



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 local authority school of approximately 1,400 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,  
with additional paid days  
Grade 4 Salary: actual pay £18,854  
- £20,274 (depending on  
experience)  
Starting: ASAP

## CURRENT OPPORTUNITY:

# LEAD MENTOR

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

The Inclusion Team has its own base with fantastic facilities (The Ivory Centre) which offer a superb environment in which to work and learn. We are a friendly and supportive team who have a wealth of experience. In an ever-changing world, we continue to learn and adapt in order to best support our student community.

### SPECIFIC DUTIES AND RESPONSIBILITIES

- To work closely with the Inclusion and Alternative provision manager, as well as the other Lead Mentors, to ensure that regular mentoring, group work, catch up's are taking place.
- You may need to support the Head of Years; this may include gathering statements, handing out report cards, catching up with key students, contacting home etc.
- 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 Ivory 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 that resources of the Ivory Centre are used effectively in helping to maintain high standards of 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 and engaging their education appropriately.
- To work closely with the Inclusion and Alternative Provision Manager, SENCO, relevant Head of Years and other key leads, to lead on proactive group work on a regular basis, in order to support students in specific aspects of life and to support them in accessing and engaging in their learning.
- To create and deliver key preventative support courses 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. anger management, dealing with difficult situations, making positive choices, in the community etc.
- To support in rebuilding relationships between students, and with staff, through the use of Restorative Justice.
- To build strong working relationships with students and parents/carers through contact regarding achievements and sanctions.
- To work closely with the Inclusion and Alternative Provision Manager and other key leads to identify and then mentor students in providing them with the relevant emotional support that is required in them accessing and engaging in their learning.



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## CURRENT OPPORTUNITY: LEAD MENTOR

### SPECIFIC DUTIES AND RESPONSIBILITIES (CONTINUED...)

- To record all mentor meetings discussions and actions.
- To meet when necessary with relevant Heads of Year and the Inclusion and Alternative Provision Manager to offer support, discuss specific students, and to identify students who need specific support; individually or in proactive group work.
- To accept 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 Ivory Centre.
- To support the Schools First Aid provision by undertaking First Aid training and implementing First Aid to Students if/when required.
- 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 oncall, or the IER room when 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

- A Level qualifications
- Degree
- Knowledge of SIMS packages
- Pastoral experience would be beneficial, but not essential
- Experience in a school environment, and the day-to-day challenges that come along side that for certain groups of children would be beneficial.
- Any experience of youth work or involvement of provision for young people would be desirable.
- Experience in dealing with challenging behaviour 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 go apply? Please complete our application form (CVs will not be accepted)
3. Email your application to the Assistant School Business Manager, Ms Bagley: [vbagley@bulmershe.wokingham.sch.uk](mailto:vbagley@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?

## What we can offer you

### Community

- A supportive staff body
- Caring and nurturing environment
- A place where you can really make a difference
- Free on-site parking, with excellent transport links to Reading
- Goals football centre and recently redeveloped fitness centre on campus
- Short walk away from Woodley town centre and shops

### 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
- 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

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*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.



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