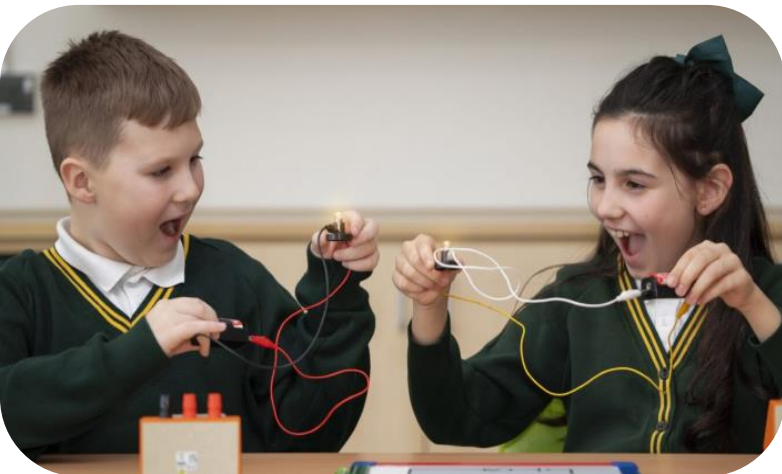


Eastbrook School

Part of the Barking Abbey Family



Eastbrook School

Part of the Barking Abbey Family

*"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**



Eastbrook School

Part of the Barking Abbey Family

"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**



Eastbrook School

Part of the Barking Abbey Family

"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

Higher Level Teaching Assistant

START DATE: As soon as possible

Salary Scale: Scale 6 (Pt 18 – Pt 20) to be pro rata'd

Hours: 35 hours per week, Term time only

A fantastic opportunity has arisen for an inspirational HLTA to join us on our continued journey towards excellence.

Eastbrook School is an all-through school in Dagenham and we are looking to recruit an enthusiastic Higher Level Teaching Assistant to join our team within the SEND Department and our Additional resource provision.

The successful candidate will have an HLTA qualification and be responsible for agreed activities. This may include planning, preparing and delivering activities and interventions for individuals/ groups and for monitoring, recording, assessing and reporting on pupil achievement, progress and development. There will be an opportunity to lead on an agreed area and further training will be provided, if necessary. You must be a strong communicator and team player and able to engage effectively with the pupils, their families and staff. The successful candidate would be expected to be a First Aider (training provided)

The successful candidate will:

- Someone who holds an HLTA qualification
- Educated to GCSE level C or above in English and Maths
- Confident, enthusiastic and have a passion for learning alongside valuing continuing CPD
- Able to demonstrate excellent English skills (clear written and spoken English) along with good reading, writing and numeracy skills
- Someone who has high expectations of behaviour and achievement for all pupils
- Creative and able to make a difference
- Committed to securing good outcomes for all pupils
- Able to build good working relationships with staff, pupils and their parents/ carers

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

Job Title:	Higher Level Teaching Assistant
Grade:	Scale 6 (Pt 18 – 20) to be pro rata'd
Department:	SEND Department/Additional Resource Provision
Location:	Eastbrook School
Line Manager:	ARP Manager/Strategic Lead for SEN and EAL, Headteacher, ARP Teachers
Line Management of:	To be confirmed

PURPOSE OF THE JOB:

- **HLTA duties subject to the direction and supervision of a designated qualified teacher:**
 - Supervise/cover classes as agreed, sometimes at short notice in the absence of a teacher (unplanned absence).
 - Lead the provision of an ASC ARP classroom under direction of ARP Teachers
 - Collaborate with allocated teachers/manager to organise and teach classes as part of a regular timetable and during the planned absence of a teacher
 - To teach individual pupils(ARP Classroom,. intervention groups and whole classes) in accordance with the teaching and learning programmes of the School and relevant curriculum including the following:
 - Organising, maintaining and developing the learning environment.
 - Contributing to planning and collaborative planning (including differentiation) with teachers, participating in lesson planning, evaluating and adjusting lessons.
 - Developing, preparing and selecting curriculum materials and resources.
 - Behaviour and discipline management, in line with the policies and procedures of the School.
 - Managing and developing positive relationships with pupils.
 - Monitoring, evaluating and assessment.
 - Contributing to pupil records, reports and pupil IEP's in accordance with school policy.
- To work in a team with teachers and other teaching assistants/HLTA's to support all the pupils in the setting. This may include children on an Educational Health Care Plan.
- To have professional regard for the ethos, policies and practices of the school.
- To demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community.
- To support the teacher in providing a nurturing environment for the education of pupils.
- To be able to work under the guidance of the class teacher and, when necessary, on your own initiative.
- To commit to improving your own practice through self-evaluation and awareness.
- To understand your role in order to be able to work collaboratively with the class teacher and other colleagues.
- To work with the class teacher and to support and promote the safeguarding and welfare of all children and young people attending School.



JOB DESCRIPTION

- To promote positive, professional relationships with pupils, parents and colleagues to support the best interests of the pupils.
- Supervise children during breakfast club

CLASSROOM PREPARATION

- To set out learning resources in line with the preparation requirements provided by the class teacher.
- To ensure that learning resources are available and in good condition and that any shortages, damage or losses are reported to the class teacher.
- To teach pupils to return materials to the appropriate place after use.
- Prepare and develop additional resources to support learning as appropriate, under the guidance of the class teacher.
- Assist with the presentation of the children's work, interest areas and displays, to provide a stimulating classroom environment, under the guidance of the class teacher.
- To support the class teacher in maintaining and servicing resources and equipment across the setting, both indoors and outdoors.
- To prepare snack time under the guidance of the class teacher.

CLASSROOM RECORDS

- To observe, monitor and assess individual children. To fully contribute to written records in line with the School's Assessment Policy.
- Complete records accurately and legibly with the details specified by the class teacher. This may include records of IEP targets and pupil progress.
- In consultation with the class teacher, to present written records when required.
- To comply with the school requirements for storage and security of pupil records at all times.
- To maintain confidentiality according to organisational and legal requirements.

WORKING WITH PUPILS

- To liaise with the class teacher, in the planning, initiating and facilitating of programmes of work and activities for a group of children or an individual child.
- To promote, support and facilitate inclusion by encouragement and participation of all pupils in learning and extra-curricular activities.
- Under the direction of the class teacher, to work with a group of children during phonics sessions.
- To obtain up-to-date information from the class teacher on pupils' learning objectives, the types of support you are to give, and the teacher's expectations of the pupils.



JOB DESCRIPTION

- To work with the class teacher to create a caring environment and work to build good relationships with pupils.
- To encourage pupils to take responsibility for their own behaviour and to act independently.
- To interact with pupils in a manner appropriate to their communication and interaction skills.
- To support pupils with personal care and hygiene needs when required as part of developing their independence.
- To provide comfort and immediate care for minor accidents, upsets and ailments and report serious problems to the relevant people.
N.B. The provision of First Aid should only be undertaken by a qualified Paediatric First Aider. Support staff and Nursery Nurses are required to obtain and renew Paediatric First Aid Qualifications.
- To use effective behaviour management strategies consistently that are in line with school's policies and procedures, within the scope and responsibilities of your role.
- To use ICT to support delivery of the curriculum

WORKING WITH PARENTS/CARERS

- To promote and develop a good relationship with parents/childminders/carers, whilst maintaining confidentiality.
- To accompany the class teacher on Home Visits.
- To share responsibility for supporting children and parents at key times e.g. transition periods.

SUPPORT FOR COLLEAGUES

- To provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
- To communicate openly and honestly with colleagues; keeping them fully informed at all times.
- To understand your responsibilities to share knowledge to inform planning and decision making.

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.



JOB DESCRIPTION

- Support colleagues in ensuring the smooth transition of pupils between educational phases.

PERSONAL DEVELOPMENT

- To maintain an up to date understanding of the requirements of the role and responsibilities and of the statutory framework.
- To undertake appraisal/performance review and to share responsibility for ensuring that your own knowledge and understanding is relevant and up to date. Following that review to undertake agreed development actions conscientiously and within the required timescale.
- Make effective use of the development support available.
- Whenever possible, to attend and participate in meetings, as required during and as and when required outside of contracted hours.
- To participate in school reviews, development of policies and ethos of the school.

HEALTH AND SAFETY

- To ensure compliance with Health and Safety legislation, Council Departmental and School Health and Safety Policies.
- To follow health and safety regulations, procedures and guidelines when attending to pupils' hygiene, health and medical needs and reporting any issues to the class teacher promptly.
- To report, promptly, any problems in maintaining standards of health and hygiene to the teacher.
- To follow the School's procedures on Safeguarding.

GENERAL

- The above duties are neither exclusive nor exhaustive and the post holder may be asked to carry out other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.
- Equalities and Diversity.
 - To ensure that services are delivered in accordance with good equalities and diversity practice.
 - To ensure that equalities and diversity is mainstreamed in your area of work.
- To comply with the General Data Protection Regulations and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).



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



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

CLOSING DATE:	15 th July 2024
INTERVIEW DATE:	WC: 15 th July 2024



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 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
Dagenham Road
Dagenham, Essex RM10 7UR
Tel: 020 3780 3609
Email: 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.

