



Beachborough

Independent Prep School for ages 2 ½ to 13

CANDIDATE BRIEF FOR THE POST OF DEPUTY HEAD (OPERATIONS)

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

We are seeking an exceptional Deputy Head (Operations) 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 (Operations) 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



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

- Manage the daily operational organisation of the school, overseeing the smooth running of the school on a day-to-day basis, ensuring that all logistical and administrative tasks are handled efficiently.
- Chair a weekly meeting of teaching and support staff to ensure the smooth running of the school on a daily basis.
- Liaise with the Deputy Head (Head of Boardman) to ensure a “one school” approach to all operational matters.

- Provide guidance, mentorship, and support to staff members, addressing any professional or personal issues that may arise.
- Assign and manage cover within the Manor House (Years 3 to 8) and arrange for substitute teachers when staff members are absent, ensuring minimal disruption to pupils' learning.
- Support the Leadership Team to develop and implement school-wide projects that enhance the educational experience for all pupils.
- Lead the school with inspection preparation, ensuring that all matters and policies relating to ISI Compliance are followed and that the school is fully compliant.
- Create schedules for staff duties and important school events, communicating these clearly to all stakeholders, pupils, parents and staff members.
- Plan and communicate a schedule for senior leadership team members to be on duty during late-night events or activities.
- Oversee all school trips working with the school EVC's to plan and oversee school trips and visits, including the approving of all risk assessments and ensuring all necessary arrangements and reviews are completed.
- Support the induction process for new staff members, oversee the appraisal system and support ongoing professional development for all teaching staff in the Manor House.
- Contribute to the annual budget setting process through identifying expenditure required within your areas of responsibility.

Management of Boarding

- To have oversight of boarding staffing, activities and trips.
 - In collaboration with the Head of Boarding to work with the Marketing Department to sustain the profile of boarding.
 - To have oversight of the smooth administration of boarding including all National Minimum Standards.
 - To undertake at least one boarding duty in the week
- 

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 Boarding duty/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:

Experience

- Qualified teacher with excellent knowledge and teaching skills
- An experienced, proven leader within a school setting
- Evidence of whole school impact through initiatives and projects
- Experience in developing initiatives to continually enhance the quality of the educational experience of pupils

Knowledge

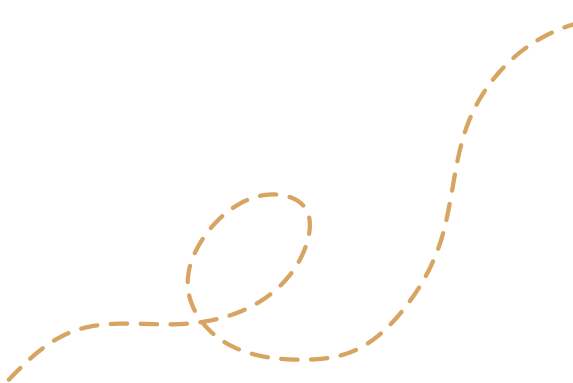
- In-depth understanding of senior leadership responsibilities concerning safeguarding and child protection, with a strong commitment to upholding and implementing best practices.
- Excellent knowledge of the ISI inspection process, with experience in preparing for and supporting successful evaluations
- Strong knowledge and understanding of a Boarding School environment and the National Minimum Standards for Boarding.
- Well-informed about current educational laws, policies, and regulations, ensuring school practices comply with legal and governmental requirements.
- Understanding of best practices for promoting an inclusive learning environment that meets the needs of all pupils, including those with special educational needs and disabilities (SEND)
- Knowledge of performance management processes, including the development of staff through mentoring, and professional development opportunities.
- An appreciation and understanding that business decisions need to be made in order to support the schools success and long term financial viability.



Skills

- Demonstrates the ability to lead, inspire, and motivate both staff and pupils to achieve excellence
- Work effectively with colleagues, parents, and the wider community to create a supportive, inclusive environment
- Highly organised with exceptional time management skills to balance multiple priorities
- Sensitive to the needs of others and thrives in both leading and being part of a team, with strong communication and support skills
- Maintain an open, professional approach in interactions with colleagues and pupils and parents
- Demonstrate the ability to prioritise tasks, manage time efficiently, and remain flexible in response to changing circumstances
- Commit to upholding high ethical standards and serving as a role model for both staff and pupils
- Inspire and lead colleagues confidently, driving innovation, change, and continuous improvement.
- Create structures and opportunities that encourage staff collaboration and sharing of best practices
- Possess strong organisational and decisionmaking skills, with a high level of personal commitment to school improvement

Personal Qualities

- Embody and promote the school's values, building trust and respect with colleagues, pupils, and parents
 - Demonstrate a forward-thinking mindset with a clear vision for school improvement and fostering pupil success
 - Maintain composure and focus in challenging situations, adjusting effectively to evolving circumstances
 - Shows a high level of personal commitment, organisational ability, and sound decision-making skills
 - Continuously reflect on personal performance and actively seek professional development and growth opportunities
 - Possesses a deep passion for education and a strong desire to grow as both an educator and a leader
- 

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.

