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RATTON SCHOOL
SEND INTERVENTION SPECIALIST
TEACHING ASSISTANT
JOB APPLICATION PACK



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WELCOME FROM THE HEADTEACHER

Dear Applicant,

I am delighted that you are considering applying for a position at Ratton School, and I hope to receive your application. As part of the South Downs Learning Trust, we are committed to providing a safe and stimulating learning environment for our students, one that empowers them to grow both academically and personally.



At Ratton, we believe in developing young people who are not only well-prepared for further education and the world of work but also equipped with the confidence, creativity and compassion to thrive in any setting. Our dedicated team works together to ensure that every student has the opportunity to succeed and reach their full potential.

We are committed to creating an environment where both students and staff can flourish, and we look forward to welcoming new team members who will help us continue to make a difference to our school community.

As our new SEND Intervention Specialist Teaching Assistant, you will play a vital role in supporting the learning and well-being of some of our most vulnerable and high-potential students. Working closely with the SENCO and wider support staff team, you will deliver targeted 1:1 and small group interventions across a range of areas—including literacy, numeracy, speech and language, social skills and emotional well-being programmes such as CBT and Worry Busters.

Your work will directly influence the progress and confidence of students with additional needs, many of whom require consistent and specialised support to reach their full potential. You'll also contribute to the development, monitoring and review of interventions, ensuring they remain impactful and relevant to both student needs and wider school priorities.

This role is perfect for someone with strong communication skills, a proactive approach to supporting learning and a firm commitment to safeguarding and inclusion. Whether you're helping students in class, leading a group session, liaising with parents and staff or supervising at homework club or exam sessions, your contribution will make a meaningful difference every day.

In return, we offer a warm, collaborative environment, comprehensive professional development and a culture that values every member of the team. You will be part of a school that believes in the power of education to transform lives—and where every child is supported to make outstanding progress, regardless of background or need.

I look forward to receiving your application and to the opportunity to discuss how you can contribute to the continued success of our school.

Kind regards,

A handwritten signature in black ink, appearing to read 'Gavin Peevers', with a long, sweeping horizontal stroke extending to the right.

Gavin Peevers
Headteacher

ABOUT RATTON SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ratton School is a thriving, inclusive secondary school in Eastbourne, East Sussex. We are part of the South Downs Learning Trust, which includes a network of schools collaborating to achieve excellence in education. This partnership enhances the opportunities available to both staff and students, as we share resources, best practices and support for professional development.

As a member of the South Downs Learning Trust, we benefit from the Trust's wide-reaching network, which includes ongoing professional development, access to innovative teaching methods and opportunities for career progression. We pride ourselves on fostering an inclusive and supportive working environment where all staff are valued and encouraged to grow.

At Ratton, we are passionate about nurturing confident, compassionate and creative individuals who are equipped to succeed in all aspects of their lives, both now and in the future.

OUR VISION & VIRTUES

At Ratton School, our goal is to develop caring, confident and creative students who achieve excellence in all aspects of their learning. Our motto is **"Achieving Together"** – a commitment to ensuring that every member of our school community is supported and empowered to reach their full potential.

We base our work on the following six core virtues, which we believe are key to success in life:

Compassion

Showing kindness and caring for others and the environment.

Respect

Acting with respect toward others both inside and outside 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.

JOB DESCRIPTION

Job Title:	Send Intervention Specialist Teaching Assistant
School:	Ratton School
Grade:	LPSSS Grade 5, points 12-13
Responsible to:	SENCO

MAIN PURPOSE

To deliver a range of 1:1 and small group interventions to identified students. Interventions may include speech and language, literacy and numeracy, CBT, Worry Busters and social skills. Interventions should be adapted to meet the individual needs of students and align with the current and future requirements of the school.

The postholder is expected to uphold the safeguarding and welfare of students at all times in accordance with school policies and statutory requirements.

MAIN TASKS

Intervention Delivery

- Provide 1:1, small group and in-class support to identified students.
- Coordinate and deliver small group interventions to address learning gaps.
- Develop and apply knowledge of students' learning needs to provide tailored support.
- Support after-school homework club for identified students.
- Assist with exam preparation and provide support during exams, including as a reader or scribe where required.

Monitoring & Feedback

- Track and monitor progress of students receiving interventions.
- Provide timely feedback to students and liaise with teachers.
- Support review of interventions with SENCO.
- Maintain accurate records of interventions and student progress using appropriate IT systems.

Administration & Team Support

- Support the administration, assessment and delivery of interventions by the wider TA team.

- Mark intervention work and provide feedback to SENCO and Heads of Year.
- Manage resources, maintain inventories, photocopy and assist in accessing data and materials.
- Contribute to developing and monitoring systems for tracking student progress.

Professional Expectations

- Attend staff meetings, training, INSET days and Parents' Evenings as required.
- Promote and uphold the school's Behaviour, Health & Safety, Equal Opportunities and other relevant policies.
- Participate in ongoing professional development.
- Maintain confidentiality and act with discretion at all times.

Safeguarding Responsibilities

- Uphold and actively promote the safeguarding and welfare of all students.
- Comply with the school's safeguarding procedures and statutory guidance (e.g., KCSIE).
- Report any concerns to the Designated Safeguarding Lead (DSL).
- Attend and engage in safeguarding training.

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 and Abilities

- Ability to motivate and engage reluctant learners.
- Strong communication skills with students, parents, and staff.
- Organisational skills and ability to manage workload independently.
- Capacity to identify learning gaps and develop appropriate strategies.
- Competence in maintaining records and producing accurate reports.
- Ability to deliver teaching to small groups.

Knowledge

- Understanding of safeguarding procedures and responsibilities.
- Familiarity with KCSIE and statutory safeguarding guidance.
- Basic knowledge of school operations and procedures.
- Awareness of a range of school-based interventions (e.g., speech and language, literacy, numeracy, social skills).
- Knowledge of phonics and reading recovery strategies.
- Understanding of the SEND Code of Practice.

Experience

- Experience working with children or young people in an educational setting.
- Experience delivering interventions to students with additional needs.
- Experience working in safeguarding-sensitive environments.
- Evidence of teamwork and effective communication.

Desirable

- Experience supporting pupils with additional needs in a classroom environment.
- Additional relevant professional qualifications.
- Training in child protection or safeguarding.

Personal Attributes

- A belief in the potential of every child to make outstanding progress.
- Commitment to safeguarding and child welfare.
- Willingness to participate in training and professional development.
- Commitment to equal opportunities and inclusive practice.
- Ability to handle confidential information with discretion.
- Flexibility and reliability.

STAFF BENEFITS & INCENTIVES

At the South Downs Learning Trust, we are dedicated to creating a supportive and rewarding work environment for our staff. We believe in attracting, retaining and nurturing talented professionals who share our commitment to education. To support this goal, we offer a comprehensive range of benefits designed to enhance wellbeing, encourage professional growth and ensure a positive work-life balance.

BENEFIT		DESCRIPTION
Comprehensive Induction Programme		A thorough induction to ensure a seamless transition into your role at Ratton School.
Career Development and CPD		Professional development opportunities tailored to your career aspirations and goals.
Support and Mentoring		Ongoing support from Senior Leadership Team and experienced mentors to help guide your career progression.
Bike to Work Scheme		Salary sacrifice scheme offering discounts on bikes and equipment.
Complimentary Breakfast		Enjoy a free daily breakfast, including a choice of bagels, cereal, porridge and tea.
Employee Assistance Programme		Confidential advice, counselling and support for personal and professional challenges.
Staffroom Amenities		Complimentary tea and coffee available in our staffroom to relax and recharge.
Healthcare Benefits		Subsidised membership with Benenden Healthcare for additional health support.
On-Site Parking		Free, secure on-site parking for staff.
Childcare Support		Free Breakfast Club or After School Club places for Trust staff with children at Ocklynge Junior School.
Exclusive Sports Membership		Discounts at Eastbourne Sports Park to promote physical health and wellness.

TERMS OF EMPLOYMENT

Grade: Single Status Grade 5 points 12-13 (£25,183 to £25,584 fte) per annum, pro rata (pay award pending)

Actual Salary: Starting on £19,846 gross per annum = £1,654 gross per month

Hours: 33.75 hours per week to be worked 8.30am-3.45pm (Mon to Fri) with a 30-minute unpaid break daily.

Contract: Fixed term to July 2026 in the first instance, term time only

IMPORTANT DATES

- **Closing Date for Applications:** Midday on Wednesday 2 July
Ensure your application is submitted by this date to be considered.
 - **Important Reminder:**
Early applications are encouraged. We reserve the right to review applications upon receipt and close the advert early if a suitable candidate is found.
 - **Interview Date:** Thursday 10 July
Successful candidates will be contacted for an interview on or around this date.
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HOW TO APPLY

Thank you for your interest in joining our team at Ratton School. Please follow the steps below to apply for this position:

APPLICATION PROCESS

1. **Application Form:**
Access the application form via the **Vacancies page** on our website at [Vacancies | Ratton](#) or alternatively, you can use the forms provided through **TES** or **Gov.UK** platforms if applying via those channels.
2. **Submission:**
Submit your completed application form to **Mrs Barrow**, Trust Executive Assistant, at lbarrow@ratton.co.uk before the specified closing date and time.
3. **Important Notes:**
 - **CVs will not be accepted** in the interest of safeguarding. Applications must be submitted using the designated form.

- Ensure your application addresses the essential **selection criteria** outlined in the job pack, as shortlisting will be based on how closely your application matches these criteria.
- Please provide details of any **employment gaps** within your application.

PRE-APPOINTMENT CHECKS

As part of our safer recruitment process, the successful candidate will undergo the following checks:

- **Right to Work:**
You will need to demonstrate the right to work in the UK.
 - **References:**
Written references will be requested prior to the interview stage. Please ensure your referees have accurate contact details and permission for us to contact them.
 - One referee must be your current or last employer.
 - If you work in a school, one referee must be your current Headteacher.
 - **Enhanced DBS Check:**
This role requires an enhanced **Disclosure and Barring Service (DBS)** check, as the position is exempt from the **Rehabilitation of Offenders Act 1974**.
 - **Online Searches:**
Online checks will be conducted for shortlisted candidates as part of our due diligence process to ensure the suitability of candidates for the role.
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SAFEGUARDING AND EQUAL OPPORTUNITIES

- **Safeguarding Commitment:**
We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.
- **Equal Opportunities:**
Ratton School is an equal opportunities employer and welcomes applications from all qualified candidates.

LIVING AND WORKING IN EAST SUSSEX

With 150 kilometres of coastline and acres of countryside, East Sussex offers a plethora of activities for thrill-seekers, shopaholics, nature lovers, and foodies alike. Proximity to London ensures that the capital's delights are easily accessible. The South East is one of the UK's most desirable places to live, boasting vast National Parks such as the New Forest, South Downs, Seven Sisters Country Park, and Ashdown Forest. The 300 kilometres of beautiful coastline stretch from Southampton to North Kent, featuring vibrant cities like Brighton and quaint fishing ports, with Eastbourne serving as an excellent base to explore the region.

Why Eastbourne?

Eastbourne is steeped in history, and recent investments have infused the town with modern charm. This popular seaside town offers affordable housing, top local amenities, and reliable transport connections.

Nestled between Brighton and Hastings, Eastbourne was ranked as the third happiest place to live in Sussex in 2024. It's just an hour and a half to central London by train, ideal for those seeking the amenities and culture of the capital while enjoying the tranquillity of the countryside. Eastbourne is also a cultural hub, with local theatres hosting top UK talent, alongside food festivals, music events and vibrant seaside experiences.

Local Amenities & Shopping

Eastbourne's town centre is bustling with high street classics and independent businesses, offering a wide range of shops and services:

- Fashion boutiques
- Delicatessens, florists, butchers, bakers
- Interiors and kitchen shops
- Barbers and hairdressers
- Gyms
- Country and farm markets

Leisure and Attractions

Eastbourne boasts excellent recreational opportunities:

- Beachy Head & South Downs Way: Ideal for serene hikes with hilltop views of the Beachy Head Lighthouse.
- Eastbourne Pier: A Victorian-era seaside pleasure palace embodying the spirit of its age.
- Eastbourne Bandstand: Featuring a sea-blue terracotta tiled roof, it hosts some of Europe's best tribute acts.
- Annual Events: Including the Aegon International Women's Tennis at Devonshire Park and the Eastbourne Airshow, which is free to attend and features live music and fireworks.

EASTBOURNE IN PICTURES

Beachy Head Cliffs

The iconic Beachy Head cliffs, with sweeping views of the sea and sky. The chalk cliffs, the highest in England, are one of Eastbourne's most breathtaking sights.



Eastbourne Pier

The historic Eastbourne Pier, a Victorian landmark that extends over the sea. This picturesque pier is perfect for a leisurely stroll or just taking in the views.



South Downs Countryside Trail

The serene beauty of the South Downs with rolling hills and peaceful walking paths. The South Downs Way is a popular route for both avid hikers and casual walkers, offering panoramic views of the coastline.



Eastbourne Bandstand

The Eastbourne Bandstand, located along the seafront. With its distinctive sea-blue terracotta roof, this bandstand hosts fantastic live music events and adds to Eastbourne's cultural charm.



Local Market Scene

A bustling local market, filled with fresh produce, local artisan goods and friendly vendors. Eastbourne's markets offer a delightful slice of local life, perfect for anyone wanting to experience the town's vibrant community spirit.

