

Job Information Pack

Vacancy Title:

**Curriculum Leader for
Alternative Provision**

Location:

Ratton School

Closing Date:

9.00am on Monday 3 June

Interview Date:

Thursday 6 June

**Ratton
School**

Working together

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Introduction

Welcome to Ratton School, nestled within the vibrant community of Eastbourne and part of the South Downs Learning Trust educational family! At Ratton School, we believe in fostering an environment where every individual is empowered to thrive and succeed. Our commitment to excellence in education is matched only by our dedication to creating a supportive and inclusive workplace culture.

As a member of the South Downs Learning Trust, you'll be joining a collaborative network of schools united by a shared passion for education. We value the diverse talents and skills of all our team members, recognising that each individual brings a unique perspective and contribution to our collective mission.

At Ratton School, we are committed to providing outstanding education and creating a positive learning environment for our students. Our aim is not only to impart knowledge but also to instil a love for learning and empower our students to reach their full potential. As part of our team, your role will be instrumental in shaping the future of our students, helping them to become confident, curious, and compassionate individuals ready to make a positive impact on the world.

We believe in investing in our staff and providing opportunities for professional growth and development. Whether you're a seasoned educator or just starting your career, you'll have access to ongoing training, support, and mentorship from our experienced leadership team. We recognise the importance of work-life balance and offer a range of benefits and perks to support the well-being of our staff.

Join us on this exciting journey in education and become a valued member of our collaborative network dedicated to shaping young minds and fostering a culture of lifelong learning. Together, we can make a difference in the lives of our students and in the communities we serve.

We eagerly await your application and the opportunity to welcome you to Ratton School and the South Downs Learning Trust educational family!

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.

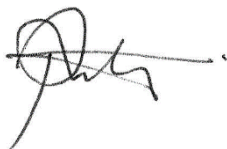


South Downs Learning Trust is dedicated to providing outstanding education and creating a supportive and inclusive work environment. We believe in the power of education to transform lives, and we are excited to welcome individuals who share our vision.

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 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 | TMS/UPS + TLR 2 – range dependent on experience and qualifications |
| Hours | Full Time |
| Start Date | September 2024 or January 2025 |
| Contract | Permanent |

Details of the Role

Are you passionate about making a real difference in the lives of young people? Do you have the resilience, positivity, and proactive approach needed to inspire students to reach their full potential? If so, Ratton School's inclusion team is looking for you!

About The Hive

The Hive is Ratton School's onsite alternative provision, designed to offer a broad and balanced education to a small group of students whose needs are not fully met in mainstream settings. Our students face a range of challenges, including complex Social, Emotional, and Mental Health (SEMH) needs. Some students attend part-time, others full-time and some participate in termly programmes.

Your Role

As a teacher in The Hive, you will:

- Plan and deliver the KS3/KS4 curriculum to a small, dedicated group of students.
- Engage in and organise enrichment activities for the entire cohort.
- Empower disadvantaged young people through education within a nurturing environment.

What We Offer

- A supportive, creative, and dedicated staff team.
- An opportunity to make a significant impact on the lives of vulnerable young people.
- A warm invitation to visit the school, meet the team, and discuss the role with our Deputy Headteacher (Inclusion).

Essential Qualities

We are seeking candidates who:

- Have experience planning and delivering lessons and tailored interventions for students with SEMH needs.
- Can effectively communicate with students, staff, parents, and external agencies.

- Understand child development, learning, and Special Educational Needs.
- Are knowledgeable about Child Protection Procedures.
- Have experience mentoring and providing one-to-one support to young people, particularly those with challenging behaviour.
- Can work independently and as part of a team.
- Are willing to undertake first aid training.

Why Join Us?

- Be part of a team that thrives on making a difference every day.
- Utilise your skills and passion to help students not just meet, but exceed their potential.
- Enjoy a well-resourced environment that supports professional growth and excellence.

If you are dynamic, full of initiative, and driven to achieve excellence, we would love to hear from you. Apply now to be part of an enthusiastic and dedicated team at Ratton School.

(Please refer to the Job Description and Person Specification for full details)

Job Description

| | |
|------------------------|--|
| Job Title: | Curriculum Leader for Alternative Provision |
| School: | Ratton School |
| Grade: | M3 - UPS 3 (this post would not be suitable for an ECT) + TLR 2 |
| Responsible to: | DHT (Inclusion) |

Main Purpose

To implement and deliver an appropriate, broad, balanced and relevant curriculum to a small number of challenging students.

Main Tasks

- To work as part of The Hive and lead provision in this area.
- To lead the planning and delivery of a broad and relevant curriculum within The Hive, our onsite alternative provision.
- To plan and deliver regular formative and summative assessment for the academic and social progress the students in The Hive make.
- To teach classes as directed e.g., Literacy, Numeracy.
- Monitor and support students' progress and maintain accurate records.
- To provide intervention workshops and lessons as directed.
- To assist students with their studies in other subjects.
- To liaise with pastoral and safeguarding teams regarding welfare and progress.
- To be key worker for identified students which includes mentoring and home-school liaison.
- To be on duty as directed.
- 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/are 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 Year leader, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
 - Providing additional nurture to individuals, with input from the Year Leader and/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
 - Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes.
 - To support the student(s) in developing social skills both in and out of the classroom
 - To provide regular feedback on the student(s) learning and behaviour to a wide range of audiences including Deputy Head (Inclusion) and Year Leader, including feedback on the effectiveness of the behaviour strategies adopted
 - When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance
 - Where appropriate, to know and apply positive handling techniques
 - 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 be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)
 - To accompany Alternative Provision Assistant (APA) and students on educational visits
 - To attend training courses and other INSET to update skills and knowledge.
 - Participate in the school's agreed pattern of meetings.
 - Any reasonable task or responsibility issued by the Headteacher or Deputy HT (Inclusion).

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

| Qualifications & Experience | | |
|---|---|---|
| Essential | Desirable | How identified |
| <ul style="list-style-type: none"> • QTS • Degree • Experience of working in a primary, secondary, or special school setting | <ul style="list-style-type: none"> • Experience of working with students who have barriers to accessing a mainstream curriculum. • An ability to teach at least two of the following: English/Literacy, Maths/Numeracy, Science, PE, PSHE | <ul style="list-style-type: none"> • Application form • Certificates |
| Personal skills / characteristics | | |
| Essential | Desirable | How identified |
| <ul style="list-style-type: none"> • A positive 'can do' attitude • Emotional resilience • Organised • Be a team player • Good communication skills • Cope well under pressure • Flexible approach • High expectations of self and others • To meet deadlines • Ability to plan lessons and use assessment strategies to meet the specific needs of students. • A sense of humour • Good understanding of academic data • Willingness to engage in CPD | <ul style="list-style-type: none"> • Evidence of curriculum development | <ul style="list-style-type: none"> • Application form • Interview • References |
| Other attributes / requirements | | |
| Essential | Desirable | How identified |
| <ul style="list-style-type: none"> • Good attendance record • Ability to be mobile during the working day | <ul style="list-style-type: none"> • Ability / willingness to drive or work off site as required e.g., home visits | <ul style="list-style-type: none"> • Interview • References |

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](#)