



Candidate brief for the position of:

HLTA

Bullers Wood School for Boys

Application Deadline: Monday, 24th February 2020 - 9.00am





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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 have been located in 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



An Introduction to Bullers Wood School for Boys

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 sustaining academic excellence, help every boy to succeed, be an excellent classroom practitioner, 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:

- 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 HLTA 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

Position:	Higher Level Teaching Assistant
Reports to:	SENCO
Salary Range:	BW5 - £19,410 – £20,976
Hours of Duty:	0730hrs – 1520hrs (there will be a 45-minute unpaid lunchbreak – hours 35.42 hours per week)
Contract:	37 weeks - term time only
Holiday:	To be taken during school holidays

Individual Job Description

This is an excellent opportunity for an outstanding, ambitious and passionate individual to contribute to the development of SEND support at this new school. You will have experience of working with children in a Secondary school or similar setting. You will need to be a good team player, be proactive and able to act on your own initiative.



The successful candidate will already hold a HLTA qualification or equivalent. You should be a strong and confident user of ICT, as well as having the ability to read and write fluently and have confidence in maths. Previous experience of working in a classroom is also highly desirable

The successful applicant will:

- Good academic qualifications
- Be an excellent teaching assistant
- Strong organisation, administrative and communication skills
- Excellent interpersonal skills, particularly with young people
- A flexible approach and willingness to go the extra mile
- Commitment and reliability
- Patience

Main Responsibilities:

The successful candidate will be expected to work with individual children having special or particular needs, and groups of children, as directed. You will be asked to deliver specific intervention programmes to support individuals or groups of pupils, where training will be given if not already skilled in the specific area. The following does not represent an exhaustive list but gives an indication of the role.

Duties

- Support and guide other less experienced teaching assistants work in the classroom when required and lead training for other support staff.
- To lead on intervention programmes for SEND according to expertise under the guidance of the SENCO
- To track progress of pupils participating in SEND programmes, evaluate and make adjustments to the relevant SEND programmes, to meet the needs of the students in order to have impact
- To plan and prepare learning for SEND as directed by teachers, contributing to all stages of the planning cycle, including lesson planning, evaluating and adjusting lessons/plans
- To develop and prepare resources for learning activities in accordance with lesson plans and in response to student need
- To support and guide other less experienced teaching assistants work in the classroom when required and lead training when required



- To contribute to the planning of opportunities for students to learn in out-of-school contexts in line with academy policies and procedures
- To provide detailed verbal and written feedback on lesson content as requested with reference to student responses to learning activities and student behaviour to teachers and other students
- To motivate and progress students' learning by using clearly structured, interesting teaching and learning activities
- To be familiar with lesson plans, targets and learning objectives
- To use behaviour management strategies in line with the School's behaviour policy to contribute to a purposeful learning environment and encourages students to interact and work cooperatively with others
- To work with teachers, to evaluate students' progress through a range of assessment activities
- To assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
- To support teaching staff and students on visits, trips and out of school activities as required
- To assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.
- Support and follow the school's Behaviour Policy.
- When requested, assist with the compilation of reports for use at assessment meetings with other professionals.
- Take part in meetings and discussions on specified students as required
- Attend appropriate INSET on days when timetabled to be in school. Attend external training as appropriate
- Undertake any other duties or training as required by the Headteacher, SENCO (or their representatives) 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.

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 student learning

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
- 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

BW5 – £19,410 – £20,976 FTE. If working 35 hours and 5 minutes per week on a salary of £19410 the actual salary would be £15186.62 ($19410 \times 35.42 \times 37/1675$).

How to Apply

- 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*. Please also contact her if you wish to visit the school 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
 - o Why you are applying for this post
 - o How your experience, skills, training and/or qualifications equip you for the role.

Send your completed application form by email (if downloaded from our website) or through the post to:

Mrs Gill Newton
Human Resources Manager
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

gnewton@bwsgirls.org

Please send your application by Monday, 24th February 2020 - 9.00am.

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.

Pre-employment Checks

Bullers Wood is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

