

# **Bullers Wood School**

*St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ  
Tel: 020 8467 2280 ext 359 (Gill Newton)*

*Email: [gnewton@bullerswood.bromley.sch.uk](mailto:gnewton@bullerswood.bromley.sch.uk)*

*Website: [www.bullerswood.bromley.sch.uk](http://www.bullerswood.bromley.sch.uk)*

**Appointment of a Study Centre & Inclusion Supervisor and 6<sup>th</sup> Form Admin Support**

**To commence asap**



**Bullers Wood House**

*Closing date - Thursday, 30<sup>th</sup> November 2017 - 9.00am*



# Bullers Wood School

St. Nicolas Lane, Logs Hill, Chislehurst, Kent, BR7 5LJ

Headteacher Mr. B. Greene BA NPQH

020 8467 2280

020 8295 1425

office@bullerswood.bromley.sch.uk

www.bullerswood.bromley.sch.uk

Dear Applicant

Thank you for expressing an interest in the post of 6<sup>th</sup> Form Study Centre and Inclusion Supervisor at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available now and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and for the last 4 years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We are also in the top 20% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

We are looking for an enthusiastic individual to help us to ensure that in every way Bullers Wood remains an outstanding school at our next Ofsted inspection, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time as we approach the opening of a secondary free school, Bullers Wood School for Boys in September 2018. This means that in the future there will be opportunities for enhanced professional and career development within the Bullers Wood Multi Academy Trust across both the Girls and the Boys schools.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please do not hesitate to telephone or email us.

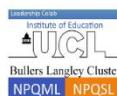
We very much hope to receive your application.

Yours sincerely

B. Greene

**Headteacher**

q u o d p o t e s t e n t a



## THE POST AND SPECIFICATIONS

### The Post

We are seeking to appoint to this post as soon as possible. The successful candidate will have a pivotal role in supporting students achieve their best in Year 12 and 13. The mornings will be spent supporting 6<sup>th</sup> form students and the afternoon will be supervising inclusion. Full training will be provided.

**Position:** Study Centre & Inclusion Supervisor and 6<sup>th</sup> Form Administration Support (BW5)

**Reports to:** KS5 Learning Mentor/Inclusion Manager

**Hours of Duty:** 26 hours 40 minutes per week Monday to Friday (8.50 am to 3.00pm with a 50 minute unpaid lunch break)

**Contract:** Term time plus 5 days at the end of August & beginning of September to assist with Sixth Form Enrolment

**Holiday:** To be taken during school holidays.

### Job purpose:

To undertake the registration, allocation and supervision of students in the Sixth Form Study area, and the administration and support requirements of the Sixth Form including mentoring and supporting targeted students in Year 12.

### Responsibilities:

This is a multi-faceted position. The following is not intended as a comprehensive list of responsibilities merely as an indicator as to some of the responsibilities the job holder will be expected to undertake.

### **General Administration, including the following:**

- Mock Examination Preparation for year 12 in January & July.
- Organise Meet the Tutors evening.
- Attend Sixth Form Open Evening (1/2 day of contract time taken in lieu).
- Liaise with and type/mailmerge/e-mail correspondence with parents/carers, further education establishments, visitors and others.
- Draft references for students and ex-students and liaise accordingly.
- Analyse data and present reports in easy to read formats.
- Attend to student issues as appropriate.
- Input and maintenance of accurate student information on SIMS and production of reports as required.
- Support the administration of enrolment preparation.

- Any other administration tasks that may be requested by the Director of the Sixth Form/KS5 Learning Mentor.

### **Other**

- Any other duties that may be reasonably required by the Director of the Sixth Form and/or Headteacher
- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

### **Inclusion Supervisor (afternoons)**

- Monitor the system for referral of students to inclusion; if students are referred to inclusion in the afternoon they must be registered
- If students are referred to inclusion in the afternoon email their teachers to request work
- Set students in inclusion with work relevant to the curriculum or to the incident causing them to be in the inclusion
- Supervise the work of students in Inclusion to assist them in completing the required tasks
- Support students during their re-integration into lessons
- Where appropriate gather accounts from students relating to the incident and use walkabout or on-call to support with the gathering of accounts when necessary
- Feedback to the inclusion manager at the end of each day

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.*

### **Person Specification:**

We are looking for the following qualities in the successful applicant:

- Good academic qualifications, particularly in English and Mathematics
- Strong organisation, administrative, coaching and communication skills
- Excellent interpersonal skills, particularly with young people
- A flexible approach and willingness to go the extra mile
- Commitment and reliability
- Patience
- Attention to detail
- Ability to analyse and present data
- Strong IT skills, including Excel and Word

The salary for this position is in the range £18,252 to £19,724 per annum dependent upon skills and experience.

If working 26.66 hours per week and for 39 weeks per academic year on an FTE of £18,252, the actual salary will be £11,329.75 (26.66 x 39 x £18,252/1675).

The annualised salary is paid in 12 monthly instalments.

## **AN INTRODUCTION TO BULLERS WOOD**

### **Context**

Bullers Wood is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

### **Mission and Ethos**

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.

### **Students**

The number on roll is 1563, including 454 students in the mixed sixth form. We serve a generally affluent community and parents have a choice of Bullers Wood as a comprehensive school for girls or selective education within Bromley and other LAs (Bexley, Kent). The proportion of girls eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 15 languages are spoken. Very few girls are learning English as an additional language. The behaviour of students is good, with the vast majority keen to learn and succeed.

In 2017, 80% of students achieved 5+ GCSE's at A\* - C (9-4) including English and Maths, 50% of A level results were graded A\* - B.

### **School Organisation**

The staff at Bullers Wood are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. NQTs are allocated a dedicated mentor to support them through their NQT year.

The School is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

### **Our Accommodation and Facilities**

Twenty two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high quality environment and atmosphere which students enjoy and remember.

## **CONDITIONS OF SERVICE**

Employment is subject to a number of pre-employment checking procedures – these are given below.

### **Pension Scheme**

Support staff, whether full or part time, will automatically be a member of the Local Government Pension Scheme Pension Scheme unless they elect to opt out. This is a contributory scheme, with the contribution rate dependant on the full time, term time salary of the post.

### **Policy on Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

### **Application Procedure**

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email Gill Newton, Human Resources Manager, 020 8467 2280 ext 359; **[gnewton@bullerswood.bromley.sch.uk](mailto:gnewton@bullerswood.bromley.sch.uk)**.
- iii. Complete the application form **as fully as possible**. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet
- iv. In section 10 Letter of Application, please tell us
  - o Why you are applying for this post
  - o How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description

Send your completed application form by fax, email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp  
Human Resources Administrator  
Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ  
[csharp@bullerswood.bromley.sch.uk](mailto:csharp@bullerswood.bromley.sch.uk)  
Fax: 020 8467 9054 (Confidential)

Please send your application to reach us by *Thursday, 30<sup>th</sup> November 2017 - 9.00am*

In the interests of economy, receipt of your application will only be acknowledged if you send a stamped addressed envelope or ask for an acknowledgement by email. Alternatively please ring Gill Newton.

If you do not hear further from us, then you may assume that your application has been unsuccessful on this occasion but we should like to nevertheless thank you for your interest in working at Bullers Wood.

Please note that it is our policy to hold on file for some time applications that have been unsuccessful in order that if another vacancy arises for which you may be suited, we can contact you. If you do not wish us to retain your application, you should please advise us to this effect.

## Appointment Process

- i. Suitable applications will be shortlisted for interview within the first week (although sometimes it can take two weeks) after the closing date.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
  - be given a tour of the school
  - have an opportunity to meet with members of the department
  - normally be expected to conduct a short task
  - Have an interview with at least two senior members of the school.

## Pre-employment Checks

The successful applicant will be required to:

- Provide details of two referees who know you in a professional capacity, one of which must be your current or most recent employer. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Undertake an enhanced Criminal Records Bureau, including List 99 check, and receive clearance. *Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent"*. It is therefore important that if you ever had any conviction, that you declare it in your application in the appropriate section.
- Complete a Medical Declaration and receive fitness to work