



# Candidate brief for the position of: Learning Support Manager

2 positions:

Learning Support Manager – Key Stage 3

Learning Support Manager – Key Stage 4

## Bullers Wood School for Girls

Application Deadline: 28<sup>th</sup> June 2022

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.





## Contents

<u>Letter from the Headteacher</u> .....	3
<u>Introduction to Bullers Wood</u> .....	4
<u>The Role</u> .....	5
<u>How to Apply</u> .....	8
<u>Appointment Process</u> .....	9



Dear Applicant

Thank you for expressing an interest in the post of Learning Support Manager 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 September 2022 and offers an exciting opportunity to join an enthusiastic staff and very supportive department 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.

We are looking for a passionate individual to help us to ensure that in every way Bullers Wood remains an outstanding school at our next Ofsted inspection, 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 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 [csharp@bwsmat.org](mailto:csharp@bwsmat.org).

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.



## The Post and Specifications

**Job Title:** Learning Support Manager

**Reports:** Assistant Headteacher

**Salary:** BR6 Salary Range £23,032 to £25,261 (Pro-rata based on £23,032 is  $37 \times 33.75 \times £23,032 / 1675 = £17,170.87$ )

**Hours of Duty:** Monday to Friday, 8.15am – 3.30pm with an unpaid lunch break of 30 minutes (some flexibility required during busy times)

**Holiday:** To be taken outside school term times.

### Main purpose of the position:

To work as directed by the Assistant Headteacher/Head of Year according to the priorities of the school and year group as set out by the Senior Leadership Team. To provide pastoral support for the students.

To monitor student behaviour, student welfare, absence and lateness, and safeguarding concerns

To provide pastoral administrative support to Assistant Headteacher and Heads of Year

To administer Emergency First Aid as required and provide cover for the first aider as needed.

## DUTIES AND RESPONSIBILITIES

### Support for the Heads of Year in the Main School (Year 7-11)

- To help create and sustain an achievement culture within the year groups which encourages and embeds an ethos of excellence
- To supervise students working within the key stage area as needed.
- To deal with sensitive situations and to provide a supportive and nurturing environment
- To monitor, record and encourage excellent punctuality, attendance and behaviour
- To monitor uniform and appearance to ensure the maintenance of high standards across the year group and to manage students who persistently do not comply
- To meet with the Head of Year/Assistant Headteacher to discuss issues relating to the year groups and individual students in order to facilitate close liaison between academic and pastoral matters
- To liaise with Departments, Head of Year/Assistant Headteacher and Form Tutors in relation to behaviour issues
- To provide administrative support to pastoral areas.



- To liaise with key stakeholders, carry out team around the child meetings, contribute to action planning and review, work with the SENDCO, and support in referrals to the Early Intervention Team and other outside agencies as necessary.
- To work collaboratively with the Pastoral and Safeguarding team to make appropriate referrals to external agencies
- To be responsive to and maintain regular contact with parents and carers of students who require additional support so that they are kept informed and up to date on progress and well-being
- To prepare the Hall for assemblies, liaising with the site team and to ensure that all Tutors are made aware of any changes to the published rota
- To be involved in the organisation or co-ordination of positive activities for the whole year group such as achievement assemblies or in the development of skills and talents of students through a range of extra-curricular or enrichment events
- To induct new students into the school including liaison with the school's admission officer in setting up student files and other related administration
- To keep up to date records on the school's behaviour and other monitoring systems.
- To assist the Head of Year/Assistant Headteacher in setting up and coordinating positive activities to develop character, skills and qualities and talents of students e.g. charity events
- To prepare bespoke reports for the Head of Year/Assistant Head for Attendance and Assistant Head for Behaviour and attitudes as requested
- To ensure high standards in Tutor Time, monitoring delivery of organised programmes
- To ensure that the minutes of meetings are placed in the student's file, and electronically as appropriate
- To be available to students throughout the school day in conjunction with the Behaviour Manager as required.
- To support the efficient running of the school Behaviour for Learning System including duties, On Call, staffing inclusion and detentions etc as needed.

### **General**

- Attend meetings and take minutes as necessary
- Work closely with pastoral leaders to ensure consistency of approach and effective transition between key stages
- Work in collaboration with the other Learning Support Manager to ensure coverage over lunchtime
- Contribute to the school's commitment to continuous improvement as identified in the school's development plan.
- Other tasks which may be agreed from time to time with the postholder
- Be involved in whole school duties
- Be available to attend evening events for year groups

### **Experience**

- Experience working with children of relevant age preferable

### **Qualifications/training**

- Very good numeracy/literacy skills



- Appropriate first aid training (or willingness to be trained)

**Knowledge skills**

- Work constructively as part of a team, understanding roles and responsibilities and your own position within these
- Ability to relate well to students and adults
- Ability to use ICT effectively to support learning, especially email, Word and Excel
- Ability to use SIMS (or willingness to be trained)
- Ability to self-evaluate learning needs and actively seek learning opportunities

Undertake any other duties as may be reasonably requested.

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.*

## 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@bwsmat.org](mailto:csharp@bwsmat.org). Please also contact her if you wish to have a conversation with the Headteacher, Simon Hardwick 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.
  - o 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@bwsmat.org](mailto:csharp@bwsmat.org)

Please send your completed application asap.





## 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.

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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