

Vocational Support Officer

The Bulwell Academy

Fixed term until December 2026

To start as soon as possible



**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

Welcome



Thank you for showing an interest in becoming part of our team at The Bulwell Academy.

The Bulwell Academy is a school which encourages students to take responsibility for their actions, make the right decisions and develop a strong sense of self-belief and personal confidence in everything they do, every single day.

The Bulwell Academy is a rapidly growing school with high standards and expectations of every single member of our school community. We want the best for all our children and strive to ensure we give all students the best opportunities possible to achieve their full potential and be successful in life.

We are a school who believes there are no limits to what can be achieved as we encourage all students to aim high and focus on their ambitions and aspirations. Our focus is on what students *get right* and not what they get wrong and this is reflected through our Attitude to Learning Rewards Programme which encourages students to be the best version of themselves and ensures they consider others, show kindness, and have a better understanding of the wider world outside their own community.

We are on an incredibly exciting journey as we aim to be one of the highest performing schools, and we are committed to recruiting the most dedicated, compassionate, and driven professionals to work with our students and as part of our teams. Our fundamental belief is that every child can achieve greatness, fulfil their dreams, and live happy and successful lives.

Our unwavering determination to achieve the highest standards of education, pastoral support, and safeguarding, provides our students and colleagues with every opportunity to succeed. Our values of respect, resilience, creativity, ambition and kindness are the golden thread through everything we do, every day. Our insistence on exemplary student behaviour provides strong foundations upon which all can thrive. Our disruption-free classrooms set the stage for our staff to deliver our knowledge-rich and ambitious curriculum through excellent and enjoyable teaching experiences and purposeful learning.

Always learning together, we strive to be better practitioners every day. We contribute to a needs-based and data-informed CPD strategy, ensuring personal development is relevant, bespoke, and purposeful.

Whether it's progressing to one of the world's best universities or securing places with sought-after apprenticeship providers, we want leavers to be confident, competitive, caring, and happy contributors to society.

If you have the qualities to help us achieve our vision, we look forward to your application.

Chris Keen

Executive Principal

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

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www.creativeeducationtrust.org.uk

ABOUT THE BULWELL ACADEMY

The Bulwell Academy is on an incredibly exciting journey and since joining the Creative Education Trust in May 2018, has been in rigorous pursuit of rapid and sustained improvement for the children it serves.

It is a mixed secondary school at the heart of the Bulwell community, committed to providing exemplary experiences for students in Key Stages 3 and 4 that empower them to access the very best opportunities at post-16 and beyond.

The curriculum, designed in collaboration with experts across the Trust, is brought to life by the incredible facilities that The Bulwell Academy has to offer. Such high-quality facilities support the staff to deliver an inclusive and expansive education, one that allows both students and staff to thrive.

Through support provided by the Trust Executive Team, The Bulwell Academy remains at the frontier of technological procurement and development, providing a resource-rich and exciting environment in which to work.

On-site facilities include:

The Main Hall

This has a generous proscenium arch stage and seating to accommodate 300 seats. There is also a projector to facilitate film and other presentations.

The full-sized internal sports hall

This provides state of the art facilities for a full range of internal team sports and for fitness training and gymnastics.

Pitches and astro-turf

Grass pitches and courts provide for all external team sports and has excellent athletics areas matched to a broad and balanced sports curriculum. The enclosed five-a-side pitches and basketball courts are popular during games lessons and during the break and lunch social times.

Gym

The gym features a wide range of modern sporting equipment, including state of the art exercise bikes and weights for use during and outside school hours, ensuring all Academy students and staff can enjoy an array of sporting facilities

The Teaching and Learning Hub

A large multi-purpose area for staff to focus on Professional Development



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated, and pro-active thinking so that our students are equipped for the challenges of the 21st century.



ON SITE FACILITIES



Science Labs

The science laboratories in the main academy building are equipped for a full range of science teaching in Physics, Chemistry and Biology, with excellent support from a team of professional science technicians.

Restaurant

The restaurant provides a light and airy environment for all students to enjoy the healthy and nutritious meals and snacks prepared on site by a team of catering professionals

Music, Drama and Dance

There is a drama studio which has a high-quality sound and lighting rig. The studio also can transform into a black box theatre; it also acts as the green room for the main hall when larger productions happen. The music faculty has access to a large, well equipped classroom and performance space. Alongside this there are a range of private practice rooms, a recording studio and an accompanying sound booth; all of which are equipped with a range of high-quality technical equipment.

Art and Technology

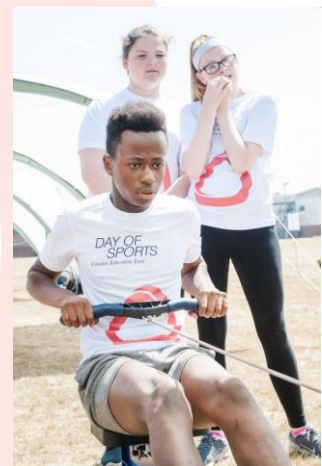
The technology department is equipped with the facilities for all aspects of food, hospitality and catering design, graphics and architecture. The department is also fitted with an interactive learning area complete with 31 computers all installed with the latest version of photoshop. Multiple materials preparation areas enable pupils to successfully make a range of products.

Modern and open-plan Library

A quiet area for independent work and reading for pleasure. It is well resourced with a wide range of materials to meet the curriculum needs and leisure interests of the whole school community (including a collection of staff CPD resources)

The school aims to engender a passion for wider reading and enquiry, which will broaden young people's knowledge and develop a love of reading. The school welcomes readers beginning English, through to those aspiring to University or going into employment.

The Library is open throughout the school day. A Study Club runs after school for learners to obtain support with their work.



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SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust school benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

www.creativeeducationtrust.org.uk

VOCATIONAL SUPPORT OFFICER (Fixed Term)

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

The Bulwell Academy, Nottingham

SALARY

NJC Point 23 – 25

£33,366 - £35,235 (term time + 3 weeks, total 42 weeks. Actual Salary £30,906 - £32,638)

Fixed term contract until 31.12.2026

THE ROLE

The Vocational Support Officer will support, manage and administrate the new relationship between The Bulwell Academy and Nottingham College. To ensure the attendance, engagement and achievement of the cohort of students from The Bulwell Academy that work with Nottingham College.

REPORTING LINES

The post will report to the Assistant Principal for Curriculum and Assessment.

STRATEGIC DIRECTION AND DEVELOPMENT

- Promote and uphold the values and ethos of Creative Education Trust in the academy, such that the highest achievements are expected from all members of the school community.
- Contribute to the development of a successful team.

KEY RESPONSIBILITIES

- To support our children and young people in care to achieve great things and reach their full potential.
- To be part of our academy where you can work creatively to help our children and young people overcome barriers to make good educational progress and to engage in building their future careers.
- To bring new ideas to help our young people thrive and aspire for their future.
- Supervision of students when off site.
- Organise and facilitate the travel of students between sites.
- Support the day-to-day attendance of the students on the courses.

- Take responsibility for regular monitoring of students' achievement.
- Liaise with parents on a regular basis with regards to achievement and behaviour.
- To motivate students by providing information, advice, and guidance to enable them to make the right choices to manage their own behaviour, learning, punctuality and attendance.
- To liaise with key stakeholders within the Academy and Nottingham College including the SEN, safeguarding, attendance and wider pastoral team to ensure the success of the students.
- To monitor negative incidents on the behaviour tracking system and intervene with students at risk of suspension.
- To monitor positive incidents on the behaviour tracking system celebrating improvements in behaviour.
- To undertake one-to-one and group work with students to ensure engagement.
- To undertake lesson support with key vulnerable students.
- To provide regular updates to the academy's Senior Leadership Team.
- To organise parent evenings, providing reports to parents and carers about their child's progress willing to engage in training to lead exam access arrangements for pupils in the academy.
- To undertake one-to-one and group work with students to ensure engagement.

OTHER RESPONSIBILITIES

- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the leadership team.

WE ARE LOOKING FOR A PERSON WHO IS

- Motivated, supportive and has inclusion at the heart of what they do.
- Experienced in supporting young people in educational settings.
- Able to work independently in a range of educational settings and as part of a team.
- Understanding about safety being paramount for our children/young people.
- Flexible and adaptive to the different needs of our children and young people.

Part of the working week will be spent in different educational settings across Nottingham City, to Nottingham Colleges variety of campuses.

You can find out more at:

www.creativeeducationtrust.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Good general education including GCSE (or equivalent) Maths and English, grade C or above. • Hold a full UK Driving Licence 	<ul style="list-style-type: none"> • Master level degree. • Evidence of continual professional development.
EXPERIENCE	<ul style="list-style-type: none"> • Experience in a student facing role, ideally within the education sector. • Proven ability to work to a high level of accuracy with attention to detail at all times. • Ability to motivate and manage young people in challenging circumstances. 	<ul style="list-style-type: none"> • To have an awareness of cultural and diverse backgrounds.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of current educational policy • Up to date knowledge of child protection issues, including local and national best practice. • Understanding of the social, emotional, and intellectual development of teenagers • Excellent knowledge of how disadvantaged pupils may be supported to realise their potential 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Willingness to complete minibus driving training. • Willingness to work under reasonable pressure to raise student achievement. • Demonstrate proficiency in use of ICT. • Ability to maintain appropriate confidentiality. Effective organisational skills • Ability to work to deadlines. • Ability to work as part of a team. • Ability to use own initiative with minimal supervision when required. • Ability to demonstrate a problem-solving approach to tasks. • Maintain good working relations with others by use of effective interpersonal skills. Demonstrate honesty and integrity. • Maintain a high level of interaction with leaders at all levels. • Demonstrate an ability to adapt to a constantly changing and growing environment. • Ability to build positive and trusting relationships with students. • Demonstrate the skills to be able to defuse potentially contentious situations. • Demonstrate a strong commitment to CPD 	<ul style="list-style-type: none"> • Evidence of continual professional development.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

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