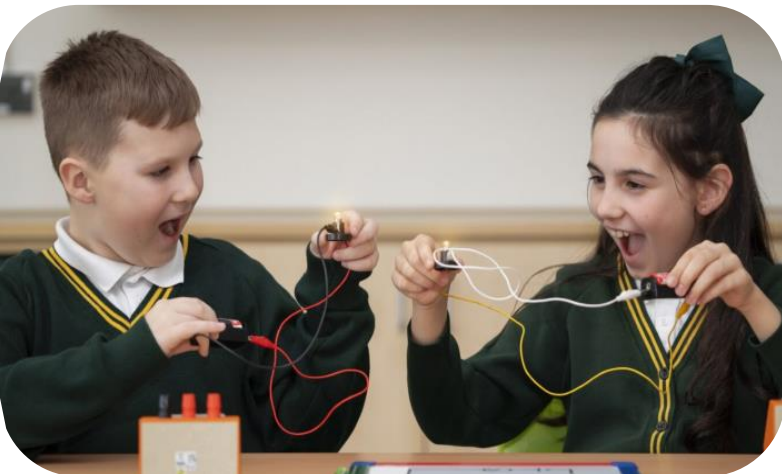


Eastbrook School

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

Exams and Data Officer

Start Date: ASAP

35 hours per week, Term Time Only plus ten days

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

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

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

The successful candidate will have:

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

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

In return we offer:

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

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:	Exams and Data Officer
Grade:	Scale S01 (Pt 23-25)
Department:	Examinations
Location:	Eastbrook School
Line Manager:	Headteacher/Assistant Headteacher/School Business Manager
Line Management of:	N/A

PURPOSE OF THE JOB:

Eastbrook school and Barking Abbey partnership- Working primarily with responsibility for examinations at Eastbrook school but as part of a team of Exams and data officers working in partnership schools.

The EO works in partnership with the Data Manager to ensure the efficient use of Arbor to Organise Assessments, record pupil level data and produce relevant reports.

MAIN DUTIES AND RESPONSIBILITIES

Leading and developing systems and processes for all aspects of the examinations and assessment for the school including supporting with KS2 GCSE, BTEC and A level qualifications.

Acting as the schools' main point of contact and named Exams Lead advising and training staff and leading a team of exam invigilators making sure that all public examinations adhere to statutory guidance

To facilitate the smooth running of all examinations

Providing general administrative and organisational support and making sure all examinations run seamlessly throughout the year.

Through outstanding leadership and the maintenance of high-quality systems, including monitoring and evaluating procedures, the EO is to ensure the effective use of Arbor, student tracking data and examination results.

Ensuring that there is a good understanding of the prior and current attainment to inform effective teaching and learning.

Support the Data Manager in maintaining Arbor marksheets which record students' aspirational targets and the tracking of pupil progress.

Further training is encouraged and will be supported by the school as part of a personal development plan.

The postholder will be required to work around the days of the examination results in school holidays. It is essential that the post holder is prepared to work flexible hours to complete the job to a high standard and meet deadlines during peak periods. In return, the school is flexible in terms of leave arrangements subject to the needs of the service.



JOB DESCRIPTION

1. Management of administrative systems required for the school's information management system, Arbor.
2. Deliver technical support, advice and training for key staff around exams compliance and regulations
3. Supporting staff with the use of the schools MIS around examinations and assessments
4. Attend meetings and relevant training courses related to Arbor and other data related systems used by the school
5. Enter and retrieve data from the school's staff and student database, as appropriate
6. Produce exams assessment data, analysis charts and spreadsheets for staff and the Senior Leadership Team as required
7. To act as the Exam Boards' representative in the school
8. To be fully responsible for the meeting of statutory external examination requirements.
9. To be the first point of contact and liaison for a team of Exam Invigilators
10. To be responsible for organising internal and external exams in the school including GCSEs, BTECs, NCFEs and post 16 exams attending all relevant Examination Officer meetings and training in the Authority.
11. To order and distribute all written materials relating to examination courses and syllabuses.
12. To liaise with the teachers responsible for the school timetable and cover in the construction of exam timetables. To liaise with the relevant Pastoral and Subject Leaders in terms of the management of related materials and communication.
13. To collect entry information from Heads of Department concerning external exams and distribute this information and have in place procedures to ensure that actions relating to it are completed in line with the Exam Boards' requirements
14. To inform pupils of their exam timetables, to issue exam statements and to distribute an exam planner to each candidate.
15. To record when contact is made between a subject teacher in school and a subject specialist employed by the examination board.
16. To liaise with the Site Supervisors to ensure rooms are properly prepared (furniture, lighting, etc.).
17. To liaise with the school SENCO over matters relating to special consideration for pupils.
18. To ensure all exam materials are securely kept in accordance with regulations.
19. To ensure the proper conduct of pupils and staff during examinations.
20. To manage online exams and the downloading of exam results data into Arbor
21. To analyse the external exam results in accordance with the Headteacher's requirements and produce statistical information in a form suitable for a variety of audiences, including staff, pupils, governors, parent / carers and Local Authority.
22. To be responsible for posting exam scripts and coursework to the Boards and obtain 'proof of postage' slips/or carriers specified by Exam Boards.
23. To distribute certificates to candidates and complete the necessary administration relating to the presentation of certificates at annual awards' evenings
24. Be first line of contact with the Borough's MIS Support Service to ensure continued communication on issues on developments related to Arbor and other MIS products
25. Ensure compliance with appropriate legislation, School/Council policies, Financial Regulations, Equalities and Diversity Policies, Safeguarding and Health and Safety legislation



JOB DESCRIPTION

Examinations:

- To provide support for the daily running of public examinations including practical's and to inform the relevant members of staff about arrangements that need to be made for furniture in examination rooms.
- To maintain invigilation timetable and provide information about the examination timetable, e.g. dates/times of examinations and the number of entrants.
- To manage clashes and make appropriate provisions for pupils.
- To plan for all internal examinations including timetable rooming and invigilation. To liaise closely with the cover administrator over issues of invigilation and cover.
- To check DfES statistics and examination results information before publication.
- To retrieve costs of examination entry from absentees and arrange for reviews of marking, reports, and queries about exam results from the examination board.
- To prepare and check student examination fees for each exam period, including updating entry code lists for staff, students, and parents.
- To administrate the collection of re-sit fees for GCE and GCSE and to ensure all payments have been made by set deadlines.
- To record all re-sits fees taken
- To be present on restricted release and candidate release results days
- To input all examination entries, vocational registrations and any NEA data on to the school's computerised student records system and ensuring manual back-up as appropriate.
- To submit entries to examination boards, meeting external entry deadlines and ensuring adherence to regulations of each individual body.
- To print, check and distribute examination timetables and distribute to staff and students.
- To populate seating plans for each examination series and making manual amendments where necessary
- To dispatch NEA samples as prepared by relevant members of staff, keeping an accurate log of items dispatched.
- To receive and check examination papers and materials.
- To make appropriate applications for Special Consideration each exam season, keeping accurate log of applications for audit purposes
- To set up, start and finish examinations as necessary in accordance with examination body guidelines.
- To be responsible for the deployment of the Invigilators and for their compliance with their duties.
- To prepare and set out classrooms as appropriate for examinations and to distribute Invigilator packs (Instructions for conducting examinations, marker pen, seating plan, additional answer sheets and treasury tags)
- To display all relevant notices in all areas of exams.
- To provide notification of examination results to students and staff as appropriate, always ensuring confidentiality.
- To be responsible for archiving of candidate results, certificates and EAA information. Keeping accurate records at all times
- To complete BTEC registrations and administration using relevant examining body online tools.



JOB DESCRIPTION

- To input individual unit results by student for BTEC Level 2 and 3 courses.
- To ensure certification claims are made for all BTEC students by the awarding body deadlines.
- To liaise with heads of department on pupil entries.
- To disseminate information about public exams to staff, pupils, and their parents.
- To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations.

Data/Assessment:

- To support with data entry as required during peak periods.
- To produce examination results analysis in a timely fashion when required.
- To assist with the school's assessment data collection, liaising closely with teaching staff throughout the process.
- Support data manager in developing and analysing pupil progress data as per the school calendar.
- Sourcing and importing GCSE results into school software
- Producing assessment templates for staff exam entries.
- To produce half-termly assessment reports for pupil progress tracking.
- Setting targets for pupils under guidance of SLT
- To help ensure the school meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding student achievement and tracking.

Other Duties:

- To always comply with the school's financial regulations.
- To take an active part in the appraisal process.
- To comply with all relevant Health and Safety regulations and assist the school in the implementation of its Health and Safety policy.
- To comply with and actively promote within their section the Borough's Equal Opportunities Policy.
- To participate in and contribute to the school's in-service training activities.
- To participate in all other duties as may reasonably be required commensurate with the grading of the post.

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

1. Person Specification

	Essential	Desirable	How Tested?*
Qualifications			
Good general level of education (to GCSE level or equivalent including Maths and English at Grade C or above)	✓		AF/Cert
Knowledge, Skills and Experience			
• Experience of administration	✓		AF/IV
• Good organisational and time management skills	✓		AF/IV
• Good working knowledge of Microsoft Office packages, particularly Excel	✓		AF/T
• Good standard of literacy and numeracy	✓		AF/T
• Ability to maintain accurate records, both manual and on a database	✓		AF/IV
• Good written and verbal communication skills	✓		AF/IV
• Excellent customer service skills	✓		AF/IV
• Experience of examinations/knowledge of examining bodies		✓	AF/IV
Personal Attributes			
• Ability to communicate effectively with people at all levels in an organisation	✓		AF/IV
• Ability to work under pressure	✓		AF/IV
• Ability to work effectively as part of a team	✓		AF/IV
• Ability to work unsupervised at times and use own initiative	✓		AF/IV
• Willingness to work flexibly when required	✓		AF/IV

*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Skills test)

Cert = Certificates to be checked after job offer



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.eastbrookschool.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:	21 st October 2024
INTERVIEW DATE:	To be confirmed



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.

