



Candidate brief for the position of:

Director of School Improvement for September 2023

Outer London Pay scale L26 - 30

Bullers Wood Multi Academy Trust

Application Deadline: Monday 20th March – 9am





Dear Applicant

Thank you for expressing an interest in the role of Director of School Improvement at Bullers Wood Multi Academy Trust. This pack tells you more about our trust, the role and the person we are looking for.



Our trust as it stands is formed of two schools, Bullers Wood School for Girls and Bullers Wood School for Boys. We are in the process of creating a new trust with Chislehurst School for Girls, effective from September 2023, and are in further discussions with other schools who wish to join. We are looking to recruit a Director of School Improvement as a member of the Trust's Executive Leadership Team to lead on school improvement and quality assurance strategies across our schools.

This is an exciting opportunity for an experienced and qualified professional with drive, ability and creativity who can make a real and direct impact upon children's learning, helping to shape our Trust's future. They will play a key role in shaping our Trust as we grow, working with the Executive Leadership Team to seek new opportunities to strengthen and enhance our provision.

This post is available in September 2023, and would suit someone who has experience of driving positive change in schools with a proven track record in school improvement. It provides a great opportunity for anyone who wishes to utilise their skills, knowledge and experience to positively impact across more than one school.

The successful candidate will be responsible for leading the support, advice and guidance that enables our schools to succeed and improve so that we can deliver the best possible educational experience for all of our children. They will work closely with me and school leaders to develop and deliver school improvement services to our schools.

I would very much welcome speaking with you informally and in confidence before you make an application. Please contact my PA, Debbie Hathaway (dhathaway@bwsmat.org), to book an appointment.

In addition to completing the application form, please respond to the following in your covering letter (no more than 2 sides of A4):

"With reference to the person specification, and providing clear evidence of the impact on your actions, please outline how your experiences would enable you to take our trust forward in the next stage of our development."

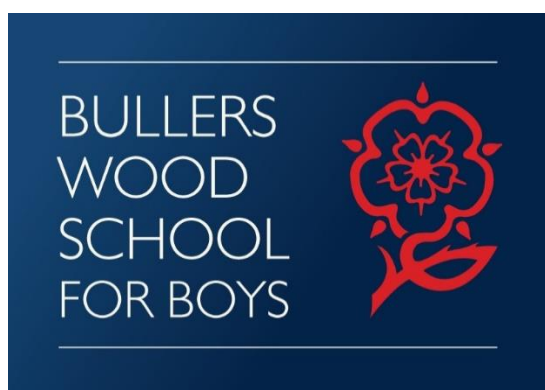
If you have any questions, please do not hesitate to contact our HR manager, Caroline Sharp (details on page 10). I very much look forward to receiving your application.

Yours sincerely

Terry Millar
Chief Executive

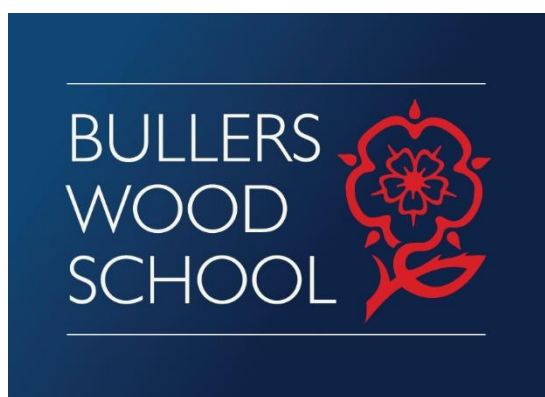
Our Trust: Schools

From September 2023, our trust will be formed of three secondary schools based in the London Borough of Bromley.



Bullers Wood School for Boys

Age range: 11-16
NOR: 900
Ofsted: Awaiting first inspection report (February 2023)
Headteacher: Anne Gouldthorpe
Website: www.bwsboys.org



Bullers Wood School for Girls

Age range: 11-18
NOR: 1580
Ofsted: Outstanding (May 2011)
Headteacher: Simon Hardwick
Website: www.bwsgirls.org



Chislehurst School for Girls

Age range: 11-18
NOR: 1100
Ofsted: Good (January 2023)
Headteacher: Maria French
Website: www.chislehurstschoolforgirls.co.uk



Our Trust: Vision and Values

Our Vision: Changing Lives Through Learning

We will:

- Be the first-choice school for local families.
- Offer the best education to our children and young people and equip them to develop skills so they can add value to society.
- Support our children and young people to be the best they can be, resilient, resourceful, independent and who are able to cope with the experiences and challenges in life.
- Offer a high-quality education with a wide variety of experiences to support our children and young people in developing their knowledge and understanding of the wider world.
- Nurture and develop our children and young people and provide additional support for their well-being and mental health.
- Ensure that we keep our children and young people safe in all our schools.
- Ensure that our schools are inclusive and our young people respect and value all members of our community.
- Recruit, train and retain outstanding staff.

Our Principles for Action

- Everything we do has to help change lives through learning;
- We want to transform the life-chances of our children by raising standards, particularly in the skills of literacy and numeracy as well as in employability skills, so that our students have the best possible start in life;
- We always put collaboration before competition and will never do anything detrimental to a young person, member of staff, school or college in a neighbouring community;
- We believe that local children should attend local schools and will grow our trust to accommodate those children;
- We expect to play our full role in Fair Access Panels and Managed Move protocols;
- Our staff are experts in their fields and, together with the Bromley Schools' Collegiate and Thames South Teaching School Hub, we will constantly aim to recruit, retain, develop and deploy both our own staff and help to develop the education system as a whole;
- We follow the guiding principles of School Teachers Pay & Conditions and National Joint Council conditions of service and want to work positively with professional associations and actively involve them in our decision making; and
- We will aim to create 'capacity in advance of need' at every level of the organisation. Decisions to support new schools will be driven by the capacity available and in our confidence that our existing schools continue to perform. It would be unacceptable if standards in our existing schools declined.



The Role

Job title:	Director of School Improvement
Reports to:	Chief Executive
Start Date:	September 2023
Working Pattern:	Full Time, with the option of a flexible working pattern

Purpose of the post

As a member of the Executive Leadership Team this post is responsible for leading on:

- Development of the Trust's school improvement strategy, action plan and framework
- Delivery and coordination of school improvement support for schools across the Trust
- Development and delivery of quality assurance systems across the Trust
- Reporting to the Trust Board on the quality of education and the impact of school improvement activity

Main Duties

As a member of the Trust's Executive Leadership Team:

- Be an active member of the Executive Leadership team.
- Contribute towards development and delivery of the Trust's five-year strategic plan, self-evaluation and development plan.
- Develop and deliver the Trust's school improvement strategy, action plan and framework.
- Provide strategic advice and professional expertise to support the strategic growth of the Trust including active involvement in the Trust's due diligence process of new schools.
- Deliver and coordinate targeted school improvement support for schools across the Trust.
- Provide support and challenge to schools to secure high levels of student and staff performance and to deliver an exciting and challenging curriculum.
- Analyse school and Trust performance data and utilise it to inform targeted support for schools and to strategically plan and manage delivery of school improvement activity.
- Develop and deliver quality assurance systems across the Trust's schools.
- Produce reports to the CEO, Executive Team and the Trust Board on the quality of education and the impact of school improvement activity and contribute towards termly policy updates and newsletters.
- Take strategic responsibility for Trust wide areas as allocated by the CEO.
- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.

Applied Knowledge and Expertise

- Apply extensive experience in the leadership of schools to school improvement planning, due diligence, intervention in schools facing challenging circumstances and the development of the Trust's strategy and framework for school improvement.



- Use significant experience in preparing schools for Ofsted inspections, as well as detailed knowledge of the inspection framework and practices, to improve the standards in schools.
- Utilise in-depth knowledge and experience of working in the educational sector to design and deliver effective quality assurance systems and processes across schools and support the design of intervention strategies to improve academic standards and outcomes.
- Apply experience in change management and leadership training to target improved performance and lead Trust wide organisational change.
- Apply knowledge of educational assessments to support the delivery of effective student assessment and intervention initiatives and programmes.
- Apply experience of encouraging collaboration between schools, across the Trust and with other external agencies to support improvement, sharing of best practice and reduce the replication of effort.
- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.

Decision Making and Problem Solving

- With the Chief Executive and Executive Leadership Team, create and regularly review structures across the schools that reflect the Trust's and each school's values and enables management systems, structures and processes to work effectively.
- Work with the Executive Team to monitor and evaluate the academic performance, leadership and management of schools.
- Support and work towards the aim that all schools maintain at least a 'good rating', with the goal of eventually becoming 'outstanding'.
- Lead transformational change both strategically and operationally in all schools.

Leadership and Management and People Development

- Drive a culture of high expectations, supporting school leadership teams to improve standards across all departments and areas.
- Ensure leaders across the Trust receive the appropriate teaching and leadership training and continue to develop their practice.
- Work alongside the Executive Team on development and delivery of the CPD programme across the Trust, including the annual Trust Conference.
- Work with Headteachers to recruit staff of the highest quality across the group.
- Promote a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's values.
- Build own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement.

Influencing and Managing Relationships

- Nurture robust, open and effective relationships with all parties across the Trust and with key external agencies including the London Borough of Bromley, Regional Schools Commissioner and other Trusts.



- Foster a culture of collaboration by creating networks and opportunities for schools and individuals within the group to engage each other and to build effective extended learning communities.
- Facilitate the partnership and networking of Headteachers, School Leaders and Trust staff to share and promote best practice and to support each other with challenges.
- Create effective working relationships with the senior leadership team of each school within their group.

Resource Management

- Identify opportunities across the group of schools for financial gains and sharing of resources through school to school collaboration.
 - Ensure that all resources available to schools are used in ways which are for the promotion and achievement of the schools priorities, values and objectives.
 - Work with the Chief Executive Officer and the Chief Operating Officer to prioritise resource allocation and maximise value for money.
 - Works actively to identify and implement alternative income to support school improvement activities.
 - Works closely with the Trust's Chief Executive officer, Chief Operating Officer and Headteachers to oversee the staffing resource of each academy to ensure curriculum efficiency.
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SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer or Trust Board.
- This job description will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.



The Person

	E = Essential D = Desirable	Measured By:
Knowledge and Qualifications		
Qualified teacher status	E	A
National Professional Qualification for Headship (NPQH) or other post-qualification educational leadership/management qualification e.g. MEd	D	A, I
Evidence of personal commitment to lifelong learning	E	A
Wide, current knowledge and understanding of national and local education policy and research and how it translates into the schools'/trust's context	E	E, I
Thorough understanding of how young people learn and the core features of effective curriculum planning, delivery and assessment, particularly in Key Stages 3 to 5 and transition from primary	E	A, E
Understanding of effective curriculum planning, delivery and assessment in primary	D	A, E
Experience		
Significant senior leadership experience at Deputy Head/Vice Principal level or higher	E	A, R
Consistent track record at a senior level of school improvement	E	A, I
Experience of preparing for Ofsted	D	A
Experience of leadership in a variety of contexts, ideally in more than one school	E	A, R
Experience of working collaboratively with senior leaders in other schools to achieve shared priorities and/or of supporting other schools	E	A, I, R
Experience of accurately analysing and interpreting quantitative and qualitative data to evaluate school performance and identify school improvement priorities	E	A, I, R
Proven track record of developing and successfully implementing whole school strategies to rapidly improve pupil outcomes	E	A, I, R
Evidence of successfully developing high-performing teams of professionals, delegating with accountability and providing support and challenge	E	A, I, R
Skills and Competencies		
Proven ability to lead transformational change with the capacity to direct and support the trust to achieve its objectives	E	I, E
Inspires and influences all stakeholders to support the fundamental importance of education and aspiration in young people's lives	E	I, E
Develops an outward-facing, reflective and evidence- informed culture	E	I
Proven leadership qualities to motivate and drive forward individuals and teams to achieve high performance	E	I, E



Models good practice and leads by example with integrity, positivity, creativity, resilience and clarity	E	I, E
Drives forward strategic priorities and translates these into practical actions which empower students and staff to succeed and maximise impact	E	I, E
Demands ambitious standards and high expectations for all students to overcome disadvantage and advance equality	E	I, E
High level critical reasoning skills to identify, construct and evaluate arguments, identify the relative importance of ideas and solve problems	E	I, E
Makes sound decisions based on gathering information, generating suitable alternatives, accurately appraising options and evaluating impact	E	A, E
Effectively manages own behaviour and relationships with others to provide appropriate support and challenge	E	I, E, R
High level oracy and communication skills that are effective for a range of audiences	E	A, I
High level numeracy and literacy skills to analyse and interpret complex data and write effective reports/documents for a range of audiences	E	A, E
Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	I, R

Measured by: Application Form (A); Interview (I); Assessment Exercises (E); References (R)

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

Salary

The salary range for this role is L26 to L30 (currently £85,441 to £93,877 fte)

How to Apply

- i. Read carefully all the information about this post included in this candidate pack
- ii. If you have any questions, please do not hesitate to email our HR manager, Caroline Sharp: csharp@bwsmat.org
- iii. For an informal and confidential discussion with the Chief Executive prior to application please contact his PA, Debbie Hathaway: dhathaway@bwsmat.org
- iv. Complete the application form from our website 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.*
- v. In your Section 8 Letter of Application addressed to Mr Millar, please respond to the following:
“With reference to the person specification, and providing clear evidence of the impact on your actions, please outline how your experiences would enable you to take our trust forward in the next stage of our development.”

Send your completed application form via email to Caroline Sharp: csharp@bwsmat.org

Application Deadline: **Monday 20th March 2023 at 9am**

Appointment Process

- i. Suitable applications will be shortlisted on Monday 20th March and invited for interview the following week.
- 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.

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. References will be taken up prior to interview. Please provide an email address for your referees and ensure that they are expecting a request. 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 Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust 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 Multi Academy Trust

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