

HEAD OF PRE-PREP AND JUNIOR SCHOOL CANDIDATE BRIEF



Beachborough



CHRISTIAN PRITCHARD
Beachborough Headmaster (September 2018)

Candidate Brief for the post of Head of Pre-Prep and Junior School (Known at Beachborough School as 'Head of Boardman'*)

- Are you an ambitious, forward thinking, energetic educational leader?
- Can you motivate, inspire and lead children and adults in an environment of high support, challenge, care and reward?
- Are you a self-starter, hungry to make 'a real difference' in the future lives of children?
- Are you looking for an exciting new leadership opportunity that will be professionally invigorating, challenging and rewarding?

If so, read on...

Beachborough School is seeking to appoint a new Head of Pre-Prep and Junior School. This position is affectionately named, 'Head of Boardman' after Mr. Tony Boardman*,

the headmaster of Beachborough from 1988 to 2005. The Head of Boardman position covers the Infant and Lower Junior age range from EYFS (including Nursery) to Year Four (pupils from 2½ to 9 years of age). The Boardman therefore has the feel of a junior school.

The successful candidate should have the appropriate professional qualifications relating to the Early Years through to Lower Key Stage 2 and must be willing to embrace all aspects of prep school life. Furthermore, the successful candidate must empathise with Beachborough's values (which can be found on our website) and our mission:

Our mission at Beachborough is to create the conditions and atmosphere so that each child thrives intellectually, physically, culturally and emotionally. The priority will be the happiness of each child as it is paramount to achieving lasting success and being fully prepared for senior school.

Welcome



A Little About Us

Beachborough has 390 pupils, it values the efforts of each individual and remains determined that the 'family feel' influences all aspects of school life, especially pastoral care.

Beachborough is a day school with flexible boarding provision, it is academically selective in order that a child's needs are understood before a place is offered. Beachborough embraces other nationalities as many American families (from a nearby military base) choose the school. This brings a global perspective that is balanced with a culture that celebrates our British heritage. Equally, a Beachborough education is far more than delivering a broad, balanced and suitably demanding academic curriculum. For example, our new state of the art technology suite offers all pupils access to the subject we call 'TED' (Technology, Engineering and Design). This facility compliments other on-site resources, such as our woods, which allow our children to practise their construction skills, by den building at lunch break!

In addition to this, co-curricular activities available in the EYFS to Year 8 are regarded as a major attraction of the school. Beachborough children are also given many opportunities to explore the arts due to our commitment to Drama, Art and Music.

Opened in 2012, the Sports Hall has enhanced our sporting and fitness programmes and we value our partnerships with Northampton RFC and Buckingham Ladies Hockey Club. A fundamental feature of Beachborough, which has motivated staff in recent years, has been our passion to do all this and deliver the best possible academic standards with a strong commitment to embrace new technology to improve children's learning and the teaching that supports this.

The teachers at Beachborough are focused on the academic journey, just as much as final exams. We are quietly proud of the growing number of scholarships and awards our pupils achieve. Beachborough is a registered charity with a new Chairman of Governors from September 2016. Mr. Christian Pritchard is joining the Beachborough team, as the school's new head, from September 2018, succeeding Mr Jeremy Banks after an excellent tenure at the school.

This is therefore an exciting time for a new Head of Boardman to be joining a highly successful, forward thinking school. The teaching staff really do feel like 'one team' and we enjoy great support and guidance from the Governing Body.



Job Description

POSITION	Head of Pre-Prep (including Early Years Foundation Stage) and Junior School
REPORTS TO	Headmaster
LINE MANAGES	Head of Nursery & Kindergarten and all other teachers and TAs in the Boardman.

Overview of the position, including your role and responsibilities:

- To be responsible and accountable for all aspects of the Pre-Prep and Junior School (The Boardman), including the learning and teaching of the pupils and the progress they make.
- To be responsible for the day to day leadership and management of the children, staff and parents in the Boardman.
- To value each child as a unique individual and to put the needs of our youngest learners first, by leading and developing the Boardman to maximise each child's future opportunities.
- To play a full and active role in the life of the whole school, as a member of the school's Senior Leadership team and to contribute to and support Beachborough's SLT code of conduct and values.
- To follow and promote the values and mission statement of Beachborough School and to implement the policies and procedures as laid down by the Headmaster and Governing Body.
- To carry out your professional duties to the highest possible standard and lead the Boardman team as detailed in the school's Contract of Employment.
- To be responsible for the education and welfare of the children under your care in accordance with our corporate responsibility for the discipline, well-being, pastoral care and a culture of safeguarding, with particular understanding of ratios.
- To understand and support the ISI regulations and inspection criteria pertaining to the Early Years and Lower Junior age ranges and to ensure the Boardman is fully compliant in terms of policy and practice.
- To demonstrate knowledge and understanding of all areas covered in the Staff Handbook
- To source, understand and apply all school policies appertaining to this position, including the Staff Code of Conduct.
- To be autonomous in your role, but to actively seek help and guidance when required from the Senior Leadership Team to support you.
- To complete any task reasonably asked of you by the Headmaster or Governing body.





Leadership and Management

- To serve as a member of the school's Leadership and Senior Management team.
- To build and maintain excellent relations with the Boardman Parents.
- To actively market the Boardman, in liaison with the school's marketing team and to complete tours around the Boardman with prospective parents and families.
- To be a senior, visible presence in the Boardman and to be responsive to parent concerns and queries in line with the school's communication policy.
- To lead and manage the Boardman staff (approximately 30 staff), being inclusive and consultative in your approach.
- To oversee the curriculum that is taught within the Boardman and to assist in its development, along with the Deputy Head – Academic, to keep it rigorous and exciting, in line with modern developments in education.



Teaching, Learning and SMSC Development

- Be responsible for the pastoral welfare of all pupils within the Boardman, working with and supporting the class teachers in this area.
- Lead the management of children's behaviour and deal with disciplinary issues.
- Work closely with Head of Learning support regarding learning support within the Boardman, the children it affects and the effective use of the LSAs.
- Meet weekly with the Inclusion Group to discuss children and any pastoral issues, welfare, SEN or safeguarding concerns.
- To monitor and develop the recording, reporting and assessment of pupil progress in the Boardman alongside the Deputy head – Academic.
- To monitor and support the spiritual, moral, social and cultural development of the children in the Boardman, alongside the Head of Pastoral Care.
- To ensure that first class levels of care are provided to all children in the Boardman.

Monitoring Pupil Progress and Standards

- Liaise and work with the Governor responsible for the Early Years.
- Responsible for the academic monitoring of all pupils in the Boardman, using InCAS and Tapestry alongside termly assessments.
- Carry out book scrutiny and report back findings to staff in a constructive way. (Along with the Deputy Head of the Boardman)
- Instil a culture of observation within the Boardman ranging from peer observations to working threes.
- Represent the Boardman on the Governors' Education committee.
- Proof read reports.
- To appraise, support, encourage and motivate staff to become reflective teachers who continually evaluate their practice.

Staff Communication, Deployment and Training

- Ensuring full time staffing within the Boardman is as required and consider the wellbeing of all Boardman staff.
- Hold weekly staff meetings for Pre-Prep Staff, TAs and Form III and IV staff.
- Organise all Pre-Prep staff INSET training
- Work with teaching staff to ensure the TAs are used effectively.
- Hold and record Supervision meetings with Early Years staff.
- Oversee the aftercare provision; delegating responsibility to the TAs leading it.
- Meet weekly with the Kitchen to feedback

Administration and Communication

- Coordinate the Boardman budget and look at spending across the whole Boardman.
- Along with the Deputy Head and Pre Prep staff prepare the Pre-Prep timetable.
- Oversee the updating and changing of both the N/KG and Reception Parents' Handbooks
- Hold presentations to parents from areas such as transfer of year groups, Curriculum specific evenings to annual EYFS information meetings.
- Work closely with the marketing department
- Completing the calendar for major Boardman events.

Leading and Supporting Key Boardman Activities and Events

- Deliver weekly assemblies to Year 1 – 4 children.
- Be the face of Toddlers and Tiddlers play sessions that take place half termly.
- Lead Pre-Prep Prize giving and Boardman Carol Service.
- Boardman representative on the Beachborough Association.
- Organise the annual PGL trip for Forms III and IV.
- Attend all Boardman parents' evenings
- Attend the Year 2 Woodrow House residential trip
- Member of the school charity committee
- Plan and book Founders' Day outings for the whole Boardman.

This list is not exhaustive, but provides an additional overview of the breadth and depth of the role. It will evolve and responsibilities may be amended by the headmaster following consultation with the successful candidate.





Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Recognised & relevant teaching qualification covering Early Years through to Key Stage 2</p> <p>Qualified teacher status</p>	<p>Evidence of continuous INSET and commitment to further professional development e.g. MEd</p>
EXPERIENCE	<p>Leading and managing a team of staff</p> <p>Developing and using a range of teaching strategies</p> <p>Familiar with the National Curriculum in Early Years and Key Stage 1</p> <p>Have knowledge and understanding of current issues relating to primary education</p> <p>Have experience of marketing strategies and a willingness to develop them</p> <p>Willingness to speak publically</p> <p>Evidence of personal development and ambition</p>	<p>Additional knowledge of Key Stage 2 would be an advantage</p> <p>Experience implementing a budget based on realistic analysis of the Boardman's needs</p> <p>Experience of public speaking</p>
KNOWLEDGE AND UNDERSTANDING	<p>The Head of the Boardman should have knowledge and understanding of the following:</p> <p>The importance of a vision and a willingness to innovate</p> <p>Leading a team effectively</p> <p>Contributing to school leadership</p> <p>Pastoral care and safeguarding of children</p> <p>Monitoring, assessment, recording and reporting of pupils' progress</p> <p>Statutory requirements of legislation concerning SEND and Safeguarding Children</p> <p>Nurturing positive links necessary within school and with all its stakeholders</p>	<p>Statutory requirements of legislation concerning Equal Opportunities and Health & Safety</p> <p>Partnership activities</p>

Person Specification

PERSONAL CHARACTERISTICS

ESSENTIAL

The Head of the Boardman should be/have the following:

An excellent leader and manager.

The knowledge and skills necessary to undertake the major duties of the post

A reflective practitioner and good at implementing change

A good communicator, able to listen and consult

Lively, enthusiastic and energetic and has a sense of humour

Able to show initiative

Resilient and able to cope effectively with change

Able to empathise with young children

Have the ability to form positive relationships with pupils, staff and parents

Personable, professional and able to inspire the confidence of the school community, including governors

Imaginative, creative and adaptable

Excellent team player, empathetic of the needs of the team

Have excellent administrative and organisational skills

Organised, resourceful, an excellent time keeper, approachable, committed and enthusiastic;

Have a sense of humour and the ability to make learning fun.

Sympathetic to the values and mission of our school

Patient and resourceful

Reliable and trustworthy



In return, we offer the successful candidate:

- A superb campus and a delightful, caring, school environment in which to work
- Very supportive and considerate pupils that are keen to learn and make the very best progress, as individuals
- Dedicated and supportive governors, staff and parents
- On-going professional development opportunities, with strong career progression opportunities
- A leadership team that will provide you with help, support and assistance
- An excellent package, including a competitive salary (commensurate with the qualifications and experience of the successful applicant), private medical insurance, generous fee remission for children at the discretion of the Governors and accommodation (if required).

Equal Opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

How to Apply

1. Download and complete the Application Form from our website.
2. If the candidate would like to send a CV in addition to the Application Form this is acceptable but a CV will never be taken as an alternative to the Application Form.
3. Please e-mail your application to the HR Manager, Mrs. Laura Wrench (hr@beachborough.com) by 9am on Friday 19th February.
4. First stage interviews will be on 7th March 2018.
5. Second stage interviews will be on 13th March 2018.

Beachborough is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening including checks with past employers and an Enhanced DBS check.





www.beachborough.com



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