



# new wave federation

**APPLICATION PACK**  
**Development & Marketing Officer**



# Contents

|  |   |
|--|---|
| • Welcome Letter<br>from Nicole Reid – Executive Headteacher | 3 |
| • About Our Schools  | 4 |
| • Job Description & Job Summary                              | 5 |
| • Main Duties  | 6 |
| • General Duties   | 7 |
| • Person Specification                                       | 8 |
| • Application Process  | 9 |



## Welcome Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Development & Marketing Officer working within The New Wave Federation. The schools within the Federation are Grazebrook Primary School based in Stoke Newington, Shacklewell Primary School based in Dalston and Woodberry Down Community Primary School based in Manor House. The New Wave Federation was created in March 2016. Our schools federated after forming long term partnerships sharing expertise of best practice in all areas of education. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey.

This pack has been put together to help you with the application process. If you would like to visit the schools for a tour and learn more about the federation we are happy for you to contact us. If you have any questions that you would like to ask please do contact **Mrs Lisa Langley, PA to the Executive Headteacher on 020 8802 4051.**

This role is based at Grazebrook Primary School however you may be requested to work across the federation if the need arises. In all our schools we have a passion for high standards and want all our children to achieve their potential and be inspired to go beyond that. If you think you can help us on our quest for excellence then please come and join our happy and vibrant teams. The right person will be someone who is up to date with 21st century education, who can use new technologies and who is creative and resourceful.

The successful applicant will demonstrate that they are excellent administrators with a flexible approach, have high expectations, possess excellent communication and interpersonal skills, are good team members.

We can offer you schools which are popular and well resourced, have a friendly and dedicated staff with good opportunities for development.

Our schools are vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Kind regards,



Mrs Nicole Reid  
Executive Headteacher

## About our Schools



### Grazebrook Primary School – OFSTED 2012

Grazebrook Primary is a larger than average-sized school. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are well above average. The proportion of disabled pupils and those who have special educational needs is smaller than average. Most of this group have moderate learning difficulties. The proportion of pupils known to be eligible for free school meals is above average.

The school has gained many accreditations, including Primary Science Silver Quality Mark, Sing Up Silver, and the Rights Respecting School award. The school runs a daily breakfast club and after-school club. The New Wave Teaching Alliance is based at the school. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress.

**At its last OFSTED inspection (February, 2012) it was reported that the school is an Outstanding school.**

### Shacklewell Primary School – OFSTED 2019

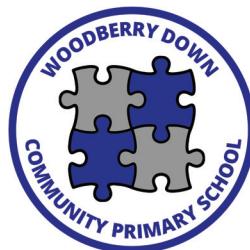
Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

**At its most recent OFSTED inspection (March, 2019) it was reported that the school is an Outstanding school.**

### Woodberry Down Community Primary School – OFSTED 2012

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The Apple Regional Teaching Alliance is now based at this school which was awarded to the New Wave Teaching Alliance.

**At its last OFSTED inspection (June, 2012) it was reported that the school is an Outstanding school.**



## Job Description

|                      |   |
|----------------------|---|
| <b>Post Title:</b>   | Development & Marketing Officer Level 3       |
| <b>Directorate:</b>  | Grazebrook Primary School                     |
| <b>Reporting to:</b> | English Hub Leaders/Executive Headteacher     |
| <b>Grade:</b>        | Scale 6 (point 18-20) £28,752.00 - £29,796.00 |

## Job Summary

- Under the guidance of senior staff, manage the day to day administrative, financial and organisational aspects of the English Hub/Teaching School. Organise the work of the two departments and its team of literacy and teaching specialist

## Main Duties

### **Organisation:**

- Deal with complex administrative and event management bookings
- Organise diaries of all specialist leads including updating diaries
- Contribute to the planning, development and organisation of support service systems/ procedures/ policies.
- Organise events in line with federation policy for the English Hub and the ITT training
- Report regularly to Project Leads and Trainers

### **Administration:**

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing, word processing and complex IT based tasks.
- Provide personal, administrative and organisational support to English Hub staff.
- Provide administrative and organisational support to the ITT staff.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc, including those to outside agencies e.g. DfE.
- Undertake the administration of recruiting schools to attend English Hub showcase events and ITT training sessions

### **Resources:**

- Operate relevant equipment/complex ICT packages..
- Manage advertising stock.
- Undertake research and obtain information to inform decisions.
- Assist with the marketing and promotion of the English Hub and ITT services
- Manage administration of facilities and catering for events including use of school premises.
- Undertake financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Assist with managing expenditure within an agreed budget.

### **Responsibilities:**

- Comply with and assist with the development of policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the federation
- Establish constructive relationship and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

## General Duties

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.



## Person Specification

|                       | Essential  |
|-----------------------|--|
| <b>Qualifications</b> | NVQ Level 3 or equivalent qualification or experience in relevant discipline.  |
| <b>Experience</b>     | Experience of business development, management and operation of administrative systems.  |
| <b>Knowledge</b>      | Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.   |
| <b>Skills</b>         | <p>Very good numeracy skills.</p> <p>Effective use of ICT and other specialist equipments/resources.</p> <p>Very good ICT skills.</p> <p>Ability to relate well to children and adults.</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and own position within these.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Display commitment to the protection and safeguarding of children and young people.</p> |
|                       |  |



## Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.
- Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 14th June 2019** and interviews are week commencing **Monday 24th June 2019**. Please be advised that if you do not hear from us within two weeks of the closing date, you have not been short listed on this occasion.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation Business Manager on 020 7254 1415 or [achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)

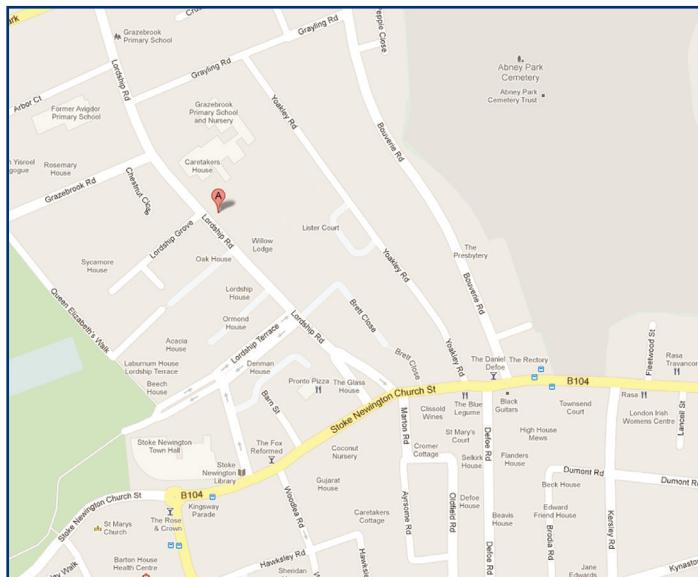
If you would like to have an informal discussion about the post then please contact me via email at [nreid@newwavefederation.co.uk](mailto:nreid@newwavefederation.co.uk)

We look forward to receiving your application.



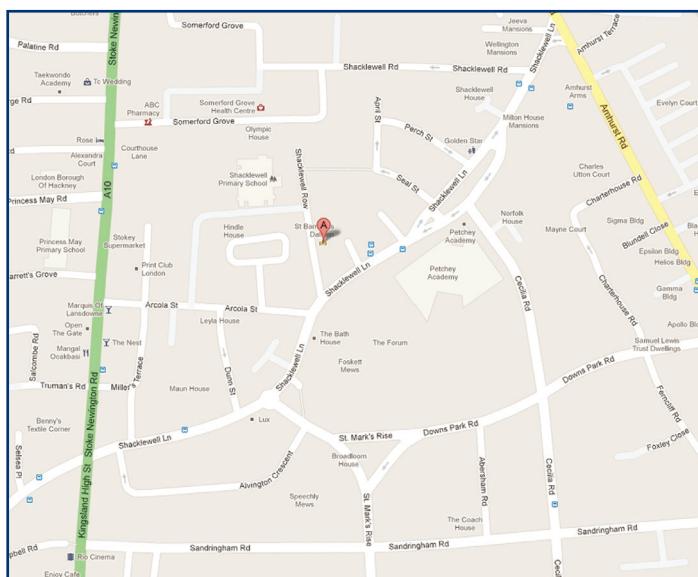
**Grazebrook Primary School**  
Lordship Road, London N16 0QP

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 Fax: 020 8442 5202  
 E-mail: GBoffice@newwavefederation.co.uk  
 Web: [www.grazebrook.hackney.sch.uk](http://www.grazebrook.hackney.sch.uk)



**Shacklewell Primary School**  
Shacklewell Row, London E8 2EA

Telephone: 020 7254 1415  
 Fax: 020 7254 1151  
 E-mail: SWoffice@newwavefederation.co.uk  
 Web: [www.shacklewell.hackney.sch.uk](http://www.shacklewell.hackney.sch.uk)



**Woodberry Down  
Community Primary School**  
Woodberry Grove, London N4 1SY

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 Fax: 020 8211 0029  
 E-mail: WDoffice@newwavefederation.co.uk  
 Web: [www.woodberrydown.hackney.sch.uk](http://www.woodberrydown.hackney.sch.uk)

