



The Beacon

An independent day school for boys aged 4 to 13 years

Deputy Head (Academic)
(For 2018)

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Bucks HP6 5PF

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Email: headspa@beaconschool.co.uk

Website: www.beaconschool.co.uk

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer. Registered Charity number 309911.

From William Phelps, Headmaster



Dear Applicant,

Thank you for your interest in the position of Deputy Head (Academic) at our school.

The Beacon is a large independent prep school for boys aged between 4 and 13 set in extensive grounds. The Executive Team here plays an important role in shaping, championing and implementing our school's strategic vision. In the role of Deputy Head (Academic) on this team, you would have responsibility for leading the school's Teaching and Learning agenda and heading up the school's academic team. Strategic and operational digital advancement throughout the school is pivotal to the on-going quality of our teaching and learning provision and, if you have a passion for IT, then this could be an advantage.

Above all, I am seeking an inspirational educator and impressive leader with strong experience willing to take ownership, make things happen and prepared to be accountable at the highest level.

I am proud of our school, our boys and wonderful staff and hope you will want to learn more about us. If this is the case, please take a look around our website www.beaconschool.co.uk. (You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too).

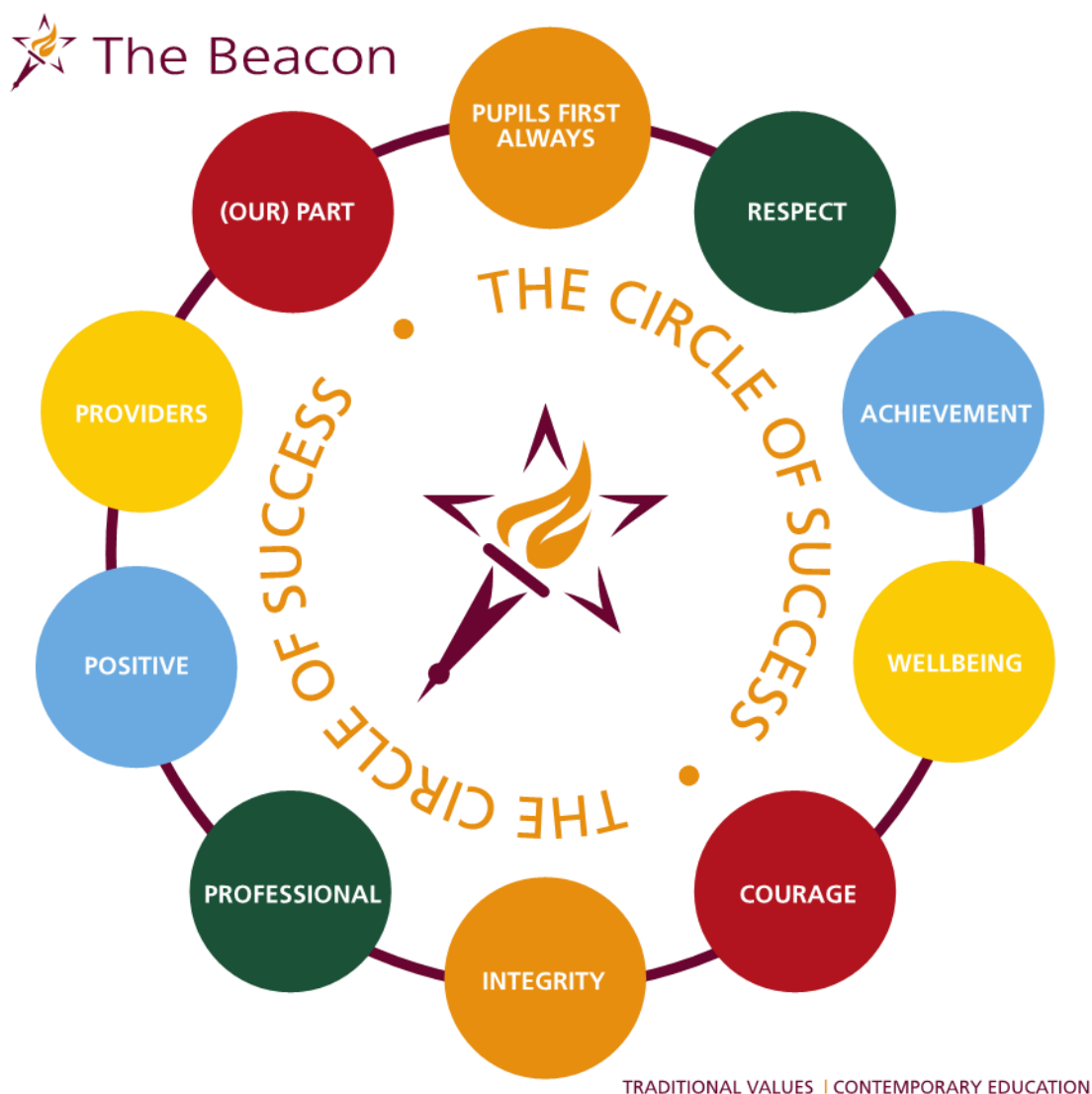
The Beacon is a truly remarkable school and I am seeking a remarkable person to join my leadership team. I look forward to hearing from you.

A handwritten signature in black ink that reads "William Phelps". The signature is stylized, with a large loop at the beginning and a long horizontal stroke at the end.

William Phelps
Headmaster

Professional Standards

The following is our 'circle of success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our school.



Job Description

The Role: Deputy Head (Academic)

Background and Purpose:

This role will be responsible to the Headmaster for the day-to-day running of the academic side of The Beacon. As part of the Executive Team, you would play an important leading role in championing and implementing our school's strategic vision and 5-10 Year Plan (as agreed by the Governing Body).

You would act as primary lead on Teaching and Learning, working closely with Heads of Section and Departments and representing the academic strand of our school at executive level to forward ideas and participate in top-level decision making to further develop the school's Teaching and Learning agenda.

You would work closely with the Executive Team and in particular, the Senior Master who has responsibility for leading the Senior Management Team and the pastoral side of the school. You would be required to 'step into the Headmaster's shoes' at times to cover in his absence, and present at/host/attend events. You would be expected to provide strong stewardship and act as a trusted partner to the Headmaster helping him to manage day-to-day operations and ensure a smooth running of the school.

Principal Leadership Responsibilities

- Support the Headmaster with the day-to-day running of the academic side of the School and deputise for the Headmaster in his absence where requested
- Attend and actively contribute to ET (Executive Team) meetings and attend all SMT (Senior Management Team) meetings
- Take the lead role on rigorous whole school self-evaluation and to ensure thorough departmental self-evaluation
- To participate in prospective parents/boys' meetings and tours, showcasing the school and helping to assess potential new pupils
- To participate in meetings with parents and advising them on future school choices and options
- To actively contribute to pastoral care (of pupils and staff) and play a role on the Staff Wellbeing Committee
- To attend, write reports and present at governor meetings as required
- Network and attend events generating positive outcomes for the school and write 'thought pieces' - school newsletters, newspaper/magazine/journals to promote The Beacon as a place of knowledgeable and respected thinking and opinions
- Contribute to the school's charitable outreach initiatives
- To visit, track and monitoring other schools' offerings, discussing likely trends across the sector and generating new and innovative ideas for our own school
- To teach a reduced timetable and contribute to the events and extra-curricular programme
- To be generous with praise – recognising and acknowledging staff and boys' efforts and contributions

Academic Leadership

- Actively lead the School's Teaching and Learning agenda, including the Prep School Baccalaureate, and to ensure the boys have access to the very highest standards of teaching and learning
- Be responsible for academic staff, including training and development by proactively managing their Professional Development Reviews and determining the annual 'all teaching staff' objectives.
- Oversee teaching staff allocations and timetable management
- Responsible for effective management of staff cover
- In conjunction with Heads of Section and Senior Master to regularly review data on pupil achievement and potential
- Attend and coordinate preparation for ISI inspections
- Attend and contribute to the meetings and organisation of the management of the Prep School Baccalaureate

Digital Leadership

- To be an active member of ICT Steering Committee
- Be actively involved in digital and innovation projects for the school
- Deliver operational synergies between IT technologies and the classroom

Person Specification

The successful candidate will, where E is essential, and D is desirable:

- Be an exceptional and experienced educator (E)
- Have a strong track record of leadership within a highly regarded school (E)
- Have the drive and desire to move upwards – to be a future Head (E)
- Have a passion for the highest standards of teaching and learning, with proven ability of achieving ways to improve teaching and learning opportunities and capabilities (E)
- Have a genuine interest in people and developing others – able to coach and mentor professional staff (E)
- Have the capacity to lead change positively and enthusiastically (E)
- Be willing to embrace wholeheartedly the life of a busy independent day school (E)
- Be a confident and persuasive presenter able to champion the school by networking, hosting and speaking at internal and external events (E)
- Have IT and project management experience (D)
- Have an understanding of and interest in school marketing and development (D)

Terms and Conditions

- A competitive remuneration package, with a salary commensurate with the seniority and responsibilities of the post, which is full-time
- Pension: Membership of TPS
- Current benefits: free lunch, school fee remission and free car parking on site

The Process

The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Please complete the Application Form in full (CVs cannot be accepted), which is available from the school website, with a covering letter and send:

- by e-mail to headspa@beaconschool.co.uk
- by post to: Mr William Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **Wednesday 22nd November**, and interviews will be held the week commencing **27th November 2017**.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

