



# **South Downs Learning Trust Job Information Pack**

**Vacancy Title: Tutor of English**

**Location: Ratton School**

**Closing Date: Midday on Thursday 30<sup>th</sup> November**



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## 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. Here are some exciting details about this opportunity, tailored to both teachers and support staff:


 **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.

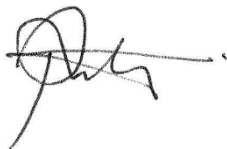


South Downs Learning Trust is dedicated to providing outstanding education and creating a supportive and inclusive work environment. We believe in the power of education to transform lives, and we are excited to welcome individuals who share our vision.

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,

A handwritten signature in black ink, appearing to read 'Gavin Peevers'. The signature is fluid and cursive.

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 utilising the TES or Gov.UK platforms for application, the forms available there can also be used.

**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. Your swift response could be the gateway to joining our dynamic team!**

Terms of employment	
Grade	N/A
Remuneration	£30 per hour (unqualified teachers) £54 per hour (qualified teachers)
Hours	Ad hoc
Contract	Part time, Casual
Deadline and interview dates	
Closing Date:	Midday on Thursday 30 <sup>th</sup> November



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## Details of the Role

Ratton School is actively in search of a highly motivated Tutor of English to complement our accomplished and dedicated team on a flexible, ad-hoc basis, with the assignment scheduled to commence post-Christmas. This pivotal role requires the successful candidate to engage students through tailored instruction, delivered either in small group sessions or one-on-one interactions. Seamless collaboration with class teachers is a key aspect of this position, where you will systematically identify areas for improvement, provide steadfast support, and develop personalised learning programmes to address individual needs, thereby establishing mutually agreed-upon outcomes that foster academic growth.

We extend a warm invitation to retired educators or part-time English Teachers, preferably holding a minimum of an AS level in English and, ideally, bringing prior experience within an educational setting. We actively encourage individuals capable of dedicating a minimum of a few hours per week, with an open welcome to those willing to contribute additional hours. Regardless of your specific circumstances, we enthusiastically invite applications from candidates inspired by the prospect of significantly contributing to the life opportunities and academic success of young individuals.

Ratton School, a nurturing educational environment catering to the academic needs of students aged 11 to 16, proudly maintains its status as a recognised good school with ambitious expectations for all our students. Our unwavering commitment to educational excellence is deeply rooted in the firm belief that every student possesses the inherent potential to achieve success and fulfil their aspirations.

As a prospective Tutor of English at Ratton School, you would play an integral role within our dynamic community, dedicated to not only academic advancement but also the holistic personal growth of our students. Your contribution would be instrumental in creating an environment where students are encouraged to explore their potential and aspirations.

Joining Ratton School means becoming part of a community that values and actively promotes a culture of learning, development, and success for both students and educators alike.

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## Job Description

<b>SCHOOL:</b>	<b>Ratton School</b>
<b>JOB TYPE:</b>	<b>Part time, Casual</b>
<b>REMUNERATION:</b>	<b>£30 per hour (unqualified teachers) £54 per hour (qualified teachers)</b>
<b>START DATE:</b>	<b>3rd January 2024</b>
<b>APPLY BY:</b>	<b>30th November 2023 (midday)</b>
<b>RESPONSIBLE TO:</b>	<b>Head of English</b>

### Key Tasks:

- To plan high quality sessions to develop key knowledge and skills and provide exam practice for students in years 10 and 11. These will be delivered in person.
- Deliver individual or small group English intervention sessions.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- To liaise with classroom teachers and Curriculum Leader for English to identify focus areas for intervention. To provide objective and accurate feedback to teachers.
- To deliver tuition through organising and supporting the learning of identified students to raise their levels of attainment. To lead on improving rates of progression for identified students by liaising with the key stakeholders about the learning
- To meet with the class teacher before tutoring, to identify areas for development and support, plan the student's personalised learning programme and agree outcomes
- To establish a relationship and understanding of learning needs before tutoring begins and agree time and location of tutoring



- Provide feedback to class teacher and Head of department and agree next steps
- To ensure strict confidentiality in all areas of work.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.

*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

### Experience and Knowledge

Key: A = Application, I = Interview, R = Reference, C = Certificate

#### Essential

- Educated to A' Level standard in English (A/C)
- The ability to be an excellent classroom practitioner (I/R)
- Understanding of health and safety issues and good practice (A/I)
- Good organisational and personal management skills (A/I)
- Effective planning and teaching (A/I/R)
- Effective behaviour management (A/I/R)
- An ability to demand high standards (A/I/R)
- Work independently and be a team player (A/I/R)
- An ability to develop good working relationships with students and staff (A/I/R)
- Effective time-management (A/I)
- Good ICT skills (A)
- Commitment to self and team development (A/I)
- Work in ways that promote equality of opportunity, participation, diversity and responsibility (A/I)
- A commitment to abide by and promote the Academy's Equal Opportunities, Health & Safety and Child Protection policies (A/I)
- The post holder will require an enhanced DBS check if offered the position (C)

#### Desirable

- PGCE/Cert Ed (A/C)
- Previous experience of working with young people (A/I)
- Experience of delivering similar courses (A/I)

## 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.



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### **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](#)