



Candidate brief for the position of: Inclusion Lead and Behaviour Mentor

Bullers Wood School for Boys

Application Deadline: 1st September 2023

Suitable candidates will be interviewed before the closing date and Bullers Wood School for Boys reserves the right to withdraw the position if an early appointment is made.





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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, a boys' comprehensive school in Bromley.

We opened in September 2018 and are now in our fifth year of operation. We have 900 boys on roll from Years 7 to 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.

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.

In February, the School underwent its first ever OFSTED Inspection where Inspectors rated the school as 'Good' in all categories. The successful candidate will be joining an organisation where **"Leaders have created a school in which their vision of 'healthy, happy, resilient and successful' pupils guides every aspect of school life."** It is a place where **"pupils feel happy and safe"** and where relationships are **"welcoming and peaceful."**

Our first cohort of Year 11 boys will be sitting their GCSE examinations this summer. Therefore, with our first ever set of GCSE results and an Ofsted Inspection under our belts, we will be an established 'grown-up' school.

We have been in our new building for just over two years, having been in two temporary buildings for the first two and a half years of operation. Although our site is compact, we enjoy spacious classrooms including specialist Science, Art, DT, Music and Drama facilities.

IT facilities for staff are excellent. All teaching staff have 'plug and play' lap tops where resources and lessons can be uploaded, shared and presented from any classroom whiteboard in the building. Students also have good access to IT facilities where we have a designated computer suite, as well as a MAC suite, plus a number of lap top trollies on each floor. These are maintained by our dedicated Creative & Media Technician.

Although we have come a long way in the last five years, we continue to move forward on our journey to becoming an outstanding school. There is still much to do and develop, therefore, attracting the very best staff is key. We are seeking staff who are passionate, engaging, driven and flexible. Most of all, staff who are resilient, who can build positive relationships with boys and young men and 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 team, continuing to develop 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 a growing Bullers Wood Multi Academy Trust.



We have created a great school in Bromley that will serve many generations of boys to come. After reading about us, I hope you will want to be part of our story and our continuing journey.

I look forward to welcoming your application.

Yours sincerely,

A handwritten signature in black ink, which appears to read 'Anne Gouldthorpe'. The signature is fluid and cursive, with a large initial 'A' and a long, sweeping underline.

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 have 900 boys on roll. The school is an 'early start' school which means that the school day for students starts at 0745 and ends at 1420 hrs. Teaching staff are expected to be on site from 0725 hrs to 1430 hrs except on days where meetings are scheduled as part of directed time. Staff are expected to stay until 1600 hrs on these days.

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 develop 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 school in its formative years, 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:

- Have an excellent record of attendance
- 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 improvement and 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 school
- The opportunity to work with pastoral and subject leaders to deliver an exciting, ever evolving and engaging curriculum
- 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 your subject/area/School
- Enhanced professional development
- The opportunity to work in a modern, technologically rich environment
- The opportunity to work with other teams and schools across both schools in our Trust



The Role

| | |
|----------------|---|
| Position: | Inclusion Lead and Behaviour Mentor |
| Reports to: | AHT Behaviour & Community |
| Hours of Duty: | 0745hrs – 1520hrs (excluding 35 minutes for lunch) |
| Contract: | 38 weeks per annum |
| Salary: | BR8 – FTE range £30,834 - £32,742 (Pro rata based on £30,834 is £30,834 x 35 hrs x 38 weeks \ 1675 = £24,483.12) |
| Holiday: | Holiday must be taken in the school holidays. |
| Purpose: | Assist the Assistant Headteacher and Leadership Team in the management of Inclusion, and Behaviour Management to ensure that students receive the highest possible standards of care and education ensuring they are safe, secure and successful. |

Purpose

The Inclusion Manager will take the lead in supervising, managing the behaviour of and providing pastoral support for boys in our Inclusion Suite. This includes promoting positive attitudes to learning, behaviour and ensuring that appropriate systems are implemented to track, monitor and evaluate student behaviour.

You will be responsible for all admin duties in the School's Inclusion Suite. This will involve using school systems (Class Charts, SIMs) and Excel spreadsheets to monitor and track student behaviour, ensuring the rigorous use of the School sanction system, sending letters and making phone calls to parents and liaising with middle leaders and teaching staff.

You will also work closely with our Behaviour Support Officer to help secure excellent standards of behaviour and support across the School. This role is instrumental in supporting students at risk of suspension or permanent exclusion, improving engagement and contributing to the development of high performing, impactful behaviour systems in school.



Responsibilities

Inclusion

- Manage and supervise students removed from lessons to the Inclusion Suite ensuring that appropriate work has been set
- Manage and have oversight of the School's Detention system
- Track the reintegration programmes for suspended students ensuring that staff/student meetings take place and targets are monitored.
- Attend and minute Professionals Meetings for students at risk of permanent exclusion
- Ensure Pastoral Support Plans are implemented for relevant students
- Design and deliver coping strategies for students so that they can experience success in the classroom without causing disruption
- Manage and/or implement behaviour intervention for students including behaviour modification programmes
- Produce a Report of a student's time in internal exclusion
- Work in partnership with Heads of Year and other stake holders to ensure best outcomes for students
- Work in partnership with the SENCo in supporting the behaviour of students with SEN
- Liaise with external agencies and partners to arrange meetings
- Track and monitor student behaviour identifying students at risk of disengagement and implementing, in collaboration with colleagues, interventions to support
- Support the Assistant Headteacher for Behaviour and Community with efforts to improve communication and relationships with hard to reach families
- To provide behaviour mentoring to relevant students
- To provide and/or participate in behaviour training for staff including to Learning Support Assistants
- Complete Administration in relation to Behaviour and reporting
- Produce a weekly behaviour report for each year group and action outcomes as per BfL policy.
- Attend reintegration meetings following exclusions, for key students

Behaviour Management

- Investigate incidents as required including interviewing students.
- Keep clear records of the incident and action taken
- Undertake Restorative Justice meetings between students and staff
- Provide support and guidance in relation to serious behaviour incidents
- Provide guidance to staff regarding behaviour management and BfL
- Provide support to teachers in class with challenging students
- To provide daily and weekly behaviour data to Heads of Year and Leadership



- Assist AHT with CPD relating to BfL
- Maintain a central record of students on CAFs, PSPs.
- Support HoY in completing CAFs, PSPs and attend meetings.
- Design support programmes for students following inclusion and exclusions.
- Lead and deliver behaviour support programmes, e.g. social skills, anger management, etc. to staff and students.

Mentor

- Liaise with staff to identify learners who would benefit from mentoring
- Implement strategies to support learning in self-esteem and confidence-building activities
- Listen to and help learners explore a range of issues that are creating barriers to learning
- Draw up agreed action plans with learners, outlining the aims of mentoring and monitoring their progress
- Monitor attendance and punctuality of learners you work with
- Liaise with parents on behaviour strategies
- Manage your own professional development through undertaking relevant training and sharing best practice
- Support with the reintegration of students who have been absent/out of lessons
- Provide information and advice to enable learners to make choices about their own learning, behaviour and attendance
- Maintain records
- Liaise with external agencies as appropriate and arrange meetings

Other

- Ensure the orderly organisation of Inclusion suite and its facilities.
- Undertake any other duties or training as required by the Headteacher/Deputy Headteacher/Assistant Headteacher (or her representative) commensurate with the general level of responsibilities of the post.

Person Specification

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

- Good working knowledge of Windows and MS Office Products
- Excellent interpersonal, communication and organisational skills
- Be a Mental Health First Aider or willing to undertake training
- Be willing to undertake training/professional development
- Have the ability to work to deadlines and under pressure
- Be calm under pressure
- Experience of working with young people ideally in an education setting
- Ability to challenge and address behavioural issues effectively and positively



- 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
- Uphold the positive image of the school in terms of dress and behaviour in the local community, in relationships with students, parents, outside agencies, companies and all visitors to the school.
- Understand the need for confidentiality.

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
 - Normally be expected to conduct a short supervision task to students that will be observed by one or more members of staff
 - Have an interview with members of the Senior Leadership Team.