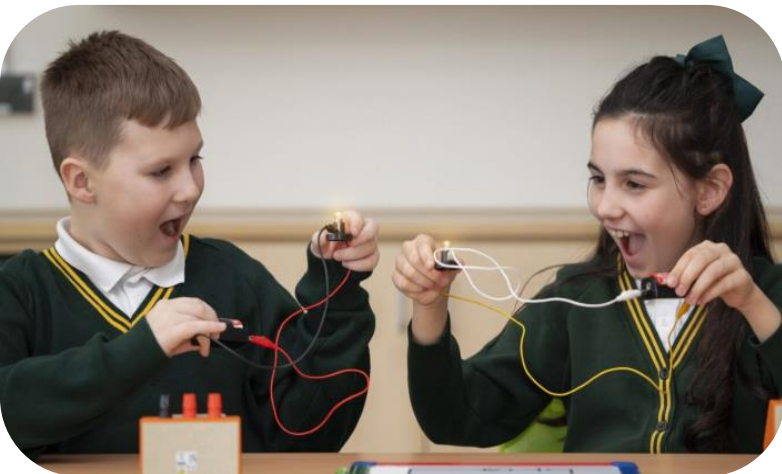


Eastbrook School

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

DEPUTY DESIGNATED SAFEGUARDING LEAD (DDSL)

START DATE: As soon as possible

HOURS: Term Time Only plus 10 days (to be pro rata'd)

SALARY SCALE: P02 (Pt 29 – 32)

We are seeking to appoint a professional, well-educated and experienced colleague as a Deputy Designated Safeguarding Lead. Applicants should be flexible, able to work on their own initiative, under pressure and have the ability to prioritise to meet the need and demands of the role.

This is a varied role giving day to day professional support to the school's two Designated Safeguarding Leads and the development of safeguarding and child protection procedures within the school. This will include training and implementing systems; working with young people and their families to champion the safeguarding policy; responding appropriately to disclosures or concerns and raising awareness of safeguarding and child protection at Eastbrook school.

We are looking for a skilled and experienced person with a background in working with young people and safeguarding to join the team at Eastbrook School. You will need experience of supporting children and families through challenging issues, sometimes under very difficult circumstances and liaising with external services. Applicants must have experience of working with young people, preferably with a strong background of child protection work.

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:	Deputy Designated Safeguarding Lead (DDSL)
Grade:	P02 (Pt 29 – 32)
Department:	Safeguarding
Location:	Eastbrook School
Line Manager:	Deputy Headteacher/DSL
Line Management of:	School Counsellor/Learning Mentor

PURPOSE OF JOB:

- To safeguard and protect the young people and staff of Eastbrook School and liaise with the Whole School Strategic DSL
- To receive safeguarding referrals and coordinate a response which addresses and prioritises the needs of those affected by liaising with appropriate statutory agencies where required
- To promote positive attitudes by students and families towards safeguarding and education and to ensure parents/carers are aware of their statutory responsibilities
- Line management of the school's counsellor and or learning mentor

DUTIES AND RESPONSIBILITIES:

Managing Referrals

- To monitor and respond to safeguarding referrals received daily on the safeguarding portal
- To identify thresholds for intervention and record a rationale for school decision making
- To complete and submit MARFs (Multi Agency Referral Forms) for referring all concerns of harm and abuse of any student at the school to the Local Authority
- To ensure where there are concerns of harm and abuse of any student in the school that these are identified and referred for social care involvement and/or the allocated Social Worker and Duty Team are informed without delay
- To support other staff who have themselves made referrals
- To contribute to strategy discussions and inter-agency meetings and contribute to the assessment of young people
- To make referrals to the police where a crime may have been committed which involves a student of the school
- To undertake early help assessments for identified students and their families, and act as the lead professional where appropriate
- To liaise with the Designated Safeguarding Lead (DSL) and Headteacher in respect of police investigations or investigations under Section 47 Children Act 1989 which involve the school
- To act as a source of support, advice and expertise to staff in matters of safety and safeguarding and when determining thresholds for referral
- To support any referrals to the Local Authority under the 'Children Missing in Education' requirements



JOB DESCRIPTION

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Raising Awareness

- In liaison with the Designated Safeguarding Lead (DSL), ensure that the school's Child Protection and Safeguarding Policy and its implementation is reviewed at least annually, is up to date, and is in line with local and national expectations in line with updates to Keeping Children Safe in Education (KCSIE)
- In liaison with the Designated Safeguarding Lead (DSL), ensure that all staff are aware of internal procedures for reporting a cause for concern
- In liaison with the Designated Safeguarding Lead (DSL), ensure that all students are aware of how to report a concern for themselves or a peer
- To ensure that relevant information is shared across school teams to provide a clear understanding of risk, concerns and interventions
- To alert staff as appropriate to concerns around a particular student's welfare and the need for increased vigilance, reporting and recording
- To ensure that parents and carers are aware that referrals about suspected harm, abuse or neglect may be made to the Local Authority and the school's statutory role in doing this
- To maintain close links with the Barking and Dagenham Safeguarding team to ensure that staff undertake regular up to date training and are fully aware of local policies on safeguarding
- To ensure when a student leaves the school that child protection files are transferred securely to the new school within statutory timescales

Training

The Designated Safeguarding Leads (DSLs) and Deputy Safeguarding Leads (DDSLs) should receive regular and appropriate safeguarding training (including Prevent, Child on Child Abuse and CSE/CCE Awareness). Their knowledge and skills should be regularly refreshed through network meetings, email updates and statutory guidance documents on an ongoing basis in order to:

- Understand the assessment process for providing early help and intervention
- Have a good working knowledge of how local authorities conduct a Child Protection Case Conference so they can attend and contribute effectively when required to do so
- Ensure that every staff member has access to and understands the school's Child Protection and Safeguarding policy and procedures, especially new and part time staff and staff in training
- Support the DSL with sourcing appropriate safeguarding training for all school staff so they are provided with the relevant knowledge and skills to safeguarding students effectively on at least an annual basis
- Be alert to the specific needs of Child Protection, Children in Need, LAC, those with SEND and young carers
- To be able to maintain detailed, accurate and secure records and chronologies following referrals
- Have a clear understanding of the Prevent Duty and support the DSL with providing ongoing advice to school staff about how to safeguard students from the risk of extremism and radicalization
- Actively promote a culture of listening to students and take account their wishes and feelings, in any measures the school may put in place to protect them

Safer Recruitment and Vetting

- Together with the Designated Safeguarding Leads (DSLs), Headteacher and School Business Manager, make sure that those working with students have the correct clearance in place in line with school policies and processes



JOB DESCRIPTION

Audits, Evidence and Reporting

- To create and maintain files of safeguarding evidence, including those required by Ofsted, as evidence of meeting safeguarding requirements
- To maintain the school's tracking systems in place
- To accurately record actions taken on the safeguarding portal

Student Outcomes

- To plan, record and monitor school interventions to promote the welfare of students where the threshold for external intervention is not met
- To monitor student attendance and with the support of the Local Authority Attendance Advisor, ensure attendance management plans are in place that identify students whose absence to school is a serious cause for concern or where absence trends are emerging
- To work with pastoral teams and SLT to improve attendance and contribute to the reviews of individual student progress, signposting to other agencies as required
- To work with the school's Junior Leadership team, SLT and Governors to ensure that the 'voice' of the student is captured about safety at school.

Record Keeping

- Where students are new to the school and where there have been historical safeguarding concerns been reported on admission, ensure that:
 - The student's safeguarding file is received
 - Clarification of the concerns are received from the DSL at the 'feeder' school
 - Any outstanding issues are followed up immediately
 - A chronology of previous activity is placed on the student's safeguarding file

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Health and Wellbeing

- To ensure staff know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
- To ensure staff know the local arrangements concerning the safeguarding of children and young people and know how to identify potential child abuse or neglect and follow safeguarding procedures

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	Essential	Desirable	Assessment Method		
				Application A	Interview I	Task / LO T
Knowledge & Skills	Excellent and up to date knowledge of safeguarding legislation, statutory and other related guidance e.g. KCSIE	✓		✓	✓	✓
	Have a sound working knowledge of current data protection and confidentiality related legislation, statutory and other related guidance.	✓		✓	✓	
	Have a sound working knowledge of available safeguarding support services and referral routes.	✓		✓	✓	
	Ability to deliver safeguarding related training to staff.	✓			✓	
	Ability to provide and analyse statistical data in a clear, understandable report format.	✓			✓	
Qualifications & Experience	GCE A Levels or Level 3 qualifications.		✓	✓		
	Maths and English at Grade 4 or above (or equivalent).	✓		✓		
	Completed formal DSL training (2 days)	✓				
	Willing to participate in and undertake training as necessary.	✓		✓		
	Have prior experience of carrying out the safeguarding role including dealing with a range of issues e.g. abuse, neglect, radicalisation, CSE.	✓		✓	✓	
	Have prior experience of making appropriate referrals to Children's Social Services.	✓		✓	✓	
	Have prior experience of completing and implanting safeguarding related risk assessments, putting in place relevant control measures that leads to informed decisions.	✓		✓	✓	
	Effective track record in developing working relationships internally and with external agencies successfully.	✓		✓	✓	
	Have high personal and professional standards and well-developed pastoral skills and instincts.	✓			✓	
	Prior experience of attending statutory, multi-agency and family meetings.	✓			✓	
	Proven track record of working with complex issues of a difficult and sensitive nature.	✓			✓	
	Prior experience of providing effective safeguarding support and guidance.	✓			✓	
Attitude & Personal Qualities	Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.	✓		✓	✓	
	Tact, discretion and listens whilst maintaining confidentiality.	✓			✓	



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:	24 th May 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
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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.

