



BISHOP WORDSWORTH'S SCHOOL DEVELOPMENT & ALUMNI RELATIONS OFFICER MAY 2021



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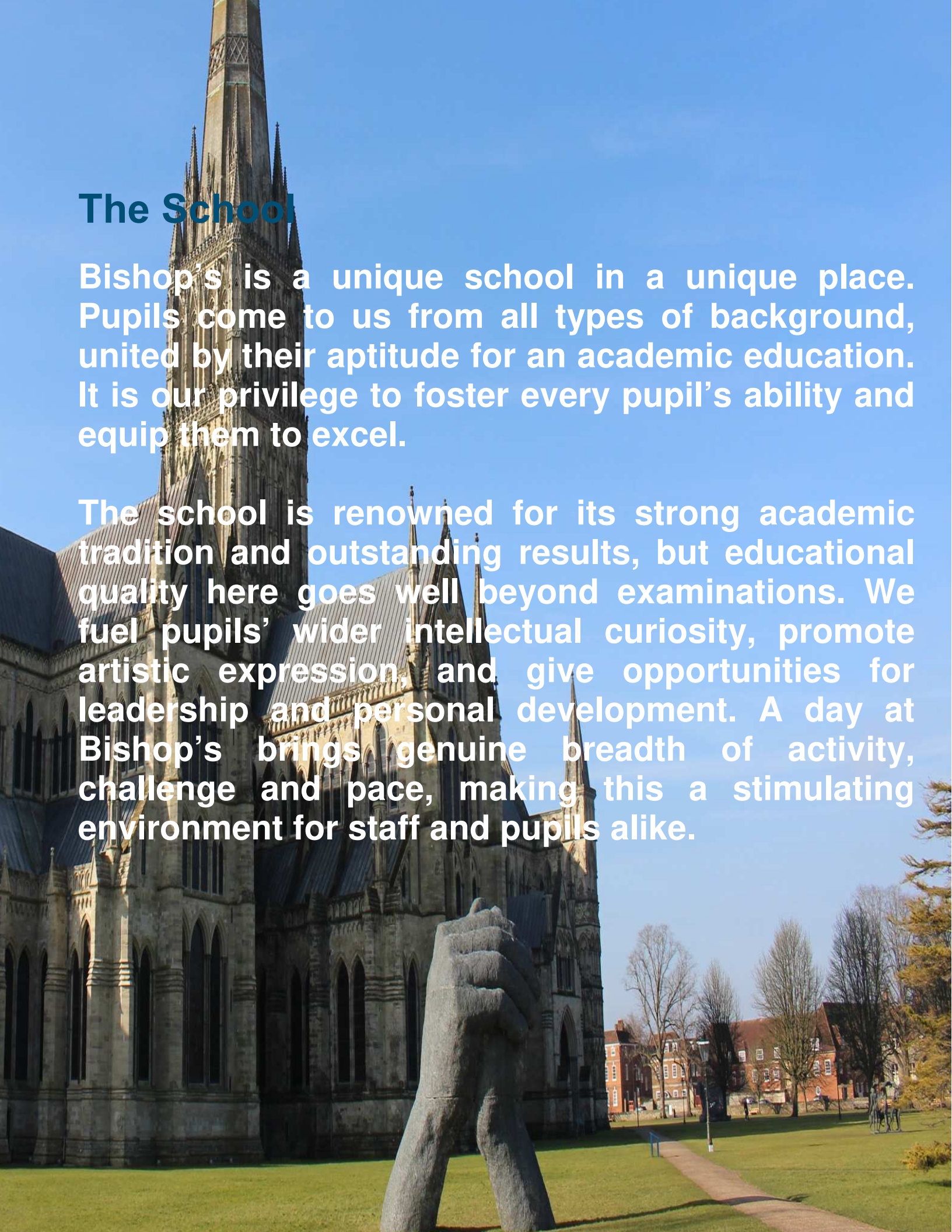
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The School

Bishop's is a unique school in a unique place. Pupils come to us from all types of background, united by their aptitude for an academic education. It is our privilege to foster every pupil's ability and equip them to excel.

The school is renowned for its strong academic tradition and outstanding results, but educational quality here goes well beyond examinations. We fuel pupils' wider intellectual curiosity, promote artistic expression, and give opportunities for leadership and personal development. A day at Bishop's brings genuine breadth of activity, challenge and pace, making this a stimulating environment for staff and pupils alike.





History and tradition

Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate over 1000 pupils aged between 11 and 18 and from this academic year over 40 sixth form girls. Under the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which pupils are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

Admission on ability

As a Church of England Grammar School and Academy, we set our own entrance test and policy on admissions. Any pupil living within reasonable travelling distance of Salisbury is welcome to apply and pupils from the broadest range of schools and backgrounds thrive here.

High expectations and high achievement

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted, however, continuously supporting and encouraging pupils to give full commitment to all that they do. Well aware of our expectations, the pupils relish the opportunity to aim high and achieve their goals. Every pupil is encouraged to find something at which he excels and to develop self-confidence as a result.

Christian values

Our Church school ethos permeates the fabric of life here – from regular worship in the Cathedral and our Chapel, through religious education, to the way we operate as a community. We welcome pupils of all faiths or none, but the Christian values of concern for one other, respect and tolerance provide a moral compass that influences everyone, both personally and culturally.

Spirit of togetherness

As the school motto *veritas in caritate* (truth through caring) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make pupils feel valued and welcome. Within each year there are five tutor groups of around 30 pupils, led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier pupils are, the quicker they will settle in and flourish. Through the house system and a host of other activities pupils mix across years, fostering a close community in which older pupils can become friends and mentors to their younger peers. If problems arise the form tutor or the relevant Head of School are the first points of contact and Heads of School operate an 'open door' policy whenever possible.



Academic life

Rigour, depth and breadth characterise academic life at Bishop's. Pupils enjoy being taught by highly qualified subject specialists. Teachers teach so that pupils do well – but also to extend their knowledge and understanding beyond the narrow confines of exam syllabi. Throughout, we aim to engender a passion for learning and the skills to pursue that passion independently. In and out of school there are countless opportunities for pupils to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

Extra-curricular

A broad extra-curricular programme helps pupils to understand more of the world, to challenge themselves and to grow as individuals. At Bishop's we aim to provide many and varied opportunities, so that every pupil has the chance to find new interests and achieve great things. Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of pupils who give their best to an activity they enjoy.



BWS 1st XV at the NatWest Schools' Cup Final at Twickenham - 29 March 2017



The opportunities to experience activities here and abroad are immense.

Music is very strong at Bishop's, and many pupils have instrumental lessons at all levels. As well as touring abroad and in the UK, the Choir performs regularly for school occasions in the Cathedral. Pupils play in wind bands, brass and string ensembles, and often collaborate to form rock bands of their own.

Drama thrives too, with every age group having opportunities to take part either in clubs or productions. Through our vibrant Art department pupils can develop their talents both in and out of lessons. Theatre and gallery trips feature regularly, as do plays, musicals and concerts on a variety of scales. Over 40 clubs and societies meet during lunch breaks or after school.

A pupil can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense: from Outward bound and community service to fieldwork, expeditions and cultural exchange, all pupils will have the chance to give it a go.

School Routine

Lower School (Years 7 & 8)

The routine of daily life for Years 7-8 at BWS is organised and run by the Lower School Office who monitor the academic progress of the pupils through the analysis of report data and receive information from all aspects of pupils' schooling, including rewards and sanctions, so that they can both support and challenge pupils to do their best. Largely, pupils are taught within their tutor groups and follow a common timetable. Many departments begin GCSE syllabuses in Year 9. As a minimum, teaching in all subjects follows the National Curriculum, and the knowledge, understanding and skills that pupils acquire lay solid foundations for their future studies.

Middle School (Years 9 to 11)

The School places great emphasis on ensuring that pupils achieve the highest academic standards of which they are capable, whilst encouraging them to develop their social, cultural and recreational skills and interests at the same time. This means that we adopt a firm but caring approach to all aspects of School life. The Staff endeavour to work closely with parents in ensuring that pupils spend their time at School profitably but happily. In the Middle School this policy is carried out by working closely with pupils and parents on academic, pastoral and career matters and by trying to equip them with a good range of qualifications and skills by the end of Year 11 - whether they go on to enter the Sixth Form or leave school at this stage. Pastoral care is delivered through the tutorial programme and personal interviews carried out by tutors within our tutorial programme. Impartial Careers Guidance is provided by the School's Careers Adviser and the School Chaplain is also available for counselling and guidance. Members of the team maintain regular contact with Middle School pupils and with one another and regularly meet with the Headmaster to discuss pupils' progress.

Sixth Form

Almost all pupils stay on into the Sixth Form, where they are offered a broad academic curriculum, supported by stimulating enrichment courses. We have been teaching female students through a partnership arrangement for many years and are excited that from September 2020 BWS Sixth Form became fully co-educational with 43 girls joining our sixth form this year.

Bishop's is a tight-knit community of over 1000 students; about a third of these are in the Sixth Form, including about 140 Year 12 students who join us after Year 11. In the last Ofsted inspection both the school and the Sixth Form were rated 'Outstanding' with the inspector noting that 'The school provides an outstanding Sixth Form where students are extremely well prepared for academic studies at university and develop as well-rounded young people. Expectations are high and standards achieved in A-Level examinations are outstanding.' Most students go on to Higher Education and we have a superb record in university entrance, with many embarking upon the most demanding disciplines at leading universities, including a very proud record of success at Oxford and Cambridge. Our school is renowned for its strong academic tradition and outstanding results – however we see our role as going much further than providing our sixth formers with an excellent base for university entry and preparation for employment. We are also very proud of the rich mixture of extra-curricular opportunities that our students enjoy, including sport, music and drama. Our Sixth Form is further strengthened by strong pastoral and academic support – we are a caring community in which the needs of individuals are given great emphasis.





BWS Network:



<https://bwsnetwork.org.uk>



@BWordsworths



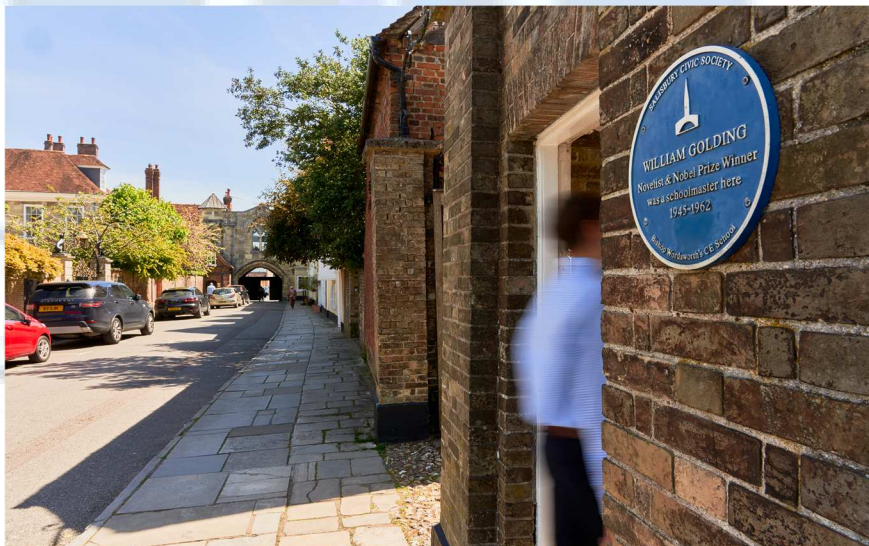
@Bishop Wordsworth's Grammar School



@bwordsworths

Alumni Relations

The School is forging closer relations with a growing cohort of past pupils. Many friendships are retained simply for camaraderie and reminiscing but others are used as a network for successful business contacts in the future or for putting something back into the school community for the next generation coming through. Whatever the reasons, Bishop Wordsworth's School positively encourages former pupils and staff to stay in touch and to be part of this expanding circle of friendships.





Job Description

Development & Alumni Relations Officer

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

• Title of Post:	Development & Alumni Relations Officer
• Salary:	
• Hours:	15 - 25 hours per week / 39 weeks per year
• Post-holder:	TBC

Key Responsibilities:

To develop, coordinate, promote, maintain and evaluate programmes, projects and special events with a focus on developing means by which to engage alumni, local businesses and parents. To have overall responsibility for setting and delivering Bishop Wordsworth's School's development strategy, embedding fundraising and philanthropy throughout the Schools community and beyond and increasing engagement with alumni through a programme of events and communications to ensure a rewarding and enduring involvement with BWS. To set and execute strategy for fundraising at the school.

General:

The Development & Alumni Relations Officer will support the delivery of strategic, friendly and engaging events and communications for former pupils (Wordsworthians) and will be key in building and developing lifelong relationships with this community in support of the School and its future plans. The postholder will be required to have an up-to-date knowledge of the Data Protection Act and the GDPR and ensure that data protection laws are adhered to at all times.

Approach and Location:

In order to perform these duties efficiently and effectively, the post holder will have a flexible and agile approach to how and when to best accomplish key aspects of the role; this means that the place of work may vary in accordance with priorities. The post is full-time and the nature of the job means that there are events outside the normal working week for which time off in lieu will be given.



Specific Duties:

- Responsible for planning and delivering a select programme of events, both within BWS and further afield, to strengthen the community of alumni and friends and its relationship with Bishop Wordsworth's School
- Project manage several events from idea to implementation, with responsibility for planning, budgeting, publicity and communications and event logistics
- Database Administrator; keep records and directories of alumni members on the database, in accordance with GDPR, ensuring protocols are updated as necessary
- Supervising casual staff/students employed to help with data inputting
- Oversee the development and delivery of the social media content marketing plan
- Continually survey the social media landscape to identify new platforms / research and analyse trends / opportunities to grow reach / opportunities to connect / convert core target audience
- To build relationships with current & former students, parents, staff and local businesses
- Working to establish a flow of communication with current pupils and alumni to deliver engaging events and communications
- To find creative ways of helping alumni in similar careers to network and support each other
- To set strategy for fundraising at the school
- To be responsible for developing an online community for past students
- To maintain and develop strong relationships with current donors and supporters
- To undertake potential donor engagement in preparation for campaigns
- To build cases for support and manage campaigns from initial concept planning to completion
- To ensure that donors are thanked and recognised, and to manage their inclusion in any project and beyond
- To review and maintain the legacy programme
- To work closely with the Head Master and Bursar to understand and develop the school's relationships with its various communities
- To maintain and develop, alongside the Head Master, the current portfolio of engagement events
- To report to the Governing body and present an annual development plan.

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the Post-holder and the Headmaster or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.



Bishop Wordsworth's School

Person Specification – Development & Alumni Relations Officer

The following are essential or desirable characteristics associated with the above post at Bishop Wordsworth's Grammar School. Evidence will be drawn from the application form and explored at interview.

	Essential	Desirable
Qualifications		
❖ Educated to degree level or equivalent	✓	
❖ Evidence of further relevant qualifications or training		✓
❖ Evidence of recent professional development		✓
Experience		
❖ Experience of working in a relevant field such as marketing, PR, education, fundraising and administration	✓	
Knowledge, skills & abilities		
❖ Understanding the importance of Safeguarding and Child Protection	✓	
❖ A high standard of oral and written communications skill	✓	
❖ An ability to manage and manipulate online social media tools		
❖ Strong organisational skills; time management and ability to multi task	✓	
❖ Flexible working	✓	
❖ A demonstrable understanding of the ethos of and issues facing Grammar schools	✓	
❖ Project Management skills	✓	
❖ Familiar with Microsoft Office software and databases	✓	
❖ Experience of operational delivery of print, advertising and publications	✓	
Personal Qualities		
❖ Excellent personal presentation and verbal communication skills	✓	
❖ Energy, enthusiasm and a sense of humour	✓	
❖ Ability to 'think on one's feet' with a positive approach to problem solving	✓	
❖ Decisiveness, a positive attitude and a creative outlook	✓	
❖ Resilience, determination and professional integrity	✓	
❖ Extremely organised & able to deliver on time to agreed quality standards	✓	
❖ Reliable and resourceful with creative and lateral thinking	✓	
❖ Commitment to effective equal opportunities and inclusive practices	✓	
❖ Able to take initiative/seek advice as appropriate	✓	
❖ Ability to engage a wide range of stakeholders behind a clear, unified vision	✓	
❖ An ability to build positive working relationships with colleagues and external stakeholders	✓	
❖ An ability to work effectively as part of a team and to be self-motivated to work independently	✓	
Other		
❖ A willingness to engage fully with continuing professional development	✓	
❖ A commitment to the School ethos and selective education in general	✓	
❖ Ability and willingness to contribute to the wider life of the School	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically re referred to above.



