

Bullers Wood School

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

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**Appointment of a Deputy Headteacher
Outer London Scale L22- L26**

To commence September 2018



Bullers Wood House

Closing date – Wednesday, 18th April 2018 – 9am



Bullers Wood School

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

Headteacher Mr. B. Greene BA NPQH

020 8467 2280

020 8295 1425

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Dear Applicant

Thank you for expressing an interest in the post of Deputy Headteacher 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 from September 2018 and offers an exciting opportunity to join an enthusiastic staff and very supportive SLT whose members 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 have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

We are looking for an outstanding individual with a track record of innovation and success to build on the achievements of the school to ensure that Bullers Wood maintains its reputation and position as one of the leading comprehensive schools in the country. Accountabilities will be directly related to student achievement, through leadership of Key Stage 4 and 5 and line leadership of subjects, including the core, along with specific policy, support organisational and financial responsibilities. As a consequence the successful candidate will have significant, demonstrable and lasting impact on the school and be ambitious for Headship.

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.

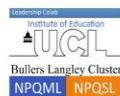
If you have any questions, please do not hesitate to telephone or email us.

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



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THE POST AND SPECIFICATIONS

JOB DESCRIPTION

The role of the Deputy is critical to the continuing success of Bullers Wood. As members of the Senior Leadership Team the Deputies work very closely with the Head devising policy, making recommendations to Governors and ensuring through links with AHTs', HoY and Faculty and Subject Leaders that the school is successful both at strategic and operational levels.

The job description which follows is in addition to that of class teacher.

Leadership & Management Responsibilities:

- Play a leading role with the Senior Team with the formulation of whole school policy and ensure this is implemented effectively
- To line lead and performance manage a range of colleagues, including members of the Leadership Team, subjects and support staff
- To lead on whole school responsibilities linked to SIP
- Lead on raising achievement between Years 10-13
- Liaise with Governors, parents and the community
- Undertake quality assurance including lesson observations
- Manage effective deployment of resources
- Maintain the ethos and values of the school
- Take a lead on staff support and encouragement
- Lead whole school assemblies

Human Resources Responsibilities

- Assist with appointment of new staff and development and management of existing staff

Financial Responsibilities

- Manage and control the budgets as identified in the School's Financial Procedures
- Sign cheques for authorised spending under other budgets (within approved limits) authorised by Head and Deputy Head

Additional Responsibilities

- Will be identified in line with the appointed candidate's expertise but likely to include Safeguarding strategy

Any other duties as may be reasonably determined by the Headteacher.

CLASSROOM TEACHER

Core purposes of post

- To provide positive support and guidance with regard to the personal, academic, social and moral development of all students.
- To provide a high quality educational experience for all students.
- To help the school achieve its purpose, aims and values.

General Duties and Responsibilities

- To carry out the duties of a School Teacher as set out in the School Teachers Standards.
- To follow school, faculty and departmental procedures.
- To support the school ethos and adhere to school policies
- To be committed to safeguarding and promoting the welfare of children and young people

Knowledge & understanding

- Be aware of and actively promote the school's aims, values, priorities, targets and action plans.
- Have a secure knowledge and understanding of specialist subject(s)
- Have a detailed knowledge of the relevant aspects of the students' National Curriculum and other statutory requirements.
- Understand progression in specialist subject(s)
- Cope securely with subject-related questions which students raise and know about students' common misconceptions and mistakes in their specialist subject(s).

Planning & setting expectations

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught as identified in the school's Teaching & Learning policy
- Set appropriate and demanding expectations for students' learning and motivation.
- Set and monitor clear targets for students' learning, building on prior attainment.

Teaching & managing student learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Participate in preparing and presenting students for public examinations
- Identify students who have special educational needs, and implement and keep records
- Identify students who are gifted and talented and provide appropriate stimuli

Assessment & evaluation

- Assess how well learning objectives have been achieved and use this assessment and school provided data on a regular basis for future teaching and target-setting.
- Keep regular records of student progress
- Set homework in accordance with the School's homework policy
- Mark and monitor students' class and homework providing constructive oral and written feedback, setting targets for students' progress.
- Understand the demands expected of students in relation to the National Curriculum, KS4 and post-16 courses.
- Record and report on student progress, following school and departmental policy.

Behaviour Management

- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships, following the school systems.
- Consistently apply the school's Behaviour Management policy, encouraging positive behaviour, using the classroom code and taking appropriate action in cases of indiscipline

Relationships with parents & the wider community

- Prepare and present informative reports to parents.
- Attend parents' evenings and Open Evenings as required
- Recognise that learning takes place outside the school context and provide opportunities to develop students' understanding by relating their learning to real and work-related examples.
- Be prepared to liaise with agencies responsible for students' welfare.

Management of performance & development

- Take responsibility for own professional development and to keep up-to-date with research and developments in pedagogy and in the subjects taught, within the context of the School Improvement Plan.
- Understand professional responsibilities in relation to school policies and practices.
- Set a good example to the students in presentation and personal and professional conduct.
- Evaluate own teaching critically and use this to improve effectiveness.
- Participate in school system of performance management
- Participate in arrangements for further training and professional development, including INSET
- Attend and participate in faculty/departmental and other meetings as required.

Relationships with colleagues

- Establish and maintain effective working relationships with colleagues including support staff.
- Advise and co-operate with all colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements

Resources

- Select and make good use of textbooks, ICT, DVD/video, internet and other learning resources which enable teaching objectives to be met.

Health & Safety

- Be familiar with and comply with the School's Health and Safety policies
- Be responsible for the health & safety of students when they are authorised to be on school premises and when engaged in authorised activities elsewhere
- Prepare risk assessments as appropriate
- Take class register on SIMS and inform the office of any concerns

Other

- Undertake any other professional requirements specific to this post.

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.

Salary

The DfE no longer publishes any pay scale points for reference. Pay scales at Bullers Wood are based on previous STPCD pay scale points for 'Main' and 'Upper' pay scales uprated as appropriate in line with guidance set out by the STPCD.

Person Specification:

We are looking for the following in the successful applicant.

Attributes	Essential	Desirable	Evidence
Education & Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Degree or equivalent• Evidence of training in preparation for Deputy Headship• Evidence of commitment to Professional Development	<ul style="list-style-type: none">• Further study• Significant Professional Development e.g. masters degree or working towards NPQH	Application Form & Letter
Experience of teaching and educational management	<ul style="list-style-type: none">• An excellent classroom practitioner with sustained impact on student outcomes• Significant leadership/management experience• Ability to interpret data and use this to identify students at risk of underachievement;	<ul style="list-style-type: none">• Experience, knowledge and understanding of working in partnership with other schools to raise standards	Application Form & Letter References Interview processes

	<p>working with colleagues to implement intervention strategies</p> <ul style="list-style-type: none"> • Have a whole school perspective and an ability to be forward thinking • Have managed a significant whole school development through to a successful conclusion • Experience of whole school improvement planning 		
Professional knowledge and understanding	<ul style="list-style-type: none"> • Have good knowledge of current educational developments and initiatives and their implications • Able to contribute to and achieve a strategic vision 	<ul style="list-style-type: none"> • Experience, knowledge and understanding of working with external bodies and processes to secure school improvement – e.g. PiXL, Challenge Partners, SSAT 	<p>Application Form & Letter</p> <p>References</p> <p>Interview processes</p>
Skills, attributes and abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills, with an open and approachable style of leadership, demonstrating warmth and empathy • Ability to hold colleagues to account and have the ‘tough conversations’. • Have highly effective organisational skills with the ability to prioritise • Able to plan, monitor, evaluate, review and lead by example • Clear and effective communication skills • Have sound judgement and problem solving skills • Able to manage the implementation of 		<p>Application Form & Letter</p> <p>References</p> <p>Interview processes</p>

	<p>change sensitively</p> <ul style="list-style-type: none"> • Be willing to be fully engaged in the whole life of the school including extra curricular activities • Have a commitment to team work and distributive leadership. 		
Other	<ul style="list-style-type: none"> • Commitment to high standards and expectations • Able to manage work-life balance • Flexibility and resilience • Ambitious for Headship 		<p>References</p> <p>Interview processes</p>

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.

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, on ext 359 or gnewton@bullerswood.bromley.sch.uk***. Please also contact her if you wish to visit the school before applying.
- 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. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. ***It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.***
- iv. In section 8 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. Please indicate clearly if you wish to be considered for either responsibility post and why.

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

Mrs Gill Newton
Human Resources Manager
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
gnewton@bullerswood.bromley.sch.uk
Fax: 020 8467 9054 (Confidential)

Please send your application **by Wednesday, 18th April 2018 9.00am.**

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.

- 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
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short teaching task to students that will be observed by one or more members of staff and usually include the headteacher and/or deputy headteacher and the Director of the Faculty/Head of department. Details of the task will be given in advance.
 - Have an interview with members of the Senior Leadership Team and Head of Department.

Pre-employment Checks

Bullers Wood is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, one of which must be your current Headteacher. 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
- Complete a Medical Declaration and receive fitness to teach.

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.