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# **RATTON SCHOOL**

# **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.

This is an exciting opportunity to join our school as a classroom-based Teaching Assistant, supporting learning in a dynamic and inclusive environment. You will work closely with teaching staff and the SEND team to support students' academic progress and personal development—helping them access the curriculum, build confidence and thrive in the classroom.

In this role, you will assist with the day-to-day needs of our students, including delivering targeted interventions, reinforcing learning and supporting behaviour and engagement strategies. You'll play a vital part in enabling students to make rapid progress and achieve their full potential.

We are looking for someone who can form positive, respectful relationships, set high expectations and bring energy, organisation and compassion to the team. You'll be well supported by a large and experienced SEND department and have access to high-quality CPD.

Prior experience of working with children or in a school is useful but not essential—many of our most valued colleagues have grown into the role on the job. We particularly welcome applications from graduates or those considering a longer-term career in teaching, as this role provides excellent insight and experience in a vibrant secondary setting.

In addition to your core responsibilities, you will be expected to uphold the safeguarding and welfare of students at all times, following school policies and statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.

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 stylized, flowing script.

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:	Teaching Assistant
School:	Ratton School
Grade:	Single Status Grade 3
Responsible to:	SENCO

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## MAIN PURPOSE

The post holder will be responsible for supporting the learning and personal development of students—particularly those with special educational needs—enabling them to access the curriculum and engage fully in school life.

In addition to their core responsibilities, **you will be expected to uphold the safeguarding and welfare of students at all times**, in line with school policies and statutory requirements.

## KEY RESPONSIBILITIES

### Support for Students

- Clarify and explain instructions, ensuring students understand their tasks.
- Provide emotional and academic support in line with individual needs.
- Support students with speech and language, literacy, numeracy and social skills.
- Encourage concentration and positive behaviour through praise and strategies.
- Assist with personal care needs where required, while encouraging independence.
- Supervise and support students during transitions, breaks and off-site visits.
- Promote inclusion and foster peer interaction in classroom and social settings.

### Support for Teaching Staff

- Implement IEPs and behaviour plans under teacher/SENDCo guidance.
- Liaise regularly with teaching staff to review progress and needs.
- Provide observational feedback to inform lesson planning and assessments.
- Prepare and adapt materials and resources to suit students' needs.
- Use ICT to support learning and engagement where appropriate.

### Safeguarding & Welfare

- Promote and safeguard the wellbeing of children at all times.
- Report any concerns promptly to the Designated Safeguarding Lead (DSL).
- Understand and apply KCSIE guidance and school policies.

- Maintain confidentiality and sensitivity in all interactions.
- Participate in training and keep safeguarding knowledge current.

### General Duties

- Attend training and CPD to develop own knowledge and skills.
- Assist with exam invigilation duties during assessment periods, ensuring examination conditions comply with school and exam board regulations.
- Contribute positively to the ethos and values of the school.
- Uphold Ratton School's Equal Opportunities and Behaviour policies.

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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.*

## PERSON SPECIFICATION

### Essential Skills & Abilities

- Clear, accessible communication with students of varying needs and abilities.
- Active listening skills and the ability to show empathy and patience.
- Effective behaviour management techniques.
- Confidence in supporting individuals and small groups.
- Adaptability to adjust learning strategies where needed.
- Ability to encourage and support students to build independence and resilience.

### Knowledge & Understanding

- A clear understanding of safeguarding responsibilities and KCSIE guidelines.
- Awareness of SEN strategies and how to apply them in practice.
- Understanding of classroom roles and responsibilities.
- Basic knowledge of child development and learning processes.

### Qualifications & Experience

- Experience supporting children in an educational setting (desirable but not essential).
- Experience working with children with SEND (desirable).
- Competence in using ICT to support learning.
- Willingness to undertake further relevant training.

### Personal Attributes

- A genuine commitment to the welfare and development of young people.
- Resilience, flexibility and a positive approach to challenge.
- Commitment to equality, inclusion and diversity.
- High levels of personal integrity and discretion.



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

## TERMS OF EMPLOYMENT

- Grade:** Single Status Grade 3 = £24,027 gross pro-rata, pay award pending
- Actual Salary:** £19,917 gross per annum, £1,660 gross per month, pay award pending
- Hours:** 35.5 hours per week (8.30am-4.30pm Monday and 8.30am-4.00pm Tuesday to Friday, with a daily 30-minute unpaid break)
- Contract:** Fixed term until July 2026 in the first instance, term time only
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## 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](mailto: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.*

