

# **Bullers Wood Multi- Academy Trust**

## **Bullers Wood School for Boys**

C/o St Nicolas Lane, Logs Hill, Chislehurst, BR7 5LJ  
Email: [gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)

[www.bwsboys.org](http://www.bwsboys.org)

## **Inclusion Manager**



**Closing date: Tuesday 18<sup>th</sup> June, 2019 – 9am**

# Bullers Wood School for Boys

c/o St Nicolas Lane, Logs Hill, Chislehurst BR7 5LJ

Headteacher: Ms A Gouldthorpe



020 8467 2280

office@bullerswood.bromley.sch.uk

www.bwsboys.org

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 at 1 Westmoreland Road, BR2 0TB, providing 180 places for boys living in the local area. Over the next five 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.

From September 2019, we will operate out of a new temporary building on our school site at St Hugh's Playing Fields, Bickley. The target date for the completion of our main building is December 2020.

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.

The next few years will be a very exciting time for us as we establish, grow and develop as a school. However, this journey will not be 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,

Anne Gouldthorpe

Headteacher

## The School

Bullers Wood School for Boys will be a thriving 11 – 16 boys' comprehensive school situated in the London Borough of Bromley. We opened in September 2018 with our first cohort of 180 boys and will grow year on year until we reach our full capacity of 900 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 2 years, we will operate out of temporary sites moving into our brand new £20 million building from December 2020.



We want 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 will subscribe to our ethos and values, and will 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 helping every boy to succeed, 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

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.

We will:

- Ensure that we deliver outstanding educational provision to local boys
- Provide high quality teaching & learning experiences in a modern technologically rich environment within a culture of traditional values, courtesy & respect.
- Provide an academic education with an emphasis on the EBacc suite of subjects, high value qualifications and Sport.
- Provide extensive extra-curricular opportunities beyond the academic curriculum so that boys can find their niche, experience success and develop self-confidence.
- Ensure that our boys excel and exceed their predicted educational outcomes.
- Ensure that a strong and caring pastoral system underpins and supports boys' in their academic progress, personal development, mental health and well-being.

## 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 Inclusion Manager to:

- Share our values
- Have a passion for the betterment of young people
- Be passionate about lifelong learning
- Be committed to securing the best outcomes for all boys in the school
- 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
- Access to the latest technology to assist in delivering and developing outstanding teaching and learning
- 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
- Enhanced professional and career development opportunities
- The opportunity to work across both schools in our Trust

## The Post and Specification

### Job Description

<b>Position:</b>	Inclusion Manager
<b>Reports to:</b>	Assistant Headteacher – Behaviour Standards and Welfare
<b>Salary Range:</b>	<b>BW6 – £20414 – £22936 FTE</b>
<b>Hours of Duty:</b>	0745hrs – 1520hrs Monday to Friday (includes a 45 minute unpaid lunch break) Total hour per week – 34 hours and 10 minutes.
<b>Contract:</b>	190 days of term time (38 weeks)
<b>Holiday:</b>	To be taken during school holidays

### Individual Job Description

The Inclusion Manager will take the lead in supervising, managing the behaviour of and providing pastoral support for boys in our Inclusion Suite. This includes promoting positive attitudes to learning, behaviour and ensuring that appropriate systems are implemented to track, monitor and evaluate student behaviour.

You will be responsible for all admin duties in the School's Inclusion Suite. This will involve using school systems (Class Charts, SIMs) and Excel spreadsheets to monitor and track student behaviour, sending letters and making phone calls to parents and liaising with teaching staff.

The role plays a key part in supporting students at risk of external exclusion, improving engagement and contributing to the development of high performing, impactful behaviour systems in school.

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.

### Responsibilities

- To manage and supervise students on Internal Exclusion ensuring that appropriate work has been set
- To Implement follow - up programmes for reintegrated students

- To manage reintegration plans ensuring that staff/student meetings take place and targets are monitored
- To ensure reintegration plans and pastoral support plans are implemented for relevant students
- To design and deliver coping strategies for students so that they can experience success in the classroom without causing disruption
- To manage and/or implement behaviour intervention for students including behaviour modification programmes
- To have oversight of the School's detention system
- To produce a Report of a student's time in internal exclusion,
- To work in partnership with Heads of Year and other stake holders to ensure best outcomes for students
- To work in partnership with the SENCo in supporting the behaviour of students with SEN
- To liaise with external agencies and partners
- To manage the School's detention system
- To track and monitor student behaviour identifying students at risk of disengagement and implementing, in collaboration with colleagues, interventions to support

### **Person Specification**

The successful applicant is likely to demonstrate the following qualities:

#### **Knowledge & Experience**

- Experience and/or understanding of working with young people and/or teenage boys
- Knowledge sufficient to challenge students and achieve positive outcomes
- Awareness of the strategies available for improving the learning & behaviour of students
- A good understanding of developments and guidance in relation to behaviour support and management

#### **Skills & Abilities**

- Able to use a range strategies
- Good interpersonal communication skills
- Ability to quickly gain the respect of others
- A competent user of ICT
- Able to communicate both orally & in writing to students & their parents
- Be willing to be fully engaged in the whole life of the school
- Be high profile
- Have a commitment to team work

#### **Personal Qualities**

- Enthusiasm & a positive outlook including a sense of humour
- The ability to motivate, support, inspire and work collaboratively with a team of specialist staff, teaching and support
- The ability to work independently and collaboratively as a member of a team  
Commitment to high student expectations

- Creative in problem solving together with a willingness to take on or try new approaches & ideas
- Commitment to extracurricular activities
- A positive attitude towards professional development and own learning
- Reliability & integrity
- Good personal organisation
- Excellent record of attendance and punctuality
- Commitment to high standards and expectations

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

### Salary

BW6 – £20414 – £22936 FTE. If working 34hours and 10 minutes per day on a salary of 20414 the actual salary would be £15824.93 (20414 x 34.17 x 38/1675).

### APPLICATION PROCEDURE

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email **Gill Newton, Human Resources Manager, on ext 359 or [gnewton@bwsgirls.org](mailto:gnewton@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
  - Why you are applying for this post
  - 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 Gill Newton  
Human Resources Manager  
(Bullers Wood School for Boys)  
c/o Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ  
[gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)

Please send your application by **Tuesday, 18<sup>th</sup> June 2019**

## 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
  - Normally be expected to conduct a short task.
  - Have an interview with members of the Senior Leadership Team.