



Candidate brief for the position of:  
**Learning Resource Centre Manager**

Bullers Wood School for Boys

Application Deadline: **Friday, 22nd January 2021**





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Dear Candidate,

Thank you for expressing an interest in our school. As the founding Headteacher, I am delighted to welcome you to Bullers Wood School for Boys, an exciting, new, boys' comprehensive school for Bromley.

We opened in September 2018 and are now in our third year of operation. We currently have 540 boys on roll in Years 7, 8 and 9. Over the next 2 years, we will grow to accommodate 900 boys from Years 7 - 11. Our ambition is for our boys to progress on to Bullers Wood Sixth Form, located on our partner school site, Bullers Wood School for Girls.

Our aim is to provide an outstanding education for boys within a culture of high aspiration, courtesy and respect. It is our core belief that all of our boys can enjoy and achieve success whatever their starting points.

You will be joining us at a very exciting time of our development. Our first cohort of boys will begin their GCSE courses from September and at the time of writing, we are about to move into our £23-million-pound new school building after being in temporary accommodation for the last two and a half years. Although we continue to move forward on our journey to creating an outstanding school, it is not without its challenges. Therefore, attracting the very best staff is key. We are seeking staff who are passionate, engaging, driven, resilient and flexible. Most of all, staff who are unafraid of rolling their sleeves up and getting stuck-in when necessary.

In return, we offer you the chance to be part of a pioneering team, creating a fantastic school serving this local community. We also offer you the support network of our established partner School, Bullers Wood School for Girls, as well as opportunities for enhanced professional and career development within the School and across Bullers Wood Multi Academy Trust.

We are building a great school in Bromley that will hopefully serve many generations of boys to come. After reading about us, I hope you will want to be part of our story. I look forward to welcoming your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anne Gouldthorpe', written in a cursive style.

Anne Gouldthorpe  
Headteacher



# An Introduction to Bullers Wood School for Boys

## The School

Bullers Wood School for Boys is a thriving 11 – 16 boys' comprehensive school situated in the London Borough of Bromley. We opened in September 2018 and currently have 540 boys on roll and we will continue to grow until September 2022 when we will reach our full capacity of 900 boys in Years 7 to 11.

When we opened, we became the partner school to Bullers Wood School for Girls, (a successful comprehensive girls' school with a large, co-educational sixth form), responding to significant demand for more secondary school places, particularly for boys, in the local area.

For the first two and a half years, we operated out of temporary sites moving into our brand new £23 million building in the Spring of 2021.

We continue to build a staff team at Bullers Wood School for Boys that is relentlessly focused on improving the achievement and opportunities for our boys. All staff working at the school subscribe to our ethos and values, and seek to improve and develop their own practice and performance for the benefit of our boys.

Working in a new and expanding school is a once in a lifetime opportunity. You will need to demonstrate a commitment to and evidence of success in sustaining academic excellence, help every boy to succeed, (if a teaching member of staff) be an excellent classroom practitioner, demonstrate that you can work as part of a team, roll up your sleeves and inspire others to excel.

We will provide an academic curriculum with an emphasis on the EBacc suite of subjects (English, maths, sciences, humanities, languages), and Sport. We believe that qualifications in these subjects will be essential for our boys to progress successfully onto the next stage of their careers. Our curriculum will also be responsive to the needs of individuals providing a personalised approach when and where necessary.

## Our Ethos

Both Bullers Wood School and Bullers Wood School for Boys are schools where all children and young people are able to enjoy and achieve success. Both schools exist to provide all children and young people with high quality learning experiences delivered by teachers who are passionate and able to convey their knowledge effectively and enthusiastically within a stimulating, safe and supportive environment.

Our ultimate aim is to produce well-rounded, confident and successful individuals who enjoy learning, make ambitious progress and achieve high quality and meaningful



qualifications. We want them to become emotionally resilient and responsible citizens who make a positive contribution to society, including both their local community and the wider world in which they live.

## Our Principles

Bullers Wood School for Boys has an unremitting focus on learning, and a genuine conviction that each boy has the potential to achieve and enjoy success. We aim to create a culture of caring masculinity where boys develop into and leave us as happy, healthy, resilient and successful young men.

## Features of Bullers Wood School for Boys

- High quality teaching and learning that raises boys' achievement, removes barriers to learning, develops a growth mind-set and is tailored to the ways boys learn.
- Seamless progression from KS2 to KS3 so that there is no loss in learning, progress and attainment between key stages.
- An academic curriculum with an emphasis on the EBacc and other high value subjects- but one that is also responsive to the needs of each individual student, providing support and stretch where necessary. This will enable our boys to achieve the qualifications they need to progress successfully to some of the top H.E. institutions in the country.
- A fundamental belief that being literate and numerate is key to accessing the curriculum - and as a non-selective mainstream boys' school with a comprehensive intake, we will create a curriculum to address these needs quickly and from the outset.
- Innovative technology to support successful learning and extensive IT systems to manage data and communication efficiently and effectively.
- Extra-curricular opportunities beyond the academic curriculum so that boys can find their niche, experience success and develop self-confidence. This will also include competitive sport.
- A strong and caring pastoral system where every boy is known and feels listened to and supported - achieved through a team of pastoral leaders and tutors who will provide high quality care, guidance and support to boys on a daily basis and throughout their time at the School.
- Powerful partnerships between the schools within the BWMAT, parents and the local community. Parents are integral to their sons' long term success through their engagement and support of the School.
- A personal development programme that enables boys to develop into confident, independent, courteous and respectful young men. This programme will address not just QCA requirements, but also develop self-confidence,



leadership, organisation, resilience, and independence and communication skills in boys.

- The development of student leadership so that boys can share in the decision-making processes of the School, act as role models and support others academically and interpersonally.
- Firm discipline and clear boundaries with high expectations of attendance, punctuality, uniform and attendance balanced by a reward system that celebrates endeavour and success.

## Expectations

At Bullers Wood School for Boys, we expect our Learning Resource Centre Manager to:

- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be passionate about promoting reading, independent study and lifelong learning
- Be committed to securing the best outcomes for all boys in the school
- Offer support and extra-curricular experiences
- Contribute to the overall development of the school
- Be flexible in their approach, adapting to new challenges

In return, we will offer you:

- The opportunity to be part of a forward-thinking team
- The opportunity to work with pastoral and subject leaders to create an exciting and engaging Learning Resource Centre Environment
- Access to the latest technology
- The opportunity to strategically shape the future of the School
- The opportunity to be part of a pioneering team creating a fantastic school for boys in our local community
- The opportunity to work across both schools in our Trust



## The Post and Specifications

### Job Description

<b>Position:</b>	Learning Resource Centre Manager
<b>Reports to:</b>	Deputy Headteacher
<b>Salary Range:</b>	<b>BR7 (full time range £24,677- £26,617)</b>
<b>Hours of Duty:</b>	0800 – 1600 Monday - Friday (1 hour unpaid break) - 35 hours per week. Break time to be agreed with Manager.
<b>Contract:</b>	Term time (37 weeks)
<b>Start Date:</b>	ASAP
<b>Holiday:</b>	To be taken during school holidays
<b>Conditions of service:</b>	According to the National Joint Council for Local Government Services.



### Individual Job Description

We are seeking to recruit a dynamic, highly organised and confident individual to set up and run our Learning Resource Centre (Library and study base).

You will be responsible for providing an accessible resource centre, promoting the library resource to staff, students and potentially visitors; arranging for resources to be available to teaching staff relevant to the curriculum, control stock, including researching resource availability, making purchases in line with the library budget, develop links with external library services and enhance and develop the schools' resources.

This is a fantastic opportunity for the successful candidate to use his/her expertise and initiative to create a first-class study environment aligned to the School's vision and ethos.

The successful candidate must:

- Have a professional qualification in Librarianship
- Experience of delivering an efficient and effective school library service
- Experience within a learning resource centre or library within an educational institution or a similar information centre
- Knowledge of the current education framework
- Have excellent literacy skills
- Knowledge of using Library software - a web enabled information management system, would be advantageous along with SIMs
- Be well organised
- Be flexible, self-motivated and self-directed
- Be able to collaborate effectively with others
- Have the ability to forge professional relationships
- Have highly competent IT skills
- Be able to keep students in good order

#### **Responsibilities:**

- To organise the day-to-day running of the Library or Learning Resource Centre and liaison with school staff as required over Learning Resource Centre/Library related issues
- To promote the development of reading and literacy skills for information, recreation and reading for pleasure
- Liaison with Heads of Department in order to review their requirements and observations on Library/Learning Resource Centre issues (and visiting Departmental meetings as necessary)
- To organise, direct and participate in appropriate IT training for staff and students
- To prepare and create the Library/Learning Resource Centre Development Plan



- To manage the Learning Resource Centre budget
- To line lead Learning Resource Centre staff (when relevant), including the encouragement and recruitment, support and guidance of student helpers and other volunteers
- To manage all matters concerning Learning Resource Centre software, security and furnishings
- To provide Library and Learning Resource Centre introduction lessons so that students are given foundations for effective independent study skills
- To produce Learning Resource Centre newsletters, develop competitions and other promotional events
- To establish, maintain and develop links with the school's wider community and support services
- To brief and keep all staff informed about any new systems, on-line resources, new books or resources and any special deals negotiated with local booksellers
- To identify gaps and deficiencies in learning materials and recommend appropriate expenditure by subject teams.
- Make bids for additional funding from internal and external sources
- To collate and compile reports and to create spreadsheets and databases for school information and reporting systems, for example library usage figures, library issues and reading figures.
- To add all new stock to system, cataloguing, assigning Dewey numbering and key-wording.



## APPLICATION PROCEDURE

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to email **Caroline Sharp, Human Resources, on [csharp@bwsgirls.org](mailto:csharp@bwsgirls.org)**. Please also contact her if you wish to have a discussion with the Headteacher, Anne Gouldthorpe 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.

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

Mrs Caroline Sharp  
Human Resources  
(Bullers Wood School for Boys)  
Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

[csharp@bwsgirls.org](mailto:csharp@bwsgirls.org)

Please send your application by Friday, 22nd January.



## 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
  - Usually have an opportunity to meet key staff
  - Have a tour of the School
  - Have an interview and presentation with members of the Senior Leadership Team and Governors.

