

Candidate brief for the position of:

Head of Media Studies – for January 2026

Bullers Wood School for Girls and Sixth Form

Application Deadline: 9am, 28th September 2026

Suitable candidates will be interviewed before the closing date and Bullers Wood School reserves the right to withdraw the position if an early appointment is made.



Bullers Wood School for Girls is part of Lumero Educational Trust



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Bullers Wood for School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available from January and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely



Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL

Dear Applicant

Thank you for expressing an interest in the post of **Head of Media Studies** 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 in January 2026. This post offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference.

We are very proud that we consistently achieve very strong outcomes for all our students underpinned by a rigorous and dynamic curriculum offer. Our curriculum vision focuses on Academic, Character and Enrichment provision. We strive to offer a rich array of opportunities through which our young people can learn and flourish. Our students exhibit outstanding attitudes to learning and behaviour and are a pleasure to teach. As a school we have the highest aspirations for all members of our community as we strive to be the very best we can be. We place both staff and student wellbeing at the very heart of our work and our collaborative professional culture underpins and drives everything we do.

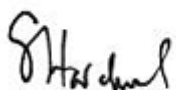
We are looking for a passionate individual to help us to ensure that in every way Bullers Wood remains a high performing, inclusive and welcoming school, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time following the creation of the Lumero Educational Trust comprising of four secondary schools including Bullers Wood School for Boys, Chislehurst School for Girls, Charles Darwin and a further eight primary schools. This will give additional opportunities for enhanced professional and career development for colleagues working within the Trust.

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, Mojoko Noah.

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 1557, including 407 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 2025, 80% of students achieved 5+ GCSE's at 9-4 including English and Maths, and 46% of A level results were graded A* - B.

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 Collegiate 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 Teaching Staff 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
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- 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

Position Summary: Head of Media Studies

Job Title:	Head of Media Studies
Location:	Bullers Wood School for Girls
Reports to:	Deputy Headteacher
Salary:	MPS – UPS3 – TLR 2b
Contract Type:	Permanent
Date:	January 2026

Job Purpose

Line Management responsibility for: All teachers of Media Studies Department

The responsibilities below are in addition to those of Classroom teacher/Form tutor

To lead and manage the Media Studies Department to ensure the subject makes a full contribution to the whole school curriculum.

Overview

This is an excellent opportunity for an outstanding, ambitious and passionate Head of Media to join the team. The department has an outstanding examination record and is committed to achieving excellence at all key stages as well as success for all its pupils. It is dynamic and delivers a curriculum that focuses on the most up to-date developments across a range of Media, encouraging students at all levels to critically engage with current issues and debates.

Head of Media Studies Department Responsibilities:

Make judgements about standards of students' achievement, rate of progress and personal development

- Analyse and interpret data on students' achievement in the subject and ensure student performance data is used effectively and is in line with departmental targets
 - Review with teachers their assessments of progress for classes
 - Oversee the setting of students into appropriate ability groups as needed/if required
 - Sample students' work
 - Moderate and review judgements about standards, including coursework
 - Discuss work, progress and attitudes with sample groups of students
 - Ensure procedures for both internal and external exams are carried out according to the School's procedures and the Boards' regulations as appropriate. Evaluate teaching and learning
 - Be accountable for the quality of the teaching of the subject
 - Systematically observe colleagues teaching and review teaching and learning methods within the department to ensure they meet the needs of all students
 - Provide feedback on observations to colleagues
 - Monitor and review the planning of Media Studies
 - Keep abreast of current initiatives by regular review
 - Review schemes of work annually and amend where necessary to ensure they focus on effective teaching and learning, meet Government guidelines. Where appropriate schemes of work should also incorporate cross-curricular themes including PSHE, citizenship and work-related learning.
 - Ensure the Departmental Assessment, Recording and Reporting Policy is in line with School Policy and is adhered to by all departmental staff.
 - Support staff with student behaviour issues.
 - Maintain a comprehensive view of departmental resources, to ensure that they are available to meet curriculum needs. Lead sustainable improvement
 - Arrange, conduct and keep records of departmental meetings and lead the department in discussion about best practice and priorities for the subject
 - Lead the review, construction and resourcing of the curriculum
 - Set targets for raising student attainment in the context of whole school targets
 - Work with colleagues to organise appropriate intervention to address under-performance
 - Develop and communicate a strategy for the improvement of the subject
 - Take responsibility for organising departmental INSET time as well as monitoring the INSET needs of all members of the department.
 - Create the capacity for change and inspire and enthuse colleagues by personal example (i.e. acting as a role model by maintaining a positive outlook and demonstrating sympathetic and focused support).
 - Lead the improvement of teaching quality and encourage teachers to review and improve on their practice
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- Ensure departmental views are reported to the appropriate bodies - Faculty, Governors, Headteacher.
- Contribute to the Department Handbook.
- Be responsible for positive image of the department Participate in whole School management responsibilities
- Contribute to the creation, implementation, monitoring and evaluation of the School Improvement Plan as it affects the department.
- Participate in working parties as required.
- Ensure all whole school policies e.g. Teaching and Learning, Health and Safety, Equality, Premium Pupil groups and Special Educational Needs are in place and upheld within the department. Staff Management
- Act as an appraiser where directed.
- Support ECTs as needed
- Liaise with the mentor and Senior Mentor with regard to student teachers (SDS/SCITT) as appropriate.
- You will also be a Classroom Teacher and Form Tutor and be required to fulfil any other duties as required by the Headteacher commensurate with the post.

Note, whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not prescriptive, and each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level and/or scope that is not specified in this job description. Job descriptions are subject to change, in consultation with the post holder, to meet the changing needs of the broader Trust.

All post holders are accountable through the LET Performance Management Policy.

Person Specification

- Qualified Teacher Status or equivalent.
 - Relevant degree and/or substantial subject expertise in Media Studies or a related discipline.
 - Strong knowledge of GCSE and A Level Media Studies requirements.
 - Proven experience of successful teaching within a secondary school setting.
 - Experience of leading or managing a curriculum area or subject department.
 - Strong understanding of effective assessment and strategies for improving student outcomes.
 - Excellent organisational, communication and interpersonal skills.
 - Ability to inspire students and colleagues and build positive professional relationships.
 - Strong digital and practical media skills.
 - Commitment to inclusive education and high expectations for all students.
 - Commitment to professional development and keeping subject knowledge current.
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- Ability to work collaboratively as part of the school's wider leadership and teaching team.
- Enthusiasm for developing students' understanding of contemporary media and the creative industries.

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

How to apply

Applicants should complete the application form and submit it to HR@Lumero.org by **9am on Monday 28th September 2026**.

Interview Process

Candidates will be shortlisted, and successful candidates will be interviewed on **Thursday 1st October 2026**.

- Suitable applications will be shortlisted for interview as quickly as possible.
- If you are successful, you will receive a phone call followed by an email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and 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.

- Candidates called to interview will
 - have an opportunity to meet with staff.
 - be expected to conduct a number of tasks to test areas required as per the person specification.
 - attend a panel interview.
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Pre-employment Checks

Lumero Educational 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 them in a professional capacity. It is 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 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.

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

Bullers Wood School for Girls and Sixth Form

Human Resources
Bullers Wood School for Girls
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
HR@Lumero.org



Lumero Educational Trust

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BR7 5LJ

Tel: 0208 467 2280

Website: www.lumerotrust.org

Website: www.bwsgirls.org
