

Bullers Wood School

*St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
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Appointment of an Occasional Cover Supervisor

To commence asap



Bullers Wood House

Closing date – Monday, 3rd December 2018 - 9.00am



Bullers Wood School

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

Headteacher Mr. B. Greene BA NPQH

020 8467 2280

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Dear Applicant

Thank you for expressing an interest in the post of Occasional Cover 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 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 saw 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

We are passionate about having the highest standards of teaching and learning at Bullers Wood. With this in mind we are seeking an occasional, part- time cover supervisor to ensure that effective learning continues when teaching staff are absent from their lessons. This is an exciting role and we are looking for someone to start as soon as possible.

We are looking for someone to cover part or the whole school day (8.30 to 3.50) on an 'as required' basis during term time.

Person Specification:

We are looking for an adaptable, energetic and enthusiastic team player. Other qualities that we are looking for in the successful applicant include:

Essential

- The ability to function as an effective member of a team.
- Excellent interpersonal and communication skills to work effectively with students and staff and to inspire students.
- Have at least 5 GCSEs (or equivalent), including both English and Maths.
- Presence and calm authority.
- An enthusiasm for students' learning and achievement.
- The ability to relate to young people.
- Emotional resilience to deal with occasionally challenging students.
- A sense of humour.
- A positive and flexible approach to work.
- The ability to work under pressure and on one's own initiative.
- The willingness to engage in a training programme to develop the skills necessary for this post including ICT skills such as SIMS electronic registration, interactive whiteboard and others as required.
- Understanding of and willingness to uphold appropriate health and safety measures.
- Commitment and reliability.

Desirable

- Ideally have experience of working with girls aged 11 – 16

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.

JOB DESCRIPTION

Job Title:	Occasional, Part-Time Cover Supervisor
Reports:	via Mrs Julie Howells, Senior Cover Supervisor, to Mrs Karen Harris, Cover Organiser
Hours of Duty:	variable - there is no commitment to offer any regular employment – the requirement for this post is to have a cover supervisor who will be called upon on as needed.
Term time contract:	maximum of 190 days of term time
Holiday:	To be taken outside school term times.

Main purpose of the position:

To supervise whole classes when teachers are absent and to assist students in completing work set to ensure that effective learning takes place.

Responsibilities:a) Cover for absent teachers

- Check lessons to be covered (via email or the Senior Cover Supervisor) each day.
- Collect cover work via email/from the cover box in the Staff Room.
- Be punctual for the start and end of lessons and begin lessons promptly.
- Register the class every lesson (within the first 5 minutes) using the school's electronic registration system as a check on punctuality, internal truancy etc. and ask students to use your title and surname when they respond rather than just 'Yes' or 'Yes Miss/Sir'.
- Explain to students the work that has been set and project it/write it on the board. Distribute resources as appropriate.
- Supervise the class in the absence of the class teacher, expect and encourage good standards of work and assist the students in completing work set.
- Do not permit the students to leave the classroom without a valid reason. Students should be issued with an out of lesson pass in their contact book if they leave the room.
- Check the room is tidy and litter free at both the beginning and end of the lesson and, if not, ask students to assist in tidying up.
- Follow the school's Behaviour for Learning Policy with due regard to behaviour expectations, rewards and sanctions.
- Follow up on any behaviour issues promptly using the School's procedure.
- Ask students to stand before being dismissed formally at the end of the lesson - students should leave the class before you.
- Make sure the board is clean before you leave the room, turn off the interactive whiteboard and log off the computer.
- Return lesson details, register and work completed by students to the pigeon hole of the member of staff you are covering before the end of the day.

b) Other

- Undertake form registration for absent form tutors, supervise students during form time and undertake any duties required of the absent form tutor in this time
- Assist form tutors in form time
- Escort students to assembly and supervise entrance and departure.
- Support teaching staff in lessons if not required to cover absence.
- Undertake break duty as required.
- Invigilate exams as required.

- Participate in school trips and visits as required.
- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.
- Undertake any other duties as may be reasonably requested.

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.

The salary for this position is in the range £20,414 to £22,936 per annum dependent upon skills and experience. Pay will be for actual service i.e. hours worked, payable after submission of a claim form. No salary will be paid for any occasion when the school is closed or if you are unable to attend for any reason having previously notified the school that you would be attending.

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 1588, 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.

CONDITIONS OF SERVICE

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

Pension Scheme

This post does not qualify for pension membership.

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@bwsgirls.org
- 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@bwsgirls.org

Please send your application to reach us by **Monday, 3rd December 2018 - 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 Disclosure and Barring Service check, 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