



Candidate brief for the position of:

Deputy Headteacher (Pastoral Care)

Outer London Pay Scale L20 - 24

Bullers Wood School for Girls and Sixth Form

Application Deadline: Friday 29th April 2022 – 12 noon





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Dear Applicant

Thank you for expressing an interest in the post of Deputy Headteacher (Pastoral Care) at Bullers Wood School for Girls. 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. The position is arising due to the promotion of the current postholder to Headship. This is a crucial appointment for us and the successful applicant will have the opportunity to shape our pastoral provision and lead on safeguarding.



This post is available for September 2022 and offers an exciting opportunity to join an enthusiastic staff and very supportive school 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 prior to the pandemic had regularly 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 students 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.

I am looking to recruit a highly talented individual who shares our vision of providing a first-class education to all our students, and to lead on our provision of exceptional pastoral care. You will show the drive, tenacity and ability to realise this ambition, and demonstrate a commitment to your own education and to yours and others' professional development. This role is one where you must provide clear leadership, challenge and support to others and you must have the capacity to do this in a way that is professional, based on evidence and motivates your colleagues.

The successful candidate will join Bullers Wood School for Girls at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys, who have now moved into their brand-new permanent building. Our two schools led to the establishment of the Bullers Wood Multi Academy Trust, giving 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 or wish to visit before applying, please do not hesitate to contact our Human Resources Manager, Caroline Sharp (details on page 10).

I very much look forward to receiving your application.

Yours sincerely

Simon Hardwick
Headteacher



An Introduction to Bullers Wood School for Girls

The School

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.

The number on roll is 1581, including 425 students in the mixed sixth form. We serve a very supportive community, and parents/carers have a choice of Bullers Wood School for Girls as a comprehensive school or selective education within Bromley and other LAs (Bexley, Kent). The proportion of students 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 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with all keen to learn and succeed.

In 2019, 77% of students achieved 5+ GCSE's at A* - C (9-4) including English and Maths, and 40% of A level results were graded A* - B. Our P8 score was well above average at 0.61.

The staff at Bullers Wood School for Girls 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. ECTs are allocated a dedicated mentor to support them through their ECT years.

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.

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.

Our 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.



Expectations

At Bullers Wood School for Girls, we expect our Teachers to:

- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be passionate about their subject area and lifelong learning
- Be committed to securing the best outcomes for all students in the school
- Offer enrichment and extra-curricular experiences related to their subject area and beyond
- 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 curriculum
- Enhanced professional and career development opportunities
- The opportunity to work across both schools in our Trust



The Post and Specifications

Position:	Deputy Headteacher (Pastoral Care)
Reports to:	Headteacher
Leadership Range:	L20 – L24 (currently £68,976-£75,734)

Individual Job Description

The role of Deputy Headteacher is central to the continuing growth, development and success of Bullers Wood School for Girls. As a key member of the Senior Leadership Team, you will work very closely with the Headteacher setting the direction and strategy of the School. This will include devising policy, making recommendations to Governors and ensuring through the leadership and oversight of staff that the school is both operationally and strategically successful.

Main Duties

STRATEGIC DEVELOPMENT

- To develop and implement outstanding pastoral care
- To be the Designated Safeguarding Lead
- To ensure there is excellent behaviour, a culture of effective safeguarding, high attendance and positive attitudes to learning
- To ensure there is a purposeful, calm and respectful climate for learning across the school
- To consider the pastoral, safeguarding and wellbeing needs of students advising the Senior Team on matters relating to future educational priorities
- To plan and develop the School's Pastoral Care Strategy including behaviour and student mental wellbeing
- To lead and line manage the SENDCO and Heads of Year Group
- To provide reports to Governors on progress and future developments
- To lead high quality Pupil Premium provision

Wider Responsibilities

The Deputy Headteacher will:

- Attend school meetings as appropriate
- Lead on Raising Achievement (KS3, 4 or 5 - to be confirmed)
- To deputise for the Headteacher in their absence



- Contribute actively towards the formulation and consistent implementation of all school policies and procedures
- Ensure high quality teaching, learning and outcomes in line lead areas (to be confirmed)
- Line management of Assistant Headteachers (to be confirmed)
- Be involved in the process of appointing new staff including the shortlisting and interview process
- Be actively on duty at break, lunch and before and after school
- Deliver whole school, house and year group assemblies
- Share in the management of student behaviour incidents, making recommendations to the Headteacher regarding exclusions and facilitating the process of student readmission
- Actively participate in the monitoring, evaluation and review of teaching and learning with the Senior Team.
- Manage any capability or disciplinary procedures in line with the Trust's policy, where appropriate
- Be a core part of the performance development review process, setting targets and reviewing progress
- Promote equal opportunities and celebrate diversity in all aspects of the School
- Play a full part in the life of the school community, to support its values and ethos, encouraging others to follow this example
- Comply with the Trust's Health and Safety policy and undertake risk assessments in line with national requirements where necessary
- Show a record of excellent attendance and punctuality
- Adhere to the school's non-negotiables, policies and procedures
- Teach classes in their specialist subject area and assist in the development of schemes of learning, resources and assessments
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- Contribute to the school's and Trust's INSET programme
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Attend Governing Body meetings, as required
- Agree to an Enhanced DBS check being carried out
- Be role models for professional practice in the school
- Contribute effectively to the wider team.
- Carry out other tasks commensurate with their position, as directed by their line manager or Headteacher



Person Specification

Deputy Headteacher

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Education to degree level • GCSE Maths & English grade A*-C or equivalent • Right to work in the UK • Qualified Teacher Status • Evidence of relevant recent CPD • Safeguarding trained 	<ul style="list-style-type: none"> • Master's degree • NPQML/NPQSL or equivalent • Qualifications/interests relevant to extra-curricular activities • SENDCO trained
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of being a Senior School Leader • Strong experience of Safeguarding as Designated Safeguarding Lead or Deputy Designated Safeguarding Lead • Experience of leading & managing teams • Experience of leading, managing & implementing change at whole school level • Experience of liaising closely with children's social care and other services • Experience of Governance • Experience of the collection, analysis and use of data to inform the planning and delivery of excellent pastoral care • Experience of embedding positive student mental wellbeing strategies • Thorough knowledge and experience of effective Pupil Premium provision • Knowledge of emerging trends and developments related to school leadership • Experience of presenting cogently to a wide audience including teachers, managers, governors, parents and carers • Experience of managing challenging situations and people • Outstanding subject knowledge and a clear philosophy on how and why your subject should be taught • Recent experience of successful teaching, leading to high achievement of students of all abilities 	<ul style="list-style-type: none"> • Proven success in raising achievement as a subject/KS leader • Experience of a variety of schools and school environments • Experience as Mental Health Lead
Skills & Abilities	<ul style="list-style-type: none"> • The ability to lead 	



	<ul style="list-style-type: none"> • Ability to effectively prioritise workload and manage demands on time • Ability to motivate, inspire and support all students to achieve and succeed • Ability to reflect and develop own practice for the benefit of all learners • Ability to work collaboratively • Ability to communicate with a wide range of audiences • Ability to resolve conflict sensitively and fairly • A commitment to the ethos and values of Bullers Wood School for Girls • Confident user of technology 	
<p>Other Qualities</p>	<ul style="list-style-type: none"> • A commitment to the promotion of high-quality teaching and learning • A commitment to high standards and expectations • Ability to work effectively in a team and bring out the very best in others • A desire to succeed in all aspects of the job • An enthusiastic and positive outlook 	



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 **Caroline Sharp, Human Resources, on csharp@bwsgirls.org**. Please also contact her if you wish to have a conversation with the Headteacher, Simon Hardwick, before applying and/or would like to visit the school.
- 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
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for the role.
 - Include details of an initiative you have recently led, explaining the contribution/impact it had on your organisation.

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

Mrs Caroline Sharp
Human Resources
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
csharp@bwsgirls.org

Please send your completed application by Friday, 29th April 2022 – 12 noon

Interviews will take place on Thursday 5th & Friday 6th May 2022



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. The interview will last one day for candidates with a second day for those shortlisted for the final interview. This will take place on 5th and 6th May 2022.

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.

Pre-employment Checks

Bullers Wood Multi Academy Trust 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.



Bullers Wood School for Girls and Sixth Form

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