



The
**Bulmershe
School**
INSPIRING POTENTIAL.
ACHIEVING TOGETHER.

VACANCY INFORMATION PACK

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

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

RESPECT



RESPONSIBILITY



RESILIENCE



SAFETY

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

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

We recognise that a school's success is not based solely on its academic achievements and we provide a means for our students and staff to explore other interests, develop new skills and strengthen friendships. During the last 6 years, we have seen significant investment in the school campus. In 2015 the school opened its new 400 seat, fully-equipped auditorium, supporting the schools thriving performing arts faculty and the wider community with this modern multi-use venue. Last summer the school completed £600,000 worth of refurbishment around the site and recently Wokingham Borough Council opened its £14 million leisure centre in the school campus. The new leisure centre includes a 4-court sports hall, a 6-lane swimming pool and a teaching pool with a moveable floor. The Bulmershe School has exclusive use of this outstanding facility during the school day and during our after-school extra-curriculum timetable.

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

Amanda Woodfin
Headteacher





KEY INFORMATION

37 hours per week, term time only, Grade 4 Salary: SCP 7 £25,584 - SCP 11 £27,269 Pro Rota (depending on experience)
Starting: ASAP

CURRENT OPPORTUNITY:

LEAD MENTOR

The Bulmershe School is looking to appoint a Lead Mentor to be part of our essential Inclusion Team. The aim of the school is to meet the educational needs of children and young people within our community, and to support all students in being ready, equipped and prepared for adult life. This role is to support young people with their social, emotional and behavioural needs.

You'll be based in our dedicated SIGNAL Centre – a calm, supportive environment with excellent facilities. This space allows students to reflect, reset, and re-engage with their learning, and offers our team a purposeful base from which to work. We are a welcoming and supportive team, with a wealth of experience. In an ever-changing and complex world, we continue to learn and adapt in order to provide the best support all of our young people.

SPECIFIC DUTIES AND RESPONSIBILITIES

- To work closely with the Leader of Inclusion and Alternative Provision, as well as the other Lead Mentors, to ensure that regular mentoring, group work and formalised catch up meetings are taking place.
- To support with internal and external learning opportunities. This will include attendance on school trips, or attending specific student conferences as and when necessary.
- To be supporting during social times in the SIGNAL Centre, and/or around the school site, as requested by the Inclusion and Alternative Provision Manager, or the Leadership team.
- To support with other Lead Mentors to ensure the resources of the SIGNAL Centre are used effectively in helping to maintain high standards of engagement and behaviour for learning by students.
- Where appropriate or deemed necessary to work with students from across the school and age range in order to support them in accessing their education appropriately.
- To work closely with the Leader of Inclusion and Alternative Provision, SENCO, Head of Years and other key partners within school, to lead on proactive group work on a regular basis, in order to support students in specific aspects of life and to support them with accessing and engagement in their learning.
- To create and deliver key preventative support courses and workshops for individuals or groups of students, over a specific period of time. This will be to support students in need of specific support i.e. Conflict Resolution, Communication Skills, Healthy Relationships etc.
- To support in rebuilding relationships between students, and with staff, through the use of mediation.
- To build strong working relationships with students and parents/carers through contact regarding achievements, feedback and updates.



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CURRENT OPPORTUNITY: LEAD MENTOR

SPECIFIC DUTIES AND RESPONSIBILITIES (CONTINUED...)

- To record all mentor meetings in terms of discussions and specific actions.
- To engage with on-going and personal training and development in the use of equipment, resources, software and behaviour management techniques for the efficient operation of your role and the SIGNAL Centre.
- To support, where/when required, the Schools First Aid provision by undertaking First Aid training and implementing First Aid to Students if/when necessary.
- To undertake any other duties that reasonably fall within the remit of the post, which may be allocated after consultation with the Post Holder, for example, supporting on-call, or the IER room if required.
- To comply fully with all relevant Health and Safety regulations and Risk Assessments and take appropriate action.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative, and flexible, and willing to take on additional responsibilities, as can be reasonably expected of them within the scope and grading of the post. The Line Manager will agree with the Post Holder the particular details appertaining to the specific responsibilities of the post. These details will be within the prescribed Main Tasks and Accountabilities. The duties outlined in this job description may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with scope and grading of the post.

Essential Knowledge/Qualifications

- GCSE grade C (or above) or equivalent in Maths and English
- Knowledge of Microsoft Office packages
- Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies
- Ability to work as part of a team
- Excellent listening and communication skills
- A positive attitude towards wider school life



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CURRENT OPPORTUNITY: LEAD MENTOR

Desirable Skills and Experience

- Pastoral experience would be beneficial, but not essential
- Experience in a school environment, and the day-to-day challenges that young people are likely to face would be beneficial.
- Any experience of youth work or involvement of provision for young people would be beneficial.

Personal Qualities

- Patience
- Resilience and determination to help our students
- Flexibility
- A sense of responsibility
- Integrity
- To be a strong role model
- Positive Mental Attitude
- Calm under pressure

How to Apply

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

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

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

Parent

WHY JOIN THE BULMERSHE SCHOOL?

Community

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

Leadership

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

Development

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

Challenge

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



SUBSIDISED CANTEEN

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



FREE FLU VACCINATION

Free flu jabs administered annually on site



EYE CARE

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



FREE PARKING

Free, on site parking in a secure car park

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

Parent

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

Parent



WHEN YOU JOIN OUR TEAM:

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

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

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



STAFF WELLBEING

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



ON-HAND SUPPORT

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



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