

13th September 2024

SCHOOL VACANCY BULLETIN

<u>Click Here</u> to view Current Vacancies

Promoting Equal Opportunities and Celebrating Diversity For more information about this borough please log onto our website at <u>www.barking-dagenham.gov.uk</u>

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External Adverts Based In LBBD

Lunchtime Assistants (mainstream, Nursery & SEND provision)

Location:	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
Hours:	LLA, 1 hour at lunchtime (minimum), term-time only.
Salary:	£13.03 (per hour FTE).
Start Date:	ASAP
Contract:	Initially a fixed-term contract until 30/03/2026
Website:	www.ThamesViewInfants.org
Closing Date:	31 st October at Midday

Being a Lunchtime Assistant is a very important and valued role at our School.

Thames View Infants offers a 100% Cooked Lunchtime provision! We are looking for Lunchtime Assistants to support our children across the whole School whilst eating. Outside, you will also need to be able to lead fun physical activities that are both engaging and appropriate and help develop language and communication skills through play.

The successful candidates will help our children to get the most from our healthy lunchtimes – whether helping children enjoy our delicious lunchtime menu, carefully supporting reluctant eaters, leading energetic sport and play in our large grounds. Working alongside our current lunchtime team, you will help make our lunchtime experience as healthy as possible for our children.

From September, we're offering a 30 hours' Nursery Provision. We are therefore also looking for caring, kind and enthusiastic people – ideally with Nursery experience – to help care for and play with our children during the lunchtime period, helping them to explore and experience new foods, and preparing the provision for the afternoon session.

We would also particularly welcome applicants who have SEND experience, whether that is from within your family or from a previous workplace. At TVI we have a specialist provision for our SEND children which has additional lunchtime staff too.

Does this sound like you? You will need to be punctual, child-centred and able to demonstrate that you can use your own initiative and have a good understanding of the importance of healthy eating and physical activity. You will have a great work ethic, be professional, reliable, committed, resilient and keen to make a difference to the lives of our children and their families. You will have good communication skills, be kind, flexible, able to embrace change and take onboard advice. You will have sufficient understanding and use of English to ensure the well-being of children in your care. Experience of engaging, working and playing with young children is essential. Up to date Paediatric First Aid training certificate would be desirable.

Please come and see our School before you apply. Prior visits are most welcome and <u>highly recommended</u>.

Closing date: Noon 31st October 2024.

Please note: Due to the expected high response to these vacancies, we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.

To apply: please complete the (a) **Non-Teaching Application Form** and the (b) **Safer Recruitment Form** from <u>https://thamesviewinfants.org/about-us/about-tvi/vacancies/</u>.

Return <u>both</u> electronically to <u>Kelly.Ager@thamesviewinfants.org</u> (including "LA" in the subject line). **Please note, CVs will not be considered. Only new applicants need apply.**

Our website offers tips and guidance about applying for a position at our School.

Thames View Infants is an Outstanding School.

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

PRIMARY EDUCATION

Teaching Assistant (SEND)

Location:	James Cambell Primary School, Langley Cres, Dagenham, RM9 6TD
Scale:	Scale 4 points 7-10.
Hours:	30 hours per week.
Required:	ASAP
Closing Date:	Friday 27 th September 2024 at 09:00
Interviews:	W/C Monday 30 th September 2024

Are you an empathic and innovative individual with a passion for supporting pupils, particularly with special educational needs?

At James Cambell Primary School, we are looking to appoint a highly motivated, creative and enthusiastic SEND Teaching Assistant to join our happy, forward-thinking school.

At James Cambell Primary School, we aim to provide every child with a high-quality education and the opportunities they deserve to become the successful citizens of the future. We ensure our curriculum is shaped to meet the needs of our school community – preparing our children for a brighter tomorrow.

This role would initially involve working in Cambell Primary Centre, our Additionally Resourced Provision (ARP) for children with Social, Emotional and Mental Health (SEMH) needs. Children attend the ARP on a behaviour recovery and assessment basis before returning to their mainstream school or accessing more specialist provision. Working in the ARP is a challenging and rewarding role where you have the opportunity to make a significant difference to the lives of some of the most vulnerable children in the borough. You would work as part of an experienced and forward-thinking team whose expertise has led to the ARP being recently graded as 'very effective'.

<u>lf you:</u>

- have a passion for teaching and learning.
- have a commitment to developing your own specialist knowledge and have a sound understanding of how SEND children learn.
- have high expectations and a commitment to ensuring all children succeed.
- are resilient and committed to working with children with complex needs.
- work with teaching staff in the development of appropriate resources for use in individual/group sessions to support the learning of targeted students.
- wish to work in a happy, friendly school with a positive attitude.
- can make learning exciting, motivating and fun.
- work well in a team to support and learn from others.
- are able to bring energy and enthusiasm to the role.

then this is the job for you!

We can offer the right candidate:

- an experienced, hardworking and supportive team.
- excellent leadership team and fun, friendly and supportive staff.

- a proactive approach to staff well-being, work-life balance and care for each person as an individual.
- beautiful school grounds and stimulating learning environments.
- a competitive salary.
- A commitment to CPD opportunities.
- An inclusive and caring ethos.

If you have any queries, then we will be more than happy to discuss the role with you. Visits to the ARP are encouraged.

Please apply online via our school website www.jamescambellprimary.com

Complete the application form and send to Mrs Caroline Stevens, Business Manager on cstevens@jamescambellprimary.org.uk

Closing date: 9am, Friday 27th September 2024

Interviews: Week beginning Monday 30th September 2024

James Cambell Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service.

Teaching Assistant

Location:	James Cambell Primary School, Langley Cres, Dagenham, RM9 6TD
Scale:	Scale 4 points 7-10.
Hours:	30 hours per week.
Required:	ASAP
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- a competitive salary.
- A commitment to CPD opportunities.
- An inclusive and caring ethos.

If you have any queries, then we will be more than happy to discuss the role with you. Visits to the School are encouraged.

Please apply online via our school website www.jamescambellprimary.com

Complete the application form and send to Mrs Caroline Stevens, Business Manager on <u>cstevens@jamescambellprimary.org.uk</u>

Closing date: 9am, Friday 27th September 2024

Interviews: Week beginning Monday 30th September 2024

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Learning Support Assistant

Location: Contract:	John Perry Primary School, Charles Road, Dagenham, RM10 8UR Permanent
Hours:	26.5 hours per week (5.5 hours per day) term time only.
Salary:	Scale 3 to Scale 4 (£28,521 – £30,630 depending on experience) Salary to be pro-rata based upon hours required
Required:	ASAP
Email:	hr@johnperry.bardaglea.org.uk
Closing Date: Interviews:	Wednesday 18 th September 2024 at Midday Tuesday 24 th September 2024

John Perry Primary is a 'Good' 3-form entry school. We have an exciting, inclusive and aspirational curriculum with good pupil outcomes at the end of each Key Stage. We are seeking to appoint highly effective staff who are motivated and determined tomake a real difference to our children's lives. We aim to ensure that every child achieves and receives a broad and balanced education which fosters a love of learning. John Perry is a fully inclusive school with an Additional Resource Provision for autistic children across the primary age range.

We are looking to appoint an enthusiastic, caring and effective team player to join ourteam of LSAs to support the classroom teacher with their responsibility for thedevelopment and progress of all students, assist in the development of pupils' learningand the provision of care and the management of students' behaviour under the guidance of the teacher and Senior Leadership Team.

You will need to hold an NVQ 2 or above to apply and have recent and relevant experience. You will have high expectations of work and behaviour. You will be able to work effectively in a team and be flexible, as well as be able to show initiative.

We can offer:

- A diverse, supportive and forward-looking community of staff and Governing Body.
- Opportunities for Continuing Professional Development.
- A dynamic, dedicated and hardworking team committed to school improvement.
- A pleasant working environment in a friendly, successful school.

If you wish to apply for the post, please contact the above email address for an application pack.

Closing date: Wednesday 18th September 2024 12pm

Shortlisting: Thursday 19th September 2024

Interviews: Tuesday 24th September 2024

Please also note that we will *only* communicate further with applicantsshortlisted for an interview.

Should you have any queries, please contact our School Business Manager, Mai-Anh Dien on 020 8270 4622 or email at <u>hr@johnperry.bardaglea.org.uk</u>

John Perry Primary School is committed to safeguarding and promoting the welfare ofchildren and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Teaching Assistant

Location: Salary: Hours:	Robert Clack School, Royal Anglian Way, Dagenham, RM8 1FL Scale 4, point 7 pro rata (exact salary £23,634 - £24,723 per annum). 35 hours per week (Monday-Friday, 8.00am – 4.00pm), term-time only.
Contract:	Permanent
Required:	ASAP
Website:	www.robertclack.co.uk
Email:	CZiregbe@robertclack.co.uk
Closing Date:	Monday 16 th September 2024 at 08:00
Interviews:	To be confirmed – during September 2024.

Robert Clack Primary School is looking to recruit a Teaching Assistant who is passionate about developing young minds, providing play based learning opportunities and creating an immersive learning environment where our pupils can flourish. We are a small, friendly and supportive team in a new primary school, which opened in September 2021. In September 2024, we will have pupils attending Reception, Year 1, 2 and 3 only, so some experience of working with Early Years and Key Stage 1 or early Key Stage 2 pupils is desirable.

Please note that this post may, at times, involve working one-to-one with allocated pupils who have SEND. However, depending on service need and the ongoing growth of the school, the job role may also involve being allocated to a class at any time to provide general class Teaching Assistant support. We therefore expect applicants to be flexible and willing to be either class-based or to provide small intervention group or one-to-one work with individual pupils.

The person we require will:

- Have successful previous experience of working with children.
- Have clear knowledge and understanding of the principles of child development and learning processes within either EYFS and/or Key Stage 1 or 2.
- Be supportive, nurturing and understanding with high expectations.
- Seek to make learning exciting and a positive experience.
- Communicate well with parents, carers and members of staff, as well as pupils.
- Demonstrate good communication skills both orally and written.
- Have a good standard of literacy and numeracy.
- Have NVQ2 for Teaching Assistants (or equivalent) or be willing to work towards the qualification.
- Work well as part of a team.
- Be extremely patient, adaptable, flexible and willing to listen.
- Be willing to support pupils with basic hygiene needs and support them towards gaining independence.

We can offer:

- A supportive working culture that values staff at all levels and invests in people.
- Working with the teaching and support staff as part of a team.
- Opportunities to continue your own professional development.
- A dynamic working environment.

HOW TO APPLY:

To view more information about Robert Clack School, please take a look at the school website. If you would like to apply for this post, please refer to the recruitment pack and download the application form, which are available on our website. Please submit your completed application form to Christopher Ziregbe, HR ADMIN on CZiregbe@robertclack.co.uk

CVs ONLY WILL NOT BE ACCEPTED. They will only be accepted if accompanied by a completed application form.

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers and an enhanced Disclosure & Barring Service check.

Casual/Claims Midday Assistant

Location: Salary: Hours:	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU Scale 2 (£14.38 to £14.59 per hour). Casual, 1.5 hours/day, 11:45 – 13:15, Monday-Friday, term-time only.
Contract:	Casual/Claims
Required:	ASAP
Website:	www.robertclack.co.uk
Email:	CZiregbe@robertclack.co.uk
Closing Date:	Monday 16 th September 2024 at 08:00
Interviews:	To be confirmed – late September 2024.

Robert Clack Primary School is looking to recruit an enthusiastic Midday Assistant to join our small, friendly and supportive team. The successful applicant should be caring and approachable and able to work in a calm manner at all times. Their role will involve working as part of a team to make lunchtime a positive and enjoyable experience by supporting healthy eating as well as teaching and modelling playground games and social activities for all our pupils. The role will also include supporting pupils with personal care and hygiene when required as part of developing their independence.

The person we require will:

- Have successful previous experience of working with children (preferably in a school environment).
- Demonstrate good communication skills, both orally and written, with both adults and children.
- Understand the importance of following procedures and policies.
- Be able to make relationships with children.
- Be proactive with providing children with enjoyable activities through the lunchtime period.
- Work well as part of a team.
- Be extremely patient, adaptable, willing to listen and have a good sense of humour.

We can offer:

- A supportive working culture that values staff at all levels and invests in people.
- Working with the teaching and support staff as part of a team.
- Opportunities to continue your own professional development.
- A dynamic working environment.

REQUIRED FOR: As soon as possible. **APPLICATION CLOSING DATE:** 8am on Monday 16 September 2024. **INTERVIEWS TO BE HELD:** To be confirmed, late September 2024.

To view the Job Description, Person Specification and download an Application Form please go to <u>www.robertclack.co.uk</u> and click on Join Us, Non-teaching vacancies, to access the necessary documents.

Please submit completed applications by e-mail to: cziregbe@robertclack.co.uk

CV's will only be accepted if accompanied by an application form.

Please note that previous applicants need not apply.

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Relief Midday Play Assistant

Location: Hours:	Eastbury Primary School, Dawson Avenue, Barking, IG11 9QQ As and when needed, Monday - Friday, term time only. Each shift is 2 hours between the hours of 11.30am - 2.00pm.
Salary:	Scale 1B Point 2 (currently £14.16 per hour).
Required:	ASAP
Website:	www.eps.barking-dagenham.sch.uk
Email:	office@eps.barking-dagenham.sch.uk
Closing Date:	Friday 27 th September 2024

Eastbury Primary School aims to provide a wonderful learning environment in which all children can thrive and succeed. Our children are polite, well mannered, enthusiastic learners who are supported by their parents and our local community.

We are seeking to appoint a relief midday play assistant to ensure the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school. Ensure children are being nurtured through positive activities, so their wellbeing is being met.

The successful candidate will be expected to:

- encourage good manners and high standards of behaviour
- have the energy, motivation and skill to promote and engage with games and play
- encourage and model good social interaction skills
- work as part of a team
- have a knowledge of first aid and behaviour management strategies
- be willing to undertake training
- use the Safeguard system
- support all pupils needs including children with high needs

Eastbury celebrates diversity and we would really value candidates from ethnic minorities in order to reflect the diversity within our school. Eastbury is only a 2-minute walk from Upney Station and has on-site parking.

You can find an application form on our website vacancy page: <u>http://www.eps.barking-dagenham.sch.uk/vacancies</u>

Please send completed forms to: georgina.coates@eps.barking-dagenham.sch.uk

Closing date: Friday 27th September 2024.

Only successful shortlisted candidates will be contacted.

The Governing Body are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, medical clearances and enhanced DBS checks.

Midday Play Assistant

Location: Hours:	Eastbury Primary School, Dawson Avenue, Barking, IG11 9QQ 10 hours per week, Monday - Friday, term time only.
Salary:	Scale 1B Point 2 (currently £14.16 per hour).
Required:	ASAP
Website:	www.eps.barking-dagenham.sch.uk
Email:	office@eps.barking-dagenham.sch.uk
Closing Date:	Friday 27 th September 2024

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We are seeking to appoint a midday play assistant to ensure the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school. Ensure children are being nurtured through positive activities, so their wellbeing is being met.

The successful candidate will be expected to:

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- have a knowledge of first aid and behaviour management strategies
- be willing to undertake training
- use the Safeguard system
- support all pupils needs including children with high needs

Eastbury celebrates diversity and we would really value candidates from ethnic minorities in order to reflect the diversity within our school. Eastbury is only a 2-minute walk from Upney Station and has on-site parking.

You can find an application form on our website vacancy page: <u>http://www.eps.barking-dagenham.sch.uk/vacancies</u>

Please send completed forms to: <u>georgina.coates@eps.barking-dagenham.sch.uk</u>

Closing date: Friday 27th September 2024.

Only successful shortlisted candidates will be contacted.

The Governing Body are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, medical clearances and enhanced DBS checks.

Midday Assistant

Location:	Gascoigne Primary School, Gascoigne Road, Barking, IG11 7DR
Salary:	Scale 2 £26,238.00 (£4,650.95 pro rata).
Hours:	7.5 hours per week (term time only).
Email:	office@gascoigne.co.uk
Closing Date:	Monday 23 rd September 2024 at 15:00
Interviews:	W/C 30 th September 2024

Gascoigne Primary is a dynamic and forward-thinking school in which highly skilled staff enable all pupils to make good progress.

Our inclusive ethos underpins everything that we do. We are a school that takes seriously its duty to transform individuals' lives. In judging the school to be Good in June 2022, Ofsted noted that: 'Pupils are happy at this school. Leaders and governors have created a strong sense of community across the school's two sites. Staff teach pupils to be tolerant and inclusive of others. Pupils enjoy learning about and celebrating each other's languages, cultures and traditions. Leaders strive to enable pupils to be independent and confident learners. Their success in this is evident throughout the school.'

We are looking to appoint an enthusiastic, efficient, flexible, friendly, reliable and fun person, who will work as part of a team overseeing the smooth running of the lunchtime for our pupils.

Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative and under pressure and a willingness to contribute to the continued improvement of our wonderful school.

We offer a positive and inclusive school environment, a great team of staff and a commitment to continuing professional development.

To request and Application Pack, please email: <u>eaugustin@gascoigne.co.uk</u>

Or visit: https://www.gascoigneprimaryschool.co.uk/vacancies

Closing date and Shortlisting: Monday, 23rd of September at 3pm

Interviews will be held during the week beginning the 30th of September 2024

We are committed to safeguarding and promoting the welfare of young people; this post is exempt from ROA and will require an enhanced disclosure from the Disclosure & Barring Service undertaken on all applicants.

School Cleaner

Location:	Thomas Arnold Primary School, Rowdowns Rd, Dagenham, RM9 6NH
Hours:	15 hours per week, 05:00 – 08:00 (am).
Contract:	Fixed Term
Salary:	Scale 1a (Outer London).
Start Date:	October 2024
Email:	office.thomasarnold@bdcs.org.uk
Closing Date:	Thursday 26 th September 2024 by Midday
Interviews:	W/C 30 th September 2024

The Headteacher and Governing Body are looking to appoint a flexible, reliable, enthusiastic and hardworking person to join our team of Cleaners to maintain a high standard of cleanliness within classrooms, halls, corridors, offices, staffroom, toilets. This will require duties such as vacuuming, dusting and cleaning of washroom areas, tables, chairs etc.

We would like to hear from you if you have:

- previous experience of working in a school
- a good understanding of cleaning chemicals and equipment would be desirable.
- knowledge of basic health and safety would be an advantage although not required
- be approachable and friendly
- can bond and work well as part of a team
- follow school policies
- good communication skill is essential
- possess excellent organisational and communication skills and have the ability to motivate and support colleagues.

In return we offer:

- a happy and welcoming, fully inclusive school.
- an investment in your professional development.
- committed staff who work well together as a cohesive, supportive team.

Applications can be made via the link below: <u>https://www.thomasarnold.bardaglea.org.uk/school-info/vacancies/</u>

Completed applications to be returned to: sahmed@thomasarnold.bardaglea.org.uk

Visits to the school are actively encouraged. Please contact the school to arrange a visit, or by email on sahmed@thomasarnold.bardaglea.org.uk

Thomas Arnold Primary School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including an enhanced Disclosure check and social media check, which will be undertaken on all successful applicants.

Teacher (SEND)

Location:	Beam County Primary School, Oval Rd North, Dagenham, RM10 9ED
Salary:	MPS - Depending on experience.
Hours:	Part-time- 2 days a week.
Start Date:	January 2025
Website:	www.beamcountyschool.org
Email:	hrandpersonnel@beam.bardaglea.org.uk
Closing Date:	Monday 30 th September 2024 at Midday
Interviews:	W/C Monday 7 th October 2024

Beam County Primary School is seeking to appoint an enthusiastic teacher with experience of teaching or working closely with children with varying levels of special educational needs.

Beam is a thriving and vibrant primary school situated in the London Borough of Barking and Dagenham. Our core vision, 'Creating a lifelong love of learning', is paramount to what we provide for all members of the school community, ensuring all pupils and teachers continue this vision.

We can offer:

- A friendly and experienced SEND team who are passionate about unlocking each child's potential so they can live fulfilling and productive lives.
- A dedicated Teaching Team who are committed to raising standards and driving up achievement.
- Opportunities for continuing professional development within and beyond the local authority.
- Well-resourced classrooms and a large outdoor learning area including an additionally resourced provision with sensory garden.
- An exemplary leadership team of senior and middle leaders who can support you in your new role.
- A school that has strong community links.

"Your exemplary leadership has galvanised senior and middle leaders into a highly effective team. As a result of exceptionally strong leadership, pupils' progress throughout the school continues to be good" Ofsted 2016

The successful candidate will be able to:

- Use learning objectives to plan, evaluate and adapt lessons
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils using EHCPs and/or provision plans.
- Making accurate and productive use of assessment including the use of PIVATS /Engagement model/EYFS Profile.
- Oversee and/or implement the delivery of specialist programmes.
- Manage the work and development of support staff.
- Adapt teaching to respond to the strengths and needs of pupils beyond the National Curriculum/EYFS.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.

- Demonstrate good subject and curriculum knowledge.
- Demonstrate awareness and application of assessment for learning (AfL).

Qualifications and experience:

- A relevant SEN or Education Degree or a related subject.
- Whilst previous experience of working in an SEN/ASC environment would be desirable, excellent teaching skills and understanding of assessment in addition to personal qualities such as motivation and resilience are just as important.
- A clear love and passion for education.

Other competency requirements include:

Whole school organisation, strategy and development, Health, safety and discipline, Professional development, Communication, Working with colleagues and other relevant professionals and personal & professional conduct.

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please apply via our website - www.beamcountyschool.org

If you require further information, please send an email to: <u>hrandpersonnel@beam.bardaglea.org.uk</u>

Job description can be found on our website, or you can contact the School Office for an application pack. Completed application forms to be forwarded to hrend.com hrend. A school Office for an application pack. Completed application forms to be forwarded to hrend.com hrend. A school Office for an application pack. Completed application forms to be forwarded to hrend.com hrend. A school Office for an application pack. Completed application forms to be forwarded to hrend.com hrend. A school Office for an application pack. Completed application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application forms to be forwarded to hrend.com hrend. A school Office for an application form. A school Office for application for application form. A school Office for application for application fo

Closing date: Monday 30th September 2024 at 12pm

Beam County Primary School is an equal-opportunity employer. We welcome applicants from all backgrounds, cultures, and experiences. We are committed to safeguarding and promoting the welfare of young people. This post is exempt from the Rehabilitation of Offenders Act 1974. The school will undertake a comprehensive screening process for successful applicants.

Checks will include an enhanced disclosure from the Disclosure and Barring Service and checks on the individual's online activity.

School Business Manager

Location: Salary:	Grafton Primary School, Grafton Road, Dagenham, RM8 3EX P05, Spinal points 38-41.
Hours:	35 hours per week (Term Time plus 4 Weeks).
Contract:	Permanent
Start Date:	As soon as possible
Email:	vacancies@graftonprimary.co.uk
Closing Date:	Wednesday 25 th September at 9am
Interviews:	W/C Monday 30 th September 2024

The Governors are seeking to appoint an experienced School Business Manager. We are looking for a strong candidate who can efficiently and effectively lead on strategic financial management, premises management, Health and safety and extended school provision.

The successful candidate will be highly organised, motivated, and passionate about their role in leadership, in the operation and development of the school and supporting the Headteacher in their duty to ensure that the school meets its educational aims. They will have proven experience of working in high expectation organisations.

The successful candidate will have:

- a financial management background, ideally within a school/educational setting.
- highly effective interpersonal and communication skills.
- exceptional organisational and problem, solving skills, with an ability to work under pressure and prioritise accordingly.
- experience and ability to work with ICT based management and financial information systems such as RM Financial Management software and Arbor.
- experience of finance, including planning, forecasting, budget setting and management, overseeing preparation of accounts and statutory reporting.
- basic knowledge of safeguarding children and experience in a similar position.
- knowledge and/ or experience of Health and Safety as well as premises management.

We can offer you:

- An active and supportive Governing Body.
- Guaranteed continuous professional development.
- A school committed to consistent, sustained improvement.
- A friendly and supportive school community who value staff at all levels and invests in people
- Free 24/7 access to Employee Assistance Programme to help maintain a healthy work-life balance
- A dynamic working environment and helpful staff in our warm, outstanding school

If you would like to apply for this position, the Advert, Job Description, Person specification and Application Form can be downloaded from the Grafton Primary School website under Vacancies. We do not accept CV's.

Grafton Primary School / Vacancies

Kindly complete the application form and send to us at <u>vacancies@graftonprimary.co.uk</u>

Grafton Primary is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including an enhanced disclosure from the Disclosure & Barring Service undertaken on all applicants.

SEN Learning Support Assistant (Job share - one day per week)

Location:	Eastbury Primary School, Dawson Avenue, Barking, IG11 9QQ
Salary:	Scale 4, Point 7. £27,855 per annum FTE. (Actual salary £4,726).
Hours:	Fridays. 7 hours per week (term time only).
Required:	ASAP
Website:	www.eps.barking-dagenham.sch.uk
Email:	office@eps.barking-dagenham.sch.uk
Closing Date:	Monday 30 th September 2024

Eastbury Primary School is a four-form entry school in Barking and Dagenham. We are a fully inclusive school with our own Deaf ARP. Our school is set in a beautiful, modern building with a newly developed Forest School. We aim to provide a wonderful learning environment in which all children can thrive and succeed. Our children are polite, well mannered, enthusiastic learners who are supported by their parents and our local community.

You will be joining an already strong team of professionals to support our children's learning in a multi-ethnic, multi-language school.

The successful candidate will be required to support pupils within a classroom, in small groups or on a one-to-one basis. They will work alongside the class teacher and independently deliver interventions to enable to the children to make progress.

For this role you should:

- have a helpful, positive, calm and caring nature.
- be able to support pupils to achieve their potential.
- be able to demonstrate a willingness to be flexible and adaptable as part of a busy and committed support team across the whole school.
- have experience of working with pupils with a range of complex special educational needs

We would really value candidates from ethnic minorities in order to reflect the diversity within our school.

Application forms are available on the school website vacancy page. Please send completed forms to: <u>georgina.coates@eps.barking-dagenham.sch.uk</u>

Closing Date for applications: Monday 30th September 2024

The successful candidate will have due regard for safeguarding and promoting the welfare of children and young people as stipulated by the Child Protection Policy. Safer Recruitment procedures are in place and any appointment will be subject to statutory checks including a DBS.

School Nurse

Location: Salary:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT Scale 5
Contract:	Fixed term
Hours:	Full Time
Required:	October 2024
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Wednesday 18 th September at 09:00

To provide a clinically effective, high quality and professional nursing service to the school community, including emergency and in-patient assessment, treatment and care to pupils, and emergency and first aid care to anyone either working at or visiting the school.

School Information

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

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Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that "the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school's exceedingly high academic expectations and achieve very well".

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our "One in Christ" motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <u>http://allsaintsschool.co.uk/</u> to get a further insight into life at All Saints.

Promoting the Health, Safety and Wellbeing of Pupils and Staff

At all times the School Nurse will:

- Maintain awareness of and comply with the School's Health & Safety policy.
- Where appropriate, conduct and document risk assessments in his/her area of responsibility

- Work closely with other members of staff to facilitate excellent pastoral care, including close liaison with Heads of School and School Counsellor.
- Stay on top of Public Health matters and liaise with the School Executive
- Liaise with members of staff who are identified as clinically (extremely) vulnerable to Covid-19 and produce an individual risk assessment.
- Run INSET as appropriate and as agreed with the Deputy Head Pastoral.

Why work here?

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- Enthusiastic and aspiring pupils
- Interactive screens in each classroom
- Free use of the school gym and staff yoga
- Inner London Pay Scale
- Staff wellbeing lunches and an active school wellbeing team
- Hot meals provided for staff on open evenings and parent evenings
- Teaching and Learning forums for staff to examine different aspects of pedagogy
- A mentoring and coaching programme for staff

Job descriptions of our vacancies and application forms can be downloaded from our website <u>https://www.allsaintsschool.co.uk/</u>. You will find them under School Information - Vacancies.

Alternatively, you can email the school office at <u>office@allsaintsschool.co.uk</u> for more details or to book a visit of our school.

Head of Year

Location: Salary:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT Main Scale 1-6 or UPS depending on experience + TLR 1C (£13,544)
Contract:	Fixed term
Hours:	Full Time
Required:	January 2025
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Wednesday 18 th September at 09:00

We are looking for a dynamic, dedicated and capable Year Leader to join our successful secondary school. The successful candidate will have the opportunity to lead across key stages 3, 4 and 5.

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Purpose of the Year Leader Role:

- To support and uphold the Catholic ethos and values of the school.
- To positively contribute to fulfilling the mission of the school.
- To meet and maintain the professional teaching standards commensurate with their role.
- To work to raise expectations and standards within our community.
- To promote a positive image of the school.

- To develop a strategic direction for the year group.
- To take responsibility for the pastoral care and academic support for a year group.
- To lead and manage staff allocated to the Tutor team.

Job descriptions of our vacancies and application forms can be downloaded from our website <u>https://www.allsaintsschool.co.uk/</u>. You will find them under School Information - Vacancies.

Alternatively, you can email the school office at <u>office@allsaintsschool.co.uk</u> for more details or to book a visit of our school.

Assistant Head of Year (non-teaching)

Location:	Greatfields School, Net Street, Barking, IG11 7QG
Salary:	APT&C Scale 5 pro rata, £25,815 actual salary.
Contract:	Fixed term until August 2025
Required:	ASAP
Website:	www.greatfieldsschool.com
Closing Date:	Thursday 19 th September 2024
Interviews:	Tuesday 24 th September 2024

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 970 students across Years 7 to 12 and are excited to have opened our Sixth Form in September this year.

We are looking to recruit an Assistant Head of Year who shares our vision and ambitions for the young people of this community. You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students. Staff development is central to everything we do, and you will receive weekly coaching sessions, a personalised CPD programme which best fits your needs and clear pathways for progression.

Please click here to view a short video featuring our headteacher and staff.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role, please feel free to contact the school on the e-mail address below.

vacancies@greatfieldsschool.com www.greatfieldsschool.com

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Appointments are also subject to satisfactory references/medical clearance.

Admin Assistant

Location: Required:	Jo Richardson School, Castle Green, Gale St, Dagenham, RM9 4UN ASAP
Website:	www.jorichardson.org.uk
Closing date:	Wednesday 18 th September 2024 at 07:00
Interviews:	W/C Monday 23 rd September 2024

Please note that **only fully completed Jo Richardson School application forms** will be considered. Due to our safeguarding procedures, we do not accept CVs.

JRCS

This is a great opportunity to join a highly successful school as part of a friendly and very hard-working department. Established as a brand-new school in 2002, we moved into our award-winning £30 million accommodation in 2005. The school is located within easy reach of central London via the District Line and yet just minutes by car from the Essex countryside.

The school prides itself on providing both teaching and nonteaching staff with the most appropriate and effective support to ensure that their professional development needs are fully met and that there is a high level of challenge in the opportunities they are offered. Wednesday afternoons are devoted to CPD, and the school has a very strong record of developing staff; nearly a third of the Heads of Department and Heads of Year joined the school as NQTs, as did five members of the Senior Leadership Team. Please visit the "join us as a member of staff" page of our award-winning website to learn more about what makes JRCS such a special place to work. Staff wellbeing is important to us, we are a caring and supportive school. Staff turnover is low, and staff enjoy being part of our supportive and friendly community.

In 2022/23 JRCS achieved another set of excellent outcomes at both KS4 and KS5. 65% of our students achieved a level 4+ in both English and Maths and 47% achieved a level 5 pass in both English and Maths. Our progress 8 score is 0.26 which represents well above average progress. At KS5 our A*-C grade was 83%; with 51% achieving A*-B grades. Our vocational students achieved an average BTEC grade of Distinction*. Our Sixth Form continues to work in partnership with four other schools to deliver the highest quality post-16 education pathways for our students.

We pride ourselves on being a truly inclusive school and this is actively underpinned by our motto 'Success for All'. Academic rigour runs alongside a commitment to extra-curricular activities, and we offer our students a wide range of opportunities to pursue their studies both inside and outside the classroom. Our extensive range of extra-curricular activities, together with trips to Rome, Berlin, France, Borneo, the WWI trenches in Ypres, skiing in the USA, and our highly regarded Duke of Edinburgh programme, is second to none and ensures all students get the chance to extend their academic, social and cultural experiences outside of the classroom.

In May 2024, Ofsted graded the school as outstanding in every category!

"The work done by this school in supporting pupils to develop into successful young adults is exceptional."

"Behaviour in class is very positive. Pupils work collaboratively in lessons to get the most out of learning. The school is a calm and productive environment."

This is established through the development of highly positive professional relationships between staff and students that ensures a culture of high aspiration and respect. We are looking for staff who are committed to providing our students with the highest standards of teaching and pastoral care.

High quality induction, including a two-week ECT school-based immersion programme in July, is available to all staff at JRCS as part of our strong commitment to continuing professional development.

Please log onto our website <u>www.jorichardson.org.uk</u> for further details about the school, this post, a link to our recent Ofsted report and the application process itself. All applications should be made online by clicking the 'Apply Now' link. Please contact Margaret Stone or Vicky Garland on <u>recruitment@jorichardson.org.uk</u> if you wish to arrange a visit to the school.

Closing date: 7am on Wednesday 18th September 2024

Interviews: Week commencing 23rd September

Headteacher: Lisa Keane

Castle Green, Gale St, Dagenham, Essex, RM9 4UN

JRCS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.

Teacher of Psychology and Sociology

Location:	Dagenham Park Church of England School, School Road, Dagenham, RM10 9QH
Salary:	MPS (Suitable for ECTs and experienced teachers).
Hours:	Full Time
Contract:	Permanent
Closing Date:	Friday 27 th September 2024

We are looking to appoint an enthusiastic and outstanding teacher of Psychology and Sociology who is dedicated to improving the outcomes of pupils at Dagenham Park Church of England School. We are a truly inclusive school and are looking for an individual who will fully support our school ethos and values.

The successful candidate should be highly motivated and combine excellent organisational skills with the ability to inspire and motivate students at all levels. They should be a hardworking, creative and an exceptional classroom practitioner, committed to their own continued professional development.

The Social Sciences department has historically achieved excellent results in GCSE and A Level, and both the department and school are very supportive and well resourced. This is an exciting opportunity to join a well-established department and a friendly school community, with excellent provision for professional development, including a superb ECT programme.

Psychology and Sociology are popular subject choices at A Level and many students are interested in pursuing further studies in Social Sciences. The successful candidate will also teach Sociology at GCSE, which again is a popular choice. We follow AQA specifications for all subjects and the successful candidate will be required to prepare pupils for their terminal exams at A Level and GCSE.

Our lessons are one hour and the timetable for this role includes 48% A Level teaching (12 hours) and 24% GCSE teaching (6 hours) with a generous seven (28%) hours non-contact time.

The school, who achieved the **Ofsted rating 'Good'** in January 2020, is located within easy reach of central London via the District Line and is easily accessible via the A13. There is a high-quality induction and extensive in-house CPD program available to staff as part of our strong commitment to staff development. All staff have access to our modern and open café facilities and regular events organised by the school's Wellbeing Committee.

Closing date: 27th September, interviews will be held the following week.

An application pack can be obtained from Mrs. Natasha Trayler, email: <u>ntrayler@dagenhampark.org.uk</u>

Dagenham Park Church of England School is a diverse school and is dedicated to inclusive learning for all. As an equal opportunities' employer, we welcome applications from all sections of the community including persons with disabilities. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process including a Disclosure Check will be undertaken on all applicants.

Behaviour/ Learning Support Tutor

Location:	Dagenham Park Church of England School, School Road, Dagenham, RM10 9QH
Salary:	SO1
Hours:	35 hours per week, term time only.
Required:	September 2024
Closing Date:	Friday 27 th September 2024

We are looking for a suitably qualified person to join a team of people working in a school that is a truly inclusive, multi-cultural comprehensive.

The Behaviour/ Learning Support Tutor will work in a 1-2-1 and group setting supporting disengaged pupils who may have behaviour and/or learning difficulties. They will work to plan, deliver, and review small academic sessions aimed at pupils who may have gaps in knowledge due to behaviour and or learning difficulties. The ideal candidate is someone who has prior experience of working with young people, especially those experiencing multiple disadvantages. The aim of this role is to support young people to develop their self-confidence, self-efficacy, and independence, to enable them to reach their full potential. They will work with a team of school staff addressing the needs of students who may have behaviour and/or learning difficulties.

We are looking for individuals who are:

- Able to work as part of a team
- Can meet new challenges and welcome change
- Innovative and dedicated
- Extensive experience working with children/young adults
- Resilient

As an equal opportunity employer, we welcome applications from all sections of the community, including persons with disabilities.

Closing date: Friday 27th September 2024

An application pack can be obtained from Mrs. Natasha Trayler, email: <u>ntrayler@dagenhampark.org.uk</u>

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post with be subject to an enhanced DBS check and satisfactory medical and employment references.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Disclosure Check will be undertaken on all applicants.

Art Technician

Location: Salary:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT Scale 3 (Point 14-17)
Contract:	Fixed term
Hours:	Part Time
Required:	1 st November 2024 or sooner
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Tuesday 24 th September 2024 at 09:00

We wish to appoint an Art Technician to join our successful Art department from November 2024 or sooner. The successful candidate will by preparing materials, maintaining equipment, and providing technical assistance to both staff and students. This role involves managing the art studio, ensuring a safe and organized environment, and facilitating the smooth operation of art classes and projects.

Responsibilities:

To Implement the Aims and Objectives of the School Through:

- Upholding the Health & Safety regulations of the school.
- The realisation of whole school policies and the S.D.P., including Equal Opportunities.
- Leading and/or supporting collective acts of worship as required
- Maintaining and updating current subject specific knowledge.
- To assist in the running of the Art Department.

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Why work here?

- Ambitious CPD programme aimed to make the best possible teachers and supporting career development
- Enthusiastic and aspiring pupils
- Interactive screens in each classroom
- Free use of the school gym and staff yoga
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Job descriptions of our vacancies and application forms can be downloaded from our website <u>https://www.allsaintsschool.co.uk/</u>. You will find them under School Information - Vacancies.

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Science Technician

Location: Salary:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT Scale 3 (Point 5-6)
Contract:	Fixed term
Hours:	Full Time
Required:	21 st October 2024 or sooner
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Monday 23 rd September 2024 at 09:00

We wish to appoint a Science Technician to join our successful Science department from October 2024. The successful candidate will by preparing materials, maintaining equipment, and providing technical assistance to both staff and students.

Responsibilities of Science Technician:

Prepare laboratories for lessons, taking note of requests from Senior Science Technician and Science teaching staff in respect of:

- equipment (either for demonstrations or group work)
- consumables
- stationery, worksheets and textbooks
- Ensure that the laboratory is clean and safe for use at the start of each lesson.
- Assist as required in clearing up laboratory after every lesson/practical.
- Prepare orders of equipment, books, stationery and other consumables.
- Receive and check deliveries against orders.
- Assist with the annual stock take.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.

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Job descriptions of our vacancies and application forms can be downloaded from our website <u>https://www.allsaintsschool.co.uk/</u>. You will find them under School Information - Vacancies.

Alternatively, you can email the school office at <u>office@allsaintsschool.co.uk</u> for more details or to book a visit of our school.

Temporary Food Service Assistant

Location: Salary:	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU Scale 2 - £14.37 per hour. Exact salary - £6,201 - £6,294 per annum
Hours:	10 hours per week term time only (hours of work – 12noon to 2pm –
	but may be subject to change)
Contract:	Temporary
Required:	ASAP
Website:	www.robertclack.co.uk
Email:	CZiregbe@robertclack.co.uk
Closing Date:	Monday 23 rd September 2024 at 08:00
Interviews:	TBC

We wish to appoint at one Food Service Assistant to work in the school kitchen/s and support the provision of a high-quality food service at Robert Clack School. Although this role may be based at one school site, it is not site specific, and you may be asked to work at any of the three school sites.

The successful candidate will be required to assist with services, which will include food preparation, cooking, preparation and cleaning of the kitchen and dining room areas, pot and dishwashing and food service to the pupils and staff. You should be aware that this role includes manual handling/lifting. You are required to possess the following skills and experience:

- Excellent communication skills in order to respond to the needs of pupils, colleagues and visitors.
- Experience of working in a kitchen environment and using kitchen appliances in a school.
- Ability to follow school policies, procedures and instructions.
- Work methodically, with attention to detail.
- Able to resolve routine issues in the preparation and service of food.
- Patience and a calm manner.

APPLICATION CLOSING DATE: 8am on Monday 23rd September 2024 **INTERVIEWS TO BE HELD:** TBC

To view the job description, person Specification and download an application form, please go to <u>www.robertclack.co.uk</u> and click on vacancies and then non-teaching vacancies, to access the necessary documents.

Please submit completed applications by e-mail to: <u>cziregbe@robertclack.co.uk</u> by the closing date.

CV's will only be accepted if accompanied by an application form.

Previous applicants need not apply.

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Primary Teaching Assistant

Location: Hours:	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW 35 hours per week, term time only.
Contract:	One-year fixed term in the first instance.
Salary:	APT and C Scale 4, £23,634 - £24,724 (actual salary).
Start Date:	October 2024
Website:	www.eastbury.bardaglea.org.uk
Email:	kdunnell@eastbury.bardaglea.org.uk
Closing Date:	Friday 27 th September 2024
Interviews:	Friday 11 th October 2024

About Our School:

This is an excellent opportunity for a committed and innovative individual to join a successful, forward thinking and inclusive 3-19 all through school. We are at the heart of an ethnically diverse community in East London, an area undergoing significant regeneration and building affordable homes. We are a successful school, where academic outcomes and character development are at the heart of everything we do. We believe our students can achieve and give them the opportunities to realise their potential. Our children perform significantly above National Average in all Key Stages and make accelerated progress throughout their time in the school. We foster a collaborative culture where talented individuals are empowered to produce their best work in a purpose-built accommodation.

Find out more about a career at ECS here: <u>Join Our Community</u>

About The Role:

We are seeking to appoint enthusiastic Teaching assistant who:

- Holds NVQ Level 3 in Childcare and Education or equivalent by qualification and experience.
- Are good communicators with a real ability to nurture, inspire and motivate young pupils.
- Have experience of working with younger age Primary pupils and/or supporting Early Years pupils (Teaching Assistant/Play Worker).
- Are enthusiastic and friendly professionals who would like to work as part of a team.
- Are flexible, hardworking and have a passion to make a difference in the lives of our young learners.
- Working with all children including children with SEND needs.

ECS celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives, whatever your background or history please apply.

In return we can offer:

• A pupil centred, progress focused ethos.

- A welcoming and supportive community.
- The opportunity to work with a passionate, hardworking and supportive staff.
- A commitment to develop your skills through continued professional development.
- A supportive and committed Leadership Team and Governing Body.
- A cohort of pupils with high aspirations and a willingness to learn.
- A school which understands the importance of staff well-being and workload management.

"Pupils value the opportunities that they have to work with leaders to further improve the school, for example through the school council. Older pupils, and students in the sixth form, help pupils in the primary phase with their reading. Pupils benefit from a range of extra-curricular clubs, both at lunchtime and after school." (Ofsted March 2024)

Please click here to find out more information about what it is like to work at ECS:

https://www.eastbury.bardaglea.org.uk/

The school is located less than 10 minutes' walk from Upney tube and 15 minutes from Barking mainline station.

How To Apply:

For full details of the post and an application form, please visit the school website <u>www.eastbury.bardaglea.org.uk</u> and return the application form to the Headteacher's PA, Karen Dunnell <u>kdunnell@eastbury.bardaglea.org.uk</u>. The closing date for applications is Friday 27th September 2024 and interviews will be held on Friday 11th October 2024.

ECS is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

LSC Student Support Officer

Location:	Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT
Salary:	APT and C Scale 5
Hours:	35 hours per week, term time only.
Website:	www.sydneyrussellschool.com
Email:	office@sydneyrussellschool.com
Closing Date:	Thursday 26 th September 2024
Interviews:	W/C 30 th September 2024

PURPOSE OF JOB:

As part of the wider pastoral and inclusion team, the role will involve working in our Learning Support Centre (LSC) to ensure it runs effectively day-to-day. The LSC is our hub where students can access support. You will work closely with the LSC Manager to ensure students are supported and any issues raised are dealt with promptly.

MAIN ACTIVITIES:

- Support the LSC Manager in ensuring the effective day-to-day running of the LSC
- Support Heads of Year with investigations into incidents. This will include gathering evidence from a variety of sources such as statements from students and checking CCTV.
- Facilitate mediations between students where appropriate
- Ensure students who come to the LSC are dealt with in a timely manner to maximise learning time
- Ensure there is sufficient and appropriate work made available to students during any time out of lessons including suspension and respite.
- Identify any students who may need additional support. Liaise closely with safeguarding/SEND/ wellbeing teams where appropriate.
- Make phone calls home for students who need to call home during the school day
- Completion of administrative tasks to support the wider running of the pastoral system such as phone calls home to arrange meetings, completion of the LSC register, distribution of back to lessons slips etc.
- Run lost property for the school
- You will be given First Aid training and cover in First Aid for breaks and absences
- You will be given training to support students experiencing bereavement
- To monitor the welfare of all vulnerable students, alerting Heads of Year and other relevant staff of concerns
- Facilitate students to be in correct uniform by ensuring uniform issues are addressed and where appropriate students are given plimsoles or spare uniform.

- Overseeing detentions for students. This will normally be after school but could also be at break time.
- Supervision of students during break times. This will involve duties outside of the LSC.
- Working as part of our wider pastoral support network
- Update parents where there are ongoing issues or concerns raised.
- Support the Attendance Team by making home visits
- Occasionally you may be required to cover a lesson when there are no other staff available.
- Undertaking any other responsibilities which may be reasonably directed by Senior Leaders

We expect our LSC Student Support Officer to:

- Always expect the highest standards from students.
- Make it clear to students what is expected from them.
- Praise students when they do the 'right' thing.
- Avoid personalising individual behaviour problems be hard on the incidents but caring towards the student
- Remain professional at all times, maintain composure and be prepared to able to reset relationships after an incident.
- Always make your Line Manager aware of any problems that may escalate into an incident, giving them the opportunity to defuse the situation.

To apply please complete the online application form and email to:

recruitment@sydneyrussellschool.com.