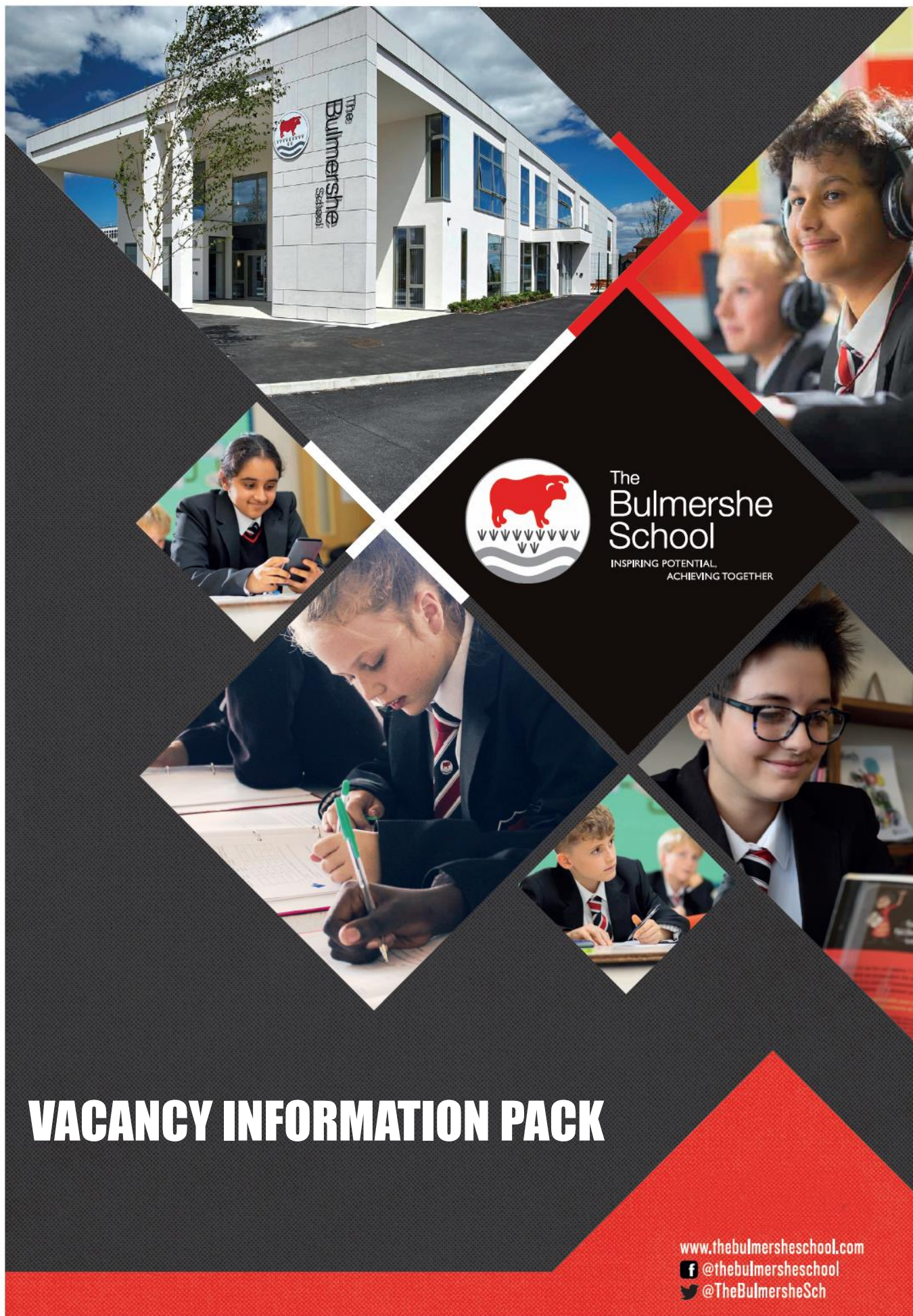




VACANCY INFORMATION PACK

www.thebulmersheschool.com

 [@thebulmersheschool](https://www.facebook.com/thebulmersheschool)

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The
Bulmershe
School

INSPIRING POTENTIAL
ACHIEVING TOGETHER



The Bulmershe School is a heavily oversubscribed school which sits at the heart of the Woodley community. We are a mixed, [Corvus Learning Trust](#) Academy school of nearly 1,500 students, aged between 11 and 18, who come from diverse backgrounds and cultures. Our vibrant and inclusive school strives for students to be happy, self-confident and aspirational learners and thinkers. We take enormous pride in our caring reputation and anyone who joins our team should be committed to achieving high levels of responsibility, mutual respect and resilience within the safe and nurturing environment of our school community.

When a child begins their journey with us it is our priority to secure them the best possible start. We achieve this by providing excellence in their academic studies, pastoral care and in the diverse and enriching opportunities provided outside the classroom. We have the highest expectations of all our students across each aspect of school life and we work hard to develop these values in every student:

RESPECT



RESPONSIBILITY



RESILIENCE



SAFETY

Our core values are embedded throughout school life and serve as a reminder to how we expect all of our community, staff and students to conduct themselves throughout their time at The Bulmershe School, in order to be the best version of themselves.

We understand that it is great teachers combined with great support staff that results in students who excel. Our invaluable team of support staff are equally responsible for the welfare and development of our learners and hold the key to the effective running of our school. They provide a wealth of knowledge, skills and experience that benefits the whole school community.

We recognise that a school's success is not based solely on its academic achievements and we provide a means for our students and staff to explore other interests, develop new skills and strengthen friendships. During the last 6 years, we have seen significant investment in the school campus. We are proud of our 400 seat, fully-equipped auditorium, supporting the schools thriving performing arts faculty and the wider community with this modern multi-use venue. Recently the school completed £600,000 worth of refurbishment around the site and Wokingham Borough Council opened its £14 million leisure centre on the school campus. The leisure centre includes a 4-court sports hall, a 6-lane swimming pool and a teaching pool with a moveable floor. The Bulmershe School has exclusive use of this outstanding facility during the school day and during our after-school extra-curriculum timetable.

We believe that The Bulmershe is a school where you can really make a difference and we look forward to your application.

Amanda Woodfin
Headteacher





KEY INFORMATION

37 hours per week

Term time only

Grade 5 Salary: SCP 12 – 17

£25,598 - £31,023 (pro rata) –

depending on experience

To Start: immediately

CURRENT OPPORTUNITY:

YEAR ENGAGEMENT MANAGER

The Bulmershe School are looking to appoint an Engagement Manager to be responsible for pastoral, welfare, attendance and where needed, safeguarding of our students. You will support a Head of Year in managing and leading the engagement of students in an assigned year group. You will also act as a coach/mentor to a group of students and take responsibility for promoting and safeguarding the welfare of students and young people to reduce and overcome barriers to their personal development and progress.

Specific duties and responsibilities

- To support in maintaining an excellent culture and a rewarding ethos within the year group based on our core values and learning behaviours.
- To support the Head of Year by being the day-to-day point of contact for students within the year group facing issues.
- To support the Head of Year by investigating and collecting evidence, to support the Head of Year in making behavioural next steps.
- To proactively support student wellbeing.
- To contribute to the meeting and greeting of students in the morning, ensuring that students are welcomed positively and are equipped for school.
- To liaise with all internal teams and outside agencies with regards to the wellbeing of students.
- To work closely and regularly with parents to maximise the welfare of students within their year group, including regular contact around rewards and sanctions.
- To support preparation of statutory documentation and referrals as appropriate for students within the year group.
- To contribute to restorative justice within The Bulmershe School.
- To take responsibility for the completion of appropriate behaviour reports for students.
- To support in evaluating the behaviour of students within the year group and collaboratively plan with the Head of Year on how to address issues with colleagues across the school.
- To support the smooth running of the school at break and lunch times and through the duty system.
- To undertake supervisory and detention duties through the detention duty system.
- To ensure the follow-up of students who do not respond to sanctions or fail to attend detentions.
- To support our relentless focus on high standards and expectations throughout the school, with a key focus on attendance and behaviour.
- Compliance with all school policies and procedures, inc. Safeguarding and Child Protection policies and Prevent Duty.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- It would be ideal if you were first aid trained and able to support our medical team when required.
- Perform any other reasonable duties as may be required from time to time at the direction of the Headteacher.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative, and flexible, and willing to take on additional responsibilities, as can be reasonably expected of them within the scope and grading of the post. The duties outlined in this job description may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with scope and grading of the post.



KEY INFORMATION

37 hours per week

Term time only

Grade 5 Salary: SCP 12 – 17
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depending on experience
To Start: immediately

CURRENT OPPORTUNITY: YEAR ENGAGEMENT MANAGER

Essential Knowledge/Qualifications

- GCSE grade C (or above) or equivalent in Maths and English
- Knowledge of Microsoft Office packages
- Ability to work as part of a team with the aim of ensuring the safety and welfare of children
- Excellent listening and communication skills

Desirable Skills and Experience

- A Level qualifications / Degree
- Knowledge of SIMS packages
- Pastoral experience would be beneficial, but not essential
- Experience in a school environment, and the day-to-day challenges that come along side that for certain groups of children would be beneficial.
- Any experience of youth work or involvement of provision for young people would be desirable.
- Experience in dealing with challenging behaviour would be beneficial

Personal Qualities

- Patience, resilience and determination to help our students
- Flexibility
- A sense of responsibility
- Integrity
- To be a strong role model
- Positive mental attitude
- Calm under pressure
- Tact and diplomacy

How to Apply

1. If you'd like to find out more about role and the school – call: 0118 935 3353 to arrange to meet us for coffee and a chat
2. Ready to apply? Please complete our application form (CVs will not be accepted)
3. Email your application to the Assistant School Business Manager, Mrs Bagley-Kelly:
vbagley@bulmershe.wokingham.sch.uk

The Bulmershe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references. Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. Click to view our [Safeguarding and Child Protection Policy](#).



The Bulmershe School is committed to the individual and making sure their potential is reached.

Parent

WHY JOIN THE BULMERSHE SCHOOL?

Community

- A supportive staff body
- Caring and nurturing environment
- A place where you can really make a difference
- Goals football centre and recently redeveloped fitness centre on campus – The Bulmershe Leisure centre next door offers gym, fitness classes and swimming pool open from 6am (PAYG or subscription)
- Short walk away from Woodley town centre and shops
- Workplace pension with employer contributions and free life insurance
- Option to join Beneden Private Healthcare membership scheme
- Access to financial advice and support

Leadership

- Supportive and knowledgeable governing body
- Visible and available leadership team
- Coaching culture and collaborative working
- A clearly communicated whole-school vision

Development

- Commitment to grow and develop all staff
- A culture based on the best evidence-informed development, to help you be the best you can be
- Networks and learning opportunities with other schools
- Encouragement to pursue your own development interests

Challenge

- A diverse student body with individual needs
- Rewarding working environment
- Commitment to our core values which should be modelled by all staff



SUBSIDISED CANTEEN

Hot main meals and quick snacks, sandwiches and a salad bar available each day, or order an evening meal using the popular takeaway service



FREE FLU VACCINATION

Free flu jabs administered annually on site



EYE CARE

Cost of eye tests and glasses fully refunded if results indicate prescription is required for display screen equipment use while at work



FREE PARKING

Free, on site parking in a secure car park

A clear vision and sense of purpose ... school leaders track the progress of students carefully to ensure they meet challenging targets

Parent

Our experience of the staff is that they deeply care and go the extra mile for students in their care. I am so pleased my daughter will be following in my son's footsteps and joining The Bulmershe School this September

Parent



WHEN YOU JOIN OUR TEAM:

We have a strong and committed team who work closely with students to develop their interests and achieve their potential. We strongly believe in achieving together and encourage all of our parents to maintain regular contact with the school so that everyone shares the same aim. If you join our Bulmershe staff body you will find we work very much as a team and discover that our ethos of supporting each other comes naturally.

Outside of school, our active Staff Wellness team will cater for your social needs with regular activities and get togethers to ensure everyone feels welcomed and cared for. Ultimately, we believe that when our staff feel supported, trained and included they will be at their most engaged and productive. And that excellence within our support staff teams will lead to happy support staff, happy and motivated teachers and happy children and young people

We hope that this is an environment that appeals to you and we look forward to receiving your application to join our team.



STAFF WELLBEING

Mental Health First Aiders
Regular staff events
Free hot meals for INSET and
parents' evening
Active Staff Voice



ON-HAND SUPPORT

Access to our 24 hour Employee Assistance Programme hotline for confidential advice and support on any subject



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ACHIEVING TOGETHER



Woodlands Avenue
Woodley, Reading,
Berkshire, RG5 3EU

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