

8th November 2024

SCHOOL VACANCY BULLETIN

[Click Here](#) to view Current Vacancies

Contents

Infant Education

Junior Education

Primary Education

EYFS Class Teacher

Year 2 Class Teacher

Assistant Lunchtime Co-Ordinator

Senior Midday Supervisor **NEW!**

Midday Assistants **NEW!**

Assistant Business Manager **NEW!**

Secondary Education

Facilities Manager **NEW!**

School Counsellor **NEW!**

HR and Payroll Manager **NEW!**

Senior Administrator- Office Manager **NEW!**

Head of Year **NEW!**

Colleges

Special School

Special Needs Teaching Assistants **NEW!**

Multi Academy Trust

All Through Schools

EYFS Teacher

Admissions Manager

Caretaker **NEW!**

Primary Teacher (Key Stage 2) **NEW!**

External Adverts Based In LBBD

EYFS Class Teacher

Location:	William Bellamy Primary School, Frizlands Lane, Dagenham, RM10 7HX
Hours:	Full Time.
Contract:	1-year fixed contract initially.
Salary:	MPS.
Required:	6 th January 2025.
Website:	www.williambellamy.co.uk
Closing Date:	15 th November 2024
Interviews:	20 th and 21 st November 2024

The Headteacher and Governors of William Bellamy Primary School are seeking to appoint an outstanding, experienced EYFS class teacher who is committed to making learning a valuable and enjoyable experience for our youngest children.

The successful candidates will be effective in supporting learning across all areas of the curriculum, with a particular focus on the early development of language, phonics, reading, writing and maths. The children will be taught through effective quality first teaching and a creative learning environment. The candidate should also be able to quickly establish positive relationships with the children, so they feel secure and valued, and continue to build on the successes of the Autumn Term.

Main responsibilities

- Set high expectations which inspire, motivate and challenge all children.
- Promote good progress and outcomes by children.
- Demonstrate good knowledge of early learning and EYFS.
- Plan education and care taking account of the needs of all children.
- Adapt education and care to respond to the strengths and needs of all children.
- Make accurate and productive use of assessment.
- Safeguard and promote the welfare of children, and provide a safe learning environment
- Fulfil wider professional responsibilities within the school.
- Establish and sustain a safe and stimulating environment where children feel confident and are able to learn and develop.
- Set goals that stretch and challenge children of all backgrounds, abilities and dispositions.
- Demonstrate and model the positive values, attitudes and behaviours expected of children.

Responsibilities and Qualities Required

- An excellent practitioner, with a proven record of achieving high standards.
- Committed to education and raising standards.
- Have previous experience and understanding of teaching in the Early Years.
- Committed to inclusive practice.
- Able to work effectively as part of a team, acting as a positive role model.
- Have excellent organisational, communication and interpersonal skills.
- Be passionate about Continued Professional Development.

- Have both an excellent understanding of pupil progress and a willingness to embrace change.
- The knowledge and expertise to build on established processes and systems.

We can offer you

- a supportive, hard-working and dedicated team of staff.
- continued Professional Development opportunities.
- a Senior Leadership Team committed to driving standards.
- pupils who are keen and enthusiastic to learn.
- a school where everyone matters.
- supportive governors, parents and community.

Prior visits to the school are encouraged. Please phone the school office to arrange a time (020 8270 6506)

If you are interested in applying, please complete an application form (available on the school website www.williambellamy.co.uk) and include a personal statement. Please email this to office@williambellamy.co.uk.

*'The Council operates a no smoking policy and offers a smoke free work environment'.
William Bellamy Primary School is committed to safeguarding and promoting the welfare of young people; this post is exempt from ROA and will require an enhanced disclosure from the Disclosure & Barring Service undertaken on all applicants.*

Year 2 Class Teacher

Location:	William Bellamy Primary School, Frizlands Lane, Dagenham, RM10 7HX
Contract:	Two term fixed contract initially.
Salary:	MPS.
Required:	6 th January 2025.
Website:	www.williambellamy.co.uk
Closing Date:	15 th November 2024
Interviews:	21 st and 22 nd November 2024

The Headteacher and Governors of William Bellamy Primary School are seeking to appoint an excellent experienced Year 2 teacher.

We are looking for a teacher who is passionate about making learning a valuable and enjoyable experience, to ensure that every child reaches their full potential. The successful candidate will have a passion for teaching and learning and a real ambition to stretch, challenge and inspire children to academic success in all its forms. They will be an innovative practitioner and be fully supportive of the inclusive ethos and strategic vision of the school. The successful candidate should also have a passion for nurturing children ensuring that every child feels safe, secure and valued.

Main responsibilities

- Set high expectations which inspire, motivate and challenge all children.
- Promote good progress and outcomes by children.
- Demonstrate good knowledge and understanding of the curriculum.
- Plan education and care taking account of the needs of all children.
- Adapt education and care to respond to the strengths and needs of all children
- Make accurate and productive use of assessment.
- Safeguard and promote the welfare of children and provide a safe learning environment.
- Fulfil wider professional responsibilities within the school.
- Establish and sustain a safe and stimulating environment where children feel confident and are able to learn and develop.
- Set goals that stretch and challenge children of all backgrounds, abilities and dispositions.
- Demonstrate and model the positive values, attitudes and behaviours expected of children.

Responsibilities and Qualities Required

- An excellent practitioner, with a proven record of achieving high standards.
- Committed to education and raising standards.
- Have previous experience and understanding of teaching at primary level.
- Committed to inclusive practice.
- Able to work effectively as part of a team, acting as a positive role model.
- Have excellent organisational, communication and interpersonal skills.
- Be passionate about Continued Professional Development.

- Have both an excellent understanding of pupil progress and a willingness to embrace change.
- The knowledge and expertise to build on established processes and systems.

We can offer you

- a supportive, hard-working and dedicated team of staff.
- continued Professional Development opportunities.
- a Senior Leadership Team committed to driving standards.
- pupils who are keen and enthusiastic to learn.
- a school where everyone matters.
- supportive governors, parents and community.

Prior visits to the school are encouraged. Please phone the school office to arrange a time (020 8270 6506)

If you are interested in applying, please complete an application form (available on the school website www.williambellamy.co.uk) and include a personal statement. Please email this to office@williambellamy.co.uk.

*‘The Council operates a no smoking policy and offers a smoke free work environment’
“William Bellamy Primary School is committed to safeguarding and promoting the welfare of young people; this post is exempt from ROA and will require an enhanced disclosure from the Disclosure & Barring Service undertaken on all applicants”*

Assistant Lunchtime Co-Ordinator

Location:	Parsloes Primary School, Spurling Road, Dagenham, RM9 5RH
Salary:	APT&C Scale 3.
Hours:	8.75 hours per week.
Contract:	Permanent/Fixed term.
Required:	Immediately.
Email:	office@parsloes.bardaglea.org.uk
Closing Date:	15 th November 2024
Interviews:	21 st November 2024

Parsloes Primary School is a good school and leads an ambitious and successful Federation. In this highly effective partnership, each school retains their unique character whilst benefiting from the mutual support and challenge of belonging to a federation under the leadership of the Executive Head Teacher.

We are seeking to appoint an Assistant Lunchtime Co-ordinator to help with leading a Team of midday assistants who has:

Experience of working within a school environment as a midday assistant or similar role

- Ability to assist with leading a team of midday assistants.
- A commitment to the ethos and values of the school and to achieving the highest expectations for our pupils.
- Outstanding interpersonal skills and be able to work in partnership with colleagues, parents and carers.

Parsloes Primary School is a Little Wandle Reading Champion School. We are proud to be leading school improvement at a local, national and international level. Our staff are committed to ensuring that our learners receive the highest quality of education. As a member of the Parsloes team, you will receive high quality support and development in your role.

Professional Development:

- Access to high quality professional learning and development.
- High quality induction programme for all joiners.

Personal and enrichment benefits:

- Outer London Pay in London Borough of Barking and Dagenham.
- Free onsite parking and easy access to public transport via bus and train.

Please note an online search may be conducted on all shortlisted candidates.

Please email bfairweather@parsloes.bardaglea.org.uk for an application form and job description.

Tours of the school are encouraged. Please contact Mrs Fairweather to book your slot.

Closing date for applications: 15th November 2024
Interviews: 21st November 2024

This role is exempt from ROA 1974. All candidates must disclose any spent or unspent convictions. An enhanced DBS certificate with barred list check will be required for this post.

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

Senior Midday Supervisor (Primary)

Location:	Robert Clack School, Gosfield Road, Dagenham, RM89 1JU
Salary:	Scale 3 (£14.81 to £15.04 per hour).
Hours:	1.75 hours per day, 11:30 - 13:15, Monday-Friday, term-time only.
Required:	As soon as possible.
Website:	www.robertclack.co.uk
Email:	cziregbe@robertclack.co.uk
Closing Date:	Tuesday 12 th November 2024 at 08:00
Interviews:	To be confirmed, late November 2024

Robert Clack Primary School is looking to recruit an enthusiastic Senior Midday Supervisor to lead our small, friendly and supportive team. The successful applicant should be caring and approachable and able to work in a calm manner at all times. They must have the ability to supervise, motivate and direct the Midday Assistant team so to ensure that all pupils have a healthy and safe lunch break.

This role will involve working as part of a team to make lunchtime a positive and enjoyable experience by supporting healthy eating as well as teaching and modelling playground games and social activities for all our pupils. The role will also include supporting pupils with personal care and hygiene when required as part of developing their independence. Although the Senior Midday Supervisor will oversee the Midday team, they will also still be expected to carry out the duties of a Midday Assistant to ensure the lunch break runs smoothly.

The person we require will:

- Have successful previous experience of working with children (in a school or education environment).
- Preferably have experience of supervising and motivating a small team of staff.
- Have excellent organisational skills and the ability to remain calm under pressure.
- Demonstrate good communication skills, both orally and written, with both adults and children.
- Understand the importance of following procedures and policies.
- Be able to make relationships with children.
- Be proactive with providing children with enjoyable activities through the lunchtime period.
- Work well as part of a team.
- Be extremely patient, adaptable and willing to listen.

We can offer:

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

REQUIRED FOR: As soon as possible.

APPLICATION CLOSING DATE: 8am on Tuesday 12 November 2024.

INTERVIEWS TO BE HELD: To be confirmed, late 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 or through TES 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, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Midday Assistants

Location:	Roding Primary School, Hewett Road, Dagenham, RM8 2XS & Cannington Road, Dagenham, RM9 4BL
Contract:	Fixed Term Contract until 31 st August 2025
Hours:	6.25 hours per week.
Salary:	£4,039 - £4,226. Actual salary, dependant on length of service.
Email:	office@roding.bardaglea.org.uk
Closing Date:	Wednesday 20 th November 2024 at Midday
Interviews:	Monday 25 th November 2024

We are a two-site primary school with excellent facilities and a recent good grade from Ofsted.

We are looking to appoint midday assistants, to start as soon as possible. Applicants must be:

- Experienced in working with young children
- Creative and able to use their own initiative
- Be approachable and understanding
- Have a calm and positive manner
- The ability to lead and support playground games
- Hold a current first aid certificate or be willing to train

If you require further details or an application pack, please email the school office office.301@roding.net

Completed application forms to be handed in at the office or emailed to office.301@roding.net

Closing date: **Wednesday 20th November 2024 12:00 Noon**

Interview date: **Monday 25th November 2024**

Roding Primary 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.

Assistant Business Manager

Location:	St Vincent's Catholic Primary School, Burnside Road, Dagenham, RM8 2JN
Salary:	SO1, point 23-25 (35 hrs pw, term time plus 2 weeks) £35,577 – £36,567 FTE.
Required:	December 2024.
Email:	office@st-vincent.bardaglea.org.uk
Website:	www.st-vincent.barking-dagenham.sch.uk .
Closing Date:	Tuesday 19 th November 2024
Interviews:	W/C Monday 25 th November 2024

We are looking for an enthusiastic, thorough and meticulous Assistant Business Manager who has high standards and is good at organising and motivating staff, managing a whole school finance and supporting the Headteacher and trust's CFOO in the effective running of the school.

The person appointed will take responsibility for overseeing the financial management of the school. The ideal candidate will:

- Have experience of school/primary school finance.
- Have experience of managing and supporting a small team.
- Have excellent office and IT skills.
- Have the ability to think creatively and strategically.
- Have a flexible and positive nature and the ability to work well under pressure.
- Have the ability to maintain confidentiality.
- Have excellent communication skills.

We can offer a dedicated, highly skilled and supportive staff team with training which will support your role and career development. Our school has wonderful children, and this role offers a great opportunity to play an important role in a successful and caring school.

Further details and an application form can be obtained from the school's website www.st-vincent.barking-dagenham.sch.uk or by contacting the school office.

- Please note that only the CES application forms will be accepted
- CVs alone will not be accepted
- Visits to the school are welcomed and encouraged. Contact the school office to arrange a visit.
- Please email completed application form and supporting documents to:

office@st-vincent.bardaglea.org.uk

- **Closing date for applications: Tuesday 19th November 2024**
- **Interviews: Week beginning 25th November 2024**

Only successful applicants will be contacted for interview

*St Vincent's Catholic Primary School and the Good Shepherd Catholic Trust are **fully committed to safeguarding** and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974*

Facilities Manager

Location:	Greatfields School, Net Street, Barking, IG11 7QG
Contract:	Permanent.
Salary:	APT&C Scale PO1 (from £39,855 to £42,324).
Hours:	35 hours per week, 52 weeks per year.
Website:	www.greatfieldsschool.com
Email:	vacancies@greatfieldsschool.com
Closing Date:	Tuesday 19 th November at Midday
Interviews:	Friday 22 nd November 2024

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

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1170 students across Years 7 to 13.

We are looking for an experienced and enthusiastic Facilities Manager to lead our hard-working site team and manage the maintenance of our new purpose-built premises. You will hold, or be studying towards, a recognised Health & Safety qualification and have significant experience in facilities and staff management. Staff development is central to everything we do, and you will receive a personalised CPD programme which best fits your needs.

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

vacancies@greatfieldsschool.com
www.greatfieldsschool.com

Appointments are also subject to satisfactory references/medical clearance.

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Online searches may be carried out as part of due diligence checks.

School Counsellor

Location:	Mayesbrook Park School, Arden Crescent, Dagenham, RM9 6TJ
Contract:	Permanent.
Hours:	Term time only.
Salary:	Scale 6, range 18-20, £32,925-£33,957 FTE. Actual salary £28,302 - £29,189 pro rata.
Required:	ASAP
Email:	slowrie@mayesbrookparkschool.org.uk
Website:	www.mayesbrookparkschool.org.uk
Closing Date:	Wednesday 27 th November 2024
Interviews:	Thursday 5 th December 2024

We are seeking to appoint a qualified counsellor with experience of working with young people aged 11-16 and their families, to enable us to provide onsite support and counselling to students and to broaden the support and services which we are able to offer to pupils, parents and staff.

The school counsellor's primary duty will be the counselling of students aged 11-16; other duties include support for staff and work with parents. The counsellor will liaise closely with CAMHS and other agencies involved with the child and family.

Mayesbrook Park School provides alternative provision for secondary school students aged 11-16 in Barking and Dagenham. There are three campuses, soon to be four, and you would be required to work across all campuses. There are approximately 150 students across the school, including permanently excluded students, KS3 pupils on short programmes and pupils with attendance and mental health concerns. Many of our students have special educational needs (SEND), mainly SEMH (social, emotional and mental health).

We offer:

- Competitive salary.
- Local authority pensions scheme.
- Friendly and supportive colleagues.
- Energetic vibrant and diverse environment where everyone is valued.
- Regular training opportunities.

Visits to the school are encouraged and can be arranged by contacting Saffron Lowrie telephone 020 8270 6734 or slowrie@mayesbrookparkschool.org.uk

Please see our website www.mayesbrookparkschool.org.uk for further details about our school.

All employees are required to abide by the Equalities and Diversity policies of the borough. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants including an enhanced Disclosure Check.

HR and Payroll Manager

Location:	Barking Abbey School, Longbridge Road, Barking, Essex, IG11 8UF
Salary:	P02 (Pt 29-32, to be pro rata'd to actual working weeks).
Hours:	35 hours per week, term time only plus 10 days.
Contract:	Permanent.
Required:	ASAP
Email:	Jobs@barkingabbeysschool.co.uk
Closing Date:	Friday 15 th November 2024
Interviews:	TBC

35 hours per week 8-4 with some flexibility to meet the needs of the school and to be able to undertake the daily administration of cover if required in the absence of the cover and timetabling manager hours (shifts where this is required could be 06.30 to 2.30, 7 to 3 or 9-5 where there may be meetings). Variable hours and shifts to be agreed to with individuals around their circumstances.

Are you an exceptional administrator with a passion for organization and a desire to grow your career in HR and education or are you a HR professional looking for the next steps in your career?

We are looking for a professional, flexible and friendly HR and Payroll Manager to provide support on all aspects of HR Administration and the daily timetabling of cover to support the needs of the school.

The role is integral to the daily smooth operation of the school and will provide a hardworking and ambitious administrator with great opportunities for growth and development to gain specialist knowledge and skills around school systems and processes.

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).

For an application form and further details, please contact the school on:

Jobs@barkingabbey.school.co.uk

Closing Date for Applications: 15th November 2024

Interview Date: TBC

Please apply via Tes. The link is below:

[HR and Payroll Manager, 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. Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Senior Administrator- Office Manager

Location:	Barking Abbey School, Longbridge Road, Barking, Essex, IG11 8UF
Salary:	S02 (Pt 26-28), £37,443-£39,264 per annum, to be pro rata'd to actual working weeks.
Hours:	35 hours per week, term time only plus 10 days.
Contract:	Permanent.
Required:	ASAP
Email:	Jobs@barkingabbeysschool.co.uk
Closing Date:	Friday 15 th November 2024
Interviews:	TBC

Do you have patience in abundance? Can you work to tight deadlines, juggle conflicting demands and still keep smiling? Do you pride yourself in providing an outstanding professional service and have what it takes to support and manage an office team? If so.... this may be the job for you!

We are looking for a professional, flexible and friendly Senior Administrator/Office Manager, to provide general administrative support in school and manage one of our Campus offices making sure that all student administration, systems and processes deliver an outstanding service. The offices are the main point of contact for all telephone enquiries to the school and visitors to the main receptions.

This role is integral to the daily smooth operation of the school and will provide a hardworking and ambitious administrator with great opportunities for growth and development and to gain specialist knowledge and skills around school systems and processes. 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 schools. The successful candidate will also oversee the first aid and medical room provision on campus and, therefore a first aid qualification and or experience is desirable or a willingness to undergo first aid training.

ICT experience is essential but specific training will be given for specialist school software. Experience of working with young people would be an advantage. We are looking to appoint an enthusiastic self-motivated administrator.

The successful candidate will:

- 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 commitment to Barking Abbey's high expectations and ethos.
- A desire to work collaboratively and to make a real contribution to the continuing development of
- professional services in school.
- Great ICT skills, in particular a willingness to learn and master new software.
- The ability to manage time, and an IT support team, delegating as appropriate, multi-tasking and working to tight deadlines.
- Be confident in providing a welcoming, efficient service.

- Enjoy working in a busy office and reception area.
- Be able to work flexibly under pressure.
- Use their initiative and prioritise their workload.
- Be a confident and friendly presence around the school.
- Have a professional attitude and the ability to build good relationships with students, parents, and colleagues.
- Possess Good communication skills, with the ability to adjust communication to different age groups and abilities.
- Have the ability to take the initiative and proactively manage tasks to ensure service levels remain high.

This role will be predominantly based at one campus, however there may be a need for work to be undertaken across campus offices. Working hours will be between 07:30am-17:00pm (Shifts for this will be 7 hours a day working either 07:30- 15:30 or 09:00-17:00 to suit the operational needs of the school).

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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).

For an application form and further details, please contact the school on:

Jobs@barkingabbeyschool.co.uk

Closing Date for Applications: 15th November 2024

Interview Date: TBC

Please apply via Tes. The link is below:

[Senior Administrator- Office Manager, 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. Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Head of Year

Location:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
Salary:	Main Scale 1-6 or UPS depending on experience + TLR 1C (£13,544).
Contract:	Fixed term to permanent.
Hours:	Full Time.
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Tuesday 19 th November at 09:00

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

Purpose of the Year Leader Role:

- To support and uphold the Catholic ethos and values of the school.
- To positively contribute to fulfilling the mission of the school.
- To meet and maintain the professional teaching standards commensurate with their role.
- To work to raise expectations and standards within our community.
- To promote a positive image of the school.
- To develop a strategic direction for the year group.
- To take responsibility for the pastoral care and academic support for a year group.
- To lead and manage staff allocated to the Tutor team.

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

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 0.45 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

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

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

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

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

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.

Special Needs Teaching Assistants

Location:	Trinity School, Heathway, Dagenham, Essex, RM10 7SJ
Contract:	Permanent / Temporary / Fixed Term
Salary:	Scale 4: £23,131 Pro rata (Actual salary will be confirmed by Payroll).
Hours:	32.5 hours per week (term time only). 08:45 to 16:00 (Mon to Weds) and 08:45 to 15:15pm (Thurs and Fri).
Required:	ASAP
Website:	https://trinityschool.face-ed.co.uk/Vacancies
Closing Date:	Monday 25 th November 2024 at Midday.
Interviews:	Wednesday 27 th November 2024.

Trinity School is an all age (3 to 19) modern, vibrant Special School catering for the needs of students who have a wide range of learning difficulties including moderate, severe, profound and complex. A number of our pupils also have an Autism Spectrum Condition (ASC).

The school is looking to recruit a number of Special Needs Classroom Assistants to start as promptly as possible. Applicants could be appointed to work in the Primary, Secondary or Sixth Form Phases of our School.

- Are you interested in developing yourself to work as a Teaching Assistant in an “outstanding” school which has a commitment to high expectations, high standards for all in a quality environment?
- Do you have a positive attitude to and previous experience of working with young people or adults who have Special Educational Needs?
- Are you willing to put the needs of the children first and be flexible to ensure their needs are met?
- Are you keen to give the best possible service to our pupils and their families?
- Are you willing to learn?
- Are you willing to support the basic and personal care needs of our pupils, supporting them to work towards achieving independence?
- Do you hold a minimum of NVQ Level 2 or equivalent (5 GCSE’s (or equivalent) Grade C/New Grade 4 or above, including Maths and English)?

If the answer to all the questions above is YES, then we want to hear from you.

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.

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 14th November 2024.

We seek to appoint an EYFS Teacher who will ensure continued success for our students. The successful candidate will work as part of a team to ensure the highest standards of academic progress of all the students, continually driving and improving student achievement.

The successful applicant must be able to demonstrate knowledge and experience of setting tasks for class, group and individual work, which challenge students and ensures high levels of student interest as well as ensuring the best possible outcomes.

In return we have excellent professional development opportunities, a strong induction process and outstanding mentoring support. We are a school that works tirelessly to raise standards and invests in the development of both staff and students. The appointee will be committed to our high expectations and core values.

Staff benefit from innovative behaviour management structures which ensure that teachers can concentrate on teaching. All lessons take place in ability-banded groups to enable work to be efficiently targeted at the right level of challenge.

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.

To apply please complete the online application form and email to recruitment@sydneyrussellschool.com by **Thursday 14th November**.

We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.

Admissions Manager

Location:	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
Salary:	Scale S01 - £30,705 - £31,559 per annum (exact salary).
Contract:	Permanent
Hours:	35 hours per week, 08:00-16:00, Monday-Friday, term-time only.
Required:	As soon as possible.
Website:	www.robertclack.co.uk
Email:	cziregbe@robertclack.co.uk
Closing Date:	Monday 11 th November 2024 at 08:00.
Interviews:	To be confirmed, during November 2024.

Robert Clack School is a very large all through school based over three sites. An exciting new opportunity has arisen to join our dedicated and collaborative support team. This role will lead and manage the new pupil admission process across the school from start to finish. We are therefore seeking to appoint a dynamic, pro-active and organisation individual with exceptional communication skills, who thrives in a fast paced and busy environment.

This role will be the initial face of Robert Clack School and must ensure that the enrolment and admissions process is as seamless as possible for pupils, parents and colleagues. The Admissions Manager will play an essential part of developing and sustaining the reputation of the school.

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

- Experience of working in a school or similar environment with children and young adults.
- Excellent administrative experience including ICT skills, including the ability to learn the School's MIS system quickly and easily with training.
- 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 collaboratively with parents and a wide range of partners.
- Able to establish an appropriate but nurturing working relationship with young people.
- Able to work effectively and professionally as part of a team.
- Able to follow instructions and adhere to all school policies.
- Ability to work on own initiative and calmly under pressure.
- Highly organised and able to work methodically, with attention to detail.
- Ability to work successfully in a busy and pressurised environment.

REQUIRED FOR: As soon as possible.

APPLICATION CLOSING DATE: 8am on Monday 11 November 2024.

INTERVIEWS TO BE HELD: To be confirmed, during November 2024.

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

Please submit completed applications by e-mail to: cziregbe@robertclack.co.uk or online via the TES website.

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

Caretaker

Location: Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA
Salary: APT&C Scale 5 (£31,524 – £32,931 per annum).
Hours: 35 Hours per week, 52 weeks per year.
Website: www.sydneyrussellschool.com
Email: office@sydneyrussellschool.com
Closing Date: Thursday 21st November 2024.

Purpose of Job:

- To support both Secondary & Primary sites.
- To maintain security of both premises
- Working with School Business Leader, Senior Caretaker and Director of Assets (Partnership Learning) to ensure Health & safety and statutory compliance of all buildings are kept compliant
- To monitor the school's maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
- To work as a team across both sites covering leave, sickness, training when required.
- To be responsible for maintaining and continually improving the internal and external environment of the school in order to create the best possible conditions for learning and teaching.
- To work as part of the team to improve the grounds of both sites.

MAIN DUTIES:

Premises Security & Site Management

- Take responsibility for ensuring all buildings are secure and intruder alarms activated at the end of each day.
- Ensure school is open and adequately staffed by site staff for day-to-day school activities.
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency services
- Take responsibility for ensuring the intruder alarms and fire alarm systems are updated and maintained, ensuring all faults are dealt with and reported immediately.
- Ensure and coordinate weekly/periodic testing of fire alarm system.
- All Premises staff to form part of the keyholder list
- Working in partnership with School Business Leader, Director of Assets (PL) and Senior Caretaker to source and procure services when required.

Maintenance of School Building & Grounds

- Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff meeting H&S guidelines.
- Arrange and carry out emergency cleaning and removal of graffiti
- Operating an agreed programme of planned maintenance under the instruction of the Senior Caretaker/ School Business Leader.

- Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
- Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures.
- Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system
- Replacing lights, tubes, diffusers, starters where necessary
- Ensure downpipes drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths.
- Preventing unauthorised/unsafe parking on school site
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency service
- Oversee any reasonable key requests and orders and distribute to stakeholders
- Locking and unlocking internal and external doors as required
- Ensuring fire doors are free of clutter and obstructions
- Weekly/Periodic Testing of sprinkler system
- Carry out any minor tarmac repairs
- To minimise hazards including checking location of firefighting equipment and alarm bells
- Support all Departments in putting up and taking down of external or internal equipment
- Ensure all stock is kept up to date and ordered

Cleaning

- Where necessary, clean up any spillages that occur across the school, this to include if students become ill, this will include vomiting

Porterage

- Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
- Receiving and directing as appropriate all deliveries for the schools
- Keeping up to date records, inventories and forms as required
- Setting up and packing away for all school exams and events

Compliance of Health & Safety

- Ensuring compliance by periodic inspection of all areas
- Taking responsibility for ensuring appropriate signs and notices are displayed
- Taking responsibility for ensuring all hazards are removed
- Correct Uniform and PPE is worn at all times
- Ensuring fire exits are accessible and firefighting equipment is correctly positioned and services
- Ensuring all staff are aware of their responsibilities as appropriate
- To be trained and respond as Fire Wardens for the School
- Carry out Weekly L8 Water testing or as required
- Take responsibility for ensuring pest control is under control informing appropriate agencies when required.
- Carry out Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirement as directed by the Facilities Manager

- To be first aid trained and respond when required for all School/Leisure Centre incidents

Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Sydney Russell School

General

- Required to carry out all reasonable duties and responsibilities of the post
- Respond to all Helpdesk Requests through the school maintenance helpdesk service
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Undergo and meet school conditions for a satisfactory enhanced DBS check
- Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care
- Any other duties of an appropriate level and nature will also be required

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.

To apply please complete the online application form and email to recruitment@sydneyrussellschool.com by **Thursday 21st November**.

We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.

Primary Teacher (Key Stage 2) (suitable for ECT)

Location:	Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA
Salary:	Inner London.
Start Date:	April / July / September 2025
Website:	<u>www.sydneyrussellschool.com</u>
Email:	<u>office@sydneyrussellschool.com</u>
Closing Date:	31 st January 2025. Early applications encouraged.

Our primary phase is highly successful in enabling 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 strategies and programmes of study. You will be expected to achieve progression in student'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 students and ensure high levels of student 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 students' learning, motivation and presentation of work.
- Setting clear targets for students' learning, building on prior attainment and ensuring that students understand what is required of them for any given task.

- Identifying students 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 students.
- Using assessment of students' attainment to plan future lessons.
- Planning for students' personal, spiritual, moral, social and cultural development.

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 strategy for behaviour management.
- Establish a safe learning environment in which students feel safe, secure and confident.
- Use a variety of teaching methods which will foster and stimulate enthusiasm for learning and maintain motivation.
- Differentiate appropriately for all abilities in the class, setting high expectations for all but not cap student learning.
- Give clear instructions, presentations and question students effectively to ensure participation.
- Respond to all students' work effectively, in line with the school's assessment strategy so that students are clear about how they have achieved and their next steps.
- Keep effective records of students' progress.
- Use opportunities to develop students' personal, spiritual, social, moral and cultural development.
- 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 and member of staff, you will be expected to:

- Ensure all children are treated equally, regardless of gender, social or cultural backgrounds.
- Safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school e.g. through being a form tutor, contributing to the enrichment curriculum
- Take part in the school's appraisal procedures
- Work with others on curriculum and pupil development to secure coordinated outcomes
- 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.
- Attend all directed-time activities including the agreed Parents' Evening sessions.
- Keep parents informed of their child's progress during the year, through positive links with parents and reporting to them.
- Ensure that student welfare duties are carried out, including break-time duty and forward any student concerns to the relevant person.
- Look to improve performance through evaluating your own teaching critically and use this to improve your effectiveness and engage with continued professional development including feedback to/from other members of staff.

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

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 student's progress.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the principal or line manager.

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

recruitment@sydneyrussellschool.com

We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.

