

Candidate brief for the position of:  
**Headteacher** for April 2024

Outer London Pay scale L28 – 34

Bullers Wood School for Boys

Application Deadline: Tuesday 31 October 2023 – 9am



Dear Applicant

Thank you for expressing an interest in the post of Headteacher at Bullers Wood School for Boys (BWSfB), part of Inicio Educational Trust. This pack tells you more about our school, the role and the person we are looking for.



This is an exciting opportunity for an exceptional individual to join BWSfB at an important time, helping to shape our school's future ensuring we are excellent in all areas. Under the exceptional leadership of the founding Headteacher, Ms Anne Gouldthorpe, the school has established itself as the first choice for boys in the local area. Since opening in 2018 it has settled into its purpose-built accommodation, gained a very strong first Ofsted report last academic year, and its first cohort of students achieved first-rate examination results this summer. The post is available due to the impending retirement of Ms Gouldthorpe.

The successful candidate will additionally play a key role in shaping our Trust as it grows, working with the Trust Leadership Team to seek new opportunities to strengthen and enhance our provision. Our Trust currently comprises of three secondary schools across the London Borough of Bromley, as outlined later in the pack. There are an additional two schools (one secondary, one primary) that are also looking to merge with our trust this academic year, and we have future growth plans in place beyond this. The successful candidate will work closely with me, alongside the supportive and experienced Senior Leadership Team at BWSfB, to successfully accomplish the next phase of our strategy and vision.

I would very much welcome speaking with you informally before you make an application. Please contact my PA, Debbie Hathaway ([dhathaway@iniciotrust.org](mailto:dhathaway@iniciotrust.org)), to make an appointment. We would be very keen for you to experience our school, and onsite visits with Anne Gouldthorpe can also be arranged via Debbie.

In addition to completing the application form, please respond to the following in your covering letter (no more than 2 sides of A4, size 11 font):

**“With reference to the person specification, and providing clear evidence of the impact on your actions, please outline how your experiences would enable you to take Bullers Wood School for Boys forward in the next stage of our development.”**

If you have any questions, please do not hesitate to contact our Recruitment Consultant, Steve Wilks (details on page 14). I very much look forward to receiving your application.

Yours sincerely



Terry Millar  
**Chief Executive**

## A message from the founding Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of Headteacher. As the founding Headteacher of Bullers Wood School for Boys (BWSfB), I have had the privilege of establishing the school from the very beginning, as well as to lead and develop it through its formative years.

Although I have thoroughly enjoyed and relished every moment of my Headship, and having spent thirty- five years in education, it is now time for me to step down and lead a different kind of life. Consequently, I have chosen to retire.

I am extremely proud of everything that the school, its students and staff have achieved in the last six years. This includes a successful OFSTED inspection, a very strong first set of GCSE results and so much more...

The next Headteacher of BWSfB will be inheriting a school where staff work collaboratively and have a 'can-do' approach to all aspects of school life, where students are enthusiastic and want to learn, and where parents are invested and provide strong support. You will also be joining the school at a very exciting stage of its development as it continues on its journey to outstanding and works in partnership with schools and leaders within the Inicio Educational Trust.

Should you wish to arrange a visit, I would welcome the opportunity of showing you around the school.

Yours sincerely

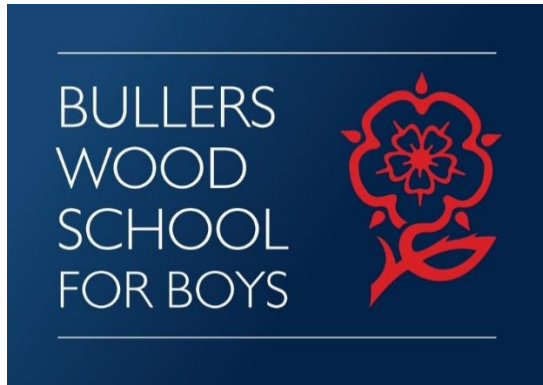


Anne Gouldthorpe



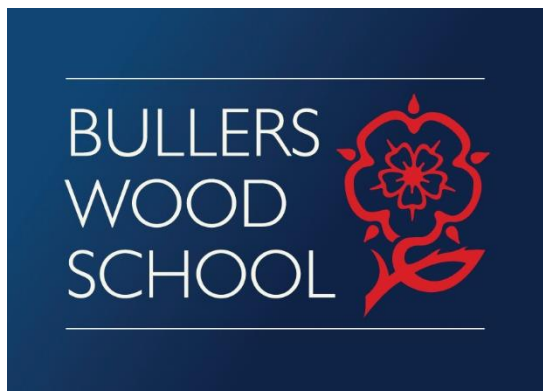
## Our Trust: Schools

From September 2023, our trust will be formed of three secondary schools based in the London Borough of Bromley.



### Bullers Wood School for Boys

Age range: 11-16  
NOR: 900  
Ofsted: Good (February 2023)  
Headteacher: Anne Gouldthorpe  
Website: [www.bwsboys.org](http://www.bwsboys.org)



### Bullers Wood School for Girls

Age range: 11-18  
NOR: 1580  
Ofsted: Outstanding (May 2011)  
Headteacher: Simon Hardwick  
Website: [www.bwsgirls.org](http://www.bwsgirls.org)



### Chislehurst School for Girls

Age range: 11-18  
NOR: 1100  
Ofsted: Good (January 2023)  
Headteacher: Maria French  
Website: [www.chislehurstschoolforgirls.co.uk](http://www.chislehurstschoolforgirls.co.uk)

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

## An Introduction to Bullers Wood School for Boys

### The School

BWSfB is a highly successful comprehensive 11 – 16 boys' school, with many attending the neighbouring Bullers Wood Sixth Form for their Post-16 education. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

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.

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.

The school operates in a brand new £23m building, opened in April 2021. With dedicated rooms for all the specialist areas and spacious classrooms, the working environment provides a strong support for learning.



## Our Ethos

### **Healthy, Happy, Resilient and Successful**

Our strapline fully encapsulates the aspirations we have for our boys.

We want our boys to develop into well-rounded, confident and successful individuals who are passionate about their learning, make ambitious progress and achieve high quality and meaningful qualifications. We support them to become emotionally resilient and responsible citizens who make a positive contribution to society, including their local communities 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.



### **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 Trust, parents/carers and the local community. Parents and carers 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.



## The Role

Job title: Headteacher  
Reports to: CEO and Chair of Local Governing Board  
Start Date: April 2024

### **Purpose of the post**

To provide professional leadership of BWSfB which secures its continuing success and improvement, ensuring high quality education for all its students and excellent standards of learning and achievement.

### **Headteacher Responsibilities:-**

This job description reflects and references the DfE Headteacher Standards 2020

### **Ethics and Behaviour:**

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to this professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit the position, students' vulnerability or might lead students to break the law

### **As the leader of Bullers Wood community and profession:**

- serve in the best interests of Bullers Wood students
- conduct yourself in a manner compatible with this influential position in society by behaving ethically, fulfilling the professional responsibilities and modelling the behaviour of a good citizen
- uphold the obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for your own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system within Inicio and beyond

**School Culture:**

- strengthen and sustain the school vision and ethos in partnership with the Local Governing Board and through consultation with the school community
- continue to create a culture where students experience a positive and enriching school life
- uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism

**Teaching:**

- establish and sustain high-quality, expert teaching across all subjects and key stages, built on an evidence-informed understanding of effective teaching and how students learn
- ensure that effective strategies are in place, closely monitored and reviewed, to continue to rapidly close the gap for disadvantaged students and other vulnerable groups
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment to shape and develop the curriculum

**Curriculum and Assessment:**

- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensure that all students develop their reading through the provision of evidence-informed approaches
- ensure valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum

**Behaviour:**

- establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students
- ensure high standards of student behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen

**Additional and Special Educational Needs and Disabilities:**

- ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

**Professional Development:**

- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

**Organisational Management:**

- ensure the protection and safety of students and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately in line with the School's Development Plan, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk

**Continuous School Improvement:**

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit the school's effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

**Working in Partnership:**

- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit the school to work successfully with other schools and organisations within Inicio and beyond in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students

**Governance and Accountability:**

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain professional working relationship with the Local Governing Board and Trustees
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the holder of the post.

## The Person

This person specification reflects and references the DfE Headteachers Standards 2020

	E = Essential D = Desirable	Measured By:
<b>Qualifications</b>		
Degree and teacher status	E	A
NPQH	D	A
Evidence of recent and relevant CPD	E	A, I
Masters or PhD degree	D	A
<b>Knowledge</b>		
Governance structure and operation	E	A, I
Safeguarding requirements and systems	E	A, I, E
School performance measures and tracking systems	E	A, I, E, R
School pastoral and SEN support systems	E	A, I
Staff appraisal systems	E	A, I
Curriculum requirements (statutory) and planning	E	A, I
Current learning and teaching quality performance measures	E	A, I, R
School funding processes and financial systems	D	A, I, E
Timetable and Curriculum Planning	D	A, I, E
Academy Trust structure and operation	D	A, I
National developments and priorities in education	E	A, I
<b>Qualities</b>		
Ambition, drive and determination to develop the School beyond outstanding	E	A, I, R
Excellent leadership skills to build and develop effective teams, delegating where appropriate, holding to account and delivering on objectives	E	A, I, R
Absolute commitment to delivering an outstanding education for all students	E	I, R
Strong personal commitment to supporting the aims of the Trust	E	I, R
Excellent communicator, capable of inspiring and engaging all stakeholder groups including pupils, parents/carers, staff, governors and other local groups	E	I, E, R
Flexibility and adaptability to meet unexpected challenges	E	I, E, R
Be able to use reflection to learn from experiences	D	A, I, R
Be able to use humour and empathy appropriately	E	I, E, R
Maintain a positive, supportive approach even when under pressure	E	I, E, R
Uphold the Nolan Principles; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	E	I, R

<b>Experience</b>		
Significant senior leadership experience at Deputy Head/Vice Principal level or higher	<b>E</b>	<b>A, R</b>
Active membership of Governing Body and/or Governing Body Committees	<b>D</b>	<b>A, R</b>
Proven record of proposing and delivering school improvement initiatives	<b>E</b>	<b>A, R</b>
Proven record of raising pupil achievement (progress and attainment)	<b>E</b>	<b>A, R</b>
Proven record of raising the quality of teaching	<b>E</b>	<b>A, R</b>
Line management of substantial curriculum areas	<b>E</b>	<b>A, R</b>
Management of student behaviour and ethos	<b>E</b>	<b>A, I, R</b>
Line management of staff: driving staff development	<b>E</b>	<b>A, I, R</b>
Line management of staff: addressing underperformance	<b>E</b>	<b>A, I, R</b>
Proven record of effective engagement with parents/carers	<b>E</b>	<b>A, I, R</b>
Creation and development of successful partnerships with community groups	<b>D</b>	<b>A, I, R</b>

*Measured by: Application Form (A); Interview (I); Assessment Exercises (E); References (R)*

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

The salary range for this role is Outer London L28 to L34 (currently £89,555 to £103,177), subject to the impending pay award. Inicio Educational Trust follows the nationally published payscales for all teaching staff.

## How to Apply

- i. Read carefully all the information about this post included in this candidate pack
- ii. If you have any questions, please do not hesitate to email our Recruitment Consultant, Steve Wilks: [sjwilks57@gmail.com](mailto:sjwilks57@gmail.com)
- iii. For an informal discussion with the CEO prior to application and/or to arrange a visit to the school please contact his PA, Debbie Hathaway [dhathaway@iniciotrust.org](mailto:dhathaway@iniciotrust.org)
- iv. Complete the application form from our website 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.*
- v. In your Section 8 Letter of Application addressed to Mr Millar, please respond to the following (no more than 2 sides of A4, size 11 font):  
**“With reference to the person specification, and providing clear evidence of the impact on your actions, please outline how your experiences would enable you to take Bullers Wood School for Boys forward in the next stage of our development.”**

Send your completed application form via email to Steve Wilks: [sjwilks57@gmail.com](mailto:sjwilks57@gmail.com)

Application Deadline: **Tuesday 31<sup>st</sup> October 2023 at 9am**

## Appointment Process

- i. Suitable applications will be shortlisted on Wednesday 1<sup>st</sup> November and invited for interview the following week (w/c 6<sup>th</sup> November)
- 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.

## Pre-employment Checks

Inicio Educational Trust 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”.

Shortlisted candidates should also note that online searches will be carried out as part of the recruitment process.

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. References will be taken up prior to interview. Please provide an email address for your referees and ensure that they are expecting a request. 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.



## Inicio Educational Trust

**Registered Office:**

St Nicolas Lane  
Logs Hill  
Chislehurst  
Kent  
BR7 5LJ

Tel: 020 8467 2280

Email: [enquiries@iniciotrust.org](mailto:enquiries@iniciotrust.org)

Website: [www.iniciotrust.org](http://www.iniciotrust.org)