



Beachborough
Independent Prep School for ages 2 ½ to 13

CANDIDATE BRIEF FOR THE POST OF DEPUTY HEAD (CURRICULUM) YEARS 5 TO 8

Thank you for your interest in this dynamic and influential senior leadership opportunity at Beachborough School.

We are seeking an exceptional Deputy Head (Curriculum) to join our Executive Leadership Team.

This is an opportunity for an ambitious and forward-thinking leader to make a real impact. Leading with energy, vision, and purpose, the Deputy Head (Curriculum) will inspire children, staff, and parents alike. The role offers the chance to shape future global citizens in a thriving Preparatory School that values innovation, collaboration, and excellence. With a culture of high support, challenge, and care, this position is both professionally invigorating and deeply rewarding.

If you are ready to take on this exciting next step, we look forward to hearing from you.

Simone Mitchell
Head

Beachborough's Mission and Vision

The successful candidate will want to embrace all aspects of busy Prep School life and empathise with Beachborough's Mission and Vision. Our mission is to enable children to have a happy, bright and successful future.

Beachborough is committed to offering a wide range of opportunities that empower each child to fully develop their talents and cultivate the skills and virtues necessary to lead fulfilling lives as ethical, compassionate, and morally centred individuals. At Beachborough, learning is infused with a sense of fun and adventure, preparing children to navigate a dynamic and ever-evolving world with curiosity and confidence.

Beachburians:

- Feel seen, valued, and deeply understood.
- Learn with boundless curiosity, embracing challenges without fear of failure, and with a spirit of fun and adventure.
- Have high expectations, endless opportunities and heart.
- Are equipped with the skills and moral compass needed to thrive in a diverse, global society.
- Strive to be the best version of themselves, guided by principles of integrity, empathy, and purpose in everything they do.



About Beachborough

Beachborough is a leading co-educational Independent Preparatory school located on the borders of Buckinghamshire, Oxfordshire, and Northamptonshire. With a current pupil roll of 400 children from 2 ½ to 13 years of age, our school is in great shape with very exciting plans for future development.

The school occupies a stunning thirty-five-acre countryside location with a 17th Century Manor House as a central feature. As a popular school, 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 Eight 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 a number of international families 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 design and technology suite offers pupils access to the subject we call 'TED' (Technology, Engineering and Design). This facility compliments other on-site resources, such as our forest, which also allow our children to practise their construction skills, by den building at lunch break!

In addition to this, co-curricular activities available from Nursery to Year Eight are regarded as a major attraction of the school.

Beachborough children are also given many opportunities to learn in a broad and balanced way, due to our commitment to Drama, Art, Music, Sport and STEM.

The school boasts excellent facilities, including two Art and Design Studios, a Performing Arts Centre, Olympic Sports Centre, Multipurpose Astro Turf Pitch, Woods and Wetland Area and Sports Pitches, alongside our Coding and Robotics Suite and 'TED' Centre. A fundamental feature of Beachborough, which has motivated staff in recent years, has been our passion to 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, and the school is financially strong and in a very healthy position. This is therefore an exciting time 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

Job Purpose: a member of the Executive Leadership Team to support the effective running and development of Beachborough School

Reporting Line: Head

Tenure: Permanent, Full-Time

Salary: Dependent on experience

Start Date: September 2025



The Deputy Head (Curriculum) is a member of the Executive Leadership Group and is line-managed by the Head. They will have specific responsibility for the curriculum and co-curricular activities for Years 5 to 8, as well as overseeing pupils' academic progress and the promotion and implementation of the school's academic vision.

The Deputy Head (Curriculum) will attend the Governors' Education Sub-committee and provide a full report on academic developments and pupil progress in Years 5 to 8.

They collaborate with other members of the Executive Leadership Team and will work closely with all subject staff teaching in Years 5 to 8. Additionally, they will teach approximately 10 hours per week in their specialist subject.

General Responsibilities

- To support the Head in maintaining and developing an outstanding school by contributing vision, ideas, commitment, and enthusiasm. This involves actively participating in strategic planning and decision-making processes.
- To uphold and support the policies, aims, and ethos of the school: Ensure that all actions and decisions align with the school's values and objectives, promoting a positive and inclusive school culture.
- To lead by example in terms of behaviour, work ethic, and professional conduct, inspiring staff and pupils to strive for excellence.

Responsibilities as part of the Executive Leadership Team

- To set high standards of teaching and learning, promoting and maintaining high standards of teaching and learning throughout the school, supporting teachers in their professional development.
- Participate in the recruitment process for new staff members, helping to select candidates who will contribute positively to the school community.
- Conduct performance development reviews with staff members, providing feedback and setting goals for professional growth.

- Thorough understanding of the Independent Schools Inspectorate (ISI): including guidelines and requirements and preparing the school for inspections.
- Assist in the Executive Leadership Team with the whole school self-evaluation form
- Attendance at school events as directed by the Head.

Specific Leadership and Management Responsibilities

- Assist the Head in translating the vision for the school into agreed objectives and operational action plans, in line with the Governors' planning cycle.
- Contribute to the strategic plans of action and policies to achieve the school's strategic aims and priorities.
- Assist in the Executive Leadership Group with the whole school Self-Evaluation Form.
- In liaison with the Head, ensure that school is always ready for an ISI inspection being up to date with academic policies and procedures.
- Take responsibility for the Curriculum throughout Years 5 to 8 to ensure it reflects the school's and national priorities, provides continuity across the Key Stages and is a model of best practice.
- Create a culture of continuous self-assessment and improvement for staff and pupils.
- Implement and lead effective Quality Assurance systems across the school to ensure excellent standards are maintained, reported and acted on regularly.
- Lead on the reporting of pupil progress across the school including the issuing of reports and the oversight of parents' meetings throughout the year.
- Draw up, maintain and implement an effective school timetable for Years 3 to 8 including the deployment of staff across the school.
- Support if required the Deputy Head (Operations) with the cover of absent colleagues
- Support the Head with policy development, implementation of the school policies and procedures, keeping policies under review and making recommendations for change to ensure that they continue to meet the school's developing needs.

- Review annual curriculum budget submissions in conjunction with the HOD's, to ensure discretionary spend requests support strategic objectives.
- Liaise and work closely with the Deputy Head (Head of Boardman) to ensure teaching and learning developments are in line with the whole school strategy
- Oversee the development and implementation of a high quality Beachborough curriculum. To develop the curriculum including reviewing curriculum maps and schemes of work.
- To introduce and lead information evenings for parents and pupils regarding the curriculum.
- Line manage the Heads of Department ensuring that excellent standards of teaching and learning are maintained.
- Cultivate and develop the role of the Head of Department so that they are effective Middle Leaders.
- To assess the training needs of the Heads of Department arising from performance management, and in discussion with the Executive Leadership Team create an appropriate INSET programme.
- Ensure that departmental self-reviews are completed, and actions are implemented.
- In liaison with the Deputy Head (Head of Boardman) and Heads of Department, to oversee the progressive curriculum for each department, ensuring that there is continuity with the expectations of the end of Year 4 and the start of Year 5.
- Oversee the Departmental workload planner (what, when and why)
- Oversee work scrutinises to ensure that marking is of the highest standard and that there is pupil feedback in accordance with the Growth Mindset including next steps for learning. Promote and monitor pupil response to marking within subject departments.
- Conduct formal lesson observations and staff appraisals.
- Conduct an ongoing programme of learning walks with feedback to the Executive, Senior Leadership Teams and Heads of Department.
- Ensure any actions from learning walks are implemented.
- In liaison with the Head of Learning Success ensure that the academic needs of individual pupils are met especially those identified on Educational Health Care Plans EHCPs and Individual Pupil Plans (IPPs).
- Ensure schemes of work and departmental handbooks and other key academic documents and policies are up-to-date and regularly reviewed.

- To liaise with the Assessment Coordinator to oversee that data analysis is used systematically to improve academic performance, including ensuring any intervention within subject departments is completed where appropriate. In addition, the impact of any interventions should be reported to the Executive, Senior Leadership Team and Governors.
- To lead pupil tracking to ensure it is being done effectively by all staff, including leading pupil progress meetings where all academic departments meeting together.
- In conjunction with the Deputy Head (Head of Boardman) ensure a 'one school' approach is adopted.
- Participate in the Years 5 to 8 staff meeting with responsibility for teaching and learning.
- Work closely with the other Deputy Heads to ensure good behaviour and oversee the rewards and sanctions systems are maintained.
- Support the Head in the recruitment, deployment, motivation, development and appraisal of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Keep up to date with developments in educational policy and practice including the ISI Inspection Framework.
- Attend School-based INSET and external courses as appropriate.
- Oversee CAT and CPI testing and the use of standardised data ensuring staff are aware of the impact of this data on teaching and learning.
- Prepare agendas for, and Chair Heads of Department meetings.
- Ensure that good practice is shared amongst the teaching staff.
- Support effective communication by forwarding minutes, conclusions of meetings and any other documentation to the relevant staff members.
- Oversee the updating and improvement of the school's Academic policies.
- Take an appropriate part in the school's appraisal process.
- To implement any teaching and learning actions raised by the pupil voice, which have been authorised by the Executive Leadership Team.
- To line manage the Cocurricular Coordinator and to have oversight of the Year 5 to 8 Cocurricular activities, ensuring that they are balanced and appropriate.

- Communicate regularly with Directors of Admissions of Senior Schools, to support the progression of Beachborough pupils to their senior schools.
- In combination with Tutors, Year Group Coordinators and subject staff to provide a reference for each pupil to their chosen senior school.
- In combination with Tutors, Year Group Coordinators and subject staff to provide a scholarship reference for each pupil to their chosen senior school.
- Support the process of preparing children for their senior school interview by offering practice interviews if appropriate.
- Oversee the management and administration of all external testing, such as 11+, Scholarship exams and ISEB Pre-Test.
- As a member of the Executive leadership Team to attend school events as appropriate in consultation with the Head.

Teaching Responsibilities

The successful candidate will be expected to teach a reduced timetable. We seek to appoint a qualified teacher who will:

- Create engaging and effective lesson plans that cater to the needs of all pupils, fostering a love of learning.
- Employ diverse teaching methods and classroom management techniques to create a positive and productive learning environment.
- Provide timely and constructive feedback on pupils' work, keeping detailed records of their progress.
- Keep abreast of current thinking and stay informed about the latest developments in education and subject-specific knowledge, incorporating new ideas into teaching practice.
- Collaborate with other teachers to share best practices, resources, and training materials, fostering a supportive professional community.
- Participate in enrichment work, extra-curricular activities, and school trips, enhancing the overall educational experience for pupils.
- Engage in continuous professional development, using new knowledge and skills to improve teaching and learning.
- Participate in in-service training sessions, contributing ideas and learning from colleagues.

Duties, Games and Extra Curricular Involvement

- Teaching members of the Executive Leadership Team are expected in school from 8am to 6pm every day as well as a late evening duty during term time.
- All teachers are expected to carry out a variety of supervision duties.
- A high proportion of our staff are involved with the teaching of games. Although not essential, a willingness to be involved here would be beneficial.
- This job description indicates the range of duties involved but is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

There is the possibility of accommodation with this position if required. If so, additional responsibilities would need to be undertaken.



Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Recognised and relevant teaching qualifications covering Primary and / or the Secondary Years</p> <p>Qualified Teacher Status</p>	<p>Senior Leadership qualifications.</p> <p>Evidence of continuous INSET and commitment to further professional development e.g. Master's degree / ISI experience</p>
EXPERIENCE	<p>Leading and managing a team of staff</p> <p>Leadership and management experience in an educational setting</p> <p>Developing and using a range of teaching strategies</p> <p>Familiar with the National Curriculum Knowledge of Key Stage 3 and ISEB curriculum Requirements</p> <p>Evidence of personal development and ambition Up to date with the latest educational thinking and pedagogical developments in the area of curriculum</p>	<p>Leadership experience in a similar role (Head of School Section) in a Prep School Setting</p> <p>Experience implementing a Budget</p> <p>Experience of working in the independent sector Experience of Timetabling</p>

<p>KNOWLEDGE AND EXPERIENCE</p>	<p>Understanding the importance of a vision and a willingness to innovate</p> <p>Ability to lead a team Effectively</p> <p>Contribute to whole school Leadership</p> <p>Pastoral care and safeguarding of children</p> <p>Monitoring, assessment, recording and reporting of pupils' progress</p> <p>Statutory requirements and legislation concerning ISI, SMSC, SEND and Safeguarding Children</p> <p>Nurturing positive links necessary within school and with all its stakeholders</p> <p>Strong IT skills and to be able to use technology efficiently</p> <p>Excellent written and verbal communication skills</p>	<p>Statutory requirements of legislation concerning Equal Opportunities and Health & Safety</p> <p>Partnership activities</p>
<p>PERSONAL CHARACTERISTICS</p>	<p>An excellent leader and Manager</p> <p>A reflective practitioner, good at implementing change</p> <p>A good communicator, able to listen and consult</p> <p>Enthusiastic and a natural 'self-starter'</p>	

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, approachable, committed and enthusiastic

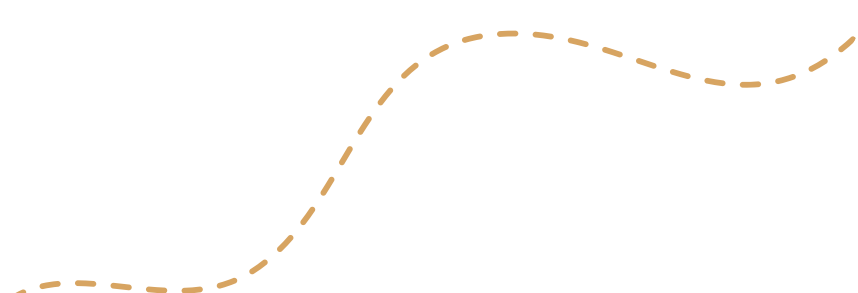
Have a sense of humour and the ability to make learning fun

Sympathetic to the values and mission of our school

A strategic thinker

Patient and resourceful

Reliable and trustworthy



Safeguarding

At Beachborough, safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the best interests of the child.

The post holders must adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form, and the successful applicant will be subject to an enhanced DBS check.

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.



Working at Beachborough, 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
- A remuneration package, including a competitive salary (commensurate with the qualifications and experience of the successful applicant), generous fee 50% remission for children (at the discretion of the Governors)
- Lunch is included during term time
- Onsite parking
- 50% contribution to private medical insurance
- Employee wellbeing services

Updated: March 2025



How to Apply

- Download and complete the Application Form from the VACANCIES section of our school website at: www.beachborough.com/our-community/staff-vacancies.
- 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 record the subjects you teach and the sports, hobbies or extra-curricular activities you can offer.
- Email your completed application form, for the attention of the Head, to our HR Team at: recruitment@beachborough.com. Applications close at 12.00 noon on Friday 21st March 2025.
- Interviews will take place in the week beginning **Monday 24th March 2025**

Visits to the school are welcome and can be arranged, by appointment. 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

Please note that the school reserves the right to appoint at any stage during the recruitment process, so please submit your application as soon as possible.

