

11th October 2024

SCHOOL VACANCY BULLETIN

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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 2024 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 highly recommended.

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 <https://thamesviewinfants.org/about-us/about-tvi/vacancies/>.

Return both electronically to Kelly.Ager@thamesviewinfants.org (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.

Midday Assistant

Location: Furze Infant School, Bennett Road, Romford, RM6 6ES
Salary: Scale 1B (£14.37).
Hours: Term Time Only.
Required: November 2024
Email: office@furzeinfants.co.uk
Closing Date: 1st December 2024

Furze Infant School are looking to appoint a Midday Assistant who are able to work in line with our school values and ethos. We wish to employ Relief Midday Assistants who are energetic, flexible, thorough and happy and is able to work with our children and entire school community. Relief Midday Assistants care for pupils' health, safety and welfare in the dining room, on the playground and through the school during the lunchtime period, as well as other related duties. This role is as and when required and not a permanent role.

The successful applicants will need basic knowledge of Safeguarding Children and experience in a similar position. Other requirements include:

- Experience of working with children preferably in a school environment.
- An ability to communicate effectively.
- Able to work on own initiative whilst complying with strict policy guidelines and procedures.
- Ability to work as part of a team.
- Motivated and keen to act upon advice.
- A calm and positive manner and will assist in promoting excellent behaviour.
- A First Aid qualification is desirable although training will be given if required.

The appointment is subject to a successful enhanced DBS and completion of a disqualification by association form, medical check, two reference and other relevant background checks.

In return the successful candidate will:

Be a member of a strong and dynamic team of professionals
Work within an organisation that has high aspirations for its pupils and staff

Interview: to be confirmed

For an application form please email us at office@furzeinfants.co.uk for a recruitment pack.

Furze Infant School is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment.

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. Applicants will be required to complete a 'Disqualification by Association' Applicant Declaration as part of the safeguarding procedure. This post is exempt from the Rehabilitation of Offenders Act 1974.

Administrative Assistant

Location: Thames View Infants, Bastable Avenue, Barking, IG11 0LG
Hours: 08:30-15:30 (with 2x30min breaks) - 30 hours/week, term-time only.
Contract: Fixed Term Contract Initially (until 31st December 2025)
Salary: Scale 4, £20,258.
Website: www.ThamesViewInfants.org
Closing Date: 31st October 2024

Are you a team player with an enthusiastic adaptable approach, proactive with a will do attitude, a good communicator committed to exceeding customer expectations and able to demonstrate where you have helped to deliver first class customer service?... Then we want to hear from you.

Our amazing Office Team are the backbone of our School, attuned to its vision and ethos, at the centre of its smooth and effective running. Directors are looking for a talented Administrative Officer, with a strong “front of house” persona, offering a corporate or hotel receptionist-style service, undertaking essential and important administrative roles, in our vibrant, friendly and busy School Office.

About You:

TVI Learning is looking for a warm and welcoming person to join our happy and self-motivated team. You are dedicated to providing exceptional care while demonstrating great pride and attention to detail in your work. You love a vibrant and dynamic environment and being the key person who elevates visitors’ experiences and gets important jobs done. You put people at the heart of every decision you make. You have a distinctive, warm and ‘can do’ personality that makes all our customers feel at home.

About the Role:

The role is an integral part of the School Office Team. Acting as an ambassador for the “first and last” impression of the school, this high-profile position carries a unique responsibility to showcase our values and ethos. Part of your role will be to “join-up” information, triaging and co-ordinating Families, Visitors, Guests, School and other Professionals throughout the day. They will answer calls politely, quickly and efficiently in the school’s distinct house-style. They will meet and greet customers and professionals. They will always keep the reception area clean and tidy and provide valuable administrative support to the Office Team, undertaking important financial, organisational and administrative functions.

The Person:

Ability to communicate at all levels, including forming positive, nurturing relationships with children. An efficient and friendly manner with a polite telephone voice. Reliable and punctual. Good organisation, customer service & interpersonal skills. Previous proven reception and office experience. An ability to multi-task and receive feed-back in a busy work environment.

Preferred Qualifications and skills:

Previous experience as a receptionist in a hotel or corporate setting would be desirable. Candidates must have excellent personal presentation and interpersonal skills. Have strong organisation and time management skills with a high degree of flexibility. Must have a good

level of written and spoken English, and a welcoming but assertive and confident manner. Good working knowledge of Microsoft Office is essential.

Benefits as a Company:

We pride ourselves on our close-knit relationships, staff development and wellbeing. You will be supported by inspiring leadership with opportunities to learn new skills and personal development. Excellent training and development opportunities. An opportunity to work within an Outstanding Academy and a growing Multi Academy Trust. A diverse and vibrant demographic, with a team of aspiring professionals, representing a rich ethnic blend. A career opportunity within an up-and-coming locality, with recent regeneration initiatives and good transport links to central London. This is a new role for us, and we offer you a place where you can grow, develop personal excellence and continue nurturing your love for forward-facing customer engagement. This term-time only post benefits from a generous holiday provision, of approximately 13 weeks a year. If you are Front of House Receptionist who shares the same values and passions, come and join us.

Prior visits are most welcome and highly recommended. Our website contains good advice about applying for employment at TVI Learning. We strongly recommend that you read the **Being Successful in your Application** section on our website.

Closing date: Noon 31st October 2024.

Please note, due to the expected high response to this vacancy, 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 <https://thamesviewinfants.org/about-us/about-tvi/vacancies/> at any time. Return both electronically to Kelly.Ager@thamesviewinfants.org (including "Admin Officer" in the subject line). CVs will not be considered. Only new applicants need apply. **We strongly recommend that all serious candidates make an appointment to visit the school in session prior to submitting their application form.**

Thames View Infants was judged as "Outstanding" by Ofsted in June 2024 for the third successive time and is also a National Support School/National leader in Education. Remaining committed to working within the local family of schools and locally agreed HR policies, Thames View Infants is part of the TVI Learning Multi Academy Trust. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

Attendance and Admissions Officer

Location:	Furze Infant School, Bennett Road, Romford, RM6 6ES
Salary:	Scale 5.
Contract:	Permanent
Hours:	35 hours per week (Full Time) Term Time Only.
Required:	ASAP
Email:	office@furzeinfants.co.uk
Closing Date:	25 th October 2024
Interviews:	W/C 4 th November 2024

The Governors are seeking to appoint an experienced Attendance and Admissions Officer. We are looking for a strong candidate who can provide excellent quality in all aspects of school administration, especially attendance, admissions and office administration.

The successful candidate will be highly organised, motivated, and passionate about Attendance and Admissions administration and with proven experience of working in high expectation organisations.

The successful candidate will have:

- Be passionate about promoting attendance at school.
- Be able to work as part of the Attendance team.
- Have strong organisational skills to maintain accurate and appropriate attendance records.
- Be pro-active with the implementation of agreed strategies to deal with poor attendance.
- highly effective interpersonal and communication skills.
- exceptional organisational and problem, solving skills, with an ability to work under pressure and prioritise accordingly.
- the ability to work as a team.
- experience and ability to work with ICT based management software and Integris.
- basic knowledge of safeguarding children and experience in a similar position.

We can offer you:

- An active and supportive Governing Body.
- Guaranteed continuous professional development.
- A school committed to consistent, sustained improvement.

Closing Date: W/E 25 October 2024
Interviews: W/B 4 November 2024

If you require an application pack or information, please email office@furzeinfants.co.uk

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. Applicants will be required to complete a 'Disqualification by Association' Applicant Declaration as part of the safeguarding procedure.

Midday Assistant

Location: Warren Junior School, Gordon Road, Romford, RM6 6DA
Salary: Scale 1B.
Hours: 12:00 to 13:15, Term Time Only.
Required: As soon as possible.
Email: Office@warrenjunior.co.uk
Closing Date: 1st December 2024
Interviews: To be confirmed.

We currently have vacancies in our Mid-Day team for relief staff. The hours are between 12.00 noon to 1.15 pm Monday to Friday.

Duties will include:

- Supervising children in the playground
- Assisting with clearing tables and cleaning the dining hall
- please see the job description/ person specification for further details

To apply please contact the School Office by telephone on 0208 270 4680 or request a pack from the email below:

Office@warrenjunior.co.uk

Closing Date: 1st December 2024

Interviews: To be confirmed

To start: As soon as possible

The appointment is subject to a successful enhanced DBS and completion of a disqualification by association form, medical check, two reference and other relevant background checks.

Our school is committed to safeguarding and promoting the welfare of Children and young people and expects all staff and volunteers to share this commitment.

An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants will be required to complete a 'Disqualification by Association' Applicant Declaration as part of the safeguarding procedure.

Administration Assistant

Location:	Becontree Primary School, Stevens Road, Dagenham, RM8 2QR
Salary:	Scale 4 (£10,129 p.a. - £10,809 p.a. – depending on experience).
Hours:	Afternoons. 15 hours per week, term time only. (13:00 – 16:00).
Contract:	Fixed term (1 year)
Start:	Monday 6 th January 2025.
Website:	www.becontreeprimaryschool.com
Email:	becontreeinformation@becontreeprimaryschool.com
Closing Date:	Thursday 17 th October 2024 at Midday.
Interviews:	Thursday 24 th October 2024

Becontree is a two-form entry, friendly, inclusive primary school situated in the London Borough of Barking and Dagenham. We serve a diverse community, and we positively welcome applications from all sections of the community. We provide high quality education and care for children aged 3 to 11, with our school value of “Respecting One Another” being central to all aspects of our work.

The Governing Body is seeking to appoint a motivated and highly effective Administration Assistant to join our small, hardworking and supportive team.

We offer:

- A diverse, friendly and supportive community of staff and children.
- A dynamic, dedicated and hardworking team committed to school improvement.
- Well behaved and hardworking children who are keen to learn.
- Equal access to professional development opportunities for all staff.
- A leadership team committed to staff well-being and workload.

We pride ourselves on our high expectations and positive team ethos and welcome applications from passionate and hard-working staff who:

- are effective communicators.
- are strong team players who are committed to working in partnership with all members of our school community to raise standards.
- are highly effective and reflective practitioners, with experience of working in an office setting.
- love learning and demonstrate a commitment to their own professional development.

Visits to our school are actively encouraged. For an application form, visit arrangements and any further details, please contact Paula Thornton, Strategic Business Lead, via the school office using the contact details provided above.

Access to online training will be provided for the successful candidate prior to the start date.

Closing date:	Midday on Thursday 17 th October 2024
Shortlisting:	Friday 18 th October 2024
Interview date:	Thursday 24 th October 2024

We are committed to safeguarding and promoting the welfare of young people. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants. Checks will include an enhanced disclosure from the Disclosure and Barring Service and online media checks.

Midday Assistant/Playleader

Location: Manor Primary School, Sandringham Road, Barking, IG11 9AG
Contract: Fixed Term Contract
Hours: One hour per day. Time depends on year group.
Salary: Scale 1B.
Required: Depending on applicant, until July 2025
Email: office@manor-i.bardaglea.org.uk
Closing Date: Monday 14th October 2024 at 15:00

‘We provide all our children with a challenging, engaging and safe environment which promotes a lifelong love of learning’.

The governors would like to appoint a MIDDAY ASSISTANT/PLAYLEADER (fixed term contract (start date depending on applicant until 18th July) to work at Manor Primary School in Dagenham.

One hour per day. Time depends on year group.

Salary Scale 1B.

Duties will include:

- Collecting your class from the class teacher, ensuring correct numbers.
- Supervising the children collecting their lunches, ensuring they receive the correct food with regard to dietary requirements.
- Supervising and leading playground games.
- Supervising the group of children during wet lunchtimes, e.g. reading stories/poems, playing games etc. within the classroom.
- Ensuring appropriate social skills, i.e. table manners.
- Attending to minor first aid (cuts/grazes), referring to one of the school’s First Aiders for more serious accidents.
- Leading play and activities.

Previous experience of working with children in a school setting or child related organisation is desirable.

Application forms, job description and person specification are available from Miss Jones on 0208 724 1111 or email njones@manor-i.bardaglea.org.uk

Closing date Monday 14th October at 3.30pm. No emails will be accepted after this time. We do not accept CV’s. Only those applicants who have been shortlisted will be notified.

The school is committed to safeguarding and promoting the welfare of young children. We expect all members of staff to share this commitment. An enhanced DBS is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.

Reception Teacher

Location:	Beam County Primary School, Oval Rd North, Dagenham, RM10 9ED
Salary:	MPS 1.
Hours:	Full Time.
Required:	ASAP.
Email:	hbrandpersonnel@beam.bardaglea.org.uk
Closing Date:	Wednesday 16 th October 2024 at Midday
Interviews:	W/C Monday 14 th October, but most will be W/C 21 st October 2024

Are you ready for a new and meaningful challenge? Do you have a passion for supporting pupils to attain excellence? Then, look no further.

Beam County Primary School is seeking to appoint an enthusiastic Teacher with experience of teaching and working closely with children.

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 Teaching 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:

- Plan and teach well-structured lessons to assigned classes, following the school's plans, and curriculum design model.
- Assess, monitor, record and report on the learning needs, progress and achievement of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.

- Assesses and records student development, while identifying strengths and areas which need attention and improvement.
- Maintains order and discipline amongst students while promoting safety and compliance with school rules and guidelines.
- Providing feedback to parents and carers on a pupil's progress at parents' evenings and other Meetings.

Qualifications, Knowledge and Experience:

- Qualified teacher status.
- Degree in Education or related subject.
- Successful primary teaching experience.
- Knowledge of the National Curriculum.
- Knowledge of effective teaching and learning strategies.
- Ability to adapt teaching to meet pupils' needs.
- Ability to build effective working relationships with pupils.
- Knowledge of guidance and requirements around safeguarding children.
- Knowledge of effective behaviour management strategies.
- Good ICT skills, particularly using ICT to support learning.
- 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.

If you require further information, please call Beam County Primary School on 020 8270 4700 or by email to hbrandpersonnel@beam.bardaglea.org.uk

The Job description can be found on our website:

<https://www.beamcountyprimaryschool.org/our-school/job-vacancies/> or you can contact the School Office for an application pack. Completed application forms to be forwarded to hbrandpersonnel@beam.bardaglea.org.uk

Closing date: **Wednesday 16th October 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 per our adherence to Safer Recruitment.

Lunchtime Playleaders

Location: Valence Primary School, St George's Road, Dagenham, RM9 5AJ
Contract: Casual
Hours: Monday to Friday; for 1.25 hours a day, 6.25 hours per week.
43.13 weeks term-time only.
Salary: Scale 2, Point 3.
Website: www.valenceprimaryschool.com
Email: office@valenceprimaryschool.com
Closing Date: Wednesday 16th October 2024 at Midday.

This position is not a permanent full time or part time role; the role holder will be asked to work when a need arises during term time.

We are looking to recruit enthusiastic people to join our mid-day team. The successful candidates will work during the lunchtime period leading and promoting playground games and social activity.

You will need to be creative and able to work on your own initiative,

Experience with SEND required as you will also support children with additional needs.

Support Staff application forms can be downloaded online at www.valenceprimaryschool.com or collected from either school office. Applications made by C.V. or from agencies will not be accepted.

Your application should be forwarded to Janet Kenning or emailed to:

jkenning@valenceprimaryschool.com

Closing date for this post will be Wednesday 16th October 2024 at midday.
Interviews will follow for selected candidates.

References will be requested prior to interview.

Valence 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 a disclosure check and an online check, will be undertaken on all applications.

Headteacher

Location:	St Joseph's Catholic Primary School, Connor Road, Dagenham, Essex RM9 5UL
Required:	April 2025
Salary:	Inner London L17-23. £83,236 - £94,939.
Email:	office@st-jodag.bardaglea.org.uk
Website:	www.gsctrust.co.uk
Closing Date:	Friday 8 th November 2024.
Interviews:	Tuesday 26 th November 2024.

Are you looking for an exciting opportunity to lead a thriving, Catholic school community?

St Joseph's Catholic Primary school is a successful, friendly and welcoming Catholic school in Dagenham and is central to the Parish and local community. The Good Shepherd Catholic Trust and the Governors of St Joseph's invite applications from experienced, enthusiastic and suitably-qualified, practising Catholic leaders to join our Trust and lead St Joseph's in the day-to-day leadership and management of the school to build on our many successes.

We want our Headteacher to:

- Have a clear vision and strong commitment to Catholic education.
- Have a passion for education and making a difference to children's lives.
- Be an excellent communicator with a strong commitment to working in partnership with the community.
- Have an ability to support, challenge and inspire the children, encouraging them to achieve the best they can through the promotion of outstanding teaching and learning.
- Use resources, intellect, creativity and innovation to be successful.
- Have a positive and optimistic approach; be proactive and confident.
- Be passionately committed to safeguarding and the welfare and wellbeing of children and staff.

We can offer you:

- A supportive, welcoming and caring ethos based on the values of the Catholic faith.
- The opportunity to work with delightful children and a team of talented and conscientious staff committed to working together to provide the best education and support for our pupils.
- An enthusiastic and caring Local Governing Committee and Trust.
- The benefits of extensive collaboration across our Trust schools and the wider Diocese of Brentwood, which can provide the successful applicant with opportunities for further professional development.
- Extensive support, including individual mentoring from an experienced Headteacher, particularly for aspiring Headteachers.
- The provision of some of the central functions so that you can focus on the quality of teaching and learning and school improvement.

Prospective candidates are warmly encouraged to visit our school. Please contact the school office on 0208 270 6480 or office@st-jodag.bardaglea.org.uk to arrange a visit.

For an Application Pack, please contact the Assistant Business Manager, Sarah George; SGeorge@st-jodag.bardaglea.org.uk

Full details of the post and an application form are also available on the school's website stjosephsdagenham.co.uk and the details of the post can be found on the GSCT website www.gsctrust.co.uk. Completed applications should be sent to SGeorge@st-jodag.bardaglea.org.uk

Closing Date: Friday 8th November 2024
Shortlisting: Friday 15th November 2024
Formal Interviews: Tuesday 26th November 2024

Please note that we only accept completed CES application forms and do not accept CVs or applications from agencies. Only shortlisted candidates will be contacted.

*The Good Shepherd Catholic Trust is **committed to safeguarding and promoting the welfare of children**, young people and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought, and the successful candidate will be required to complete a Disclosure and Barring Service Check.*

This is a reserved post and is open to practising Catholics only, please review the document produced by the Diocese of Brentwood "Definition of a Practising Catholic for Reserved Posts" for further information.

Teacher

Location:	Godwin Primary School, Finnymore Road, Dagenham, RM9 6JH
Salary:	Main Scale + Inner London Weighting allowance.
Required:	January 2025
Email:	office@godwin.bardaglea.org.uk
Closing Date:	Friday 18 th October 2024 at 09:00
Interviews:	Expected to be held Tuesday 22 nd October 2024

Godwin is a happy and successful multi-cultural school located between Dagenham Heathway and Becontree tube stations,

We are looking for an ambitious, experienced teacher who:

- Will contribute to and promote the strong, positive ethos of our school
- Has high expectations of achievement and behaviour and is determined that all children will achieve
- Is a real team-player
- Has excellent communication and interpersonal skills
- Has a proven track record of high-quality teaching
- Has excellent organisational skills
- Is reflective and committed to becoming an excellent teacher
- Has initiative, energy, creativity and a sense of humour

We would love to be able to show you around our school - visits are warmly welcomed and encouraged and can be arranged by telephoning the school office.

Application forms are available from Ellie Merritt (SBM) on 020 8270 4150 or by email office@godwin.bardaglea.org.uk.

Completed applications should be returned to the Headteacher, Julie Phillips, at the school by 9:00am on the closing date of **Friday 18th October 2024**. Interviews are expected to be held on Tuesday 22nd October.

As a school we are committed to the safeguarding and welfare of our children and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a check by the Disclosure and Barring Service (DBS) at enhanced level, will be undertaken on all applicants.

Applicants should be aware that, in keeping with the expectations of KCSIE, online searches will be completed on any candidates invited to interview.

Class Teacher

Location:	Northbury Primary School, Northbury Close, Barking, IG11 8JA
Salary:	Inner London Main Pay Range (suitable for ECTs).
Hours:	Full Time.
Required:	As Soon As Possible.
Email:	office@northbury.bardaglea.org.uk .
Closing Date:	Monday 21 st October 2024 at Midday
Interviews:	Thursday 24 th October 2024

Do you want to be part of a committed team of practitioners, who strive for excellence in all areas? Then come and join us at Northbury Primary School. We are a good school (Inspection February 2022) and are seeking to appoint an energetic and highly motivated class teacher.

The successful candidates will have the vision, creativity and experience to join our school community. They will continue to develop a culture of constant improvement and be committed to the highest achievement for all pupils in all areas of the school's work.

We offer:

- A diverse and welcoming, fully inclusive school community.
- Well behaved and hard-working children who are keen to learn.
- An investment in your professional development,
- Dynamic, dedicated and committed staff who work well together as a cohesive, supportive team.

We are looking to appoint teachers who:

- Are passionate about ensuring all pupils achieve their full potential.
- Care deeply about providing a rich curriculum and learning experiences.
- Are able to demonstrate outstanding teaching and have an excellent record of practice with children with SEND.
- Are committed to high standards and achieving strong pupil outcomes at Northbury Primary and within the wider community.
- Develop effective relationships with parents, carers and the community.
- Are highly organised, flexible, have excellent communication skills and have the ability to motivate and support colleagues.

Applications can be made via the link below:

<https://northbury-primary-school.secure-primariesite.net/vacancies/>

Completed applications to be returned to:

mbuchanan@northbury.bardaglea.org.uk

Application Deadline:	Monday 21 st October 2024 at 12pm
Interviews:	Thursday 24 th October 2024

Visits to the school are actively encouraged. Please contact Melanie Buchanan to arrange a visit, or by email to mbuchanan@northbury.bardaglea.org.uk.

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

Learning Support Assistant

Location: Northbury Primary School, Northbury Close, Barking, IG11 8JA
Salary: Scale 4 (pro rata).
Hours: 08:30 to 15:30 Mon to Fri (term time only) with 30 minutes lunch.
Required: November 2024.
Contract: 1 year initially, with the possibility of an extension.
Email: office@northbury.bardaglea.org.uk.
Closing Date: Friday 18th October 2024 at Midday
Interviews: W/C Monday 21st October 2024

Do you want to be part of a committed team of practitioners, who strive for excellence in all areas? Then come and join us at Northbury Primary School as a Learning Support Assistant. The successful applicant will support a class as well as being required to take small intervention groups and working one to one with individual pupils.

We offer:

- A diverse, friendly and supportive community of staff and children.
- A dynamic, dedicated and hardworking team committed to school improvement
- Well behaved and hardworking children who are keen to learn
- A school committed to professional development and equality for all staff with a high level of induction and training for new staff members.

The person we wish to appoint will:

- Have a very good standard of literacy and numeracy (GCSE English and Maths).
- Have NVQ2 for Teaching Assistants (or equivalent) or be willing to work towards the qualification.
- Have successful previous experience of working with primary aged children.
- Have clear knowledge and understanding of the principles of child development and learning processes.
- Have the ability to relate well to children and adults.
- Be able to work as part of a team, take initiative and work without close direction or supervision.
- Be patient, adaptable, willing to listen and have a good sense of humour.

Applications can be made via the link below:

<https://northbury-primary-school.secure-primariesite.net/vacancies/>

Completed applications to be returned to:

mbuchanan@northbury.bardaglea.org.uk

Application Deadline: Friday 18th October 2024 at 12pm
Interviews: Week Beginning Monday 21st October 2024

Visits to the school are actively encouraged. Please contact Melanie Buchanan to arrange a visit, or by email to office@northbury.bardaglea.org.uk.

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

Experienced SENCo

Location:	Grafton Primary School, Grafton Road, Dagenham, RM8 3EX
Salary:	Main Scale/UPS (Inner London Allowance). Plus, TLR payment and SEND Allowance.
Hours:	Full Time.
Required:	January 2024 or earlier.
Contract:	Permanent.
Website:	www.graftonprimary.co.uk
Email:	vacancies@graftonprimary.co.uk
Closing Date:	Monday 21 st October 2024 at Midday
Interviews:	W/C Monday 21 st October 2024

The Head Teacher and Governors are seeking to appoint an experienced SENCo to join the current Inclusion team, to secure high standards of learning, progress and behaviour for pupils with SEND. Grafton Primary School is a large, highly oversubscribed, 4 form entry school, with a nursery, a 12 place ARP for children with autism as well as two other internal SEND provisions also for Autism. We are an 'Outstanding' school (OFSTED 2019) with a long-standing reputation for being fully inclusive. We are highly praised for our commitment to providing high quality education for all children, including those with additional needs. Grafton Primary is a diverse and multicultural school which is proud to be an integral part of the local community.

We are seeking to appoint an experienced, enthusiastic and highly motivated SENCo to join our well established and supportive team.

The successful candidate must:

- Have the National Accreditation for SENCos
- Have experience in supporting pupils with additional needs
- Have an up-to-date knowledge of the SEN Code of Practice
- Work with the Inclusion Lead and Inclusion team to develop the implementation of an inclusive curriculum
- Complete observations, assessments and liaise with class teachers to encourage early identification of need
- To lead and contribute to meetings with parents, teachers and external agencies.
- Be organised and able to keep detailed records
- Be able to work within a team
- Be a good communicator with excellent organisational and interpersonal skills
- Have high expectations for achievement and behaviour

We can offer:

- A friendly and supportive staff community
- A fulltime SEND Administrator to support with Admin
- Dedicated and hardworking team committed to improvement
- Excellent opportunities for CPD and a pleasant working environment.
- Well behaved and hardworking pupils
- A supportive Senior Leadership Team and Governing Body
- A salary which includes London weighting

- Free 24/7 access to an Employee Assistance Programme to help maintain a healthy work-life balance

Application forms and further details are available from the school website www.graftonprimary.co.uk or alternatively contact vacancies@graftonprimary.co.uk

Visits to the school are encouraged and warmly welcomed. Please telephone the office on 0203 727 5171 to arrange your tour.

Headteacher Junaida Bana

Closing date for applications: Monday 21st October at midday

Interviews: WC 21st October 2024

Grafton Primary is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to provide an enhanced DBS check.

School Business Manager

Location:	Grafton Primary School, Grafton Road, Dagenham, RM8 3EX
Salary:	£54,129 to £58,248 FTE.
Hours:	Full Time, 35 hours per week, term time plus 4 weeks.
Required:	As soon as possible.
Contract:	Permanent.
Website:	www.graftonprimary.co.uk
Email:	vacancies@graftonprimary.co.uk
Closing Date:	Monday 4 th November 2024 at 09:00
Interviews:	W/C Monday 4 th November 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 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 vacancies@graftonprimary.co.uk

***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.***

Head of Music

Location:	Barking Abbey School, Longbridge Road, Barking, IG11 8UF
Salary:	MPS/UPS + TLR 2A
Hours:	Full Time
Contract:	Permanent
Required:	January 2025
Closing Date:	Thursday 17 th October 2024
Interviews:	W/C 21 st October 2024

Would you like to work with talented committed students?

Would you like a supportive SLT that values music?

Are you interested in having specialist rooms, facilities and equipment?

We are looking for a fantastic Head of Music to take over our brilliant department. Every child does music in every year at KS3 and we have multiple KS4 classes. Our extra-curricular music has grown dramatically with daily clubs, peripatetic lessons and at least 3 productions per year. The department is well supported, well-resourced and has benefited from substantial investment over the past years. We even have a Harp.

For us music is the heart of the school and so this role is a very special one requiring the very best leader for our pupils. If you think this could be you, please contact the school for a visit and then apply. This role has arisen due to the relocation of our existing Head of Music.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

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

Barking Abbey 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 offer:

- A supportive and encouraging staff team.
- The opportunity to access a wide range of CPD opportunities within and beyond school.
- A school which understands the importance of staff well-being and workload management.
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems.

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states: "This is a large and diverse school where difference is valued. Pupils, and

students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey: <https://www.barkingabbeysschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: info@bdsip.co.uk

Please apply via TES: [Head of Music, Barking and Dagenham - Tes Jobs](#)

Barking Abbey 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.

Teacher of Science

Location: Jo Richardson School, Castle Green, Gale St, Dagenham, RM9 4UN
Required: ASAP
Website: www.jorichardson.org.uk
Email: recruitment@jorichardson.org.uk
Closing date: Midnight on Sunday 3rd November 2024
Interviews: To be confirmed

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 an **outstanding** secondary school as part of a friendly and 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 non-teaching staff with effective support to ensure that the professional development needs of all staff 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. JRCS is 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 2023/24 JRCS achieved another set of excellent outcomes at both KS4 and KS5. 67% of our students achieved a level 4+ in both English and Maths and 50% achieved a level 5 pass in both English and Maths. At KS5 our A*-C grade was 86%; with 58% achieving A*-B grades. 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 character education and extra-curricular activities. Our extensive range of extra-curricular activities, together with our educational trips 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.

Science at JRCS

Science is a thriving department at JRCS and those appointed will be joining a very effective team in first-class accommodation. We have outstanding facilities – each lab has a computer, projector and a visualiser and is fully equipped with science practical apparatus. Our experienced and dedicated technicians ensure that equipment is available and ready for all lessons. The successful candidate will have the opportunity to teach KS3 to KS4 students in Science, Biology, Chemistry and/or Physics with the potential to teach their specialist subject at KS5. We have many experienced PGCE and ECT mentors so this post will be suitable for either an experienced teacher or an ECT.

In KS3 we have developed our own course based on and going beyond the national curriculum which was referenced in the school's most recent Ofsted report. In KS4 we offer GCSE Combined Science and the separate sciences of Biology, Chemistry and Physics. In KS5 we offer A Levels in Biology, Chemistry and Physics.

This is a fantastic opportunity for an enthusiastic colleague to join our vibrant and successful department.

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 www.jorichardson.org.uk 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 recruitment@jorichardson.org.uk if you wish to arrange a visit to the school.

Closing date: Midnight on Sunday 3rd November 2024

Interviews: To be confirmed

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.

Admin Assistant

Location: Jo Richardson School, Castle Green, Gale St, Dagenham, RM9 4UN
Required: ASAP
Website: www.jorichardson.org.uk
Email: recruitment@jorichardson.org.uk
Closing date: Monday 4th November 2024 at 07:00
Interviews: W/C Monday 11th November 2024

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Closing date: 7am, Monday 4th November 2024

Interviews: W/c Monday 11th November 2024

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.

Finance Assistant

Location: Jo Richardson School, Castle Green, Gale St, Dagenham, RM9 4UN
Required: ASAP
Website: www.jorichardson.org.uk
Email: recruitment@jorichardson.org.uk
Closing date: Monday 14th October 2024 at 07:00
Interviews: Monday 21st October 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.

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Closing date: 7am on Monday 14th October 2024

Interviews: Monday 21st October 2024

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.

Teaching Assistant/s (Secondary)

Location:	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
Salary:	Scale 4 – actual salary range £18,907 - £19,778 per annum).
Hours:	28 hours per week (Monday-Friday, 08:45 – 15:05), term-time.
Contract:	Permanent.
Required:	As soon as possible.
Email:	cziregbe@robertclack.co.uk
Closing Date:	Monday 14 th October 2024 at 08:00

Due to the ongoing expansion of the school, we are seeking to appoint two Teaching Assistants to join our SEND team (Secondary). Robert Clack School is split across three sites and is soon to become one of the largest schools in the UK.

Working as part of a team with teachers and the SEND department, the successful applicants will provide classroom support for pupils with Educational Health Care Plans (EHCPs) and to those with social, emotional and mental health challenges (SEMH). They will be required to assist pupils who have barriers to learning using school-based intervention strategies and resources, and help them develop their literacy, numeracy, speech and language skills. In addition, they will encourage pupils to have positive interactions with their peers and staff, whilst becoming independent learners.

The successful candidates will be required to have the following skills and experience:

- Relevant experience of working with children with SEND.
- Good levels of literacy and numeracy (minimum grade C/4 at GCSE English and Mathematics, or equivalent).
- Good standard of verbal and written communication skills when dealing with pupils, parents, colleagues and visitors.
- Good behaviour management skills.
- Flexibility, patience and a calm demeanour.
- Able to work effectively and professionally as part of a team.
- Able to follow instructions and adhere to all school policies.
- An appreciation and understanding of a school at the heart of the community.

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 one of these posts, please refer to the job description, person specification and download the application form through our school website. Please submit your completed application form to: cziregbe@robertclack.co.uk

CVs ONLY WILL NOT BE ACCEPTED. They will only be accepted if accompanied by a completed 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 and an enhanced Disclosure and Barring Service check.

Mathematics Teacher

Location:	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
Salary:	Main Pay Scale/Upper Pay Scale (Inner London).
Required:	January 2025.
Email:	<u>cziregbe@robertclack.co.uk</u>
Closing Date:	Monday 14 th October 2024 at 08:00
Interviews:	To be confirmed. Before October half-term.

As a result of our recent and continuing school expansion, we are looking for an enthusiastic and inspirational Teacher of Mathematics to join our growing team.

We provide pupils with access to the mathematics curriculum, which builds on what they already know, ensuring that learning is meaningful and relevant to their everyday lives. All pupils are taught to develop key skills in problem solving and using mathematical reasoning and techniques, which can be applied to real life issues. Our pupils study a mastery approach to learning in years 7 to 9, which gives them a chance to explore topics in more depth, while engaging in and enjoying Maths. We also deliver numeracy booster classes at KS3 and revision classes in preparation for exams at KS4 and KS5.

You must be passionate about teaching and promoting a lifelong enjoyment of Mathematics. You will be expected to collaborate with colleagues in the department in planning and delivering lessons across a range of ages and abilities. You must be committed to delivering high quality teaching and learning, while securing outstanding progress for all pupils. We will consider applications from both early career teachers and experienced teachers.

The right candidate for us will be someone who can demonstrate:

- Experience and knowledge of teaching Mathematics within a secondary school (ages 11-16).
- Excellent curriculum knowledge and how to sequence the skills and knowledge needed.
- A record of / commitment to outstanding teaching and securing high levels of pupil progress.
- Experience of or a commitment to wider school responsibilities.
- Exceptional interpersonal and organisational skills.
- Qualified Teacher Status.
- An appreciation and an understanding of a school at the heart of the community.

Robert Clack School of Science is one of the most successful schools in the UK and is soon to become one of the largest schools in the UK.

Reasons to join us:

Our Pupils: The exemplary behaviour of our pupils is always commented upon by visitors to our school. Our pastoral system is second to none, reinforcing the values and ethos of the school. Pupils understand the importance of mutual respect, compassion for others, discipline, hard work, high expectations, and aspirations.

Success: We are hugely oversubscribed with a large Sixth Form. Through our provision of a broad and balanced curriculum, and an extensive range of extra-curricular opportunities, our pupils achieve excellent academic, social and cultural outcomes, despite living in an area of significant disadvantage. At the end of Year 13, our pupils go on to top University destinations, including Oxford and Cambridge. Many have progressed to employment via apprenticeships or in a variety of industries.

Working Conditions: Our pupils need the best quality teachers in the classroom and we support our teachers through enhanced PPA time, minimal bureaucracy, supportive departments, pastoral teams and the leadership team.

Professional Advancement: We believe in training, developing and supporting teachers and support staff. Many of our teachers trained at Robert Clack; a number are former pupils of the school, including the Headteacher. We have a silver award for our CPD from the Teacher's Development Trust, Investors in People Bronze award and the one time that we entered the Sunday Times Best Public Sector Company we were ranked first for Leadership, My Company and Personal Growth. If you are ambitious, motivated and above all an excellent teacher, there are plenty of opportunities for you to develop at Robert Clack School.

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 position please refer to the Job Description, Person Specification and download the application form which is available with the TES. Please submit your completed application form via the TES or to: cziregbe@robertclack.co.uk

CVs only will not be accepted. They will only be accepted if accompanied by a completed application form.

Closing date: 8am on Monday 14 October 2024.

Interviews to be held: To be confirmed. Before October half-term.

Commencement date in post for successful candidate: January 2025.

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.

Head of Vocational and Professional Studies

Location:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
Salary:	MPS/UPS – TLR 1A.
Contract:	Permanent – Fixed term one year in the first instance.
Hours:	Full Time
Required:	January 2025.
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Wednesday 16 th October 2024 at 09:00

Job Description

We have an exciting opportunity for a talented individual to lead our Vocational Provision. The successful candidate will have the responsibility of providing oversight and direction to our KS4-KS5 Vocational subjects including Health and Social Care, Business and Media. The successful candidate will benefit from the experience of a highly motivated and talented team of staff who are committed to the continuous development of Vocational Provision. If you have the motivation, skills and passion to lead a team then we look forward to receiving your application.

Responsibilities

Be the Quality Nominee for BTEC
Creating and updating Vocational policies for BTEC, CTEC and ASDAN
Delivering staff CPD – including OSCA
Monitor data
Support HODs with SOW
Lead Verifier for Work Skills KS4 and KS5
Support with external moderations
Liaise with Exams Officer for entries and claims
Continue raising attainment of vocational courses
Promotion of vocational pathways KS4 and KS5
Development of future provision
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 use the correct use standard of English, whatever the teacher's specialist subject.

School Information

All Saints Catholic School is a large 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.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.55 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress. The school's educational values have been identified as a strength of the school, with our 2023 Ofsted report stating that: "Leaders are highly ambitious for all pupils. They have made sure the curriculum is of high quality across subjects".

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2023 Ofsted report reflects our excellent students: "Pupils behave exceptionally well in class and around the school and understand why this is important".

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

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

Curriculum Team Leader (CTL) – Plumbing

Location:	Barking & Dagenham College, Dagenham Rd, Dagenham, RM7 0XU
Hours:	36 hours per week.
Salary:	£47,192 - £49,876 pa inc London Weighting.
Closing Date:	13 th October 2024

Join our Team!

We have some exciting opportunities available at Barking and Dagenham College. We are looking for **Curriculum Team Leader (CTL) - Plumbing** to join our Building Services team.

You will join us on a full-time, permanent basis and in return, we will offer a competitive salary of £47,192 - £49,876 pa inc London Weighting

The Curriculum Team Leader - Plumbing role:

The Curriculum Team Leader (CTL) will work with the Curriculum Manager to develop curriculum planning and activity for the delivery of programmes to learners within a specific department, ensuring an innovative and high-quality provision.

As the Lead Teaching, Learning and Digital Champion for a specific department, the CTL will work closely with the Curriculum Manager, designated Teaching and Learning Champions, Digital Champions and English and Maths Champions to plan, monitor, manage and evaluate the curriculum offer, to ensure the delivery of quality face-to-face and online learning to all learners and promote high standards of teaching. The CTL will lead on T Shaped skills development, keeping abreast of internal and external developments in curriculum and policy and support the drive to prepare learners and ensure they can develop employability skills, complete work placements, participate in competitions and have maximum opportunity to progress.

The CTL role carries a teaching commitment of 19 hours per week.

Key Responsibilities of our Curriculum Team Leader - Plumbing:

- Undertake formal scheduled teaching, tutorials and learner assessment, management of learning programmes, learner recruitment, welfare and academic counselling, administrative work, alongside preparation and marking associated with timetabled work
- Act as a mentor to curriculum colleagues, developing and demonstrating best practice in learning, digital learning, teaching and assessment assuring standardisation, continuity and resources
- Work with relevant curriculum teams to facilitate and support strategies to raise retention and achievements of learners and promote the development and shared use of high-quality teaching and learning resources.
- Plan each programme within Guided Learning Hours and to Awarding Body standards - work with teams to develop, design, deliver and assess qualifications of study for groups of learners and individuals

Our ideal Curriculum Team Leader - Plumbing should have the following qualifications, skills and experience:

- Cert Ed/PGCE or relevant teaching/training qualification
- Degree or equivalent qualification
- Appropriate Level 3 subject specialism
- B1 or TAQA verifier award
- Teaching or training experience
- Demonstrable experience of mentoring individuals and/or groups
- Demonstrable experience of leading and developing provision in accordance with quality assurance frameworks
- Experience of self-assessment processes, course reviews and writing development plans

If you are passionate about success and can do the above, then we want to hear from you! You will need to submit a cover letter demonstrating how your personality, skills and experience meet our values for this role.

PLEASE NOTE:

- All applications forms must be fully completed, showing full education and employment details. An incomplete application will not be considered for shortlisting.
- We have the right to interview candidates before the application deadline.

Closing date for applications: 13th October 2024

If you would like to learn more about our **Curriculum Team Leader - Plumbing** role, then please click the link today!

<https://www.jobtrain.co.uk/barkingdagenhamcollege/Job/JobDetail?isPreview=Yes&jobid=13752&advert=external>

Barking & Dagenham College are committed to Safeguarding and promoting the welfare of children and young people

All employment offers are made subject to checks in line with the Keeping Children Safe in Education guidelines. These include (some of which are dependent upon the role and the individual): enhanced DBS including children's barred list check, DfE teaching/management barred list check, on-line searches, overseas criminal record check, evidence of identity and right to work in the UK, satisfactory references, confirmation of medical fitness, evidence of relevant qualifications and a check of previous employment history.

You will be required to become familiar with College's policies and comply with the requirements to safeguard and protect the welfare of children and young people and vulnerable adults. All staff are asked to complete mandatory training on KCSIE and other key areas, and to read the relevant policies.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020.

Payroll and Pensions Manager

Location: Barking & Dagenham College, Dagenham Rd, Dagenham, RM7 0XU
Hours: 36 hours per week.
Salary: £43,440 - £47,192 pa inc London Weighting.
Closing Date: 13th October 2024

Join a vibrant college committed to the success of our staff, learners, businesses and communities!

Are you an experienced payroll professional looking for a rewarding opportunity with an attractive salary and benefit package? Join our dynamic team and contribute to the smooth operation of payroll and pension processes within this prestigious institution.

Barking & Dagenham College are looking for a **Payroll & Pensions Manager**, to join us on a permanent basis full-time, permanent basis and in return, we will offer a competitive salary of £43,440 - £47,192 per annum, including London Weighting.

The role:

As the Payroll and Pensions Manager, you'll play a crucial and pivotal role in ensuring accurate and timely processing of payroll transactions, with a full attention to details. Your expertise will be crucial in managing key and complex reconciliations, pension schemes, regulatory compliance and timely submission of key returns to HMRC, TPS and LGPS.

Key Responsibilities of our Payroll & Pensions Manager:

- Overseeing a monthly payroll of over 550+ employees, including its subsidiary, with a full start to finish process using Resource Link software.
- All year end processes, including TPS and LGPS. Train, develop, carry out appraisals etc. Finally, support the Head of Finance to deliver any payroll related project whilst effectively managing a payroll and pension officer.
- To ensure that the Pensions/Payroll production complies with statutory requirements, good practices and the requirements of external agencies.
- Handle intricate payroll control account reconciliations, pension schemes, and RTI returns.

Our ideal Payroll & Pensions Manager should have the following qualifications, skills and experience:

- Member of Chartered Institute of Payroll Professionals (CIPP), or working towards CIPP
- Other relevant Level 4 qualification or equivalent
- Substantial Pension/Payroll experience of operating at a senior level, preferably gained within the FE, HE, Public Sector or complex organisation
- Ability to line-manage and supervise staff
- Payroll costing and accounting principles

If you are passionate about success and can do the above, then we want to hear from you!

You will need to submit a covering letter within your application demonstrating how your personality, skills and experience meet our values for this role.

PLEASE NOTE

- **All applications forms must be fully completed, showing full education and employment details. An incomplete application will not be considered for shortlisting.**
- **We have the right to interview candidates before the application deadline.**
- **This role is exempt from the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020**

Closing date for applications: **13th October 2024**

Interviews will be held: **TBC**

If you would like to learn more about our **Payroll & Pensions Manager** role, then please click the link below today!

<https://www.jobtrain.co.uk/barkingdagenhamcollege/Job/JobDetail?isPreview=Yes&jobid=13929&advert=external>

Barking & Dagenham College are committed to Safeguarding and promoting the welfare of children and young people

Safeguarding at BDC

All employment offers are made subject to checks in line with the Keeping Children Safe in Education guidelines. These include (some of which are dependent upon the role and the individual): enhanced DBS including children's barred list check, DfE teaching/management barred list check, on-line searches, overseas criminal record check, evidence of identity and right to work in the UK, satisfactory references, confirmation of medical fitness, evidence of relevant qualifications and a check of previous employment history.

You will be required to become familiar with College's policies and comply with the requirements to safeguard and protect the welfare of children and young people and vulnerable adults. All staff are asked to complete mandatory training on KCSIE and other key areas, and to read the relevant policies.

Industrial Placement Manager (IPM)

Location: Barking & Dagenham College, Dagenham Rd, Dagenham, RM7 0XU
Hours: 36 hours per week.
Salary: £48,517- £52,733 pa inc London Weighting.
Closing Date: 13th October 2024

Join a vibrant college committed to the success of our staff, learners, businesses and communities!

We have some exciting opportunities available at Barking and Dagenham College. We are looking for **Industrial Placement Manager (IPM) -ELIoT** to join our team at the East London Institute of Technology (ELIoT).

You will join us on a full-time, permanent basis and in return, we will offer a competitive salary of £48,517- £52,733 pa inc London Weighting.

The Industrial Placement Manager-ELIoT role:

As an Industry Placement Manager within the College, you will support the TLevels qualification by securing meaningful Industry Placements. You will work closely with various stakeholders, including our sales and curriculum teams, providing key employers with students that are 'work ready'. Taking ownership of the whole recruitment journey, from setting up the initial meetings with the employers, right up until their interview and placement. You will create and revise marketing collateral and plan and organise Employer Engagement events. Using your negotiation and sales expertise, you will sell the wider BDC product offering.

Also to lead the development and execution of employer engagement initiatives, with a focus on securing industry placements for T Levels. This includes cultivating strong employer relationships, creating business opportunities, and enhancing the quality of learning experiences. Additionally, oversee activities related to other publicly funded programs and commercial income generation as and when needed.

Key Responsibilities of our IPM -ELIoT:

- Work closely with curriculum teams to agree and timetable Industry Placement and develop the industry placement programme to achieve best practice across all cluster areas
- Secure suitable Industry opportunities for students, working closely with the curriculum teams and other lead sources, including students and parents
- Work alongside curriculum teams in the delivery and monitoring of student progress within the college and workplace settings. Ensure that the industry placement is relevant and contributes to its completion
- Develop and manage high level relationships with key networks/partners/employers in a designated geographical area and develop strategic relationships in order to identify opportunities and generate quality referrals

Our ideal IPM -ELIoT should have the following qualifications, skills and experience:

- Proven experience and track record in various curriculum related Sectors and Business or a Sales Management role promoting and securing Industry Placements and/or training opportunities
- Proven track record working successfully with SMEs
- Proven track record of delivering outstanding results through highly effective leadership qualities and a structured approach to planning for success
- Level 2 English and Maths
- Level 3 or above Qualification in Sales Management or Marketing or Business Development
- A Level 3 or above qualification in Leadership/Management is desirable

If you are passionate about success and can do the above, then we want to hear from you!

You will need to submit a covering letter within your application demonstrating how your personality, skills and experience meet our values for this role.

PLEASE NOTE:

- **All applications forms must be fully completed, showing full education and employment details. An incomplete application will not be considered for shortlisting.**
- **We have the right to interview candidates before the application deadline.**
- **This role is exempt from the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020**

Closing date for applications: 13th October 2024

If you would like to learn more about our **IPM -ELIoT** role, then please click the link today!

<https://www.jobtrain.co.uk/barkingdagenhamcollege/Job/JobDetail?isPreview=Yes&jobid=13988&advert=external>

Barking & Dagenham College are committed to Safeguarding and promoting the welfare of children and young people

Safeguarding at BDC

All employment offers are made subject to checks in line with the Keeping Children Safe in Education guidelines. These include (some of which are dependent upon the role and the individual): enhanced DBS including children's barred list check, DfE teaching/management barred list check, on-line searches, overseas criminal record check, evidence of identity and right to work in the UK, satisfactory references, confirmation of medical fitness, evidence of relevant qualifications and a check of previous employment history.

You will be required to become familiar with College's policies and comply with the requirements to safeguard and protect the welfare of children and young people and vulnerable adults. All staff are asked to complete mandatory training on KCSIE and other key areas, and to read the relevant policies.

Exams Officer

Location: Barking & Dagenham College, Dagenham Rd, Dagenham, RM7 0XU
Hours: 36 hours per week.
Salary: £24,853 - £26,882 pa inc London Weighting.
Closing Date: 14th October 2024

Join a vibrant college committed to the success of our staff, learners, businesses and communities!

We have some exciting opportunities available at Barking and Dagenham College. We are looking for **Exams Officer** to join our Exams team.

You will join us on a full-time, permanent basis and in return, we will offer a competitive salary of £24,853 - £26882 pa including London Weighting,

The Exams Officer role:

To provide administration and organisation of all aspects of external and internal examinations in accordance with the awarding body regulations.

To be responsible for the implementation of the exams systems as per college exams and assessment policy, and to produce data and analysis.

To provide cover for senior exam officers.

Key Responsibilities of our Exams Officer:

- To provide administration and organisation of all aspects of external and internal examinations, in accordance with the awarding body regulations.
- To be responsible for the implementation of the exams systems, as per college exams and assessment policy, and to produce data and analysis.
- Ensure all requests for exams received within the specified timescales given are organised, resourced appropriately and conducted.
- Work closely with the CIS team to ensure processes in relation to the achievement data are efficient and effective.

Our ideal Exams Officer should have the following qualifications, skills and experience:

- GCSE Maths and English (or equivalents) at grade A-C
- Educated to Level 3 (A Level) or above is desirable
- Experience of working with Microsoft Office Suite of Products
- Essentially you should have at least 3 years' experience in an exams/MIS department, or equivalent skills set.
- Experience of working with a computerised database system, preferably in FE. Or, equivalent skills set.

If you are passionate about success and can do the above, then we want to hear from you!

You will need to submit a covering letter within your application demonstrating how your personality, skills and experience meet our values for this role.

PLEASE NOTE:

- All applications forms must be fully completed, showing full education and employment details. An incomplete application will not be considered for shortlisting.
- We have the right to interview candidates before the application deadline.
- This role is exempt from the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020

Closing date for applications: 14th October 2024

If you would like to learn more about this role, then please click the link today!

<https://www.jobtrain.co.uk/barkingdagenhamcollege/Job/JobDetail?isPreview=Yes&jobid=13977&advert=external>

Barking & Dagenham College are committed to Safeguarding and promoting the welfare of children and young people

Safeguarding at BDC

All employment offers are made subject to checks in line with the Keeping Children Safe in Education guidelines. These include (some of which are dependent upon the role and the individual): enhanced DBS including children's barred list check, DfE teaching/management barred list check, on-line searches, overseas criminal record check, evidence of identity and right to work in the UK, satisfactory references, confirmation of medical fitness, evidence of relevant qualifications and a check of previous employment history.

You will be required to become familiar with College's policies and comply with the requirements to safeguard and protect the welfare of children and young people and vulnerable adults. All staff are asked to complete mandatory training on KCSIE and other key areas, and to read the relevant policies.

Keyworker (x3)

Location:	Trinity School, Heathway, Dagenham, Essex, RM7 0XU
Contract:	2x Permanent, 1x Fixed Term Maternity Cover. (Term time contract will be considered).
Salary:	Scale 5, £30,033 per annum.
Hours:	Full Time - 35 hours per week, 52 weeks per year. Monday-Thursday 08:30 – 16:00, Friday 08:30 – 15:45. 25 days annual leave/year (15 days fixed for closures) plus bank holidays.
Closing Date:	3 rd November 2024 at midday.
Interviews:	W/C Monday 11 th November 2024.

Trinity School is seeking to appoint individuals with special skills, enthusiasm and a high degree of commitment to working with students with the highest level of need and challenging behaviour arising from autism.

The Highly Specialist Behaviour Team (incorporating the Living and Learning Centre) provides specialist care and support for the development of independent, self-help, functional and vocational living skills for up to 19 pupils currently aged between 8-19 with an ASC diagnosis and associated challenging behaviours. The Living and Learning Centre is a unique provision which provides a service to the pupils for 48 weeks per year together with flexibility in the timing of the school day within a set period.

The job will require the successful candidate to work closely with one individual student and to take responsibility for the implementation of their educational, social and behaviour plan. As a Keyworker, you will be expected to develop a deep understanding of the needs of your allocated student. You will also be expected to carry out joint planning for your assigned student and to lead lessons in a curriculum area under the guidance of the Centre's Qualified Teacher.

Applications are welcomed from individuals who:

- have proven good experience of working directly with primary, secondary and/or sixth form aged pupils who have an Autistic Spectrum Condition diagnosis.
- have some experience of working with individuals who have challenging behaviour/communication difficulties and can prove that they have the resilience to work with young adults with complex needs
- have awareness and can describe the School's TEACCH (structure) pedagogy
- are willing and able to carry out manual handling tasks which could include assistance with students' personal care, auxiliary medical care and the management, under guidance, of difficult behaviours
- are committed to continuous professional development
- have a positive "can do" attitude and are very willing to learn
- are willing to work flexible hours
- some experience and basic skills of using ICT packages such as Microsoft Office (Word and Excel)
- possess at least a minimum of NVQ Level 2 (or equivalent is 4 GCSE's Grade A* - C/new Grade 4 or above)

- are willing to follow assessment and recording procedures, as well as following relevant curriculum tasks

We will be able to offer you professional development and training along with shadowing, mentoring and coaching.

We recommend all potential applicants arrange a visit to the LLC before making an application

All applications should be made on the Trinity School application form available from the school website on <https://trinityschool.face-ed.co.uk/Vacancies>

CVs will not be accepted and should not be submitted

Only those applicants that are shortlisted will be notified of the interviews

*Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. **All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.***

An enhanced criminal record check via the DBS will be undertaken for the successful candidate.

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

Teaching Assistant (equivalent to Co-Educator)

Location:	Riverside Bridge School, Renwick Road, Barking, Essex, IG11 0HZ
Salary:	From Scale 4.7 pro-rata.
Hours:	08:30 – 16:00, term time only.
Required:	ASAP.
Website:	www.bridge.riversidecampus.com
Email:	bridge@riverside.bardaglea.org.uk
Closing Date:	Monday 14 th October 2024.
Interviews:	Thursday 24 th October 2024.

Who are we?

Riverside Bridge School is a vibrant and inclusive special school located in the heart of the London Borough of Barking and Dagenham. Opened in September 2015, our school serves families and pupils from across the local area and beyond, providing a nurturing and supportive environment for children and young people aged 4-18 with a wide range of complex needs.

Our pupils come to us with diverse needs, including Autism Spectrum Disorder, Profound and Multiple Learning Difficulties, and Severe Learning Difficulties. However, despite their individual challenges, we are committed to enabling each and every one of our pupils to thrive, develop, and lead fulfilling, happy, and as independent a life as possible.

Through our innovative 'Flow' curriculum, tailored to the unique needs of our learners, we strive to foster spontaneous communication, emotional regulation, and a love of learning. Our dedicated team of professionals work tirelessly to create an environment where our pupils can succeed, build confidence, and make meaningful connections with the world around them.

What makes Riverside Bridge School a truly exceptional place to work in?

At Riverside Bridge School, we value our staff immensely. Each member of our team plays an integral role in our school, contributing to the enriching learning experiences we provide for our pupils. We firmly believe that a supportive and engaging environment for our staff directly translates into the best possible outcomes for our pupils.

Here are some key aspects that underscore our commitment to staff development and well-being:

- specialised curriculum and teaching methods designed to create a rewarding and fulfilling environment for our staff, allowing you to thrive in your professional journey.
- regular training opportunities providing both internal and external training sessions to ensure that our staff are continually developing their skills and knowledge.
- contemporary facilities that support both pupils and staff in delivering outstanding learning experiences.
- a supportive and collaborative environment that fosters a genuinely positive culture where everyone is welcomed, listened to, and encouraged to work together.
- well-being initiatives designed to help staff feel supported and engaged in their roles, promoting a healthy work-life balance.

Joining Riverside Bridge School means becoming part of a dedicated team that is committed to both your professional growth and the well-being of our pupils. You will have the chance to make a lasting impact on our exceptional pupils' lives.

Who are we looking for to work at Riverside Bridge School?

We are committed to finding enthusiastic and dedicated individuals who will contribute positively to our school community.

We are committed to finding enthusiastic and dedicated individuals who will contribute positively to our school community.

We are looking for a member of staff who:

- holds GCSEs in English and maths of a grade C or above (4-9).
- is able to demonstrate they are able to organise themselves and others.
- is able to be flexible in their approach to working and works as a member of a team.
- brings to us a positive “can do” approach and is keen in being trained in the appropriate techniques and strategies.
- exhibits strong teamwork skills, along with the ability to take on leadership roles when necessary.
- shows a commitment to their own professional development.
- demonstrates effective personal organisation, communication, and ICT skills.
- has a proven record of good to outstanding practice in their career.
- possesses some prior experience of working with pupils with special educational needs or is keen to work with our pupils.

We believe that these qualities are essential for fostering an inclusive and supportive learning environment for all our pupils.

Main Purpose of this Role

Teaching Assistants are to work under the guidance of the teacher in planning and implementing the whole curriculum with individuals, groups, or the whole class. They provide general support to the teacher in managing and organising the pupils and the classroom, ensuring appropriate support for each pupil based on each pupil's needs. This requires close collaboration with other professionals, such as speech therapists, occupational therapists, and/or physiotherapists. They may be required to supervise the whole class and deliver pre-prepared activities within agreed staffing levels and appropriate risk assessments.

Teaching Assistants are responsible for using behaviour management strategies in line with the school's policies and procedures to contribute to a purposeful learning environment for pupils, appropriate to their age and needs. They assist the teacher in creating and maintaining a purposeful, orderly, and supportive learning environment for all pupils, particularly helping to overcome barriers to learning, including physical, emotional, and behavioural difficulties and promote inclusion of all pupils, ensuring they have equal opportunities to learn and develop.

Key Responsibilities and Duties of this Role

Support for pupils

- Support pupils' learning in the most effective way, working with multidisciplinary teams to promote learning for each pupil.
- Assist pupils with personal care needs, which may include social, health, hygiene, and welfare matters, such as changing incontinence pads/soiled clothing/sanitary wear, following agreed local manual handling procedures, and administering prescribed medication under agreed guidance.
- Support pupils through the delivery of specific learning programmes designed by other professionals e.g. occupational health, speech therapists, and physiotherapists.
- Encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in appropriate activities based on their age and needs.
- Demonstrate knowledge of complex special needs and the ability to use appropriate programmes such as Total Communication strategies and TeamTeach.
- Recognise that pupils may have communication difficulties and be able to use alternative communication techniques if required.

Support for the Teacher

- Demonstrate a good level of subject and curriculum knowledge relevant to the role and apply this effectively in supporting teachers and pupils.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher.
- Work closely with the teacher to assist in the planning, development, and delivery of all areas of the curriculum. In the short-term unplanned absence of the teacher, cover all pre-prepared activities to provide continuity for the pupils.
- Prepare the classroom and outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- Work on classroom displays following consultation with the teacher.
- Observe, monitor, and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies including online platforms, determined by the teacher.
- Adopt a flexible approach to meet the varied needs of the pupils in the classroom and participate in any physical activities as appropriate.
- Assist the teacher in assessing pupils' progress in day-to-day lessons and towards their personalised targets.
- Support with the weekly marking and formal assessment in line with the school's marking policy.
- Provide objective and accurate feedback and reports to the class teacher and other professionals as necessary.
- Complete basic records accurately and legibly with the details specified by the teachers e.g. complete basic reading/targets records.

Support for the Curriculum

- Assist in the development of literacy, numeracy, independence and life skills.
- Help adapt and plan the development of resources necessary to lead learning activities, considering complex learning difficulties, as well as pupils' interests, language, and cultural backgrounds.
- Assist in the training and development of other staff, e.g. agency staff.

Support for the School

- Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, SEN/inclusion, and data protection, reporting all concerns to the appropriate named person.
- Work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and/or others.
- Attend relevant meetings and participate in training opportunities and professional development as required.
- Provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policies.
- Plan, prepare for, and accompany teachers and pupils on visits, trips, and out-of-school activities as required within contracted hours, taking responsibility for pupils and their individual needs under the teacher's supervision.
- Assist with the general pastoral care of pupils, including helping those who are unwell, distressed, or unsettled and have emotional and behavioural difficulties.
- Implement, as appropriate, visual/speech/physio programmes as determined by therapists and directed by teachers.
- Follow the programme of medication for individual pupils as required.
- Carry out the duties of fire wardens, first-aiders or EVAC-chair evacuations as assigned when applicable.
- Follow Health and Safety regulations and guidelines, including risk-assessment and safety systems.
- Promptly report any problems in maintaining standards of health and hygiene to teachers and line managers.
- Assist in the physical management of individual pupils, including the fitting of leg/arm gaiters, body braces, and orthotics.
- Accompany unwell pupils to home or to the hospital, when required.
- Adhere to the school's policy on equality and diversity.
- Ensure effective pupil transitions at the beginning and end of the school day, during breaks and lunch times.
- Perform daily playground and lunch duties as designated by SLT.
- Be responsible for the laundering of clothing and towels as required.
- Participate in home visits, complete home/school online diaries, and assist with home/school liaison as required.
- Check the condition of learning resources and materials after use and report any damage or losses to the teacher.
- Comply with the school's requirements for storage and security of pupils' records.
- Collect, collate, and pass on information for the school office promptly.
- Maintain confidentiality according to organisational and legal requirements.

The above duties are neither exclusive or exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the postholder.

Skills and Competencies

- Good level of subject and curriculum knowledge relevant to the role and the ability to apply this effectively in supporting teachers and pupils.
- Ability to work collaboratively with multidisciplinary teams, including teachers, therapists, and other professionals, to promote effective teaching and learning.
- Effective behaviour management strategies aligned with the school's policy and procedures, contributing to a purposeful learning environment

- Adaptability and flexibility to meet the varied needs of pupils in the classroom, including the ability to participate in physical activities as appropriate.
- Knowledge and understanding of complex special educational needs, with the ability to use appropriate programmes such as Total Communication strategies and Team Teach.
- Strong communication and interpersonal skills, with the ability to work collaboratively with teachers, other professionals, and parents & carers and build positive relationships with a wide range of stakeholders.
- Strong organisational skills, with the ability to prioritise tasks and work under pressure.
- Thorough understanding of safeguarding policies and procedures, with the ability to ensure compliance with relevant regulations.
- Commitment to the school's vision, values, and priorities, and the ability to promote them effectively.
- Adaptability and flexibility to respond to the changing needs of the school community.
- Ability to participate in physical activities as appropriate.
- Attention to detail and the ability to maintain accurate and legible records and reports.
- Positive and proactive approach to problem-solving, with the ability to work independently and as part of a team.
- Physical and mental stamina to work in an environment with a varied intensity of demands from pupils, including the potential need for physical intervention.

Professional Development

Riverside Bridge School is committed to supporting the professional development of all its staff. The school provides all staff with opportunities to attend training sessions relevant to their position, participate in peer-to-peer learning, and engage in reflective practice to continually improve their skills and knowledge. All staff are also encouraged to take on additional responsibilities and projects that align with their career aspirations and the school's strategic priorities, if they wish.

Safeguarding

Safeguarding and promoting the welfare of children is of paramount importance at Riverside Bridge School. All staff play a critical role in safeguarding all pupils and are expected to:

- adhere to the school's safeguarding and child protection policies and procedures, as well as relevant statutory guidance, e.g. Keeping Children Safe in Education.
- report any concerns to the Safeguarding Team.
- collaborate with the Safeguarding Team to ensure the best interests of pupils are prioritised.
- promote a culture of safeguarding and child protection throughout the school community.
- undertake regular safeguarding training to ensure knowledge and understanding of the school's policies and procedures are up to date.

This is an exciting and challenging role in which the successful candidate that will be able to make a real difference in the lives of our pupils. If you share our passion for special education and our vision to “Inspire, Empower, Achieve” and are ready to take on this rewarding opportunity, we encourage you to apply.

Application forms and further details are available from our school website www.bridge.riversidecampus.com and should be returned by email by the closing date below.

Closing date: Monday 14th October

Shortlist date: Thursday 17th October

Interview date: Thursday 24th October

Riverside Bridge School is committed to safeguarding and promoting the welfare of all pupils and expects all staff and volunteers to share this commitment. A criminal record check via the DBS will be undertaken for any successful candidate. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applicants.

Exams and Data Officer

Location:	Eastbrook School, Dagenham Road, Dagenham, Essex, RM10 7UR
Salary:	S01 Point 23-25.
Hours:	35 hours per week, term time only.
Contract:	Permanent
Required:	ASAP.
Closing Date:	21 st October 2024

An exciting opportunity has arisen at Eastbrook School for someone to lead on the day to day running of Exams.

This role is integral to the daily smooth operation of the school and will provide a hardworking, highly skilled and ambitious administrator with great opportunities for growth and development and to gain specialist knowledge and skills around the examination processes and procedures in schools.

The role will be varied, and at times fast paced, enabling the successful candidate to develop skills and specialisms with software, data, and legislation regulations relating to examinations.

The successful candidate will have:

- A strong background and experience in administration.
- A can do and positive attitude.
- The ability to prioritise and plan workload and think of innovative solutions to solve problems.
- A desire to work collaboratively and to make a real contribution to the progress of a growing professional service department in school.
- Great communication skills with the ability to manage, manipulate and interpret data
- Great ICT skills, in particular a willingness to learn and master new software.
- A willingness to work flexibly in a varied role.

The successful candidate will need to be flexible regarding working hours and location in order to meet the needs of the school in particular during busy exam periods,

In return we offer:

- A Good school with a welcoming and supportive community.
- A student-centred, progress focused ethos.
- The opportunity to work with passionate, hardworking and supportive staff.
- A supportive and committed Leadership Team and Governing Body.
- A commitment to develop your skills through continued professional development.
- Purpose built specialist learning environment with industry level resources.
- A school which understands the importance of staff well-being and workload management.

Please apply via TES: [Exams and Data Officer, Barking and Dagenham - Tes Jobs](#)

Closing Date for Applications: 21st October 2024

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

Teacher of MFL

Location: Eastbrook School, Dagenham Road, Dagenham, Essex, RM10 7UR
Salary: UQT/MPS/UPS.
Hours: Full Time.
Contract: Permanent
Required: ASAP.
Closing Date: 14th October 2024

An exciting opportunity has arisen at Eastbrook School for a Teacher of French and Spanish to join the Modern Foreign Languages department.

The successful candidate must be able to teach across KS3 and KS4 for Spanish and if able to offer both languages this would be preferable.

The candidate will be expected to continue improving our outcomes for our students at KS3 and KS4 and to support changes to the GCSE curriculum with the help of a very supportive department. The successful candidate should be an existing teacher of MFL with or without management experience.

There is scope for a TLR for an exceptional candidate who could lead the Spanish curriculum.

In return we offer:

- A Good school with a welcoming and supportive community.
- A student-centred, progress focused ethos.
- The opportunity to work with passionate, hardworking and supportive staff.
- A supportive and committed Leadership Team and Governing Body.
- A commitment to develop your skills through continued professional development.
- Purpose built specialist learning environment with industry level resources.
- A school which understands the importance of staff well-being and workload management.

Please apply via TES: [Teacher of MFL, Barking and Dagenham - Tes Jobs](#)

Closing Date for Applications: 14th October 2024

Eastbrook 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 Disclosure check, will be undertaken on all successful applicants.

Attendance and Administrative Officer (Primary)

Location:	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
Hours:	35 hours per week, term time only (08:00 – 15:30).
Contract:	Permanent
Salary:	UQT/MPS/UPS.
Start date:	November 2024.
Closing Date:	21 st October 2024
Interviews:	W/C 4 th November 2024

About Our School:

Eastbury is a 3-19 school at the heart of an ethnically diverse community in East London. We recently celebrated excellent public examination results with many pupils achieving top grades at both GCSE and A level.

We are currently seeking an experienced administrator to work in our primary reception office.

This is an exciting opportunity to become part of a successful and aspirational school. In this role you will monitor and work towards raising levels of attendance and punctuality, provide reception and administrative services for the primary school and deal with enquiries from parents and staff, ensuring safeguarding and security procedures are adhered to.

The role requires high standards of communication and an ability to multi-task. The successful applicants will thrive in a busy environment and will have excellent administrative skills, have the ability to prioritise work and be able to work on their own initiative as well as part of a team.

Candidates should have previous experience working in a similar environment, preferably a school and have a good general standard of education.

How To Apply:

For full details of the post and an application form, please visit the school website www.eastbury.bardaglea.org.uk and return the application form to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk. Closing date is 21st October 2024 and interviews will be held W/C 4th November 2024.

CVs are not accepted and will not be considered.

Eastbury School is committed to safeguarding and promoting the welfare of children and young people. We are committed to and promote equalities in our practice. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks.

Midday Assistant (3-19)

Location:	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
Hours:	17.5 hours per week, term time only (10:45 – 14:00).
Contract:	One-year fixed term in the first instance.
Salary:	APT and C Scale 2, £11,129 (actual salary).
Start date:	November 2024.
Closing Date:	21 st October 2024
Interviews:	W/C 4 th November 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 pupils can achieve and give them the opportunities to realise their potential. 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: [Join Our Community](#)

About The Role:

- We currently require **Midday Assistants** to work in both primary and secondary phase.
- Timing: 10.45 – 2.00pm
- Midday supervisors care for student's health, safety and welfare in the dining room, on the playground and through the school during the lunchtime period, as well as other related duties.
- We are looking for candidates who enjoy working with children and who are able to work unsupervised whilst complying with strict policy guidelines and procedures. The successful candidates should have a calm and positive manner and will assist in promoting excellent behaviour.
- A first aid qualification is desirable although training will be given if required.

Successful Midday at Eastbury are:

- Committed to ensuring all pupils have and enjoyable lunchtime experience through active play and are well cared for.
- Team players who are highly organised, yet flexible, with excellent interpersonal and communication skills who remains calm under pressure

How To Apply:

For full details of the post and an application form, please visit the school website www.eastbury.bardaglea.org.uk and return the application form to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk. Closing date is 21st October 2024 and interviews will be held W/C 4th November 2024.

CVs are not accepted and will not be considered.

Eastbury School is committed to safeguarding and promoting the welfare of children and young people. We are committed to and promote equalities in our practice. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks.

Examinations Officer

Location:	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
Salary:	Scale SO1, £32,315 - £33,214 per annum (exact salary).
Contract:	Permanent.
Required:	As soon as possible.
Email:	cziregbe@robertclack.co.uk
Hours:	35 hours per week, Monday-Friday, 08:00 – 16:00 (includes a 1-hour unpaid lunch break). Term-time only, plus 10 days.
Closing Date:	Monday 21 st October 2024 at 08:00
Interviews:	TBC, W/C 4 th November 2024

HOURS:

Permanent. 35 hours per week, Monday-Friday, 8.00am-4.00pm (includes a 1-hour unpaid lunch break). Term-time only plus 70 hours/10 days paid included as part of the annual pro-rata salary. We would require the applicant to be flexible with these working hours as there will be times when they will need to stay late or start early due to the demands of examination periods. Therefore, the contract will include 70 hours/10 days paid as part of the pro-rata annual salary for these occasions.

POST:

We would like to appoint an Examinations Officer to join our busy team. The successful applicant will assist and support the current Examinations Officer/s and the Senior Examinations Officer in the administration and organisation of all aspects of internal and external examinations.

The candidate will be required to commit to and have the following skills and experience:

- Attending work for the preparation and administration of examination results days in August each academic year.
- Relevant administrative experience including good ICT skills.
- Excellent levels of literacy and numeracy.
- High standard of verbal & written communication skills when dealing with colleagues, pupils, parents and visitors.
- Able to work effectively and professionally as part of a team.
- Able to follow instructions and adhere to all school policies, procedures and examination regulations.
- Organised and able to work methodically, with attention to detail.

REQUIRED FOR: As soon as possible.

APPLICATION CLOSING DATE: 8am on Monday 21 October 2024.

INTERVIEWS TO BE HELD: To be confirmed, week commencing 4 November 2024.

To view the Job Description, Person Specification and download an Application Form please go to www.robertclack.co.uk 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.

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, an online internet search, checks with past employers and an enhanced Disclosure & Barring Service check.

EYFS Teacher

Location: Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA
Salary: Inner London Payscale.
Website: www.sydneyrussellschool.com.
Email: primary@sydneyrussellschool.com
Closing Date: Thursday 17th October 2024
Interviews: W/C 21st October 2024

Purpose of the role:

Our primary phase is highly successful in supporting our students across EYFS, KS1 and KS2 to achieve well and realise their potential.

We seek to appoint an exceptional teacher who will be responsible for the academic progress of the students they teach, continually driving and improving student achievement. The appointed candidate, working under the direction of the Vice Principal and post-holders, will be committed to their own professional development, will actively contribute to a positive working atmosphere which encourages cooperation and promotes the highest standards of education, contributing towards the best outcomes for student achievement and staff development.

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

During the course of the academic year, it is expected that you will take on the following responsibilities:

1. Planning
2. Teaching
3. Classroom Management
4. Agreed Whole School Procedures

Planning

As a class teacher, you will be expected to plan your teaching with regard to the school's policies and programmes of work. You will be expected to achieve progression in pupil's learning by:

- Identifying clear learning and teaching objectives and content and specifying how these will be taught.
- Setting tasks for class, group and individual work, which challenge pupils and ensure high levels of pupil interest. This includes teaching through "challenges" where children's learning is not capped, and they have greater ownership of the work they undertake.
- Planning, setting and responding to homework, in line with the agreed policy for each year group.
- Setting high expectations for pupils' learning, motivation and presentation of work.
- Setting clear targets for pupils' learning, building on prior attainment and ensuring that pupils understand what is required of them for any given task.

- Identifying pupils with Special Educational Needs and knowing where to seek advice to give positive and targeted support.
- Planning in the short-, medium- and longer-term lessons which provide pace, motivation and challenge for pupils.
- Using assessment of pupils' attainment to plan future lessons.
- Planning for pupils' personal, spiritual, moral, social and cultural development.
- Ensuring that the statutory Planning, Preparation and Assessment (PPA) time is used in line with its intentions.

Teaching and Classroom Management

As a class teacher, you will be expected to:

- Ensure that teaching and learning objectives are met through effective teaching, high expectations, sound learning and discipline and a purposeful working atmosphere in the classroom.
- Establish and maintain good discipline, by following the school policy for behaviour management.
- Establish a safe learning environment in which pupils feel safe, secure and confident.
- Use a variety of teaching methods which will foster and stimulate enthusiasm for learning and maintain motivation.
- Incorporate into your lessons, use of the National Curriculum, school programmes of work and speaking and listening skills
- Differentiate appropriately for all abilities in the class, setting high expectations for all but not cap pupil learning.
- Give clear instructions, presentations and question pupils effectively to ensure participation.
- Respond to all pupils' work effectively, in line with the school's marking policy so that pupils are clear about how they have achieved and their next steps.
- Keep effective records of children's progress.
- Use opportunities to develop pupils' personal, spiritual, social, moral and cultural development.
- Ensure that your classroom is organised in a way that pupils can clearly locate resources, and it remains a suitable working area for adults and children.
- Establish positive working relationships with all support staff who may work in your classroom and ensure they are informed of lesson planning and your expectations.

Agreed Whole School Procedures

As a class teacher, you will be expected to:

- Attend the agreed Parents' Evening sessions.
- Keep parents informed of their child's progress during the year, through positive links with parents and in the form of an end of year report to them.
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Look to improve performance through continued professional development and feedback to other members of staff.
- Ensure that pupil welfare duties are carried out, including playground duty and forward any pupil concerns to the relevant person.

You should be familiar with the Code of Practice on the identification and assessment of Special Educational Needs, and you are expected to implement and keep records on

Individual Education Plans (IEPs). You should also seek the advice of the schools Special Educational Needs Co-ordinator (SENCO) if you have concerns on a pupil's progress.

All children should be treated equally, regardless of gender, social or cultural backgrounds.

You are expected to ensure that pupils acquire and consolidate knowledge, skills and understanding in all subjects taught.

You should be prepared to evaluate your own teaching critically and use this to improve your effectiveness. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out above.

Attendance and Well Being Officer

Location:	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
Hours:	35 hours per week, term time only.
Start date:	ASAP.
Contract:	Permanent
Salary:	APT & C Scale 6, £27,936 - £28,812 (Actual Salary).
Closing Date:	Friday 1 st November 2024.
Interviews:	W/C Monday 11 th November 2024

This is an excellent opportunity for a committed and innovative individual, in a successful, well ordered, and inclusive 3-19 all through school. We are at the heart of an ethnically diverse community in London East, 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.

We foster a collaborative culture where talented individuals are empowered to produce their best work in brand-new purpose-built accommodation.

About The Role:

We are seeking an Attendance and Well-being officer to support the attendance team and lead on reducing persistent absence through all phases within the school. This work will support the attendance team in the school through working with students and families to promote positive attendance to school as well as to complete home visits as a means to improve student engagement and outcomes.

The successful candidate will:

- Be a dedicated team player who is committed to the happiness, well-being, self-esteem and progress of everyone at the school
- Be able to support the health and well-being of pupils thus enabling them to have a positive learning experience
- Work with staff in supporting pupils pastorally and demonstrate passion and enthusiasm
- Be able to and willing to make contributions to the wider school community

Find out more about a career at ECS here: [Join Our Community](#)

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.

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: info@bdsip.co.uk

For full details of the post and an application form, please visit the school website www.eastbury.bardaglea.org.uk and return the application form to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk. The closing date for applications is Friday 1st November 2024 and interviews will be held w/c Monday 11th November 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.

Science Technician

Location:	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
Hours:	35 hours per week, term time only.
Contract:	One-year fixed term/Permanent.
Salary:	Scale 3 (Junior) £22,934 - £23,280 (actual salary) Scale 4 (dependent on experience) £23,634 - £24,724 (actual salary).
Start date:	As soon as possible.
Closing Date:	Friday 1 st November 2024
Interviews:	W/C 11 th November 2024

Eastbury Community School is seeking a dedicated, organized, and enthusiastic **Science Technician** to support our thriving Science department. This is an exciting opportunity to be part of a large, vibrant school community where we strive to inspire young minds and provide a high-quality education for all.

About Us:

Eastbury Community School is a diverse and inclusive 3-19 school that values academic excellence, personal growth, and community engagement. With state-of-the-art science facilities, we are committed to delivering hands-on, engaging science lessons that fuel curiosity and foster a love for learning in our students.

The Role:

As a **Science Technician**, you will play a key role in supporting the delivery of practical science lessons in Biology, Chemistry, and Physics. You will ensure that materials and equipment are prepared and maintained to high standards, helping teachers provide students with engaging and safe practical experiences.

Responsibilities include:

- Preparing, setting up, and clearing away equipment and materials for lessons and demonstrations.
- Ensuring the safe handling, storage, and disposal of chemicals and biological specimens in line with health and safety regulations (COSHH, CLEAPSS).
- Maintaining laboratory equipment and supplies, and placing orders as needed.
- Assisting with the maintenance of an organized and safe laboratory environment.
- Supporting teachers and students during practical lessons.

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.

For full details of the post and an application form, please visit the school website www.eastbury.bardaglea.org.uk and return the application form to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk. The closing date for applications is Friday 1st November 2024 and interviews will be held W/C 11th November 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.

Student Supervisor

Location:	Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA
Salary:	APT&C Scale 3 (point 5-6). Actual pay £22,934.
Hours:	35 hours per week. Hours of work will be on a rota between the hours of 07:30 – 16:30.
Website:	www.sydneyrussellschool.com .
Email:	primary@sydneyrussellschool.com
Closing Date:	Tuesday 22 nd October 2024
Interviews:	Tuesday 5 th November 2024

PURPOSE OF JOB:

- As part of the Inclusion Team, Student Supervisors, known as 'Redcoats', support the smooth running of the school by supervising and directing pupils in and about the school during the day. After school supervision includes our local community and escorting pupils from the primary phase. They report to the Senior Student Supervisor and the Vice Principal but are part of a large team, whose staff is all of equal value in working to involve all pupils positively in the life of the school to achieve their targets.
- Student Supervisors work throughout the day on a rota depending on our needs. During lesson times duties involve supervising the school building and grounds and picking up pupils who are absent from lessons without permission, checking and monitoring toilets or recording the names of pupils who arrive late to school and follow up with persistent offenders. They are the first to respond to first aid calls from staff. They can support staff new to the school and escort students sent out of lessons to the place designated. During changeover of lessons and at breaks Student Supervisors will supervise and direct the pupils paying particular attention to their safety and security. Other duties may be required during the day, but these will be subject to individual negotiation.

MAIN ACTIVITIES AND RESPONSIBILITIES

- Assisting and directing pupils as required including the primary phase. Dealing with incidents of inappropriate behaviour and intervening quickly where possible to prevent further incidents.
- Proactively challenging incorrect uniform at all times.
- Implementing the School Policies on Equal Opportunities, Anti-Bullying, Child Protection and Behaviour and reporting any concerns to the Senior Student Supervisor.
- Monitoring the security of the pupils, staff and school, reporting any concerns immediately.
- Providing in a timely manner a written account where the Student Supervisor has been a witness or involved in incidents
- Directing students during transitions to move immediately to lessons or off site
- Oversight of allocated Year group during breaks, reporting any concerns to HOY
- Act as Fire and Lockdown Marshalls when required
- Patrolling the local community
- Single patrol in their designated area except the lunch queues and patrolling the local community
- Adhere to the Professional Conduct Strategy

We expect our Student Marshalls to:

- Always expect the best from pupils
- Make it clear to pupils what is expected from them
- Reward and praise pupils when they do the 'right' thing
- Value pupils' efforts and achievements
- Make time to get to know individual pupils
- Avoid personalising individual behaviour problems – be hard on the incidents but caring towards the pupil
- Treat difficulties as an issue between you and the pupils, not just them!
- Be prepared to change what you do, to change pupil behaviour
- Be loyal to the pupils and staff at the school
- Always report in writing incidents that occur during the day
- Always make your Line Manager aware of any problems that may escalate into an incident, giving them the opportunity to defuse the situation.

The school is committed to the ongoing professional development of our staff so will provide relevant training courses for the successful candidate.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school's ethos, and its objectives, policies and procedures as agreed by the governing body:

- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder
- All staff will be expected to participate in the school's performance management scheme.

SEND Youth Worker

Location: Ab Phab Youth Club, The Vibe Youth Centre, Becontree Avenue, Dagenham, RM8 2UT

Salary: £13.15ph

Hours: Wednesday evenings 18:00 – 21:00.
Possibility of further hours. This could include additional evening sessions, events or weekend trips.

Email: louiseh@abphabyouthclub.org.uk

Closing date: Friday 1st November 2024
(Please note, this post will close as soon as we find a suitable candidate, so this may close sooner than 01/11/2024)

Job Purpose:

To work as part of the Ab Phab YC team to promote and encourage young people (18 – 25 years) to participation in a wide range of social and educational activities promoting life skills, independence, and employability.

Main Duties

- Work with young people in a group, and on a 1-1 basis, to identify next steps and achieve session/workshop outcomes.
- Work with young people to remove barriers in accessing youth provision and facilitate the inclusion of all young people in activities, recognising individual needs.
- Mentoring individual young people where appropriate to achieve set goals and targets for progression.
- Support Deputy Manager in the creation of tailored resources to support young peoples' participation in sessions/workshops.
- Attend regular training to maintain up-to-knowledge of safeguarding and other key skillsets required for the role.
- Ensure that the young people are motivated and have fun!

For more information or to request a full application pack please contact Louise Harris on: louiseh@abphabyouthclub.org.uk