



South Downs Learning Trust



## Teaching Assistant based at Ratton School

### Candidate Information Pack



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## Welcome from the Executive Headteacher and the Head of School

Dear Applicant,

We are very pleased that you are considering applying for the post of Teaching Assistant (TA) at Ratton School and hope our application pack is clear and informative.

Ratton School became a converter academy on 1<sup>st</sup> of August 2012 and joined with Ocklynge Junior School on the 1<sup>st</sup> of December 2017 to form the South Downs Learning Trust. The aim of our trust is to provide an outstanding educational experience for all students and children in our schools. We want both schools to retain their own unique identity and work closely together to support the learning of everyone in the Trust community to help develop a sustainable and exciting educational experience that places our students and children at the centre of all that we do.

This is an exciting opportunity to join us in a role dedicated to helping students develop their full potential. If you are adept at establishing positive relationships and have high expectations of yourself and others, we would love to hear from you. The job description and person specification in this pack describe what the post entails and the type of person we are looking for.

Previous knowledge or interest/experience in working with children would be particularly useful, although most experience is gained on the job. The successful applicant must enjoy the challenges and demands of working with young people, aged 11 to 16, but will be well supported by a large, busy and friendly team.

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

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.
- A fabulous staffroom with complimentary tea and coffee.
- Complimentary breakfast of tea and toast.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- 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  
Head of School



## 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](http://www.ratton.co.uk)  
To see the school in action: [https://youtu.be/U0fkj\\_fMGZc](https://youtu.be/U0fkj_fMGZc)

### Ratton School



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.



### Key Skills & Abilities

- Ability to use language and other communication skills that students can understand and relate to
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to establish positive relationships with students and empathise with their needs
- Ability to demonstrate active listening skills
- Ability to consistently and effectively implement agreed behaviour management strategies
- Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task
- Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- Ability to carry out and report on systematic observations of students' knowledge, understanding and skills
- Ability to assist in the recording of lessons and assessment as required by the teacher
- Ability to offer constructive feedback to students to reinforce self-esteem
- Ability to work effectively and supportively as a member of the school team
- Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.

### Education & Qualifications

- NVQ3 in a child-related subject or equivalent
- A good standard of education particularly in English and Mathematics

### Knowledge

- Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- Knowledge of SEN Code of Practice
- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students

### Experience

- Experience of supporting children in a classroom environment, including those with special educational needs
- Experience of using Information Technology to support students in the classroom
- Experience of working in a range of settings or with more than one year group desirable

### Personal Attributes

- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- Willingness to maintain confidentiality on all school matters



### Main Purpose

To assist in promoting the learning and personal development of the students to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

### Main Tasks

- To aid students to learn as effectively as possible both in group situations and on his/her own by, for example:
  - Clarifying and explaining instructions
  - Ensuring the student(s) is able to use equipment and materials provided
  - Motivating and encouraging the student(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs
  - Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
  - Using praise, commentary and assistance to encourage the student to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the student(s)
  - Meeting students' physical needs while encouraging independence e.g. help students to change for PE lessons or swimming, clean and reassure students after accidental soiling of clothes, help with mobility around the school
- To establish supportive relationships with the student(s) concerned.
- To determine the intervention strategies to be used to manage the
- behaviour of students with behavioural or emotional difficulties with the
- teacher
- To promote the acceptance and inclusion of the student(s) with SEN,
- encouraging students to interact with each other in an appropriate and acceptable manner
- Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- To give positive encouragement, feedback and praise to reinforce and sustain the student(s) efforts and develop self-reliance and self-esteem.
- To mark students' work under the direction of the class teacher
- To support the student(s) in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities
- To provide regular feedback on the student(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance
- To use the school's system for recording progress
- Where appropriate, to know and apply positive handling techniques

- To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/student/teacher/ school
- To contribute towards reviews of student(s)' progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school and the county to further knowledge (within employed hours)
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
- To accompany teacher and students on educational visits
- To provide individual support, as required, during examination sessions
- To carry out the above duties in accordance with the school's Equal Opportunities Policy.

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*All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.*

*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.*



## Job Details and How to Apply

Having looked at this documentation and the websites, we hope you will now apply for the post.

### Job Details:

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)
Fixed term until July 2022 in the first instance, term time only
Single Status Grade 3 = £18,562 gross pro rata (actual salary = £15,318 gross per annum, £1,276 gross per month)

### Application:

Please use the application form available at [www.ratton.co.uk/vacancies](http://www.ratton.co.uk/vacancies) Once completed it 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.

### Closing time at midday on Wednesday 3<sup>rd</sup> November

*Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert at any time*

### Interviews:

Interviews are scheduled for **Monday 8<sup>th</sup> November**

Further details will be supplied to successfully shortlisted applicants by email as soon as possible after shortlisting.

*The Appointment Panel reserve the right to review this appointment process at any stage and to reduce the field, if appropriate.*

### Further Information:

If you require any further information, please do not hesitate to contact Mr Brown, Deputy Headteacher, at [dbrown@ratton.co.uk](mailto:dbrown@ratton.co.uk) or 01323 504011 ext 245.

*The Trust is committed to follow its safeguarding responsibilities at all stages of the recruitment process. This post is subject to an Enhanced DBS check with the Disclosure & Barring Services and receipt of satisfactory references. Please note that we require evidence of an overseas police check if you have lived or worked abroad.*

## 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

