



Candidate brief for the position of

Executive Headteacher

Bullers Wood Multi Academy Trust

February 2019

Closing Date: Monday, 18th March 2019





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Dear Applicant

Thank you for expressing an interest in the post of Executive Headteacher for Bullers Wood Multi Academy Trust. We hope the information in this pack will 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 2019. This pivotal role offers an exciting opportunity to join an enthusiastic team of colleagues who are committed to making a real difference to the lives of all our students.

Bullers Wood MAT was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' 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 in recent 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.

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.

We are looking for a skilled, professional and enthusiastic individual to help us to ensure that in every way the schools at Bullers Wood are outstanding schools, and that every one of our students achieves and exceeds both their targets and expectations.

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 contact Gill Newton, HR Manager on 0208 467 2280 ext 359 or email gnewton@bwsgirls.org

We very much hope to receive your application.

Yours sincerely

Len Webb
Chair of Trustees

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





An Introduction to Bullers Wood

Bullers Wood School for Girls 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.

Bullers Wood School for Boys will be a thriving 11 – 16 boys' comprehensive school. It opened in September 2018 with the first cohort of 180 boys and will grow year on year until full capacity of 900 in Years 7 to 11. For the first 2 years it will operate out of a temporary site moving into a brand new £20 million building from September 2020.

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 community.

Bullers Wood School for Girls

The number on roll is 1587, including 465 students in the mixed sixth form. Parents have a choice of Bullers Wood as a comprehensive school for girls or selective education within Bromley and other local authorities (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 professional and student focussed whilst maintaining the unique ethos that is Bullers Wood. 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.



How we got here

Bullers Wood School for Girls has for many years achieved outstanding results for its students, comparing very favourably with the best schools nationally and in many cases, similar schools in the selective sector. The school holds a significant position in the Borough and is held in high esteem in the wider community.

It was due to this impressive reputation that the Governors decided to make an application through the Free School programme to create Bullers Wood School for Boys to offer the same opportunity to the boys in our community. It has taken over 4 years to get to this point but finally, through the appeal/public enquiry route we will realise our vision to build the new boys school on the unused part of the playing fields (known as St. Hughes fields).

Our first cohort of 180 boys started in September 2018 in temporary accommodation and we currently expect these students and our next year group to move into alternative, temporary provision at St Hughes in September 2019 whilst the new school is constructed. This is due to open in September 2020.

During consultations with stakeholders that took place during the creation of the Bullers Wood MAT, it was concluded that whilst further expansion of the MAT would be desirable in the future, this would not be actively considered until the boys school had been in operation for 3 years. This remains our position although realistically, should opportunities present themselves, the board would consider them in light of their fit to the MAT.

Organisation structure

This post is critical to the on-going success of the Bullers Wood Multi Academy Trust. We anticipate that in the first few years of appointment the primary focus will be as Headteacher for Bullers Wood School for Girls demanding approximately 80% of the allocated time with the remaining 20% of time focussed on the Executive Headteacher requirements.

Bullers Wood School for Boys Headteacher is Anne Gouldthorpe. She is directly led and performance managed by the Executive Headteacher and is also held to account by the Bullers Wood School for Boys local governing body.

Bullers Wood School for Girls has a highly capable leadership team including two deputy Headteachers who are continually improving the outcomes for our students. The ethos that currently exists of approachability, openness and visibility is highly valued by staff, students, parents and governors alike and it is important that this approach prevails as we move forward.

We have recently appointed a Chief Operating Officer who has direct responsibility for all non-teaching elements of the MAT (Finance, HR, IT, Site, Purchasing and Marketing). Her brief is to build and develop a central services team to support both schools now and any that may join the MAT. She is directly responsible to the Executive Headteacher and will attend Trust Board meetings in an advisory capacity.

The successful candidate will be a Trustee on the board and will play a significant role in the decision-making process on all issues relating to the Bullers Wood Multi Academy Trust.



The Role

Job title: Executive Headteacher / Headteacher of Bullers Wood School for Girls

Reports to: Chair of Trustees

Salary range £100k – £120K depending on experience

Start Date: September 2019

Main Purpose

The job holder will:

- Formulate the aims and objectives of the trust and provide overall strategic leadership to both schools
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the trust's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload and personal development

Organisation

Reporting to them are the Headteacher of Bullers Wood School for Boys, the Deputy Headteachers of Bullers Wood School for Girls, the Chief Operating Officer and the Director of Safeguarding.

Duties and responsibilities

I. Qualities and knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the trust's context
- Communicate the trust's vision compellingly and drive strategic leadership
- Seek training and continuing professional development to meet own needs.



2. Pupils and staff

- Demand ambitious standards for all students, instilling a strong sense of accountability in colleagues for the impact of their work on pupil outcomes
- Ensure excellent teaching in the schools, including through training and development for colleagues.
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all colleagues are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching and developing current and future leaders
- Hold all staff to account for their professional conduct and practice

3. Systems and processes

- Ensure that the schools' systems, organisation and processes are well considered, efficient and fit for purpose
- Support the COO in establishing and leading the central services function
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting colleagues to improve and valuing excellent practice
- Welcome and work with the trust board and the local governing body of the girls' school, providing the information they need to govern effectively.
- Ensure strategic, curriculum-led financial planning and control to maintain effective use of budgets and resources
- Support distribution of leadership throughout the schools.

4. The self-improving school system

- Create outward-facing schools which work with other schools and organisations to secure excellent outcomes for all students
- Develop effective relationships with fellow professionals



- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Other areas of responsibility

- The executive headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the executive headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.



The Person

Essential Criteria	
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience as a head teacher / head of school. • Successful track record of school improvement and raising attainment • Teaching experience • Responsibility for school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Responsibility for school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality



How to Apply

- 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*. 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 the role.

Send your completed application form by 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

Please send your application by **Monday, 18th March 2019**



Appointment Process

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

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.

Closing date for applications – Monday, 18th March 2019 - 9am

- i. Selection process to take place 3rd and 4th April 2019

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 invited to interview will:
 - be given a tour of the school
 - have an opportunity to meet with key staff
 - undergo a selection process
 - have an interview with members of the Trust

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, if at a school, 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 work.

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.

