



Candidate brief for the position of:

Creative & Media Technician

Bullers Wood School for Boys

Application Deadline: 1st July 2022

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





Contents

Letter from the Headteacher 3

An Introduction to Bullers Wood 4

The Role 7

How to Apply 11

Appointment Process 12



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 boys' comprehensive school in Bromley.

We opened in September 2018 and are now in our fourth year of operation. There are currently 720 boys on roll in Years 7, 8, 9 and 10. In September, this will rise to 900 boys from Years 7 - 11. The ambition is for our boys to progress on to Bullers Wood Sixth Form, located on our partner school site, Bullers Wood School for Girls.

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.

You will be joining us at a very exciting time in our development. Our first cohort of boys are now studying for their GCSEs and we are looking forward to being at steady state. We have been in our new building for just over a year having been in temporary accommodation for two and a half years previously.

Although we continue to move forward on our journey to creating an outstanding school, it is not 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 and one of the final pieces in our jig-saw.

I look forward to welcoming your application.

Yours sincerely,

Anne Gouldthorpe
Headteacher



An Introduction to Bullers Wood School for Boys

The School

Bullers Wood School for Boys is a thriving, oversubscribed, 11 – 16 boys' comprehensive school situated in the London Borough of Bromley. We opened in September 2018 and currently have 720 boys on roll and we will continue to grow until September 2022 when we will reach our full capacity of 900 boys 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 two and a half years, we operated out of temporary sites eventually moving into our brand new £23 million building in the Spring of 2021.

We continue to build a staff team that is focused, relentlessly, on improving the achievement and opportunities for our boys. All staff working at the school subscribe to our ethos and values, and 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 sustaining academic excellence, help every boy to succeed, be an excellent classroom practitioner, demonstrate that you can work as part of a team, and inspire others to excel.

We 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 are essential for our boys to progress successfully onto the next stage of their careers. Our curriculum is also responsive to the needs of individuals providing a more personalised approach when and where necessary.

Our Ethos

Both 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 unrelenting 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.

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 way's 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 Staff to:

- Be driven, self-directed and proactive
- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be passionate about our values and vision
- Secure the best outcomes for all boys in the school
- Contribute to the overall development of the school
- Be flexible in his/her approach, adapting to new challenges

In return, we will offer you:

- The opportunity to be part of a forward-thinking team
- Access to the latest technology to assist in delivering and developing outstanding teaching and learning
- The opportunity and responsibility to strategically shape the future of the School
- The opportunity and responsibility to be part of a pioneering team creating a fantastic school for boys in our local community
- Enhanced professional development
- The opportunity to work in a modern, technologically rich environment
- The opportunity to work across both schools in our Trust



The Post and Specifications

Job Description

Post:	Creative & Media Technician
Reports to:	Deputy Headteacher
Hours of Duty:	36 hours per week Monday to Friday (including 50 minutes unpaid lunch break each day). There may be a need to work additional hours at peak times and thus flexibility is required.
Contract:	37 weeks per annum - term time.
Holiday:	To be taken during school holidays.
Pay Scale:	BR7 £25,737 - £27760 from September 1, 2022
Pro Rata Salary:	Pro Rata range: £20,466.68 - £22,075.41 (based on 36 hours per week for 37 weeks)

The annualised salary is paid in 12 monthly instalments.

Overview

This is an exciting opportunity for a creative and technically savvy person to join our school support team. You will be instrumental in defining the technical support required for GCSE Media Studies as well as providing support across the School. The right candidate will also have the opportunity to grow his/her creative and PR skills by ensuring that our website, newsletters and other forms of digital communication represent the School positively.

Person Specification

The successful applicant is likely to demonstrate the following qualities/skills:

- Good working knowledge of Windows and MS Office Products
- Good working knowledge of Adobe Creative Suite, with a particular focus on Premier Pro, Illustrator and Photoshop
- Excellent interpersonal, communication and organisational skills
- Be willing to undertake training/professional development
- Have the ability to work calmly to deadlines and under pressure
- Experience of working with young people ideally in an education setting



- Demonstrate a willingness to work as part of a team as well as the ability to work on your own.
- Be sympathetic to the ethos of the school

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.

Core purpose:

To assist the school and media team with creative and technical support as required. To provide technical support to other subject areas and whole school events as required. To create promotional and marketing materials for the school.

Duties include the following:

Technical support for Media Team

- Provide technical support for all media students and staff for the delivery and application of equipment and software
- Backing up media computers/ OneDrive on the network on a regular basis.
- Be responsible for the register of loaned equipment, chasing students for return of items as appropriate.
- Film school productions and events as required
- Assist with the BBC Young Reporter scheme
- Provide technical support for clubs and extra-curricular events
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

In class support

- Support and supervise students with their independent learning
- Occasional cover/ supervision of media classes if teacher is absent
- Establish constructive relationships with students and interact with them according to their individual needs
- Promote the inclusion and acceptance of all students, ensuring equal access to opportunities to learn and develop



- Provide general care and welfare and assist in maintaining a safe environment.
- Evaluate students' learning and progress and verbally feed back to the class teacher.
- In conjunction with the class teacher, promote good behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Take part in meetings and discussions on specified students as required

Technical support for other subject areas and wider school

- Provide technical support for other subject areas as required
- Organise a booking system/diary to ensure needs are met efficiently
- Sign in/out digital media equipment
- Be responsible for managing banks of laptops
- Have oversight of the Lighting Control Room
- Be aware of and comply with school policies and procedures
- Be particularly mindful of procedures relating to child protection, health and safety, behaviour management, and data protection, reporting all concerns to an appropriate person
- Observe confidentiality as appropriate, mindful of specific exceptions for example with regard to child protection
- To attend rehearsals to obtain clips and pictures that can be used in performances and programmes
- Be responsible for lighting and sound at school events and productions

Marketing and publicity

- To film and/or create promotional materials for school website and marketing purposes
- To keep school website and twitter feeds updated with recent events and promotional materials
- Collation and publication of the School Newsletter
- Provide administrative support as required
- Organise the display of students' work and promotional material



- Attend and participate in relevant meetings as required including Open Evenings/School Performances
- Attend appropriate Inset and external training.
- Undertake any other duties or training as required by the Headteacher/Deputy Headteachers/Line Manager (or her /his representative) commensurate with the general level of responsibilities of the post.

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.



Application Procedure

- i. Read carefully all the information about this post

If you have any questions, please do not hesitate to telephone or email Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email csharp@bwsmat.org.

- ii. 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.*
- iii. In section 9 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 email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp
Human Resources
Bullers Wood Multi Academy Trust
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

csharp@bwsmat.org



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

Have an interview with members of the Senior Leadership Team

