



# Eastbrook School

Part of the Barking Abbey Family



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*"If the teacher makes the weather, the school creates the climate."*

Sir Tim Brighouse

## Welcome

For me there are three simple things that I want us to achieve:

**First**, we believe in character education, which is delivered through all schools. Through this we instil the key habits needed for young people to be successful in life. It also pushes us to be the best in everything we do. Across our schools we have some of the best results in the area, we have students at the best universities, we have the most students on apprenticeships in the entire country, we have students on international scholarships and much more. We have all of this because we push our students and each other to try hard and be our best each and every day.

**Second**, I believe that if you can't see it you can't be it. We want to give our students the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

**Lastly**, we want our students to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know, the more powerful you can be in the world.

The quote from Sir Tim Brighouse symbolises our approach to leadership. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning while minimising workload and maximising impact.

Eastbrook is part of the Barking Abbey family and in joining our community you will be part of a group that educates nearly 5000 students with over 400 staff. We are well regarded with a fantastic reputation due to our supportive culture for staff, inclusive environments for students and excellent academic achievements at all levels.

If you think the way that we do and absolutely believe in the potential of all young people, then we can offer you the chance to make a difference and change our community for the better.

I look forward to receiving your application.

Kind regards,

**Tony Roe**

**Executive Headteacher**  
**Barking Abbey and Eastbrook Schools**



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*"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit."*

Aristotle

## Welcome

Thank you for expressing an interest in applying to work with us.

At Eastbrook secondary phase, all students are given the opportunity and platform to work, study hard and achieve in all aspects of the curriculum, in and outside of the classroom. We believe that all students should demonstrate good character in all aspects of their life and our curriculum is built around our **PROUD** habits: Principled, Resilient, Open, Understanding and Disciplined. We are a School of Character, which allows students to demonstrate these habits to offer a full and rounded educational experience.

We are very fortunate to have a very new school site, which offers some of the best teaching facilities in the area. Our learning spaces are second to none and include high quality science labs, professional level art and photography studios, the latest technology facilities, high spec music and drama facilities and equipment and multiple spacious sports halls, with professional equipment. All of which give students the best platform for high quality teaching and learning, where teachers are able to teach and learners are able to learn.

We have three key aims for all students that attend Eastbrook School:

- For all students to strive for **Excellence**.
- For all students to feel that they **Belong**.
- For all students to have the platform to **Succeed**.

To achieve these aims, we ask that all students are **PROUD**. **PROUD** of the work that they produce and the effort they put into their learning. **PROUD** of their achievements and that we have a culture of achievement where we celebrate the successes of others. And finally, but most importantly, that all students, staff and families are **PROUD TO BE** part of the Eastbrook and Barking Abbey family and community.

Eastbrook is an evolving and improving school. If you see potential in all young people and want to help harness and captivate the minds of eager and enthusiastic learners, we can offer you the chance to make a difference and improve our school for the better.

So, welcome once again to Eastbrook School and we look forward to you joining us and contributing to a community that you are **PROUD TO BE** part of.

Kind regards,

**Jamie Gibson**

**Eastbrook Secondary School Headteacher  
Barking Abbey and Eastbrook Schools**



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*"One child, one teacher, one pen and one book can change the world."*

Malala Yousafzai

## Welcome

Thank you for expressing an interest in applying to work with us.

We believe that a truly outstanding school is one that enables all children to achieve their best.

One where academic attainment is high and the academic progress of individuals is maximised. It is a place where all children acquire the character virtues that lead to success in school and university, in work and life beyond.

We are looking for an outstanding individual to join us on our journey to becoming just such a school.

All staff play a fundamental role in helping students achieve academically, whilst developing their character strengths. You will role model commitment, hard work and good character, and strive to exemplify our core virtues: Curiosity, Perseverance, Teamwork, Gratitude, Kindness.

In return we commit to giving you the time, inspiration, support and coaching to flourish.

If this role matches your vision and you are excited by the possibility of joining our dynamic staff team, then we'd love to hear from you.

Kind regards,

**Evan Hollows**

**Eastbrook Primary School Headteacher  
Barking Abbey and Eastbrook Schools**



# JOB INFORMATION

## Learning Support Assistant

Scale 5 Pt 12-15 To be Pro Rata'd.

Term time only

30-35 hours per week

*We are looking for a Learning Support Assistant to join our brand new Therapies Team which will support the learning and well-being of a range of pupils across the school. The role will include providing 1:1 support and small group work to pupils both within and outside of lessons. Applications will be welcomed from candidates already trained in Nurture principles, Thrive or ELSA, although training can also be provided. The successful candidate would be expected to be a First Aider (training provided).*

### The successful candidate will:

- Passionate about high quality outcomes for young people
- Fully committed to meeting the needs of pupils with SEND
- An aspirational adult who can inspire learning in everyone
- Positive in your attitude and willing to make a significant contribution to raising standards across the school
- Willing to share our 'no-one left behind' ideology
- Keen to make learning experiences exciting, memorable, and relevant
- The capacity to offer flexibility with new situations as they arise
- The ability to plan and lead on intervention sessions based on evidence based learning.
- Whether you have experience or are new to the role, it is essential that you are self-driven, motivated and have a passion for working with young people with SEND.

### 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.

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.



# JOB DESCRIPTION

<b>Job Title:</b>	Learning Support Assistant
<b>Grade:</b>	Scale 5 pt 12-15 pro rata
<b>Department:</b>	Therapies Team
<b>Location:</b>	Eastbrook School
<b>Line Manager:</b>	SENCO
<b>Line Management of:</b>	N/A

## Main Responsibilities

- To work under the guidance of the SENCO in the planning and implementation of work programmes with individuals or groups of learners with special educational needs.
- To provide general support to the class or subject teachers in the management and organisation of learners with special needs in the classroom.
- To lead on and manage an area of Therapeutic intervention such as Nurture, ELSA and Thrive.
- To work in 1:1 and small group situations to support the effective learning
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## Support for learners

- To support working relationships with the learners, acting as a role model and setting high expectations.
- To meet the personal, social, and emotional needs of learners.
- To encourage learners to develop independence.
- To support learners with special educational needs through the delivery of specific learning programmes.
- To contribute to setting and review targets and small group interventions.
- To provide support and ensure access to the school's curriculum and relevant teaching strategies.
- Supervise learners before school, and break times and lunchtimes as required.

## Support for the teacher

- To work closely with teachers to assist in the planning, assessment, development, and delivery of allocated curriculum areas.
- To work under supervision of teachers to support the learning, social, emotional, and physical development of the learners.
- As required, to prepare the classroom/outside areas for lessons, ensuring that specialist resources and equipment are available as necessary and cleared away at the end of the lessons as appropriate.



# JOB DESCRIPTION

## Support for the school

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEND/Inclusion, and data protection, reporting all concerns to the appropriate named person.
- To liaise with parents/carers, other staff and external agencies involved in supporting the learners.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for learners' emotional and social needs by encouraging and modelling positive behaviour in line with school policies.
- To accompany learners on offsite visits, activities, and where appropriate residential trips.
- To assist with the general pastoral care of learners, including helping children who are unwell, distressed, or unsettled.
- To adhere to school health and safety policy including risk assessment and safety systems.

## Support for the curriculum

- To assist in the development of speech and language skills where appropriate and support the use of these learning activities as directed by the SENCO and class teacher.
- To help adapt and plan the development of resources necessary to assist in learning activities, considering learners' needs, interests, and language levels.
- Any other duties as required by the Headteacher.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon 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 post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the advertised date but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



# PERSON SPECIFICATION

CRITERIA	QUALITIES
	<ul style="list-style-type: none"> <li>• GCSEs at grades 9 to 4 (A* to C) including English and Maths</li> <li>• Experience of working with children</li> <li>• Understanding/Knowledge of Children with Special Education Needs</li> <li>• ELSA/ Thrive training (desirable but not essential)</li> </ul>
	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Willingness to adapt and deliver support</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Willingness to gain knowledge of guidance and requirements around safeguarding children</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context</li> <li>• Understanding of effective teaching methods</li> <li>• Willingness to participate in learning activities for a group or class of children</li> </ul>
	<ul style="list-style-type: none"> <li>• Passionate desire to enhance and challenge the minds of young people</li> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> </ul>



# EXPECTATIONS OF STAFF

In addition to the specific requirements of the advertised role, all members of staff are expected to adhere to the areas outlined below:

## ALL STAFF

To promote the vision, culture and ethos of the school.

To help maintain excellent behaviour across the whole school.

To contribute to the effective working of the school.

Role model the school's **PROUD** values - Principled, Resilient, Open, Understanding and Disciplined.

Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.

Help create a strong school community, characterised by excellent behaviour and caring, respectful relationships.

Help develop a culture and ethos that is committed to high academic achievement and the development of good character.

Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development.

Implement and adhere to Eastbrook School's Code of Conduct and safeguarding policies, ensuring the health and well-being of students is maintained at all times.

Undertake other various responsibilities as directed by the Headteacher.

## TEACHING STAFF

To achieve the highest quality outcomes and standards of learning for all students.

Plan, prepare and teach engaging and effective lessons of the highest standard that motivate, inspire and develop students' skills, knowledge, character strengths and a love of learning.

Use regular assessments to set targets for students, monitor students' progress and respond accordingly to the results of such monitoring.

Develop and maintain high expectations of routines, behaviour and attainment for your classroom and the wider school.

Ensure that all students are on track to achieve at least nationally expected standards of attainment and, where this is not the case, intervene appropriately to address the identified gaps in learning.

Enrich the curriculum with extra-curricular activities and educational visits that reinforce learning.

Maintain regular and productive communication with students, parents, carers and colleagues.

Implement and promote Eastbrook School's Code of Conduct and safeguarding policies, ensuring the health and well-being of students is maintained at all times.



# PERSONAL AND PROFESSIONAL QUALITIES

In addition to the specific requirements of the advertised role candidates will have:

An understanding of, and a commitment to, the vision and values of the school.

An understanding of how to establish and instil consistently high standards of behaviour and a culture of high achievement.

A genuine belief in the potential of every child to be skilled, knowledgeable and virtuous.

An appreciation of the value of data to identify weaknesses and inform continual improvement.

The drive and perseverance to continually reflect, evaluate, improve and learn.

Integrity and a willingness to take personal responsibility for their own actions.

Excellent organisational skills and ability to work effectively and efficiently with others.

A strong ethos of service and the desire to work collaboratively with partner stakeholders, agencies and peers, within and beyond the school.

Commitment to equality of opportunity and the safeguarding and welfare of all students.



# VISION & APPROACH

Eastbrook is a happy, purposeful place where young people and adults enjoy learning together. We have a clear vision for the school that is based on a broad understanding of what success looks like for our students.



Our vision is for Eastbrook to be a school where academic attainment is high and the academic progress of individuals is maximised; a place where all young people acquire the character habits that lead to success in school and university, in work and life beyond.

To ensure this success we have developed a character and academics curriculum, offering an educational experience that stimulates an appetite for learning, and encourages and guides our students to achieve beyond their perceived potential.

We take an inclusive approach that maintains a focus on the well-being and progress of every young person. We provide a safe place for learning through the application of our positive behaviour system and we achieve better results by establishing a partnership between parents and teachers.

All the adults who work at the school are committed to this clear vision and are driven by our shared understanding of what success for our students looks like and how we achieve that success together.

To find out more, take a look at our website:

[www.eastbrookschoo.org](http://www.eastbrookschoo.org)



# OUR COMMITMENT TO YOUR DEVELOPMENT

At Eastbrook we know that investing in you is an investment in our students' success.

The Senior Leadership Team at Eastbrook School highly values staff professional development, at all levels.

Weekly personal and professional development time provides the opportunity for staff to train, discuss ideas and collaborate with colleagues, as well as reflecting on your own and others' practice.

In addition, the school will support you in developing your specific talent and furthering your career. Whether you are interested in developing an area of expertise or whether you are interested in developing as a leader, we will support you in identifying the appropriate course.

At Eastbrook, you will be encouraged and supported to find and pursue your own development path, from professional qualifications such as the NPQ courses to academic qualifications, such as masters degrees.



# RECRUITMENT TIMELINE

<b>Closing Date:</b>	<b>29th April 2024</b>
<b>Interview Date:</b>	<b>To be confirmed</b>



# SAFER RECRUITMENT

Eastbrook is committed to safeguarding and promoting the welfare of children and young people in our school. In order to meet this responsibility, our school follows a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail on request.

## DISCLOSURE

Eastbrook requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

## APPLICATION

Complete the application form and send it by email to [Jobs@eastbrookschool.org](mailto:Jobs@eastbrookschool.org) or via TES.

## SHORTLISTING

Only those candidates meeting the right criteria will be taken forward from application.

## INTERVIEW

Shortlisted candidates will take part in an interview process that includes teaching a lesson and an interview. We will be assessing all candidates on their commitment to our values as well as their teaching ability and experience. During interview, candidates may be asked to address any discrepancies, anomalies or gaps in their application form.

## REFERENCE CHECKING

As appropriate, references from your previous and current employer will be taken up following interview. Where necessary other previous employers may be contacted to gather further information.



# ENCOURAGING DIVERSITY

Eastbrook School is committed to eliminating discrimination and encouraging diversity amongst our employees. Barking and Dagenham is one of the most diverse London boroughs. Our aim is that our workforce is representative of the people that live in the borough and that each employee feels respected and able to give their best.

To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.



# SCHOOL INFORMATION



Eastbrook School is an Ofsted rated Good, all-through school in the London Borough of Barking and Dagenham and is part of the Barking Abbey family. Founded in 1933, Eastbrook has a well-established history of serving the local community, with many generations of families attending as students and even joining as staff. The primary school opened in 2016 and is growing in size year on year. The secondary school transferred into new, state of the art buildings in 2017, benefitting from purpose-built specialist learning environments with industry level resources.

## VALUES AND VISION

Our curriculum is built around our Primary Virtues: **Curiosity, Perseverance, Teamwork, Gratitude, Kindness** and our Secondary **PROUD** habits: **Principled, Resilient, Open, Understanding** and **Disciplined**. We are a School of Character which allows students to build and demonstrate these habits through a full and rounded educational experience.

Eastbrook School promotes a student-centred, progress focused ethos within a welcoming and supportive community. At Eastbrook, we believe that a truly outstanding school is one that enables all students to achieve their best. One where academic attainment is high and the academic progress of individuals is maximised. It is a place where all students acquire the character habits that lead to success in school and university, in work and life beyond.

Staff deliver an inclusive and challenging curriculum, with regular and robust assessment, and outstanding pastoral care.

The proportion of students who speak English as an additional language or come from minority ethnic groups is high. The proportion of children who are eligible for the Pupil Premium is well above average. The Pupil Premium is additional funding given to schools for children in specific groups, including those in the care of the local authority and those known to be eligible for free school meals.

### Contact Us:

Eastbrook School  
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Dagenham, Essex RM10 7UR  
Tel: 020 3780 3609  
Email: [office@eastbrookschoo.org](mailto:office@eastbrookschoo.org)

### Getting Here:

Ample onsite parking is available.  
The nearest tube station is Dagenham East on the District Line.  
Bus routes 174 stopping outside and 103 nearby.

