



**Deputy SENDCo  
at Ratton School**

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## INFORMATION FOR PROSPECTIVE APPLICANTS

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### Terms of Employment

Grade: TMS/UPS + TLR 2 (£4,686)

Hours: Full time

Contract: Permanent

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### Deadline and Interview Dates

**Closing Date: Midday on Monday 25<sup>th</sup> September**

**Interviews: Thursday 28<sup>th</sup> September**

***Please note we may hold interviews as and when applications are received, and we reserve the right to offer to a candidate prior to the closing date. We, therefore, encourage you to apply as soon as possible.***

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### How to Apply

If you would like to apply for this post please use the application form available at [Vacancies | Ratton School](#) which 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.

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### Further Information

If you require any additional information, have any questions, or would like an informal conversation regarding the position, please contact Lienna Walsh, SENDCo, at [liennawalsh@ratton.co.uk](mailto:liennawalsh@ratton.co.uk)

## WELCOME LETTER FROM THE HEADTEACHER AND EXECUTIVE HEADTEACHER

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Dear Applicant,

Thank you for your interest in Ratton School and for considering us as your next career move. We hope our application pack is clear and informative and gives you a sense of our high aspirations for all our students.

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 in our schools. We want both schools to retain their own identity whilst working together to support the learning of everyone in the Trust community. Our aim is to develop a sustainable and exciting educational experience that places our students at the centre of all that we do.

We are seeking an ambitious, inspirational, and passionate qualified teacher who is looking for an exciting new challenge as a Deputy SENDCo to work with our existing SENDCO to provide outstanding provision within SEND and oversee a coordinated approach to SEND across the academy.

With the SENDCo you will:

- have allocated leadership responsibilities within SEND as your primary focus.
- be accountable for student progress and development in line with allocated responsibilities, for example, interventions and/or a subject focus.
- ensure high standards of teaching and learning through continuously, developing and enhancing the quality of SEND support, both inside and outside the classroom.
- support subject leaders in ensuring that curriculum for the subject is well planned, logically sequenced and ensures students who have SEND to build up a deliberate body of knowledge and skills over time
- liaise with the pastoral teams to support the additional needs of students within each cohort
- ensure that all SEND policies and procedures are implemented and applied consistently by the colleagues that the postholder will line manage
- effectively and efficiently manage and deploy support staff, financial and physical resources that fit the SEND remit
- ensure that all students who have SEND develop in confidence, independence and readiness for their next steps
- oversee the referral process to the Mental Health Support Team (MHST) and allocation of student places

If you share our vision and are a reflective, hard-working, and forward-thinking professional, we would very much like to hear from you. You will be joining an ambitious and highly supportive organisation which offers:

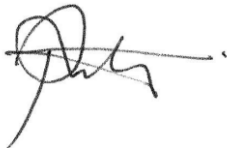
- An excellent induction programme for teachers joining the school.
- A strong commitment to professional development and putting staff first, which will improve your leadership skills, develop your understanding of whole school issues, and prepare you for the next stage in your career.
- Motivated, enthusiastic and well-behaved learners who respond very well to active and engaging teaching and work well independently.
- A strong team ethos across the department and whole school.

To help you learn more about our school and this role 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 that you possess.

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.
- 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 staff children at Ocklynge Junior School.
- Envable 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.



Executive Headteacher  
Paul Murphy



Headteacher  
Gavin Peevers



## OUR VISION AND ETHOS

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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)



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.

# RATTON SCHOOL CULTURAL FIT STATEMENT

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## Compassion

- We believe that you cannot just wish staff and students to be better you must create the conditions for them to grow.
- We believe that you should show kindness and caring for other people and the environment.

## Respect

- We believe that putting staff first is the best way to serve the needs of students.
- We believe you should act with respect to others both in and out of school.

## Creativity

- We believe an evidence-informed approach to teaching and learning helps us identify what works best in the classroom.
- We welcome diverse ideas to problem solving.

## Teamwork

- We believe in a culture of the possible, where we can all make progress beyond what anyone, including ourselves, could have imagined.
- We believe we can achieve together by working as part of a team.

## Effort

- We believe hard work is the key to success for staff and students.
- We believe you should put effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

## Responsibility

- We believe that we all have a professional obligation to improve.
- We believe basic literacy and numeracy are essential to students making good progress.

## DEPUTY SENDCo - JOB DESCRIPTION

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### MAIN PURPOSE OF THE JOB:

- To take responsibility in liaison with the SENDCo for the leadership, management, development and co-ordination of all the aspects of curriculum support.
- To support the SENDCo in ensuring that school is compliant with the SEND Code of Practice (2014) and other relevant statutory requirements.
- To support the SENDCo in working to ensure an ethos of Inclusion within the school and a culture of high aspirations for students with SEND.
- To support the SENDCo in working to ensure the implementation of the SEND Policy.
- To work with the SENDCo to ensure that the attainment targets and programme of study are effectively delivered.
- To develop strategies to identify and support targeted students in curriculum support.
- To support the accurate identification of SEND need across the school, ensuring a rigorous and thorough assessment process.
- To support on access arrangements for students within your cohorts.
- To ensure that all student support profiles are updated and shared.
- To ensure that SEND students have access to well designed, stimulating resources and to encourage them to undertake challenging activities, including the provision of differentiated and extension materials in curriculum support.

### KEY DUTIES, RESPONSIBILITIES AND TASKS WITHIN THE FACULTY AS LEADER AND SENIOR MANAGER

#### Leadership and management

- To lead, manage and develop strategies to identify and support targeted students in curriculum support.
- To work with the SENDCo regarding the development of the work of teachers in the curriculum area in particular the effective development of contemporary Schemes of Work and the delivery of a variety of teaching and learning activities in KS3 and 4.

To liaise with the pastoral teams to support the additional needs of students within each cohort

- To work with the SENDCo to lead, manage and develop the provision of ICT within curriculum support.
- To oversee the referral process to the Mental Health Support Team (MHST) and allocation of student places

#### Teaching and learning responsibility

- To lead and manage student development and have an impact on the progress of students in curriculum support.
- To ensure that all schemes of work in curriculum support are maintained and include progression and appropriate assessment techniques.
- To assist the SENDCo in developing good student behaviour within curriculum support so that effective learning can take place.
- To work closely with the SENDCo on KS2 – 3 transition and curriculum continuity with Post – 18 providers.
- To lead, manage and develop aspects of an appropriate intervention provision to enhance learning and student progress within the curriculum support area.



- To further the Helping Children Achieve (previously Every Child Matters) and Community Cohesion initiatives.
- To refer issues/difficulties to the Line Manager in the first instance.
- To make appropriate arrangements for leaving cover work when absent.
- To carry out a share of supervisory duties in accordance with the published schedule.
- To liaise as appropriate with other professional institutions or individuals outside of the school.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.
- To participate in appropriate working parties as the need arises.
- To be a positive role model and a good team member.

### **Monitoring and assessment**

- To help, lead, manage and develop common practice on arrangements for assessing the progress of students and to ensure these are implemented for all teaching groups according to the school assessment policy. This will include internal examinations, external tasks, assessments and public examinations, the setting and marking of home learning/coursework/controlled assessment, the maintenance of portfolios and the recording of, and reporting on, students' progress, as well as the collection, analysis and use of data for monitoring and tracking student progress, setting targets and raising achievement and an annual review of external exam results.
- To ensure all work is appropriately documented and kept up to date.
- To take agreed responsibility for part of the Curriculum Area Improvement Plan.

### **Manage resources**

- To take responsibility for the good maintenance, safety and security of teaching rooms, equipment, display areas, stock rooms and offices in adherence to Health and Safety regulations and curriculum area and school policy and procedures.
- To take responsibility for the provision by MHST practitioners.

### **Staff development**

- To work with the SENDCo and lead, develop and enhance through induction, support and training the teaching of new staff including Early Career Teacher's, Student Teachers and staff on the Overseas Trained Teacher Programme.
- To deputise for the SENDCo as required or delegated in all aspects of SEND student support. To oversee and/or write external bids as appropriate to areas of responsibility.
- To attend regular meetings with the designated line manager, enabling two- way communication regarding these meetings.
- To keep abreast of current legislation and developments relating to your curriculum area and lead, manage and develop curriculum area INSET where appropriate within the Schools Improvement Plan programme.
- To participate fully in the School's Self Review, Curriculum Area and School Improvement Plan procedures, Staff Review/Performance Management including the planning meeting, the setting of targets and lesson observation, and to act as a reviewer where appropriate. To monitor and support staff in working towards their targets.

### **OTHER**

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, Deputies and assistant headteachers.

- To implement and follow all curriculum area, school and LA policies and procedures, including giving due regard to the Local Authorities Equal Opportunities Policy.
- To take responsibility for safeguarding the welfare of all children you are responsible for or come in to contact with, including reporting any child protection issues or concerns to the school's Child Protection Officer.
- Perform any reasonable duties as requested by the headteacher.

*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.*

## DEPUTY SENDCo - PERSON SPECIFICATION

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### TEACHING

#### Essential

- Excellent teacher
- Recent experience of teaching 11-16

#### Desirable

- Experience of teaching all abilities

### QUALIFICATIONS

#### Essential

- Qualified Teacher Status and a degree in the relevant subject area

#### Desirable

- Further relevant professional development

### EXPERIENCE

#### Essential

- Appropriate training for the post and a willingness to continue training to manage the key areas as outlined in the job description
- Effective classroom management skills
- Clear education aims and values which are consistent with the school aim of high-quality teaching and learning, and Excellent standards of achievement
- A sustained record of academic success relevant to the role
- An understanding of how students learn and improve their skills, knowledge and understanding

### PHYSICAL AND PERSONAL

#### Essential

- Excellent punctuality and attendance record
- Ability to work well under pressure
- Commitment to safeguarding and promoting the welfare of children and young people

### SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

#### Essential

- To be able to acknowledge success and challenge underperformance both with students and with staff.
- To be committed to extending extra-curricular provision for students as appropriate.
- Excellent interpersonal relationship skills
- Excellent information and communication skills

- Excellent knowledge of the subject and how it can effectively be taught across Key Stages 3 and 4 including GCSE, BTEC and GCE
- Excellent knowledge of student assessment techniques and the ability to use data to monitor developments and ensure continuous improvement.
- Knowledge of health and safety requirements and security issues in the curriculum support area
- A firm commitment to and ability to adhere to the school's Equal Opportunities Policy

## **LEADERSHIP**

### **Essential**

- The ability to lead, work and enthuse a team of teaching staff, including those with additional responsibilities and to support and counsel colleagues when appropriate.
- A calm and approachable disposition when dealing with pupils and staff
- Well organised and efficient; keeping to deadlines and encouraging others to do so

## EXPLANATORY NOTES

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### Application Procedure

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
  - a) Why you are applying for this post.
  - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

**Early applications are encouraged as we reserve the right to close the vacancy early if a suitable candidate is found**

### Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 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 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.

**Policy on Equal Opportunities**

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. We are opposed to any form of discrimination against any individual or group and welcome the fact that our schools include a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## LIVING AND WORKING IN EASTBOURNE AND THE SOUTH EAST

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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

