

# DEPUTY HEAD CANDIDATE BRIEF



Beachborough



## Candidate Brief for the Post of Deputy Head

Thank you for your interest in this exciting and professionally invigorating senior leadership opportunity. Beachborough School is seeking to appoint a new Whole School Deputy Head (Nursery to Year 8) for September 2019.

This rare and exciting position has arisen due to the impending retirement of the current Deputy Head at the end of the academic year; following an excellent tenure and many years of valuable service in the role.

The successful candidate will be a highly autonomous senior leader with overarching responsibility for pupil welfare across the school:

- Are you ready for a new and exciting adventure?
- Are you looking for a new challenge as Deputy Head of a thriving Preparatory School for children from 2½ to 13 years of age?

- Are you an ambitious, forward thinking, energetic, educational leader?
- Can you motivate, inspire and lead children, staff and parents 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?
- Are you interested in the development of children as 'world ready' learners and global citizens?

If so, read on...

Christian Pritchard  
Beachborough Headmaster

# Welcome

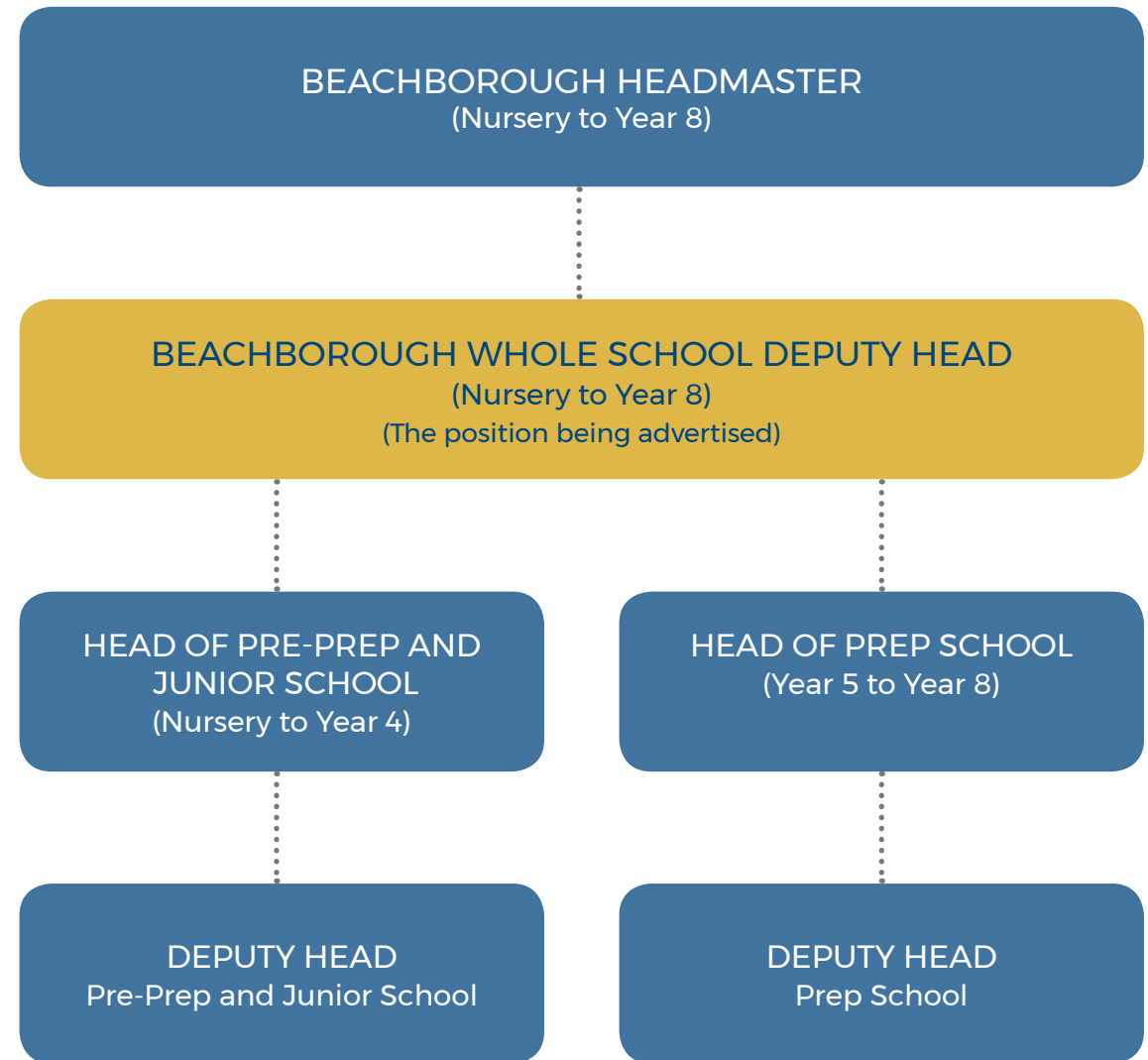


# Beachborough's Abridged School Leadership and Line Management Overview Model

The successful candidate will want to embrace all aspects of busy Preparatory School life and empathise with Beachborough's vision and core values, which can be found on our website at: [www.beachborough.com](http://www.beachborough.com).

The new position of Whole School Deputy Head is a critical component in the realisation of our school's mission statement:

'At Beachborough, we aim to create the conditions and culture 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.'



## A Little About Us...

Beachborough is a thriving, happy, energetic, family focused Preparatory School for children from 2½ to 13 years of age. Located on the borders of Buckinghamshire, Oxfordshire and Northamptonshire the school occupies a stunning thirty acre countryside location with a 17th Century Manor House as a central feature. As a popular school of 380 children, Beachborough is not seeking to grow beyond its means, it values the efforts of each individual and remains determined that the 'family feel' influences all aspects of school life, especially pupil welfare. Our pupils leave us at the end of Year 8 to join their Senior School of choice and we have an enviable reputation of securing places for our future learners in some of the best schools in the country.

Beachborough is a day school with flexible boarding provision, it is academically non-selective, ensuring 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 also 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 Olympic Sports Hall, along with our astro turf pitch, 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 learning journey, just as much as final exams. We are quietly proud of the growing number of scholarships and awards our pupils achieve.

Beachborough School Trust is a registered charity with a new Chair of Governors from September 2016 a new Bursar from 2017 and a new Headmaster from September 2018. The school is financially strong and in a very healthy position.

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

To find out more about our school, please visit: [www.beachborough.com](http://www.beachborough.com)





## Job Description

POSITION	Whole School Deputy Head (Pupil Welfare)
REPORTS TO	Headmaster
LINE MANAGES	Heads of Pre-Prep, Junior and Prep School

Overview of the position, including the main roles and responsibilities:

- To lead by example and run the school in the absence of the Headmaster
- To lead the day to day operation and management of the school, with the support of the Senior Leadership Team
- To be responsible and accountable for the welfare of all pupils across the school, with the support of the Senior and Middle Leadership Teams
- To track, monitor and report on pupil welfare using the school's CMS system and associated tracking, recording and reporting tools
- To be the school's Designated Safeguarding Lead (DSL) for the purposes of safeguarding, pupil welfare and child protection and to liaise with the LADO and associated authorities as needed
- To value each child as a unique individual and to put the needs of our learners first, by leading 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 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 have an agreed teaching commitment, commensurate with the position, with due regard for the seniority of the role and its leadership expectations
- To carry out your professional duties to the highest possible standard and lead the children, staff and parents 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 our pupils' discipline, well-being and pastoral care, with due regard for safeguarding
- To lead and support the school in all matters pertaining to pupil welfare and pastoral care and to liaise with external agencies and authorities on such matters
- To play a full and active role in the marketing of the school, with particular reference to pupil welfare and to prepare communication and associated materials for this purpose
- To ensure the school remains 'inspection ready' (ISI) in terms of pupil welfare, safeguarding and general good practice
- To complete a boarding duty and to show a commitment to this aspect of school life, as on-site accommodation / house is provided with the position
- To play a full and active role in the school's appraisal and professional review systems
- To lead, with the support of the Senior Leadership Team, the preparation, planning and implementation of the school's medium and long term plans for whole school pupil welfare
- 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 Headmaster who is there 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 Senior Leadership Team
- To build and maintain excellent relationships with children, staff and parents
- To be a senior, visible presence in school and to be responsive to questions, concerns and queries in line with the school's communication policy
- To lead and manage an extensive team of staff, being inclusive and consultative in your approach
- To liaise with the Academic Leadership Team and to assist in the development of the school curriculum to keep it rigorous and exciting, in line with modern developments in education





## Teaching, Learning and SMSC Development

- Be responsible for the welfare of all pupils at the school, working with and supporting the staff in this area
- Lead the management of children's behaviour and the rewards and sanctions systems and deal with disciplinary issues at a senior level
- Work closely with the Head of Learning Support regarding learning support matters, the children it affects and the effective use of Learning Support Assistants
- To monitor and support the spiritual, moral, social and cultural development of the children in the school, alongside the middle leadership team
- To ensure that first class levels of care are provided to all children in the school.
- To teach highly effective lessons that lead to profound learning
- To lead assemblies, presentations and workshops on the pupil welfare (SMSC) curriculum

## Monitoring Pupil Progress and Standards

- Liaise and work with the Governor responsible for safeguarding and pupil welfare
- Responsible for the SMSC curriculum and monitoring of all pupils in the school
- Instil a culture of observation within the school ranging from peer observations to working threes
- Represent the school on matters pertaining to pupil welfare on the Governors' Education Committee
- Develop and enhance reporting systems to parents alongside the Academic Leadership Team, including parents' consultation formats and written school reports
- To appraise, support, encourage and motivate staff to become reflective practitioners who continually evaluate and evolve their practice

## Staff Communication, Deployment and Training

- With support, ensure a full staffing complement is as required on a day to day basis and is managed effectively and consider the wellbeing of all staff in the approach
- Organise and plan SMSC INSET training alongside the academic leadership team
- Work with teaching staff on SMSC matters to ensure that TAs and support staff are used effectively.
- Hold staff meetings and training for staff as and when required

## Administration and Communication

- Manage the SMSC features of the school's CMS system
- Manage the SMSC budget across the school, supporting the needs of all children
- Alongside the SLT, help and support the development of the school timetable
- Alongside the SLT, help and support the development of the school calendar
- Oversee the updating and preparation of home / school communication (handbooks etc)
- Lead presentations to parents on SMSC matters
- Manage policies in line with regulatory / inspection requirements relevant to the area of responsibility

## Leading and Supporting Key School Activities and Events

The successful candidate is expected to play a full and active role in on-site and off-site school activities and events.

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

### AREA

#### QUALIFICATIONS

- Recognised and relevant teaching qualifications covering Primary and / or the Secondary Years
- Qualified Teacher Status

#### EXPERIENCE

- Leading and managing a team of staff
- Leadership and management experience in an educational setting
- Developing and using a range of teaching strategies
- Familiar with the National Curriculum
- Have experience of marketing strategies and a willingness to develop them
- Confident public speaker
- Evidence of personal development and ambition
- Knowledge of the SMSC curriculum / pupil welfare issues
- Up to date with the latest educational thinking and pedagogical developments

#### KNOWLEDGE AND UNDERSTANDING

- The importance of a vision and a willingness to innovate
- Ability to lead a team effectively
- Contribute to whole school leadership
- Pastoral care and safeguarding of children
- Monitoring, assessment, recording and reporting of pupils' progress
- Statutory requirements and legislation concerning SMSC, SEND and Safeguarding Children
- Nurturing positive links necessary within school and with all its stakeholders
- Strong IT skills and to be able to use technology efficiently
- Excellent written and verbal communication skills

### DESIRABLE

- Senior Leadership qualifications.
- Evidence of continuous INSET and commitment to further professional development e.g. Master's degree / ISI experience

- Leadership experience in a similar role (as Deputy Head / Head of School Section) in a Prep School setting
- Additional knowledge of Key Stage 3 and ISEB curriculum requirements
- Experience implementing a budget
- Experience of working in the independent sector
- Experience of the role of DSL

- Statutory requirements of legislation concerning Equal Opportunities and Health & Safety
- Partnership activities

# Person Specification

The Whole School Deputy Head should be / have the following attributes:

## AREA

### PERSONAL CHARACTERISTICS

## ESSENTIAL

- An excellent leader and manager
- The knowledge and skills necessary to undertake the major duties of the post
- A reflective practitioner, good at implementing change
- A good communicator, able to listen and consult
- Enthusiastic and a natural 'self-starter'
- Able to show initiative and lead by example
- Resilient and able to cope effectively with change
- Able to empathise with children and put their needs first
- 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, 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
- A strategic thinker
- 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 who are keen to learn and make the very best progress
- Dedicated and supportive Governors, staff and parents
- On-going professional development, with strong career progression opportunities
- A leadership team that will provide you with help, support and assistance
- An excellent remuneration 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

## 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 the VACANCIES section of our school website at: [www.beachborough.com/our-community/staff-vacancies](http://www.beachborough.com/our-community/staff-vacancies).
2. Complete the application form in full and use the 'personal specification' section to detail your suitability for the position as you would in a letter of application. Please also record the subjects you teach and the sports, hobbies or extra-curricular activities you can offer.
3. Email your completed application form, for the attention of the Headmaster, to our HR Team at: [recruitment@beachborough.com](mailto:recruitment@beachborough.com). Applications close at 12.00 noon on Monday 26th November 2018.
4. Long list interviews will take place from Monday 3rd to Wednesday 5th December 2018.
5. Final round interviews will take place from Monday 10th to Wednesday 12th December 2018.
6. As this appointment is due to commence at the start of the new academic year in September 2019, it is envisaged that candidates currently on one or two terms notice should be able to apply.
7. If you have any questions or queries regarding any aspect of the process, or the position, please do not hesitate to contact us at [recruitment@beachborough.com](mailto:recruitment@beachborough.com).

The successful candidate will need to complete a full medical questionnaire immediately following the initial conditional offer and acceptance of the post and to have a satisfactory medical check conducted by an independent doctor, before the appointment is confirmed.

The offer of employment will also be conditional on the receipt of satisfactory written references and on DBS and other regulatory clearances. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate screening, including references from past employers and an Enhanced DBS disclosure.





[www.beachborough.com](http://www.beachborough.com)



[/Beachboroughsch](https://www.instagram.com/Beachboroughsch)

Beachborough School, Westbury, Nr. Brackley, Northamptonshire, NN13 5LB