Candidate Information Pack Head of BGS Infant and Junior School

Bristol

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Grammar School

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Introduction to BGS Infant and Junior School

From the Headmaster of Bristol Grammar School

September 2018

Thank you for your interest in applying to be the next Head of BGS Infant and Junior School. The post arises upon the retirement of Mr Peter Huckle, after eight years of outstanding and caring leadership (and thirty-nine years in total as part of the BGS family). This candidate information pack gives further details of BGS, and outlines the qualities we seek in the next Head of our Infant and Junior School.

BGS is a thriving independent day school, taking girls and boys from Reception through to Sixth Form. Over recent years, we have further strengthened our already impressive academic, pastoral and co-curricular provision, resulting in "Excellent" ratings across all areas in our last ISI inspection, outstanding examination success, and accolades for all aspects of our education, as detailed elsewhere in this pack. Despite strong competition from local state and independent schools, BGS is full, with waiting lists in a number of year-groups. The financial strength that accompanies this success has allowed the School to continue to invest in resources and infrastructure, the highlight being the recent opening of the 1532 Performing Arts Centre.

BGS Junior School was founded in 1900 on the relatively new Tyndall's Park Campus (to which the school had relocated in 1879). It moved into what was originally the BGS Headmaster's dwelling in 1940. The Infant School is a more recent development, opening in January 2010, with its Reception year coming online in September that same year. Around 340 pupils are now educated in the Infant and Junior School, with major entry points in Reception and Years 3 and 5. The overwhelming majority of our Year 6 pupils move into the BGS Senior School for Year 7 and in fact, by this time, a number of their lessons are taught by Senior School teachers in Senior School teaching spaces. Infant and Junior pupils are an important and integral part of the BGS family – they eat lunch in the evocative and historic Great Hall, they attend Breakfast Club with the Sixth Form in their Common Room, and they are helped with their reading by older boys and girls. Their play areas are contiguous with the Senior School campus, and all BGS pupils, from ages 4–18 share the same sports and performance facilities.

Having a large number of children with us from a very young age right the way through to adulthood, is an enormous privilege and one which provides us with huge opportunity – and responsibility – for developing the creative, confident, caring and courageous young men and women of tomorrow. The Head of BGS Infant and Junior School plays a pivotal part in this moulding of minds, and contributes more widely as an important and valued member of the BGS Senior Leadership Team. After eight years during which Peter Huckle's leadership has planted the Infant and Junior School firmly on the map – locally and nationally – the School is in a wonderful position from which to look to the future with its next Head. I am excited about what is to come, and I look forward to reading your application.

Yours sincerely,

J. Bart

Jaideep Barot Headmaster

Life-changing learning, friendships, and adventure

Welcome to Bristol Grammar School, a school where girls and boys aged 4 to 18 find a world of opportunity, the chance to discover their potential and the encouragement and confidence they need to succeed.

BGS received its Royal Charter in 1532 and has played a central role in the educational life of Bristol ever since.

The values we promote throughout BGS are life values, not just school values. These include a love of learning, developing healthy friendships, and a healthy attitude to risk-taking in order to build self-confidence, all in the pursuit of excellence.

We value our warm, vibrant and positive learning community, a place where pupils become accountable for themselves, responsible for others and empowered to have a voice and a role in the many activities and endeavours that make our School such a unique and exciting place.

School Community

BGS is a large and thriving school, with around 1,350 pupils aged from 4 to 18. While each phase of the School has its own unique identity, each is very much part of the whole; sharing activities across all phases is a real strength. Our Breakfast Club is held in the Sixth Form Centre, so pupils, from Reception to Sixth Form start the day together. Many teachers work across phases and older pupils work with younger children (for example, Sixth-formers help Infants with reading, and are encouraged to act as leaders and role models for those in younger years).



There are over 290 staff members across the School, with approximately 150 teaching staff and 140 support staff. There is a strong sense of community within the staff body, with regular social and sporting events organised. Support staff are actively involved in the broad range of co-curricular activities and trips offered, and the entire staff body is fully represented within the Information and Consultation of Employees Committee.

Infant & Junior School Structure

The Infant School has two classes per year-group, each of 18 pupils, giving a total of 108 pupils.

In the Junior School, Year 3 and 4 each have two classes of 24, rising to three classes of 22 in Years 5 and 6, giving a total of 228 pupils.

These 336 pupils are supported by 39 members of staff in the Infant and Junior team. A Senior Leadership Team of four oversees and directs BGS Infant and Junior School and there are 20 teachers, supported by 13 Teaching Assistants. Administrative support comes from two members of support staff based in the Junior School Office.



Pastoral Care

BGS values warm pastoral care as being key to pupils' enjoyment of school, holistic development and success. Knowing each child as an individual and promoting a culture in which children share their concerns, and teachers and TAs listen and support, lies at the heart of our practice. In addition, meaningful partnership with parents ensures triangulation of care around the child.

Form Tutors provide continuity of this care throughout a pupil's journey at BGS. All form tutors are full time members of staff. All classes from Reception to Year 4 have a TA assigned to support with pastoral care. An Assistant Head, based in the Junior School, oversees pastoral provision but all staff work together on this collective responsibility.

Additionally the School has an Assistant Head with specific responsibility for pupils' mental health and wellbeing, who works across the whole school, supported by two school counsellors – one of whom provides art therapy – and a school nurse.

Co-Curricular

Games and co-curricular activities flourish and are an integral part of education at BGS. In the Junior School a whole afternoon each week is given over to our Activities programme, where pupils can chose a new challenge or a favourite hobby. From the Infants upwards, there is also a wide range of clubs for pupils to get involved in, either at lunchtime or at the end of the school day.



The Creative and Performing Arts are an integral part of school life at BGS. Children in the Infants and Juniors are provided with regular opportunities to perform. From Year 1 upwards, musicians can take part in Teatime concerts, all the Infant children take part in a Christmas and Summer performance and the annual Junior School Performing Arts Day and MADD Evening celebrate Music, Art, Drama and Dance across the school. A highlight every year is the Year 6 leavers' Summer play in which every member of Year 6 performs. In the Senior School, alongside whole School productions and performances, the vigorous House system provides valuable extra opportunities for an enormous range of sporting, social and cultural activities, as well as for individual pastoral support.



Children take part in Games fixtures from Year 3 upwards. BGS prides itself in encouraging involvement and achievement in sports at all levels of ability, and we are delighted that so many of our pupils choose to be involved with sporting fixtures and competitions.

Academic

At BGS our ambition is to be exceptional in every facet of our provision. To that end every academic department focuses on providing a first-rate learning experience for every pupil.

Children joining BGS in Reception follow the Early Years Foundation Stage (EYFS) curriculum and work towards the Early Learning Goals in each area of learning. Children learn through planned, purposeful play and a balance of adult-led and child-led activities. As well as focussing on the key skills of literacy and numeracy, children also begin to learn a Modern Language and Art and Design. In Year 1, English, Mathematics, Science, ICT, PSHE, History, Geography, Religious Studies, a Modern Language, Music, Drama, and Art are all on the curriculum, with Design & Technology added in Year 2. Throughout the Infant School, children also participate in PE, Swimming, Dance, Games and Forest School, all of which are taken by subject specialists.

As children move through the School, or join in Year 3 or Year 5, they cover all aspects of the National Curriculum and are extended beyond it. Lessons are taught either by Form Tutors or subject specialists, with a number of teachers working across all phases of the School. The curriculum includes English, Mathematics, Science, ICT, History, Geography, Religious Studies, French, PE and Games, Music, Dance, Drama, Art and Design Technology, plus a weekly PSHE lesson, taken by the Form Tutor. During Years 5 and 6, children have Food Technology, Textiles and Science lessons in the Senior School as part of the preparation for the next stage of their education. The vast majority of Year 6 pupils proceed automatically into Year 7 in the Senior School at BGS.



In Year 9 pupils choose a personalised curriculum around some core subjects, from a very wide selection of subjects which they may choose to continue to GCSE. At the end of Year 11 pupils typically take between 9 and 11 GCSEs.

The Sixth Form offers the choice of a flexible range of 'A' level and Pre-U subjects or the IB Diploma, to broaden students' overall experience and cultural breadth.

Students from the Sixth Form proceed to a wide range of faculties at leading UK universities, including Oxford and Cambridge, with increasing interest in universities in the United States and Europe. Careers advice is offered to pupils from Year 8 onwards and there is a growth in opportunities for students to follow career paths other than university.

All teachers have access to a computer and are issued with an iPad to aid their teaching and pupils from Years 3 to 13 are also issued with an iPad

Results and reports

Our most recent inspection was carried out in October 2015 and the Independent Schools Inspectorate Report judged BGS to be 'Excellent' across all eight categories, including the quality of personal development, the level of pupil achievement, the pastoral care provided, the quality of governance and the quality of links with parents.

The Report, which can be accessed from the BGS <u>website</u>, states that BGS 'fulfils its aim to achieve excellence in all it does, within and beyond the classroom for its pupils, from EYFS to the Sixth Form'.

BGS Infants EYFS has been awarded the prestigious Bristol Standard every year since 2015 and, following a very positive visit and review in 2015, the Good Schools Guide recommended BGS Infants and Juniors for inclusion in *The Telegraph*'s <u>'Top 10 best value</u> <u>prep schools'</u>. The school remained on the list when it was republished in August 2018 and was also listed as one of three 'Great City Preps' in the Spring/Summer 2018 Independent Schools Guide in *The Week*.

We are also proud of the excellent academic results achieved by our pupils year after year. Full details of results by subject can be accessed on the School's website.



Scholarships and Bursaries

The School has a Bursary Scheme which can offer financial assistance towards the fees of able students seeking to join BGS Juniors or the Senior School whose parents have limited means. The schemes are kept under regular review by the Governors and we are looking for ways to extend them all the time.



There are also a range of scholarships offered for Senior School entry, covering both all-round academic ability and specific talents in Sport or the Creative and Performing Arts. The School enjoys a local and national reputation for its academic achievements and the demand for places is strongly competitive.

Recent Developments

In recent years an extensive development plan has included the opening of an Infant School in 2010, refurbishment of the Sixth Form Centre, refurbished Science laboratories, extension of the Art school facilities and new Food and Nutrition facilities.

The 1532 Performing Arts Centre was opened in September 2016 providing greatly enhanced facilities for Drama, Music and Dance. As part of this development, the facilities for History and Philosophy & Religion were also updated.

Our Mission and Aims

Mission of the School

Life-changing learning, friendships, and adventure

We aim high at Bristol Grammar School and are proud to do so, inspiring a love of learning, fostering intellectual independence and promoting self-confidence and a sense of adventure among our young. We set our sights on academic excellence in everything we do.

Our purpose is to provide an exceptional education for all our pupils, developing in them a spirit of enquiry and independence of thought through high-quality teaching, warm pastoral care and broad-ranging intellectual, physical and cultural opportunities. We wish to encourage a mature sense of responsibility from an early age, forming well-rounded young people who are able to use their talents and leadership potential in the service of others, here and in their future lives.

Above all, we are committed to supporting our pupils so that every one of them may achieve their goals and leave BGS as confident, compassionate and ambitious young adults.

Aims of the School

For every pupil to:

- achieve their full academic potential through a rich, stimulating and progressive learning experience
- be prepared and motivated to contribute positively and compassionately to the world through the cultivation of our School spirit
- flourish culturally, intellectually, morally, physically and spiritually in a happy and nurturing environment through a wide range of far-reaching opportunities.

Job Description for Head of BGS Infant and Junior School

Role Specification

Post:	Head of BGS Infant and Junior School
Line Manager:	Head of Bristol Grammar School

Purpose

The Head of BGS Infant and Junior School has full responsibility for the leadership and management of the Infant and Junior Schools, delivering excellent and life-changing learning, friendships, and adventure to the children of Bristol and the surrounding areas.

The duties and responsibilities listed below give a strong flavour of what the role will entail; this list is intended to be neither prescriptive nor exhaustive.

Duties and Responsibilities

Strategic Leadership

The appointee will:

- provide outstanding and visionary leadership to continue to develop the strong national reputation of BGS Infants and Juniors as a leading co-educational day school;
- recognise and leverage the unique opportunities our children have as part of a 4-18 through-school;
- ensure that strategy and direction are responsive to developments in the local market and wider education sector and to the Governors' desire for BGS to play a wider role within the educational sphere; and
- aim for targeted continuous improvement through rigorous self-evaluation and a clear development plan.

Educational and Pastoral Leadership

The appointee will ensure that the school:

- inspires a true love of learning and the pursuit of excellence, fostering intellectual independence, promoting self-confidence and a sense of adventure among our students;
- builds and maintains a secure, caring, welcoming, stimulating and challenging learning environment;
- constantly challenges the curriculum and its delivery to maintain its diversity, relevance and energy;
- monitors the performance and progress of every child, ensuring that individual needs are being met;
- develops and upholds the highest standards of pastoral care throughout the Infant and Junior Schools;
- provides for pupils' social, emotional and personal development to complement their academic development;
- promotes outstanding co-curricular provision to provide broad-ranging intellectual, physical and cultural opportunities for all children;
- prepares children for the next stages in their education including transitions from Infants to Juniors and Juniors to Seniors; and
- encourages in our pupils a mature sense of responsibility from an early age, forming well-rounded young people who respect others and are able to use their talents and leadership potential in the service of others

People Leadership

The appointee will:

- lead and support the Infant and Junior Leadership Team individually and collectively;
- be uncompromising in the appointment of, and expectations of, all staff so that the highest standards are established and maintained;
- promote a culture of personal development and ensure that all staff are properly supported with excellent training, review and professional development systems, including active engagement in staff appraisal;
- facilitate excellent communication throughout the School community, in particular ensuring that all staff are fully informed of, and engaged with, the vision, strategic direction and performance of the School; and
- Promote a positive school culture with equality, dignity and fairness for all staff.

Business Management

The appointee will:

- ensure that all arrangements are in place for compliance with regards to safeguarding, school inspections, GDPR and other relevant regulatory requirements;
- lead the pupil recruitment strategy and ensure appropriate admissions levels at all entry points;
- ensure that the School seeks to achieve and maintain parity in the numbers of boys and girls;
- foster an environment which recognises the importance of delivering an excellent service ;
- set an annual budget and review the range, quality and quantity of resources, in order to develop the quality of learning and teaching in the School while securing value for money; and
- oversee the daily operation of the School Office and the work of the Head's PA and School Secretary.

Liaison

The appointee will:

- work closely with the Head of BGS and other members of the Senior Leadership Team, ensuring a mutual understanding of all phases of the School and a meaningful involvement in their collective success;
- in association with relevant BGS colleagues, make a substantial contribution to the creation, review and dissemination of School policies in the Staff Handbook;
- provide regular reports to the Governing Body at sub-committees and full Board meetings; and
- develop positive relationships and maintain a strong sense of community, instilling trust and loyalty to the School from the parent body through daily interactions, regular communication and attendance at events.

External Engagement

The appointee will:

- be a visible presence in, and a high-profile ambassador for, the School, embodying and communicating its vision and values on the local and national stages;
- develop educational and wider links with the schools and other institutions in the city; and
- engage the whole School community in forging links beyond the School gates.

Leadership by example

The appointee will:

- be an inspiring and convincing role model for all pupils and staff;
- ensure that the best interests of pupils are at the heart of all decision making.
- prepare and deliver high quality lessons, assemblies and reports;
- acknowledge responsibilities and celebrate achievements for both individuals and teams;
- model learning for life by reflecting on his or her own practice, setting personal targets and taking responsibility for personal development; and
- manage his or her own workload and that of others, to allow for a healthy and happy working environment.

Candidate Specification

It is expected that the Head of BGS Infant and Junior School will possess the following attributes:

E / D = Essential / Desirable	I = assessed at interview	L = assessed through evi form, references and let			
Several years' experience of	of senior leadership in a school		E	I	
Experience as a head, deputy head or assistant head			E		L
Educated to at least undergraduate degree level			E		L
Significant teaching experience			E		L
Ability to work collaboratively within a dynamic senior leadership team			E	Ι	L
Experience of working in a Primary school			D		L
Experience of staff management with a commitment to continuous professional development, performance management and the ability to develop a strongly motivated and highly effective staff body in order to achieve excellent outcomes for children and young people			E	I	L
Excellent strategic planning skills with the capacity to translate vision into clear, coherent plans					L
Experience of building and leading collaborative and committed teams of people				I	+
Experience in budget management				I	L
Knowledge of the regulatory framework for independent day schools and its associated requirements including those related to safeguarding			D	I	L
Understanding of the importance of marketing, public relations and excellence in service delivery and how these may be used to promote the interests of the School				Ι	L
Personal experience of the interactions between educational establishments and wider local and national institutions and communities				I	L
Good understanding of the key trends and changes in the broader education sector					L
Ability to make use of information and communications technologies effectively with a well- developed understanding of their uses as an important tool for learning across the curriculum			E	I	L
Strong interpersonal skills with a high level of emotional intelligence and humanity					
Well-developed listening skills					
Excellent communication skills (both written and oral) with the confidence and assurance to communicate with a variety of audiences			E	I	L
Demonstrate the highest standards of personal integrity and of professional judgement				I	L
Demonstrate exceptional commitment, ability, energy and resilience			E	Ι	
Be motivated, enthusiastic and passionately committed to the pursuit of educational excellence					L
 demonstrate: motivation to work wit ability to form and mai children and young pee emotional resilience in professional attitudes to 	ell with children and young people ar ch children and young people intain appropriate relationships and p ople working with any challenging behavi to the use of authority and maintainir guarding and promoting the welfare o	versonal boundaries with our ng discipline	E	1	L

understanding of safeguarding and promoting the welfare of young people ٠

Remuneration and Benefits

Salary and Benefits	Highly competitive package commensurate with the seniority of the post and the experience of the successful candidate
Pension	The School is part of the Teachers' Superannuation Scheme and the postholder will be automatically included in the Scheme
Car Parking	A parking space is allocated for this position, this will incur an annual charge
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the School at concessionary rates, subject to their children meeting the academic entry requirements and a place being available

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Application Process

Candidates should submit a completed application form with a covering letter and monitoring form, addressed to Headmaster, Mr JM Barot. Please send to the HR Department, BGSHR@bgs.bristol.sch.uk (Bristol Grammar School, University Road, Bristol, BS8 1SR)

The closing date for applications is Monday 08 October 2018 at 9.00am There will be a two-stage interview process:

- Longlist interviews will take place on 22-23 October 2018
- Shortlist interviews will take place between 12 and 23 November 2018

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Safeguarding and Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Chair of Governors' which will only be opened should the candidate be shortlisted. The successful applicant must obtain a DBS (Disclosure and Barring Service) clearance at enhanced level.

Why work at Bristol Grammar School?

Information for all staff

BGS is a forward thinking organisation, looking for energetic, enthusiastic staff to develop and enhance the provision for all students in the school. If you would relish the opportunity to teach inspirational and hard-working pupils, and work alongside dedicated and skilled colleagues, then BGS is the school for you.

Particular benefits of working at BGS include:

- All staff are encouraged to develop professionally. A Senior Leadership Team member is responsible for staff development. The School offers internal INSET and encourages external INSET for teaching and non-teaching staff.
- Teaching is supported and developed through the promotion of best practice by internallyappointed *Teaching and Learning Innovators*.
- New staff are supported by a series of staff induction sessions. These are held before the start of the term for those starting in September and at appropriate times for other staff.
- New staff are allocated a *buddy* who meets with them on a regular basis in the first year to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- A wide ranging and extensive co-curricular programme, with teaching and non-teaching staff encouraged to get involved.
- Excellent working environment: dedicated staff working areas in all departments, extensive ICT facilities, ICT support and training. All teaching staff are provided with laptop and iPad.

- Small class sizes, high levels of pastoral care and parental support.
- Generous timetable allowances for teaching staff.
- An Information and Consultation of Employees (ICE) Committee allows staff to be consulted on, and raise any issues relating to working at BGS.
- All staff are included in a pension scheme. Teachers are part of the Teachers' Pension Scheme and non-teaching staff are included in the scheme available to BGS staff.
- School lunch is provided for all staff during term time.
- Concessionary School Fees are available to all permanent members of staff, subject to their children meeting the academic entry requirements and subject to a place being available.
- Free access to the School's sports facilities and use of the well-resourced School library.
- There is an active social community that spans staff from all areas of the School, with a variety of sporting, cultural and informal social events organised.

Why come to Bristol?

"It has everything you'd want from a big city – vibrant nightlife, pretty sights and plenty to do – but all on your doorstep." *The Independent* March 2017

Bristol is a wonderful place to live. In fact it was voted the UK's best place to live in 2017 by *The Sunday Times* – for the third time in four years. It has also previously been named the best place to study, one of the top-five most inspiring cities, and even one of the top-ten cities in the world. It is a small city that feels like a big city, with the added benefit of fantastic countryside and beaches on its doorstep. And – if you should want to head elsewhere – Bristol is well connected by rail, road and air to London, Birmingham and the rest of the country and abroad.

Bristol may lack the picture postcard prettiness of neighbour Bath but this is part of its charm. Beyond the dual carriageways and 1960s and 70s concrete architecture, there are still plenty of fine buildings to discover. The buildings of Bristol Grammar School itself represent a trip through architectural history, from the original Victorian Great Hall to the newlybuilt 1532 Performing Arts Centre.

With a wide range of venues, there is an extraordinary variety of culture available: plays at the Bristol Old Vic or the Hippodrome, exhibitions at the Arnolfini, gigs at Colston Hall, cinema at the Watershed and the Everyman and concerts in St George's. Bristol is of course the home of Banksy, Wallace and Gromit, and bands such as Massive Attack, whose 2016 live show on Durdham Down has been followed by acts such as Elbow, Noel Gallagher and Groove Armada at the now annual Downs Festival.

The entrepreneurial spirit is alive and well here, cultivating a host of independent shops, restaurants, cafés and bars. More than 30 Bristol restaurants are named in the 2019 Good Food Guide and many of the best restaurants have something quirky about them. At the Cauldron, everything is cooked on a real fire while at the Lido, in Clifton, you can have a swim before enjoying a two-course Mediterranean dinner.

Bristol is also a fantastic city for families. There are plenty of parks and green spaces to explore: the famous Downs, the Blaise Estate, Snuff Mills, Ashton Court, Leigh Woods, the list goes on. You can enjoy attractions such as the M-Shed and At-Bristol, take a ferry across the historic harbour, enjoy the world famous Balloon Fiesta, the Harbour Festival or spend the day at the zoo. Oh – and there's at least one excellent school here too!



Useful Links

Virtual Tour of Bristol Grammar School https://www.bristolgrammarschool.co.uk/visit-us

Recent news and events

https://www.bristolgrammarschool.co.uk/whats-on-and-news https://alumni.bristolgrammarschool.co.uk/news

School Publications *The Chronicle* 2017 <u>https://drive.google.com/file/d/0B3rxTYpPU2wZSk1KN29HcFITR3M/view</u> *I&J*, BGS Infants and Juniors School newsletter, Summer 2018 <u>https://www.bristolgrammarschool.co.uk/cms-assets/downloads/BGS-I-and-J-</u> Summer-2018 web.pdf

Aims, Policies and Results https://www.bristolgrammarschool.co.uk/about

Inspection Report October 2015

https://www.bristolgrammarschool.co.uk/cms-assets/downloads/Bristol-Grammar-School-Inspection-report-Oct-2015 180904 110120.pdf

The best place to live in UK – Bristol http://www.bbc.co.uk/news/uk-england-39320118