning and the curriculum.

You will be joining an ambitious and highly supportive organisation which offers:

- An excellent induction programme for teachers joining the school.
- A strong commitment to professional development which will improve your leadership skills, develop your understanding of whole school issues and prepare you for the next stage in your career.
- Motivated, enthusiastic and well behaved learners who respond very well to active and engaging teaching and work well independently.
- A strong team ethos across the department and whole school.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to the academy.
- On-going investment into your career through appropriate training and development.
- Support and mentoring by a range of skilled and experienced colleagues.
- 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 David Brown, Senior Assistant Headteacher, at [dbrown@ratton.co.uk](mailto:dbrown@ratton.co.uk) or 01323 504011 ext 245.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join Ratton School and 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

<https://www.ratton.co.uk/about-us/policies-and-procedures>

# Job Description

## Main Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

## Main Tasks

**Ensure that students achieve outstanding progress through:**

### **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 have SEND, very able, LAC, disadvantaged 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;
- ensuring the effective and efficient deployment of classroom support;
- liaise with the Subject Leader to ensure the implementation of department policy and best practice;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, ICT and other sources.

### **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.

### **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 careers education 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

Qualities		This could be evidenced by:			
		Application	Interview/ Selection Process	Reference	Post Offer Check
<b>Appropriate qualifications for teaching in a secondary school</b>					
1	Graduate (or equivalent)	✓			✓
2	QTS	✓			✓
<b>Appropriate knowledge and experience</b>					
3	Exemplary subject knowledge	✓	✓	✓	
4	An understanding of the national developments in the teaching of your subject	✓	✓	✓	
<b>Skills and attributes necessary to be a successful teacher</b>					
5	Evidence of being an outstanding teacher or the potential to be	✓	✓	✓	
6	Understanding of how to assess progress in students' work and in their books		✓	✓	
7	Ability to assess the needs of students and to maintain appropriate records to enable high levels of student achievement		✓	✓	
8	Understand the importance of safeguarding	✓	✓	✓	✓
9	Highly developed classroom management skills		✓	✓	
10	Ability to work closely with colleagues and contribute to the work of the teams in your subject	✓	✓	✓	
11	Ability to relate to and communicate with parents/carers		✓	✓	
<b>Personal qualities necessary to make a positive difference to the life of young people</b>					
12	Enthusiasm for the subject	✓	✓	✓	
13	Ability to be flexible and work under pressure	✓	✓	✓	
14	Being well organised	✓	✓	✓	
15	Desire and potential for further professional development	✓	✓	✓	