

## **Job Information Pack**

Vacancy Title:

**Teacher of Science (maternity cover)**

Location:

**Ratton School**

Closing Date:

**Midday on Tuesday 5<sup>th</sup> March**



## **CONTENTS**

[Join our Multi Academy Trust Educational Family!](#)

[Letters from School Leadership](#)

[How to Apply, Important Dates & Terms of Employment](#)

[Details of the Role](#)

[Job Description & Person Specification](#)

[Staff Benefits](#)

[Application Procedure & Appointment Process](#)

[Pre-Employment Checks](#)

[Conditions Of Service](#)

[Salary](#)

[Visa Sponsorship](#)

[Equal Opportunities](#)

[Safeguarding](#)

[Living & working in Eastbourne](#)



---

## Join Our Multi Academy Trust Educational Family!

Are you excited about being part of a collaborative network of schools dedicated to excellence in education? We're seeking passionate educators and support staff to join our dynamic multi academy trust community.

**Embrace Your Unique Contribution:** South Downs Learning Trust (SDLT) values the diverse talents and skills of all our team members, empowering you to make a significant impact in your role.

**Make a Global Impact:** We believe that every role in SDLT is vital in preparing students to become global citizens who can make a positive impact on the world.

**Professional Growth:** As part of SDLT, you'll have access to ongoing professional development, workshops, and opportunities to enhance your skills and expertise, ensuring you're at the forefront of education.

**Innovation and Technology:** We're committed to integrating technology and innovative practices across our trust, giving you the chance to contribute to the advancement of our students' education.

**Collaborative Environment:** Join a supportive team of educators and support staff who share your passion for nurturing students and contributing to their success, both within your school and across the trust.

**Competitive Compensation:** Our multi academy trust offers a competitive benefits package, recognising your dedication to our shared mission.

If you're ready to embark on a fulfilling journey in education and be a vital part of our multi academy trust family dedicated to shaping young minds and fostering a love for learning, we want to hear from you! Apply today and become a valued member of our collaborative network, contributing to the success of learners across our trust.

---

## LETTERS FROM SCHOOL LEADERSHIP

### Letter from the Executive Headteacher

Dear Applicant,

I am delighted to extend a warm welcome to you on behalf of South Downs Learning Trust. As the Executive Headteacher, I take immense pride in our commitment to excellence in education and in nurturing a culture of collaboration among our staff and students.

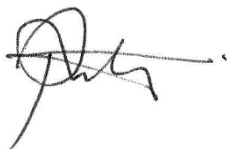


South Downs Learning Trust is dedicated to providing outstanding education and creating a supportive and inclusive work environment. We believe in the power of education to transform lives, and we are excited to welcome individuals who share our vision.

Your role within our trust, whatever it may be, will be instrumental in shaping the future of our students. We value the dedication, passion, and commitment of our staff members in creating a positive and inspiring educational experience.

I encourage you to explore the opportunities within our trust and consider joining us in our mission to empower students and prepare them for a bright future.

Yours sincerely,



Paul Murphy  
Executive Headteacher  
South Downs Learning Trust

## LETTERS FROM SCHOOL LEADERSHIP

### Letter from the Headteacher

Dear Applicant,

I am writing to you as the Headteacher of Ratton School, a proud member of South Downs Learning Trust. Our school is dedicated to providing an exceptional education and creating a positive and inspiring learning environment for our students.



The contributions of our staff members are vital in shaping the educational experience we offer. Whether you are considering a role in teaching, administration, support, or any other capacity, your dedication and passion can make a significant impact within our school and trust.

At Ratton School, we believe in fostering a warm and inclusive atmosphere, and we value individuals who share our commitment to educational excellence.

Thank you for considering Ratton School and South Downs Learning Trust as your potential workplace. We eagerly await your application and the opportunity to work together in providing an exceptional education to our students.

Yours sincerely,



Gavin Peevers  
Ratton School Headteacher  
South Downs Learning Trust

## How to apply and important dates

To embark on this exciting opportunity, access the application form via [Vacancies | Ratton School](#)

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) before the specified closing date.

For those using the TES or Gov.UK platforms to apply, you may also use the forms available there. Please be aware that we do not accept CVs; therefore, kindly follow the specified application routes. Additionally, all applicants must have the Right to Work in the UK to be eligible for the role. If you submit your application via CV or if you do not possess the Right to Work in the UK, your application will not be considered.

**We urge early submissions, as we actively review and consider applications upon receipt. There's a possibility of appointments being made before the deadline, so prompt action could be the key to securing this role.**

| Terms of employment          |   |
|------------------------------|---|
| Grade                        | <b>MPS/UPS</b>                                |
| Hours                        | <b>Full time</b>                              |
| Contract                     | <b>Maternity cover 1/9/24 – 31/8/25</b>       |
| Deadline and interview dates |   |
| Closing Date:                | <b>Midday on Tuesday 5<sup>th</sup> March</b> |
| Interviews:                  | <b>Monday 11<sup>th</sup> March</b>           |

## Details of the Role

Are you a passionate Science Teacher looking for a new adventure? We invite you to join our dynamic team as we seek a dedicated professional for a maternity cover position in the upcoming academic year.

Ratton School is dedicated to providing high-quality education that empowers students to excel academically and develop essential life skills. Our commitment to fostering an enquiring mind, promoting independent learning, and instilling a passion for science sets us apart. We aim to create an environment where students not only excel academically but also develop a deep understanding and appreciation for science beyond the classroom.

### The successful applicant will:

- Deliver engaging and challenging science lessons to inspire students' curiosity and foster a love for learning.
- Promote independent thinking and encourage the development of an enquiring mind among students.
- Contribute to the school's mission of delivering high-quality education through innovative and stimulating teaching practices.
- Stay updated on the latest developments in science education and incorporate relevant advancements into lesson plans.
- Foster a positive and inclusive learning environment that caters to the diverse needs of students.
- Organise and participate in extracurricular activities to enhance students' awareness, knowledge, and understanding of Science.
- Be able to demonstrate a passion for science and a commitment to instilling the same passion in students.
- Have excellent knowledge and understanding of the subject matter with the ability to convey complex concepts in an accessible manner.
- Have strong communication and interpersonal skills to collaborate with colleagues, parents, and students.
- Have dedication and determination to make a significant difference in the lives of students.

---

## Job Description

**Job Title:** Teacher of Science

**School:** Ratton School

**Grade:** MPS/UPS

**Responsible to:** Curriculum Leader

### 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:
- 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 in line with the Teachers' Standards;
- 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/<br>Selection/<br>Process | Reference | Post<br>Offer<br>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  | ✓                                   | ✓         | ✓                      |

## WHY CHOOSE SOUTH DOWNS LEARNING TRUST?

### Staff Benefits

- A comprehensive induction programme for new staff to our academies.
- 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.
- Free breakfast of bagel/cereal/porridge/tea/orange juice.
- 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 trust staff children at Ocklynge Junior School.

### Miscellaneous Leave (see *Special Leave of Absence Policy* or full details)

- 1 day of paid leave to move house.
- Up to 3 days paid leave per academic year for dependents care.
- Up to 5 days paid compassionate leave per academic year.
- 1 day of unpaid leave to attend significant events eg graduation ceremony for a child or wedding of a close family member.
- Reasonable paid leave to attend selection interviews for jobs.
- Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales.
- Jury service.
- Paid time off for health appointments (where only available during normal working hours).
- Paid time off to attend antenatal care.
- Maternity/paternity/adoption.

### **Application Procedure**

Your application is pivotal, as the information you provide will influence whether you are shortlisted for an interview. The following guidance is designed to assist you in completing it effectively. This is part of our commitment to ensuring equal opportunities for job applicants. SDLT wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value, and manage diversity, recognising that talent and potential are distributed across the population. Promoting equality of opportunity has moral and social reasons, and it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as broad and diverse a pool of talent as possible.

Please note that we do not accept CVs.

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

### **Personal Specification**

The person specification is the list of criteria or requirements needed for the post. To be shortlisted, you have to fulfil each of the essential points, demonstrating your abilities by giving examples. The strongest applications will detail how candidates meet all of the criteria with examples, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

### **Appointment Process**

- 1) Suitable applicants will be shortlisted for an interview. Shortlisted applicants should note that online searches may be done as part of due diligence checks.
- 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 the 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.

### **Visa Sponsorship**

We do not hold a sponsor licence, so we are unable to employ applicants who do not have the right to work in the UK.

### **Policy on Equal Opportunities**

SDLT is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. Our trust schools oppose any form of discrimination against any individual or group and welcome the inclusion of a diversity of individuals from many races and cultures. Discriminatory behaviour based on race, colour, culture, nationality, gender, sexual orientation, disability, or religion will not be tolerated.

---

### **Safeguarding Notice**

South Downs Learning Trust and all our academies adhere to all the national and local policies and guidance regarding Safeguarding Children and Young People. We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check.



## Living and working in **Eastbourne**

### **Discover Eastbourne: A Vibrant Hub for Work and Leisure**

Nestled in the heart of the South East, Eastbourne presents an enticing blend of history, modernity, and natural splendour. Known for its rich cultural heritage and recent urban revitalisation, Eastbourne is a town that captivates residents and visitors alike.

### **Rich Culture and Natural Beauty**

From the iconic Beachy Head to the town's historical treasures, Eastbourne offers a vibrant tapestry of cultural activities. Recent investments have injected a modern allure into the town while keeping its historical charm intact. More regeneration initiatives are on the horizon, promising further enhancement.

### **Easy Access and Connectivity**

Embraced by a web of travel connections, Eastbourne caters to commuting professionals and day-trippers alike. Journeying to and from Eastbourne is effortlessly convenient. Whether by train—reaching London Victoria in a mere 82 minutes, or a short half-hour trip to the lively Brighton—or via the National Express service directly to London Victoria Coach Station, the town ensures easy accessibility.

### **Effortless Mobility**

Navigating Eastbourne is a breeze, with an array of bus routes offering frequent services throughout the city. The 'Coaster' buses, tracing the scenic seafront and South Downs with multiple stops, including Seven Sisters and Beachy Head, make exploration a delight.

### **Charming Town Centre and Beyond**

Eastbourne's compact town centre, adorned with Victorian and Edwardian architecture, invites leisurely strolls through wide pavements. The surrounding parklands and marshlands further enrich the town's character. Notably, the modern Sovereign Harbour marina provides easy sea access and serves as a gateway to international destinations by sailboat or cruiser.





### A Lively Calendar of Events

Throughout the year, Eastbourne hosts diverse events, with Airbourne standing out as the world's largest free beachfront air show. This four-day extravaganza showcases thrilling displays from the RAF, USAF, and the renowned Red Arrows.

### Highlights that Set Eastbourne Apart

Eastbourne prides itself on numerous accolades and unique offerings, such as its recognition by Time Out as the top UK destination in 2023. Boasting excellent connectivity, a stellar work-life balance against the backdrop of beautiful countryside and pristine beaches, the town cultivates an enterprise culture, fostering a thriving economy and quality jobs year-round.

### Why Eastbourne?

- **Superlative Connectivity:** Access to high-speed internet
- **Picturesque Balance:** Beautiful countryside and beaches for an enriching work-life balance
- **Enterprise Culture:** A collaborative environment driving a successful economy
- **Gateway to Nature:** Proximity to Britain's newest National Park and the nearest to London
- **Acclaimed Events:** Award-winning spectacles like Airbourne and the International Lawn Tennis event
- **Sunny Haven:** Known as the sunniest spot in the UK
- **Varied Demographics:** A vibrant community with a significant population under 30
- **Unique Offerings:** Home to Europe's largest man-made marina, the Grand Hotel, and producing world-class Sussex Sparkling wines

Embrace the spirit of Eastbourne, where work and life harmonise in a setting that exudes charm, innovation, and natural allure.

Sources:

[Eastbourne | Eastbourne Chamber of Commerce \(eastbourneunltd.co.uk\)](https://www.eastbourneunltd.co.uk)

[What is Living in Eastbourne like? - Keytek Locksmiths](#)

[What's it like to live in Eastbourne? - Yopa Homeowners Hub](#)