

School Business Managers' Conference 2016



Read all about it on page 2 and 3

EducationInvestor Awards 2016

FINALIST

NPW is thrilled to be a finalist for Education Partnership of the Year in the EducationInvestor Awards.

In the application, NPW detailed the development of our work with First Aid training partner, Strong Roots Training over the last year.

Early in 2015, school members advised NPW that they were unhappy

with the First Aid options available.

The partnership began when Alan Merry, NPW Head of School Support and Relationship Management, and Jake Wiid, Strong Roots Training Operations Manager, met at an Outdoor Educators conference.

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It was a big ask: the entirety of a hot Wednesday at the end of **the school year. But Newham's** School Business Managers once again proved their mettle, and turned out in force to make **this year's Conference a** success.

It was a tight programme for the day, opening with an address from Network Chair, Sandy Tomlinson. Sessions followed on the role of the SBM in academies, communications and marketing, nurturing an effective team, income generation and bid writing, finding time to breathe and a keynote address on the professional status of the SBM within school management. All delegates attended every session

Beyond the Now

By Sandy Tomlinson, SBM Network Chair

The second annual SBM conference in July was a huge success. The conference heard from current and former SBMs with expertise in the areas of Multi-Academy Trust, marketing, income generation, leadership and staff management. Delegates had the opportunity to attend various workshops to learn from experts and each other and share best practice.

In order to make an effective contribution in the current education climate, we need to increase our knowledge of **the changes in the education sector as outlined in the government's white papers** *The importance of teaching* 2010 and *Education Excellence Everywhere* 2016. I would urge every existing and aspiring business manager and any other member of staff responsible for finance and HR to read these papers in their entirety.

Multi Academy Trust conversion is on the increase and is bringing with it new ways of working and business managers need to consider our training and developmental needs and act. The NASBM standards are there to guide us towards the levels at which we should be working strategically in order to support our schools through the next era. Use them wisely and in discussion with your head teachers and governors.

Thank you to those who turned out and for your feedback but in order for this to continue effectively we need the continued support of all staff responsible for the business of the school, regardless of your title. I cannot stress enough the importance of networking and professional development in an ever changing education climate, we cannot do our jobs effectively otherwise.

We have decided to change the time of the conference from July in order to give more staff the opportunity to attend; this will mean that we have just a few months before the next one so I would really appreciate your support and suggestions.

Thanks to Alan and the team from NPW for their hard work and support in organising these conferences.

The next network meeting is scheduled for November and I am hoping to see as many of you as possible there.

Together Everyone Achieves More – TEAM

and on top of all this found time for networking and to attend the company exhibition area.

The sessions were delivered as both workshops and talks. After their presentation, Toby Rogers and Lucy Jones from Pebble worked with groups of delegates to draft bids and create income generation ideas.

During her workshop, Janet Aldridge got delegates on their feet to rate various school management scenarios that can arise at school.

Justin Smith held attendees spellbound as he recounted his experiences of developing marketing at Wymondham College, offering advice and proving why, in

2015, he was awarded the National Association of School Business Management's Marketing Award.

Meanwhile Cate Hart answered pressing questions and offered extensive guidance on the hot topic of academy conversion and gave the Business Managers an insight into what their role might look like in an academy setting.

The next event for School Business Managers will be the morning Network Meeting on Thursday, 17 November 2016.



Sandy addresses the School Business Managers

Academisation, NASBM and... motorbikes! Inspiration for SBMs

By Alex Masters, Content Lead at Optimus Education

The future might be uncertain but it is a time of significant opportunity for school business managers, as a recent conference in east London proved.

It's always thrilling to see so many school business managers together in one room. With such a time-pressured, demanding job, for many it can feel almost impossible to leave the office.

But the recent **School Business Managers' 2016 Conference, organised by Sandy Tomlinson, business lead at Vicarage Primary School in Newham, showed that such opportunities are invaluable to encourage SBMs to network, share their concerns and gain further insights and advice from experts in the field.**

From Brexit and the new funding formula to impending academisation, **it's not surprising that many are anxious about the future. "There's a lot of uncertainty," said Sandy in her welcome speech, "That will come home to us eventually. We need to be prepared."**

Indeed, talking to school business managers during the day, many shared their concerns for the future. No doubt some (or many) will sound familiar: **"I don't want to step out of my comfort zone."; "I need to keep up to speed with all the constant changes"; "I'm worried about additional responsibilities"; "There's such a fog of information out there" and "I'm worried about working across schools if we become a MAT."**

Growth mindset

Despite these concerns, the speakers showed how positivity, enthusiasm and a growth mindset can turn these challenges into opportunities. In her inspiring opening speech, consultant Nickii Messer explained that, while change is inevitable, we **can see this as an opportunity "to shape school business management"**.

She stressed the importance of explaining to the head, the rest of the SLT and all staff members what your role as an SBM really involves.



Indeed, a lack of understanding of the role can be a key barrier to **professional development. "We are a profession. And we need to ensure we are professionally developed to senior leadership quality," Nickii said, "But many head teachers don't know what quality business management looks like."**

The NASBM standards

So how do we go about changing this? Nickii had a raft of suggestions. For one, she urged SBMs to use the new NASBM professional standards: these are a great way of self-assessing and finding key areas for progress, which can then be shown to the head – indeed one head teacher is currently using the NASBM standards to write a job description for a new **business manager. "This is our opportunity to shape school business management," Nickii explained, "NASBM gives us the framework to do that."**

Business managers also need to embrace new training opportunities, no matter how hard it may feel to leave the (ever-busy) office. **"If you're worried when you go on training, don't: the work will be there when you get back,"** Nickii said, to much laughter.

Another great idea is to include a slot in staff meetings where SBMs can actually explain to staff what they do. **"You need to explain. And if you have someone else's words [i.e. by using direct quotes from the NASBM standards] it doesn't get personal."**

She also recommended having INSET days for staff, to train them

on budgets etc. In terms of professional development, perhaps one of the hardest areas is reflective practice. **"We need to look at ourselves," Nickii said, "Self-assessment is hard. Be brave enough to ask each other: "Where do you see me?"**

Motorbikes

A lot of development and progress is down to self-belief. Nickii used the great analogy of a motorbike. When she was taking a proficiency test she fell off the bike (with the bike falling on top of her). Despite being covered in bruises and feeling defeated her instructor told her to try again and again. But each time the same thing happened: she kept failing. It was only when she went home and thought about it that night that she realised the problem: she kept focusing on the failure – and what she focused on was what she achieved. She went back the next day focusing on success and she succeeded.

As Sandy pointed out, it's also about resilience and showing this as an example to others. 'Our teams look to us and how we react to pressure and change. We need to look at the NASBM standards and think: "Is this what I'm displaying?"' Indeed, Sandy's resilience and enthusiasm is an example to us all and it's little wonder she received the NASBM 2015 award for Leading Support Services.

Read the rest at: <http://blog.optimus-education.com/academisation-nasbm-and%E2%80%A6-motorbikes-inspiration-sbms>

Winsor pupils join the Mayor's Newham Carnival



Saturday, 9 July 2016 saw pupils from around Newham participate in a vibrant display of music and colourful costumes.

The theme for the Newham carnival this year was *Turning the Pages*, celebrating the power of literacy

inspired by the works of Beatrix Potter, Roald Dahl, William Shakespeare, Charlotte Bronte and A. A. Milne, who all have anniversaries in 2016.

Pupils from Winsor Primary School, inspired by Dahl's *James and the Giant Peach* created colourful

costumes and participated in drumming workshops.

On the day of the carnival, pupils and their parents drummed a samba beat around Newham.

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Realising that there was an opportunity for both companies to enter into a mutually beneficial partnership, Alan and his team began to explore partnership options by piloting a training offer.

The NPW/Strong Roots Training programme covers the range of **schools' First Aid needs**, encompassing First Aid at Work (both initial and refresher courses), Paediatric First Aid and AED Training. In summer 2016 the offer was further expanded with training in Dealing with Emergencies on Education Visits for Visit Leaders.

Jake Wiid of Strong Roots Training says: "The practical side of the partnership with NPW works incredibly well. The culture in the team is one of friendly helpfulness, everyone making extra effort to make a visiting trainer feel welcome. From the reception

team's enthusiastic greeting on arrival to the ease of ordering lunches, working at NPW is always a pleasure.

"The office team call into the training room to make sure that things are going well from time to time, and are always accommodating when I need last minute photocopying or to order an extra pot of coffee for thirsty trainees.

"The building team are fantastic. The cleaners are friendly and always cheerful and the Business Support team goes way beyond helpful, making sure that the training room is set up exactly how I want it every time. The small challenges which may ordinarily upset a training day are dealt with quickly and efficiently with the minimum of fuss or disruption.

"Working with the team at Francis House is a pleasure, from the

management right through the team there is a genuine welcome and a professionalism that makes **the partnership so successful."**

The above is a demonstration of how partnership is core to NPW. Providing effective training options such as the above is not extraneous to us but at the very foundation of what we do.

Always keen to embrace new opportunities to support schools, NPW is currently partnering with RM Education on Information Curriculum Technology support provided in schools. NPW works closely with LACA (Lead Association for CAtering in Education), indeed the NPW Cleaning and Catering Development Manager, Sally Shadrack, has just stepped into her new role as Chair of LACA.

NPW will be represented at the EducationInvestor Awards Ceremony in November.

Newham Festival of Voices

"It makes me happy and it reminds me of rainbows."

A Britannia Village pupil

The Newham Festival of Voices this year honoured Angela Tapscott.

The combined school choir performed Angela's favourite song *Give Us Hope* in an emotional and moving tribute to the Ranelagh Head Teacher who was instrumental in the creation of the Festival of Voices and has been a pivotal figure in the Creative Arts Partnership between Britannia Village, St Helen's, Star, St Joachim's and Ranelagh Primary Schools.

Other song highlights from the Festival were opening salvo *There's no business like show business* and *I've got rhythm* complete with a complex clapping pattern ably performed by the pupils from St Helen's.

St Helen's Head Teacher, Gael Hicks, commented: "The Festival of Voices is a marvellous opportunity for the pupils from Newham to collaborate on a night of music and song. Each school is blessed with an incredible array of creative talent and I feel that the Festival of Voices will showcase the pupil's musical skills and joy at performing. The children who take part in this collaborative event develop their creativity, have increased confidence, respect for others and improved self-esteem.

All of which serve to enable progress, fulfil their aspirations and achieve future success."

As compere Andy Smith said to the audience of parents at the concert's close: **"It's vitally important that you see your children have a voice."** It was not only their voices but confident harmonies, duets and showmanship showed off the **singing talent of Newham's schools.**

The show's Musical Director, Chris Augustine, was responsible for the music and song selection, along with integrating the choirs from the five Newham primary schools. Before the concert he said: **"The children's dedication to this joint venture has been brilliant. To be part of a communal choir that will,**

on the night, experience all the aspects of a full-scale, professional theatre production will be a fantastic and valuable memory that I'm sure they will remember and cherish forever."

Speaking before the show, Paul Harris, Interim Executive Head Teacher at Ranelagh, said: "We are working very hard to practise and develop our performance for the Festival of Voices. We are very excited for the forthcoming event and know that it will be extra special as it has been dedicated to our amazing Executive Head Teacher, Angela Tapscott. We hope that the audience will celebrate and enjoy the amazing talents of our children across all of the schools."



Angela (centre) addresses last year's Festival

St Stephen's sing out Janet Mantey



At the end of the last school year, **St Stephen's Children's Centre** said good bye to deputy head Janet Mantey.

On Wednesday, 20 July 2016 the Nursery and Infant school gathered to wish Janet well in her retirement.

The pupils filed in, their bright and extravagant costumes embossed by the abundance of summer sun to the delight of the numerous parents

in attendance to wish Janet well.

Following the performance, there was an immense reception line of well-wishers, eager to thank Janet for her role in educating their children and to see her off.

Before the assembly, none of the audience knew that Janet Mantey inspired so many popular songs including *Working 9 to 5*, *So long*, *Farewell* and *Coldplay's Fix You* but

the singing of the **St Stephen's** pupils left no doubt.

The pupils of **St Stephen's** sang in their year groups, and shared remembrances of their time learning from Janet who "spread smiles" and made sure pupils were "enjoying our time in nursery".

St Stephen's Head Teacher, Neena Lall, spoke about Janet's commitment and loyalty: "she works day in, day out with the community".

Janet herself said: "I am most going to miss the children and families and working in such a supportive and exciting team of practitioners and teachers."

Janet plans to spend her retirement travelling and spending time with family and friends.



We are moving: last year the NPW website moved to www.npw.uk.com and now our email is joining the new domain. NPW email addresses will now be in the format: forename.surname@npw.uk.com.

Dates for the next school year can be found on our website at: <http://www.npw.uk.com/wp-content/uploads/2016/09/SchoolTermDates201617.pdf>

Subscribe to receive the NPW Newsletter to your inbox weekly [here](#)

Contact the NPW News team with any queries, news items or events for publication at

newsletter@npw.uk.com (Editorial enquiries)

adverts@npw.uk.com (Job adverts)

Advertising in the NPW Newsletter

The NPW Newsletter

Publishes the latest teaching and support vacancies every week during term time, the NPW Newsletter provides education updates, news from schools and from NPW.

Benefits of advertising

Distributed to schools, reaching over **7,000** staff, and available on the NPW website, www.npw.uk.com, it reaches a potential readership of more than **8,000** each week. Placing your advert and vacancies in the Newsletter and on the [londonschooljobs](http://londonschooljobs.co.uk) board, you receive the benefit of effective target marketing at prices starting from **£11.50 per week** for event or product adverts.

Who is NPW?

NPW is a respected provider of high quality, professional education support services and provides a one stop shop. Experienced staff work in collaboration with you to provide bespoke solutions that free up leadership time and allows schools, academies and other educational settings to focus on delivering excellent outcomes for young people.

For companies and other organisations

Your advert will be seen by more than **8,000** readers, made up of our subscribers and over **100** schools in East London.

We welcome companies promoting products and services. If your proposal meets publication standards then an advertorial article or flyer in the NPW Newsletter can be arranged. Current prices are as follows:

Size	Cost	
	Edition (1)	Month (4)
Full page 240x180 mm	£190.00	£700.00
Half page 180x118mm	£95.00	£350.00
Quarter Page 90x118mm	£47.50	£175.00
Eighth page 90x59mm	£11.50	£126.00*

*for 12 weeks

For schools, academies and other education settings

For schools that are not NPW members a quarter page event advert costs **£15** per edition or a write-up of an event is an additional **£25**.

Schools can also publicise vacancies on the Jobs Board londonschooljobs.co.uk and in the NPW Newsletter by contacting adverts@npw.uk.com

Advert artwork

Advert artwork is preferred in JPEG format. However, if necessary, other formats can be accepted.

To advertise in the NPW Newsletter please send your proposal or any enquiries to newsletter@npw.uk.com or call **020 8249 6963**

New EVC Training



The head teacher/education visits co-ordinator (EVC) must satisfy themselves that the visit/group leader is suitably competent and empowered to act on the **head teacher's** behalf for the duration of an educational visit. An element of this will include in-school training which is normally undertaken in school by the EVC.

In order to support schools with this training, a theory and practical course for all school staff, but especially for staff new to leading visits, has been designed. Both theory and practical sessions are delivered in one day.

The course is open to all schools and other educational establishments and will have no particular emphasis on the specific age group.

Cost: This course is offered free of charge but please note there is a no-show/late cancellation charge of £100.00 per person to cover administration, refreshment and tutor costs.

Date: Wednesday, 05 October 2016

Time: 09:30 - 17:30

Venue: Francis House, 760 Barking Road, Plaistow, London E13 9PJ

Contact: To reserve a place email Geetha.unnithan@npw.so or telephone 020 8249 6973

Health and Safety Training for School Staff

Introduction to Health & Safety at Work

There are places on a training course that has been primarily designed for new head teachers, heads of establishments and senior school managers which explains the London Borough of Newham, Health and Safety Management System used in schools and other educational settings.

The course may benefit deputy head teachers acting in the absence of the head teacher during the school year or other members of the leadership team with a health and safety remit.

The elements of the course will contain the following: -

- Clarification of the responsibilities of the head teacher or person acting in their absence.
- An introduction to health and safety legislation relating to schools and other educational establishments.
- The role of Corporate Health and Safety
- The role of Newham Partnership Working
- Guidance on the duty to manage asbestos.
- Briefing on the Newham Health and Safety Management System.
- Workshop and introduction to risk assessment.
- Lunch and beverages provided

Ensure that the school has a person appointed to co-ordinate health and safety at senior level.

Cost: This course is offered free of charge but please note there is a no-show/late cancellation charge of £100.00 per person to cover administration, refreshment and tutor costs.

Date: Wednesday, 12 October 2016

Time: 09:30 - 15:30

Venue: Francis House, 760 Barking Road, Plaistow, London E13 9PJ

Contact: To reserve a place email Geetha.unnithan@npw.so or telephone 020 8249 6973

Primary NQT Computing workshop

Supporting and developing Newly Qualified Teachers in their first year of teaching is hugely important. The NQT Computing workshop has been developed to reinforce subject knowledge in this subject area.

At NPW we are offering training to Primary NQTs on how to effectively use ICT across the curriculum and an introduction to the 2014 Computing Curriculum to understand the main areas of focus, including learning coding across Key stage 1 & 2.

Course Summary:

- Scratch & Kodu coding (KS2)
- J2E JIT/Visual coding (KS1)
- Cloud based software - J2E (Cross curricular)
- Computer Science Unplugged
- iPad 'app smashing' (Cross curricular)
- WWW & Internet



Book your place: Contact Shorifa Khanam shorifa.khanam@npw.uk.com

Cost: £199 (available to members and non-members)

Audience: NQTs & Teach First

Date & Time: Friday, 23 September 2016 - 9am to 4pm

Venue: Francis House, 760 Barking Road, Plaistow, E13 9PJ

Additional information: Lunch will be provided.

Please note: Should you need to cancel, please give 48 hours notice as full price will be charged.



Outstanding Early Years Teaching

Outstanding Early Years Teaching is a year-long professional development programme to support early years teachers to develop the quality of their teaching and further their reflective practice. Participants have a unique opportunity to undertake eight visits to Maintained Nursery Schools in East London, all rated Outstanding by Ofsted, to observe leading-edge practice and engage in professional dialogue.

Between each visit, participants reflect on their practice as they implement and evaluate new approaches. The group develops as a community of learners throughout the year and everyone engages in monthly online discussion using Twitter and/or the group email.

During the pilot phase of this programme, three of the ten participants had an Ofsted inspection and were graded Outstanding.

Outstanding Early Years Teaching is suitable for experienced early years teachers who wish to develop their practice further, and for years teachers at the start of their careers who are striving for excellence.

This CPD programme is now part of a major research project into pedagogical leadership, in partnership with the UCL Institute of Education.

Costs: This programme costs £700 for the year.

Booking: please email leigh.dredge@kaizen.newham.sch.uk to book your place stating your school, your name and your role.

If we can confirm a place, you will be asked to sign and return a full booking form in which you agree to attend all eight sessions and to engage in the online In discussion element using Twitter and/or the email group.

Uplifting leadership: opportunities to enrol middle leaders on the NPQML and staff on the NPQSL at a reduced rate

Assessment without levels, curriculum change and the fast-changing pace of life in primary and secondary schools have created a climate where we need strong senior leaders more than ever.

We know that there are many primary school EYFS co-ordinators who felt in urgent need to develop their leadership confidence and skills.

Senior leaders in Nursery Schools are keenly aware of the need to support and develop the next generation of specialist, early years leaders to keep the nursery school vision alive and relevant.

Schools which lead Children's Centre provision have also told us of the critical importance of developing senior leadership in order to deliver Newham's Best Start in Life Guarantee.

So, we are very pleased to announce that we are now taking applications for the National Professional Qualifications for Middle Leadership (NPQML) and Senior Leadership (NPQSL). In **addition, we have developed an Early Years Leadership Cluster and a Children's Centre Leadership Hub** to ensure that candidates feel there is expert early years input to support leadership development.

The East London Partnership is offering this qualification in collaboration with UCL Institute of Education, rated as the **world's top university for education**. **By applying through the partnership you will save £270 on the costs of the NPQSL and save £200 on the costs of the NPQML. Please choose "East London Partnership" from the dropdown menu [when you apply here](#).**



Finance Administrator
Eastlea Community School

Pretoria Road
Canning Town
London E16 4NP
TEL:- 0207 540 0400
FAX:- 0207 540 0410

Required for 1st November 2016

25 hours per week – 09:30 a.m. to 14:30 p.m. term time only

Salary scale 5 (22) £22,284 – (Actual pro rata starting salary £13,423)

Due to a current vacancy, Eastlea Community School is seeking to appoint an experienced, hardworking administrator who can work on their own initiative as well as being a good team player.

The successful applicant should have good time management skills, be able to meet deadlines and have a flexible approach to work as priorities could change at short notice. You will need to be a

confident, professional & approachable communicator, as you will be liaising with external and internal stakeholders, including staff, students, parents and the wider community.

A good level of all Microsoft Office Suite applications and excellent numeracy, literacy and ICT skill are essential.

Experience of a school or finance environment would be an advantage, as would knowledge of SIMS/FMS.

Please refer to the Job description and Person Specification when completing your application.

Application forms and further details can be obtained from the school website : www.eastlea.newham.sch.uk

Application forms should be returned to the school by: 12 noon on Monday 12th September 2016

Interviews will take place on:

Monday 19th September 2016

IMPORTANT INFORMATION FOR APPLICANTS

EQUALITY AND DIVERSITY

Eastlea Community School has a strong commitment to equal opportunities and diversity in all aspects of employment within the London Borough of Newham and in its services to students, staff and the wider community. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Eastlea Community School is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

An enhanced current DBS clearance is a necessity for this post.

Teaching Assistants

Our Lady of Grace Catholic Academy Trust

Registered Office:
St Helen's Catholic Primary School
Chargeable Lane
London
E13 8DW

Our Lady of Grace Catholic Academy Trust comprising of two outstanding primary schools: **St Joachim's and St Helen's in the London Borough of Newham.**

The Trust has the following vacancies:

(TEMPORARY 1 YEAR CONTRACT with the possibility of teacher training to follow)

32.5 hours per week – term time only

Unqualified £13,968 inc, per annum

Qualified £14,271 inc, per annum

Applicants should be enthusiastic, patient, flexible, hardworking, proactive, and able to work with a variety of age groups. **The posts are based at St Helen's.**

A degree is desirable or a minimum of GCSE or equivalent qualifications in English, maths and science and excellent spoken and written English. Suitable applicants may have the opportunity in future to train with us to become a teacher on the School Direct route.

Shortlisted candidates will be required to take a maths and English test and have a school based interview.

The schools in the Academy Trust have a commitment to Safeguarding Children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore

will be subject to a DBS enhanced check from the Disclosure and Barring Service.

Application form and further details please apply on line at www.londonschooljobs.co.uk ref: 2476.

If you have not received any notification before the interview date, please presume that your application has been unsuccessful

Closing Date: 12.00 midnight on 15 September 2016

Interviews: W/C 19 September 2016

Family Support Worker

Vicarage Primary School

Vicarage Lane
East Ham
E6 6HP

Tel: 020 8472 0674/1010
info@vicarage.newham.sch.uk
Required as soon as possible

Permanent Position (subject to 6 months probationary period)
Salary: Scale 6 based on 36 hours per week, 39 weeks per year. (£21,558 - £22,896)

Vicarage Primary is a large multi-cultural primary school in the London borough of Newham. We have the highest expectations and aspirations for all our pupils. Being a vibrant and exciting learning community, our commitment to a brighter future for all our pupils has resulted in our school growing from strength to strength.

The successful candidate will be passionate about helping children to remove barriers to learning both inside and outside of school and be able to support families in ensuring

an effective partnership between the school and home. They will be able to liaise effectively with multi agencies, individuals and schools for the benefit of the pupils and families. Experience in social work is desirable but not essential.

Ofsted (2014) said: **"Parents work closely with the school and regularly take part in workshops and contribute their views"** and **"The strong promotion of pupils' spiritual, moral, social & cultural development contributes to the appreciation of diversity and tolerance within the school & among local community"**

We can offer:

- Enthusiastic and responsive children
- Passionate and driven staff committed to maintaining high standards
- Supportive parents and governors
- A positive, welcoming ethos

Visits to the school are warmly welcomed. For general enquiries or

to arrange a visit please contact the school on 0208 4721010 or 0208 4720674 or email at info@vicarage.newham.sch.uk

If you are interested in working in this dynamic school, an application form and further details are available online at www.londonschooljobs.co.uk ref: 2479.

Closing date for applications will be 22nd September 2016. Interviews will be held in the week beginning 10th October 2016.

A commitment to a multicultural, diverse environment and equal opportunities is essential. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applications will be subject to an enhanced DBS check and medical questionnaire. A disqualification declaration is required for this post.

Education Monitoring Officers

Term Time only

Newham Virtual School

London Borough of Newham
Newham Dockside
1000 Dockside Road
London
E16 2QU
Tel: 020 3373 0938

Salary Scale 6 based on 36 Hours per week, 39 weeks per year (£21,558 - £22,896)

The Virtual School works with schools and other partners to promote the best possible education for our looked after children and is seeking to employ THREE Education Monitoring Officers (Term time only) to join us as soon as possible. We are looking for one Primary specialist, one Secondary specialist and one to specialise in the transition between Key stages 4 and 5.

Your duties will include:

- Contributing to educational

planning (Personal Education Plans) and review for children and young people

- Holding a caseload of children in care of statutory school age, attending all relevant educational meetings; implementing packages of additional support where necessary
- Taking a key role in re-engaging disaffected and challenging children in care to Newham.
- Contributing effectively to meeting the diversity of **children's needs and interests**; recognising their strengths and areas for development in planning support that removes barriers to their achievement.
- Assisting in managing data by gathering information, inputting data and producing reports, statistical information and analysis as required.
- Carrying out routine clerical tasks e.g. delivering training to Designated Teachers, supporting Celebration events

and producing case studies.

You will have a qualification at minimum Level 2 in English and Mathematics and be educated to Level 3 overall. You will have obtained or be prepared to obtain Higher Level Teaching Assistant status or equivalent and have had 3 **years' experience of working in a school**. You should be aware of the statutory frameworks related to Children in Care and have high expectations of all children.

For further details and to apply see www.londonschooljobs.co.uk ref: 2480.

Closing date for applications: 18th September 2016

The Schools in this Authority are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Criminal Records Disclosure.