



Deputy Headteacher – Quality of Education at Ratton School



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INFORMATION FOR PROSPECTIVE APPLICANTS

Terms of Employment

Grade: Leadership Scale 19-23 (£69,022 - £76,122)

Hours: Full time

Contract: Permanent with effect from 1st April 2023

Deadline and Interview Dates

Closing Date: Midday on Wednesday 7th December

Interviews: w/b 12th December 2022

Tour(s) of the school: Afternoons of 29th & 30th November

Please book a place via lbarrow@ratton.co.uk

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

How to Apply

If you would like to apply for this post please use the application form available at [Vacancies | Ratton School](#) which should be emailed to Lorraine Barrow, Trust Executive Assistant, at lbarrow@ratton.co.uk by the closing date. Please remember your supporting statement should set out how your experience to date fulfils the criteria set out in the person specification for this post.

Further Information

If you require any additional information, have any questions, or would like an informal conversation with the Headteacher, please contact Lorraine Barrow (Trust Executive Assistant) at lbarrow@ratton.co.uk and she will be happy to organise a response.

WELCOME LETTER FROM THE HEADTEACHER AND EXECUTIVE HEADTEACHER

Dear Applicant,

Thank you for your interest in Ratton School and for considering us as your next career move. We hope our application pack is clear and informative and gives you a sense of our high aspirations for all our students.

We became a converter academy on 1st August 2012 and joined with Ocklynge Junior School on the 1st December 2017 to form the South Downs Learning Trust. The aim of our trust is to provide an outstanding educational experience for all learners in our schools. We want both schools to retain their own identity whilst working together to support the learning of everyone in the Trust community. Our aim is to develop a sustainable and exciting educational experience that places our students at the centre of all that we do and develop a community of primary and secondary academies that are the first choice for students and families in Sussex, with an outstanding reputation for high aspiration and high achievement.

Following the promotion of the current post holder, we are now seeking to appoint a passionate educator to further strengthen the achievement, progress and experience of students at Ratton School. The person appointed to this role will join a supportive, collaborative and committed leadership team, who have a shared responsibility for all aspects of our school community.

Our senior leaders are expected to lead by example and maintain high standards across the school community, supporting our vision to be relentlessly ambitious about a curriculum that leads to excellent outcomes and experiences for our students. You will need to be organised, dynamic, collaborative and inclusive, with a relentless focus on achieving the best outcomes for our students and will use your initiative to inspire, motivate and encourage a climate of learning where expectations are high, clearly communicated and consistently reinforced.

This is a strategic role with lead responsibility for the quality of education across the whole school. The successful candidate will be driven by moral purpose and a passion for learning, able to demonstrate a track record of excellent leadership with impact and be able to demonstrate a strong knowledge of how to improve key components of Quality of Education. Our journey to ensure improved whole school progress and attainment outcomes for all learners is ongoing, which was evidenced during our OFSTED inspection in June 2022, which highlighted our commitment to continued and rapid improvement across the school.

We offer NPQH to all our senior leaders and would welcome applications from leaders who aspire to headship in due course. We are committed to developing all leaders and give them the expertise to enable them to take the next step.

We are looking for a leader who can inspire and influence a range of stakeholders and who:

- Has a proven background in raising aspirations and leading whole school initiatives.
- Is an outstanding classroom practitioner.
- Has a proven history of improving standards.
- Has experience of successfully leading, managing and developing teams (including middle leaders)
- Has recent evidence of planning and leading whole school improvements, which have a demonstrable impact on student attainment
- Has experience of whole school self-evaluation and improvement planning

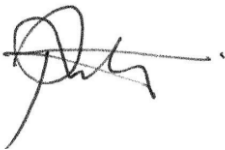
- Has experience of strategically developing the curriculum and approaches to teaching and learning in order to support high levels of progress and attainment

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

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.
- 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.
- 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 staff children at Ocklynge Junior School.
- Envious setting and extensive grounds.

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.



Paul Murphy
Executive Headteacher



Gavin Peevers
Headteacher

OUR VISION AND ETHOS

Our Trust aims to providing an outstanding educational experience for all students and children with both schools retaining their own unique identity and working closely together to help develop a sustainable and exciting educational experience that places our students and children at the centre of all that we do.

Weblink for Ratton School: www.ratton.co.uk
To see the school in action: https://youtu.be/U0fkj_fmGZc



The vision of 'achieving excellence' is underpinned by six 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.

Based on this vision and these virtues we tirelessly strive to ensure that:

- Students are happy and confident.
- Students develop their potential.
- We provide for students' wellbeing.
- Teaching is outstanding.
- There is a powerful community spirit and bullying is prevented.
- Communication between school and home is excellent.
- Discipline and values are strong.

RATTON SCHOOL CULTURAL FIT STATEMENT

Compassion

- We believe that you cannot just wish staff and students to be better you must create the conditions for them to grow.
- We believe that you should show kindness and caring for other people and the environment.

Respect

- We believe that putting staff first is the best way to serve the needs of students.
- We believe you should act with respect to others both in and out of school.

Creativity

- We believe an evidence-informed approach to teaching and learning helps us identify what works best in the classroom.
- We welcome diverse ideas to problem solving.

Teamwork

- We believe in a culture of the possible, where we can all make progress beyond what anyone, including ourselves, could have imagined.
- We believe we can achieve together by working as part of a team.

Effort

- We believe hard work is the key to success for staff and students.
- We believe you should put effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

Responsibility

- We believe that we all have a professional obligation to improve.
- We believe basic literacy and numeracy are essential to students making good progress.

DEPUTY HEADTEACHER – QUALITY OF EDUCATION – JOB DESCRIPTION

Job Title: Deputy Headteacher

Salary: Leadership Scale 19-23 (£69,022 - £76,122)

Responsible to: Headteacher

The Deputy Headteacher will have delegated responsibilities which are both academy wide and of considerable weight. The Deputy Headteacher is expected to provide dynamic and professional leadership and management that builds upon change to secure success and development, ensuring high quality education for all students and excellence for all. To inspire, challenge, motivate and empower all members of the academy community to further strengthen our vision of confident, creative and caring students.

The Deputy Headteacher will carry out their professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and education and employment legislation.

The Deputy Headteacher is accountable to the Headteacher for the standards achieved and the conduct, management and administration of the academy subject to any policies the Trust may make.

This job description is based on the National Standards for Headteachers and is subject to annual review. It 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.

Core Purpose of the Job

To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

Qualities and Knowledge

- To hold and articulate clear values and moral purpose, embodying the Ratton School virtues thoroughly.
- Demonstrate our virtues, optimistic personal behaviour, positive relationships and attitudes towards students and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the Trust's vision, ably translating local and national policy into the academy's context.
- Communicate compellingly the Trust's vision and drive the strategic leadership, empowering all students and staff to excel.

Quality of Education

- To lead the school's development of policies relating to assessment and exams
- To be responsible for ensuring that robust and consistent systems are in place for tracking and monitoring progress of all groups of students, including disadvantaged
- To ensure the school has robust processes for moderating and standardising data

Students and Staff

- To assist the Headteacher set ambitious standards for all students to overcome disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Secure excellent behaviour through an analytical understanding of systems and procedures that effectively create positive engagement of students.
- Assist the Headteacher to establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- To assist the Headteacher identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Systems and Process

- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Ensure that the Academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in Academy and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the Headteacher.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the Academy's sustainability.

The self-improving school system

- To assist the Headteacher to create an outward-facing Academy which works with other academies, schools and organisations in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students.
- To assist the Headteacher shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- To model entrepreneurial and innovative approaches to Academy improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- To assist the Headteacher to inspire and influence others - within and beyond Academy - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- To have positive impact across the MAT through collaboration and co-working with other MAT Leaders.

Line management

- To line manage:
 - Senior Assistant Headteacher – Curriculum & Staff Development
 - Senior Assistant Headteacher – Teaching and Digital Development
 - Curriculum Leader – English
 - Curriculum Leader – Maths
 - Data Team

Not all the above duties will need to be performed all the time and will vary according to the needs of the school at different points. The specific focus for the Deputy Head's work programme will be negotiated and agreed at the beginning of the performance management cycle.

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.

DEPUTY HEADTEACHER – QUALITY OF EDUCATION – PERSON SPECIFICATION

Criteria		Essential	Desirable	Application	Interview
1. Qualifications and Requirements					
1.1	Qualified Teacher Status	✓		✓	
1.2	Honours degree or equivalent	✓		✓	
1.3	NPQH		✓	✓	
1.4	Higher qualification or training in management		✓	✓	
2. Professional Knowledge and Experience					
2.1	Experience in at least two secondary schools		✓	✓	
2.2	Significant experience at senior leadership level	✓		✓	✓
2.3	Proven track record of raising educational standards	✓		✓	✓
2.4	Curriculum and pastoral experience at senior management level	✓		✓	✓
2.5	Evidence of strategic, financial and resource management	✓		✓	✓
3. Leadership and Management					
3.1	Capacity to recognise and build on the considerable successes of the school and formulate a vision for innovation and improvement	✓		✓	✓
3.2	Sound knowledge of current and future educational development	✓		✓	✓
3.3	Substantial experience of improving student behaviour and attendance	✓		✓	✓
3.4	A commitment to, and vision for, working with the wider community		✓		✓
3.5	Proven track record of change management		✓	✓	✓
3.6	Proven track record of building strong relationships with other schools		✓	✓	✓
4. Leading Teaching and Learning					
4.1	Evidence of being an outstanding classroom practitioner	✓		✓	✓
4.2	Ability to monitor and evaluate performance, challenging poor behaviour	✓		✓	✓
4.3	In-depth knowledge of the key levers for personalised learning	✓		✓	✓
4.4	Experience of developing and leading curriculum initiatives		✓	✓	✓
4.5	A commitment to student-centred, inclusive Education	✓			✓
4.6	Experience of promoting the role of parents in their child's education		✓	✓	✓
5. Personal Aptitudes, Qualities and Skills					
5.1	Ability to plan strategically to deliver school vision, ethos and priorities	✓		✓	✓
5.2	Ability to lead, influence and manage change	✓		✓	✓
5.3	Ability to communicate, inspire and motivate students, parents and staff	✓		✓	✓
5.4	Enthusiastic and motivated to achieve	✓			✓
5.5	Ability to reflect on own practice and manage own workload and personal development	✓		✓	✓
5.6	Excellent interpersonal and communication skills	✓			✓
5.7	A commitment to work collaboratively in a multi-academy trust	✓			
5.8	A commitment to Equal Opportunities	✓			

EXPLANATORY NOTES

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.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found

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 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 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.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. We are opposed to any form of discrimination against any individual or group and welcome the fact that our schools include 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 Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LIVING AND WORKING IN EASTBOURNE AND THE SOUTH EAST

With 150 kilometres of coastline and acres of countryside, there are thousands of things to do in East Sussex, whether you're a thrill-seeker, a shopaholic, a nature lover or a foodie - and since you're never far from London, the capital's delights can play a part very easily.

The South East is one of the most desirable places to live in the UK and is home to a number of vast National Parks, including the New Forest, a 500 square kilometre forest where wild ponies roam, the South Downs, the Seven Sisters Country Park and the Ashdown Forest. 300 kilometres of beautiful coastline run from Southampton all the way round to North Kent, varying from buzzing Brighton to sleepy fishing ports, via the striking snow-



white chalky cliffs of the Isle of Wight and Dover with Eastbourne being a very good base to explore the wider region. Find out more about it [here](#). Eastbourne 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. Bursting with local colour and serene seaside views, it is nestled between the vibrant city of Brighton and the historic town of Hastings and is a great place to live, ranking number 20 on the happiest place to live in the South East in 2019. It is just an hour and a half to the centre of London by train and is great for those wanting to have the

amenities, employment and culture of London on their doorstep, but who equally want to escape the hustle and bustle and enjoy the fresh air and space of the countryside.



From high street stores, markets and independent shops you will be sure to find what you need and then some. At its centre, the



town is bursting with high street classics and is jam-packed with independent businesses dotted around the town, offering

a wide range of shops and services including various fashion boutiques, delicatessens, florists, butchers, bakers, interiors and kitchen shops, barbers and hairdressers, gyms and even a couple of country and farm markets. Eastbourne boasts great recreation potential: at the town's borders is plenty of countryside that's ideal for relaxing strolls. If you are an avid hiker, head to the white cliff trail for a very serene and beautiful hike across the South Downs Way with hilltop views of Beachy Head Lighthouse. Take a trip down memory lane by visiting Eastbourne Pier.

This seaside pleasure palace was built in the Victorian era and embodies the spirit of that age.

If piers aren't your thing, you can enjoy an impressive show at Eastbourne Bandstand. This landmark has a sea-blue terracotta tiled roof and plays host to some of Europe's best tribute acts. Every year, the Eastbourne calendar tends to get bigger and better and includes such events as the Aegon International women's tennis at Devonshire Park and the Eastbourne Airshow (held on the seafront), which is free to attend and includes a live music stage and fireworks display.

Eastbourne is also a centre for culture, with the town's local theatres playing host to some of the UK's top talent as well as food festivals, music events and seaside people-watching - it makes for a great day out.

Top 10 things to do in Sussex

- [Drusillas Park Zoo](#), Alfriston
- [Royal Pavilion](#), Brighton
- [British Airways i360](#), Brighton
- [Harbour Park](#), Littlehampton
- [1066 Battle Abbey and Battlefield](#), Battle
- [Rathfinny Wine Estate](#), Polegate
- [Fishers Adventure Farm Park](#), Billingshurst
- [Borde Hill Garden](#), Haywards Heath
- [Herstmonceux Castle & The Observatory Performing Arts \(Dance and Drama\) Centre](#), Hailsham

Sources: Keytek, Great British Life, Zoopla, visitsoutheastengland, Yopa, World Guides 1

