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**RATTON SCHOOL**

**ALTERNATIVE PROVISION 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.

The position of Alternative Provision Assistant (APA) at Ratton School is a vital and rewarding opportunity to make a meaningful difference in the lives of students who require additional support to thrive. As an APA, you will work closely with individual students and small groups, offering tailored academic and pastoral assistance both in and out of the classroom. Your role will involve supporting students with a wide range of needs, including learning difficulties, social and emotional challenges and behavioural issues.

You will contribute to the development of students' confidence, independence and social skills, helping them access the curriculum and fully engage with school life. Your day-to-day work will include clarifying instructions, offering reassurance and motivation, using positive behaviour strategies and providing targeted help in areas such as literacy, numeracy or speech and language.

In addition to direct student support, you will liaise with teaching staff, the SENCO and other professionals to ensure that interventions and strategies are consistent and effective.

We are seeking someone who is compassionate, resilient and committed to the welfare and progress of our students. The ideal candidate will have strong interpersonal skills, a collaborative approach and a sound understanding of safeguarding responsibilities. Previous experience working with children or young people, particularly in a school or alternative provision setting, would be an advantage.

As part of your duties, you will also help with supervision during break times, accompany students on educational visits, support with exam invigilation when required and participate in ongoing training and professional development. You will play a crucial role in fostering a safe, inclusive and respectful environment where all students can grow academically and personally.

This is a **term-time only, permanent post**, working **33.75 hours per week (Monday to Friday, 8.30am to 3.45pm)**, with a **30-minute daily unpaid break**, and offers an **actual starting salary of £19,232 per annum** (Grade 4, SCP 9–10, pay award pending).

If you are passionate about education, inclusion and supporting young people to overcome barriers and achieve their potential, we would be delighted to hear from you.

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 long horizontal flourish extending to the right.

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

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Job Title:</b>      | Alternative Provision Assistant (APA) |
| <b>School:</b>         | Ratton School                         |
| <b>Grade:</b>          | Single Status Grade 4, points 9-10    |
| <b>Responsible to:</b> | CL Alternative Provision              |

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### Main Purpose

To support the learning, wellbeing, and personal development of students requiring alternative provision by delivering tailored academic and pastoral support, both in and out of the classroom. The Alternative Provision Assistant will work closely with teaching staff, the SENCO, and other professionals to implement individual support strategies that help students overcome barriers to learning and fully engage with school life. The postholder will also play a key role in promoting and safeguarding the welfare of students in line with school policies and statutory requirements.

### 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/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 when requested by the line manager, 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 as agreed with the line manager 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 line manager 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 line manager 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.
- Perform duties in accordance with the directions given by the Headteacher.
- To assist with exam invigilation duties during exam periods, ensuring that examination conditions are maintained in line with school and exam board regulations.
- To promote and safeguard the welfare of children in your care, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
- To comply with the school's safeguarding procedures and any relevant guidance from Keeping Children Safe in Education (KCSIE).
- To ensure all interactions with students adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision, or direct student contact.
- To attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.

*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

### Key skills and abilities

- Ability to use language and other communication skills that students can understand and relate to
- 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 line manager 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 line manager
- 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

### Knowledge

- Knowledge of safeguarding procedures and responsibilities when working with children.
- Familiarity with Keeping Children Safe in Education (KCSIE) guidelines and statutory safeguarding requirements.
- Basic knowledge of school operations and procedures.

### Experience

- Previous experience of working in a school or with children is desirable.
- Experience of safeguarding children or working in environments where safeguarding responsibilities are essential.
- A good standard of education particularly in English and Mathematics
- 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 of supporting children in a classroom environment, including those with special educational needs



- Experience of using Information Technology to support students in the classroom

### **Desirable**

- NVQ Level 2 for Teaching Assistants or equivalent
- Dyslexia accreditation
- Safeguarding qualification or training in child protection.

### **Personal Attributes**

- Ability to demonstrate commitment to Equal Opportunities
- Commitment to safeguarding and promoting the welfare of children.
- Ability to work discreetly and sensitively with confidential information.
- Willingness to maintain confidentiality on all school matters
- Willingness to undertake further safeguarding training to ensure compliance with safeguarding responsibilities.
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.

## 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 4, points 9-10 (£24,404 to £24,790) per annum, pro rata (pay award pending)

**Actual Starting Salary:** £19,232 gross per annum = £1,603 gross per month.

**Hours:** 33.75 hours per week to be worked Mondays to Fridays 8.30am-3.45pm (with a 30-minute unpaid break daily)

**Contract:** Term time only and permanent with effect from 1 September 2025

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## IMPORTANT DATES

- **Closing Date for Applications:** Midday on Friday 8 August  
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:** Monday 18 August  
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 [ibarrow@ratton.co.uk](mailto:ibarrow@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.*

