



**Senior Assistant Headteacher  
(Behaviour and Attendance)  
at Ratton School**



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## INFORMATION FOR PROSPECTIVE APPLICANTS

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### Terms of Employment

Grade: Leadership Scale 12-17 (£58,105 - £65,699)

Hours: Full time

Contract: Permanent from April or September 2023

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### Deadline and Interview Dates

**Closing Date: Midday on Wednesday 8<sup>th</sup> February**

**Interviews: Tuesday 21<sup>st</sup> February**

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

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### 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](mailto: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.

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### Further Information

If you require any additional information, have any questions, or would like an informal conversation with the Headteacher, please contact Mrs Lorraine Barrow (Trust Executive Assistant) at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk)

School tours: **2.15pm on 31<sup>st</sup> January** or **10.10am on 3<sup>rd</sup> February** pre-bookable via Lorraine

## WELCOME LETTER FROM THE HEADTEACHER AND EXECUTIVE HEADTEACHER

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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 1<sup>st</sup> August 2012 and joined with Ocklynge Junior School on the 1<sup>st</sup> 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 join us as Senior Assistant Headteacher (SAHT) (Behaviour and Attendance) to further strengthen whole school strategic development and the leadership of behaviour and attendance at Ratton School. In June 2022 Ofsted said that 'behaviour and attitudes are secure across the school'. We are looking for a talented leader to continue our journey to an outstanding school culture.

The successful candidate will have a timetabled teaching commitment complying with the teachers' standards and modelling best practice for others and will also line manage the Attendance Team and Pastoral Team.

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.

The successful applicant will need to:

- Formulate the vision, aims and objectives of the school.
- Establish policies, procedures and processes to enable these priorities, aims and objectives to be achieved.
- Lead and manage staff and resources effectively.
- Monitor progress towards the achievement of the school's aims and objectives.
- Lead by example, providing inspiration and motivation.
- Have high expectations, deliver high standards and command credibility.
- Communicate the school vision in a compelling manner and assist the headteacher in the strategic leadership of the school.
- Work with the headteacher and SLT to drive school improvement.
- Contribute to the SEF, SDP and other whole school documentation.
- Strategically lead staff to ensure that students have exceptional Behaviour and Attendance.

The new SAHT will be:

- Passionate about providing the best possible education and care for all students.
- Able to support SLT to lead and motivate the staff team and school community.
- Able to support SLT on their clear and compelling vision for Ratton School.

The successful candidate should expect to lead in the following areas:

- Securing the highest standards of attendance and behaviour across the school
- Maintaining, developing and evaluating all aspects of our behaviour and attendance systems.
- Leading both the attendance and pastoral teams to ensure that students receive exceptional pastoral care.
- Developing and maintaining our behaviour graduated responses and interventions.
- Developing and promoting our rewards and anti-bullying strategies.

The successful candidate will be able to evidence:

- An infectious passion for ensuring all students, regardless of background, receive a high-quality educational experience.
- Leadership skills and energy that motivate and inspire staff.
- Excellent communication and interpersonal skills/dynamism with excellent interpersonal and team building skills.
- The highest level of personal and professional standards.
- A problem-solving approach.
- Effective change management.
- A good understanding of the current educational landscape.
- Personal warmth and humour, coupled with resilience.

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

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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](http://www.ratton.co.uk)  
To see the school in action: [https://youtu.be/U0fkj\\_fmGZc](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

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## 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.

## SAHT (BEHAVIOUR AND ATTENDANCE) - JOB DESCRIPTION

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**Job Title:** Senior Assistant Headteacher (Behaviour and Attendance)  
**Salary:** Leadership Scale 12-17 (£58,105 - £65,699)  
**Responsible to:** Headteacher

### **JOB PURPOSE:**

Strategic leadership of the Behaviour and Attendance systems.

### **DUTIES AND RESPONSIBILITIES:**

#### **Generic Responsibilities**

Undertake responsibilities as a member of the Senior Leadership Team of the school.

1. To actively contribute to the Senior Leadership Team attending weekly meetings and other relevant meetings as may be required.
2. To work with the Executive Headteacher/Headteacher contributing to the vision and professional leadership of the school.
3. To undertake joint responsibility with other members of the Senior Leadership Team for School Self Evaluation/School Improvement/ Performance Management.
4. To actively promote and develop school ethos and policies.

#### **Specific Responsibilities**

##### **Leadership and Management of the Behaviour System**

**The leadership, day-to-day management and maintenance of high standards within the Behaviour system in the school along with the setting, development and implementation of policies, plans, targets, practices and procedures related to the system within the context of the vision, ethos, aims and goals of the school.**

- Ensure that the highest standards of behaviour are implemented and maintained inline with relevant school policies.
- Provide support for key front-line staff in the Pastoral Team for all disciplinary matters.
- Ensure that teachers are aware of the implications of the school's Behaviour Policy and that these policies are effectively and consistently implemented and monitored.
- Undertake self-evaluation of the Behaviour System in order to contribute to the school systems of monitoring, evaluation, review and improvement.
- Develop and implement policies and practices which reflect the school's commitment to the highest standard of behaviour.



- Have an enthusiasm which motivates and supports other staff and encourages a shared understanding of the contribution they can make to all aspects of students' lives.
- Take a lead in the appointment and monitoring of quality teaching and support staff where relevant to the Pastoral Team.
- Lead on dealing with serious behavioural issues in the school, referring to the Executive Headteacher/Headteacher in extraordinary circumstances as required.
- Work with the community should they express a concern about behaviour outside of the school and ensure that students are aware of the expectations on them when travelling to and from the site.
- To work with SLT, where necessary, in looking at appropriate groupings and classes for students to foster and maximise the highest standards of behaviour and improve outcomes for students.
- To develop and implement the school's system for rewards.
- Ensure accurate and detailed records are maintained relating to behaviour and provide reports as required by the Executive Head/Headteacher.
- Ensure parents/carers are kept fully up to date with information about their son/daughter's behaviour.
- Provide any information that external agencies may need in relation to behaviour and behaviour for learning.
- To ensure the school maintains its current grading with a view to achieving outstanding in all future inspections.
- Monitor progress and evaluate the effect of developments and targets on student behaviour by working alongside colleagues, analysing work and outcomes.
- Lead the school's multi-agency group through monthly meetings to establish and monitor Individual Behaviour Plans
- Manage and run the school detention system.

## **Leadership and Management of the Attendance System**

### **The leadership, day-to-day management and promotion of outstanding attendance within the school**

- Develop and implement policies and practices which reflect the school's commitment to the highest standard of attendance.
- Ensure that the highest possible standards of attendance are implemented and maintained in line with relevant school policies.
- Undertake self-evaluation of the Attendance System in order to contribute to the school systems of monitoring, evaluation, review and improvement.
- Provide support for key front-line staff in the Pastoral Team for all attendance matters.
- Ensure that teachers are aware of the implications of the school's Attendance Policy and that these policies are effectively and consistently implemented and monitored.
- To manage in year transfers.
- Lead on strategies for addressing issues associated with attendance, absence and persistent absence.
- Ensure accurate and detailed records are maintained relating to attendance and provide reports as required by the Executive Head/Headteacher.
- Ensure parents/carers are kept fully up to date with information about their son/daughter's attendance.

## Line management

- To line manage:
  - Attendance Team.
  - MP Room Manager.
  - Year Leaders.
  - First Aid & Medical Needs Officer.
  - Admissions/Primary Transition Officer.
  - School Home Support Officer.

The specific focus for the SAHT (Behaviour and Attendance) work programme will be negotiated and agreed at the beginning of the performance management cycle.

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*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.*

## SAHT (BEHAVIOUR AND ATTENDANCE) - PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>A first degree or equivalent and Qualified Teacher Status</li> <li>Evidence of recent and relevant personal professional development.</li> </ul>	<ul style="list-style-type: none"> <li>National Middle Leadership Qualification – ‘Leading from the Middle’ or similar.</li> <li>Evidence of further degree/post graduate study/wider experience</li> </ul>
Experience	<ul style="list-style-type: none"> <li>At least 5 years’ experience of successful classroom teaching</li> <li>Currently a highly regarded leader/middle manager</li> <li>Evidence of managing the process of change effectively</li> <li>Experience of implementing effective strategies to promote student welfare and engaging with multi-agencies.</li> <li>Experience of implementing effective for behaviour management including the use of rewards and sanctions</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in more than one school</li> <li>Experience of implementing effective support structures and resources to aid student progress.</li> <li>Experience of using a range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress.</li> <li>Experience of a pastoral role</li> <li>Child Protection Officer Training Level3</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to see things through to completion.</li> <li>A reflective practitioner able to evaluate practice and embed a process of continuous improvement.</li> <li>An inspirational style that imparts confidence, motivates staff, parents/carers and students.</li> <li>Ability to analyse and interpret information to make informed decisions and exercise good judgment.</li> <li>Ability to create and maintain strong supportive relationships with staff, parents/carers, students, the community and other agencies.</li> <li>Ability to be innovative, creative and tenacious</li> <li>Skills, experience and ability to promote high quality pastoral care to meet the needs of all students</li> </ul>	<ul style="list-style-type: none"> <li>Proven ability to drive forward a number of initiatives and achieve results</li> </ul>

## EXPLANATORY NOTES

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### 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

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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

