

# **Bullers Wood School**

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

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**Appointment of a part time, temporary Teacher of Art and Photography (3 days per week  
Wednesday, Thursday, Friday, maternity cover)**

**To commence November 2018**



**Bullers Wood House**

*Closing date – Friday, 12<sup>th</sup> October 2018 – 9am*



# Bullers Wood School

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

Headteacher Mr. B. Greene BA NPQH

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Dear Applicant

Thank you for expressing an interest in the post of part time, temporary Teacher of Art and Photography and Coordinator of Photography 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 November 2018 and offers an exciting opportunity to join an enthusiastic staff and very supportive department 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 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 September 2018 sees the opening of a new secondary free school, Bullers Wood School for Boys. This coincides with the establishment of the Bullers Wood Multi Academy Trust leading to opportunities for enhanced professional and career development for colleagues working within the Trust. The successful candidate may be required to work at either school.

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**

This post is available from November 2018. We warmly welcome applications from both experienced teachers and those who have recently obtained QTS or will be obtaining QTS in the summer.

## **JOB DESCRIPTION**

Please note that the post holder will also be a form tutor. Tutor responsibility and timetable responsibility will be adjusted if a responsibility post is undertaken.

## **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 Pay and Conditions Document.
- To continue to meet the Professional Standards for Teachers in England
- 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 Development 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**

The successful applicant is likely to demonstrate the following qualities:

#### **Knowledge & Experience**

- A good degree in a relevant subject
- Qualified Teacher Status (QTS)
- A clear philosophy on how and why Art should be taught
- Subject knowledge sufficient to challenge students and achieve high outcomes
- Awareness of the strategies available for improving the learning & achievement of students
- A good understanding of curriculum developments in the specific subject area
- Familiarity with national strategies
- Recent relevant professional development
- An excellent classroom practitioner

### **Skills & Abilities**

- Able to use a range of teaching & learning strategies
- An understanding of how assessment for learning can improve student performance
- A confident & competent user of ICT in the teaching of the subject to enhance student learning
- Able to use student level data to raise standards
- Able to communicate both orally & in writing to students & their parents
- Be willing to be fully engaged in the whole life of the school
- Have a commitment to team work

### **Personal Qualities**

- Enthusiasm & a positive outlook
- The ability to motivate, support, inspire and work collaboratively with a team of specialist staff, teaching and support
- The ability to work independently and collaboratively as a member of a team of middle managers
- Commitment to high student expectations
- Creative in problem solving together with a willingness to take on or try new approaches & ideas
- Commitment to extracurricular activities
- A positive attitude towards professional development and own learning
- Reliability & integrity
- Good personal organisation
- Commitment to high standards and expectations

In addition the successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

### **The Art and Photography Department**

The Department has an excellent examination record and is committed to achieving excellence at all key stages as well as success for all its pupils. Programmes of study for all year groups are continually re-assessed in response to an ever changing educational climate. Teaching staff are encouraged to develop their own specialisms within the syllabus as well as to take responsibility for certain developments and tasks. The 2018 ALPS Directory of Good Practice places the department in second place and has a three year average core of 2 placing us second in the table nationally.

### **Resources**

The department is well resourced for work in two and three dimensions. It also has computers, A3 printers; all are programmed with Adobe Photoshop 3. All teaching rooms have electronic white boards with PowerPoint and other software capability.

There is a computer suite and one dark room equipped with Black and White, a fully equipped photographic studio and study/work areas for individual research and project work.

### **Key Stage 3**

The programmes of study have been devised in accordance with statutory requirements and cover a variety of disciplines and basic concepts, encouraging individual responses to an assortment of stimulating themes and issues. Where possible, the department teaches mixed ability groups.

### **Key Stage 4**

Art G.C.S.E. (Edexcel) is well established in the school. The examination results have been consistently well above the National Averages with many of the students achieving A\* and A grades.

We do not offer GCSE Photography.

### **Sixth Form**

Art and Photography are extremely popular subjects in the Sixth Form. We offer the Edexcel A Level syllabus in both Year 13 and Year 12. The Department also runs a very successful BTEC Level 3 Photography.

### **Extra-Curricular Activities**

There are ongoing links with local artists with studio visits particularly at KS4 and 5 and portfolio preparation for application to Higher Education in the Visual Arts where the department has a very high success rate for entry to first choice foundation and degree courses.

The department organises exhibitions for A level and GCSE students to exhibit their work. We organise gallery and museum visits, as well as workshops on a regular basis and run a very popular KS3 art club.

## **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 1601, including 475 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 quarter of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with the vast majority keen to learn and succeed.

In 2018, 82% of students achieved 5+ GCSE's at A\* - C (9-4) including English and Maths, and just under 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@bwsgirls.org](mailto:gnewton@bwsgirls.org)***. 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@bwsgirls.org](mailto:gnewton@bwsgirls.org)

Please send your application **by Friday, 12<sup>th</sup> October 2018.**

## **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 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 and QTS.
- 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.