



Beachborough  
Independent Prep School for ages 2 ½ to 13

# CANDIDATE BRIEF FOR THE POST OF HEAD OF ENGLISH

The successful candidate will have appropriate professional qualifications (including Qualified Teacher Status) and will be willing to embrace all aspects of prep school life. An interest in supporting the Games Department would be advantageous. The Head of English will lead a dynamic and forward-thinking department, promoting excellence in reading, writing, speaking and listening across the school.

The successful candidate must empathise with Beachborough's mission and vision:

## **Mission Statement**

Our mission is to enable children to have a happy, bright and successful future

## **Vision Statement**

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.

## The English Department

The aim of the English Department is to foster a lifelong love of reading, writing and language in all pupils. Through a rich and varied curriculum, pupils are encouraged to develop their skills in comprehension, creative and transactional writing, oracy and critical thinking.

The department seeks to inspire curiosity through exposure to high-quality literature from a range of genres, cultures and historical periods. Pupils are supported in developing confidence as articulate communicators and thoughtful readers, equipped with the skills to interpret, analyse and express ideas clearly.

English plays a central role in supporting pupils' academic development across the curriculum. The department works collaboratively with colleagues to promote high standards of literacy, ensuring that pupils can access and succeed in all subject areas.

Preparation for Scholarship examinations is a key strength of the department, with pupils regularly achieving strong outcomes and progressing to leading senior schools.

Enrichment is an important aspect of English at Beachborough. Opportunities may include author visits, theatre trips, writing competitions, reading initiatives and celebration of national literary events. These experiences enhance pupils' engagement and deepen their appreciation of literature and language.



## About Beachborough

Beachborough is a vibrant day school with approximately 400 pupils, offering a flexible boarding provision. At the heart of our ethos is the belief in valuing every individual's effort, ensuring that the close-knit, 'family feel' permeates every aspect of school life, especially in our pastoral care. We pride ourselves on being an inclusive and welcoming community, embracing families from diverse backgrounds. Many American families connected to a nearby military base choose Beachborough, enriching our school with a global perspective that beautifully balances our celebration of British heritage.

Beachborough delivers a broad, balanced, and demanding academic curriculum. While we are not academically selective, we aim to provide the best possible education for every child, recognising when individual needs might require alternative provisions. Co-curricular activities, offered from the Early Years Foundation Stage (EYFS) through to Year 8, are an important aspect of school life and a significant attraction for our families. Our commitment to the arts, through Drama, Art, and Music, provides pupils with many opportunities to explore their creative potential.

An exciting feature of Beachborough is our focus on STEAM education. This approach fosters interdisciplinary learning and encourages pupils to think critically and innovatively. Specialist STEAM days further enrich the curriculum, offering immersive opportunities for pupils to collaborate on real-world challenges and projects.

We also have a dedicated Sports Hall that enhances our fitness and sports programmes, alongside valued partnerships with Northampton RFC and Buckingham Ladies Hockey Club. These collaborations allow pupils to benefit from high-quality coaching and opportunities to excel in physical education.

Beachborough's teachers are deeply committed to every pupil's academic journey, focusing not only on final outcomes but also on fostering a lifelong love of learning. We are quietly proud of the growing number of scholarships and awards our pupils achieve, reflecting the quality of education we provide.

Our passion for excellence has long been driven by a determination to embrace innovation and new technologies, ensuring we deliver the highest academic standards while preparing children for the future. Guided by the leadership of our Head, Mrs. Simone Mitchell, and supported by an active team of Trustees led by our Chair of Governors, Beachborough is a place where children thrive in a nurturing and ambitious environment.

## Job Description

<b>POSITION</b>	Head of English
<b>REPORTS TO</b>	Deputy Head (Curriculum)
<b>LINE MANAGES</b>	Teachers of English in the Manor House (Forms V-FVIII)

## Key Purpose of the Job

Reporting to the Deputy Head Curriculum, the Head of English will uphold and promote the aims and objectives of the school. The Head of English will endeavour to provide pupils with the highest standards of education and care in accordance with the school's aims, policies and procedures.

To carry out the professional duties of a teacher, having regard for the requirements laid down in the Contract of Employment, the values and mission statement of Beachborough School, and to implement policies as laid down by the Head and the Governing Body.

To be responsible for the education and welfare of the children under your care in accordance with our corporate responsibility for discipline, well-being, pastoral care and a strong culture of safeguarding, including Prevent Duty.

It is the responsibility of all staff to source, understand and apply all school policies relevant to their role, including the Staff Code of Conduct.

To demonstrate a secure knowledge and understanding of all areas covered in the Staff Handbook.

Beachborough takes the safeguarding of children very seriously and staff are required to be fully aware of all policies and procedures related to Child Protection. An Enhanced DBS check is required as part of the recruitment process.

To act at all times as a professional role model for pupils and colleagues, in line with the school's expectations and values.

## **Main Activities**

### **Communication and Collaboration**

- To liaise and communicate regularly with the Deputy Head Curriculum, senior leaders and colleagues.
- To work collaboratively with other Heads of Department to support curriculum coherence and whole-school priorities.

### **Teaching and Learning**

- To be an exemplar of outstanding classroom practice.
- To ensure that the English curriculum is coherent, progressive and appropriately sequenced from EYFS/Prep through to scholarship level, with clear development of reading, writing, speaking and listening skills.
- To foster a love of literature, language and communication across the school.
- To manage and deploy Teaching Assistants and Learning Support Assistants effectively to support learning.
- To ensure the effective implementation of Beachborough's Scheme of Work for English and to remain up to date with developments in English education, pedagogy and resources.
- To produce, review and refine written schemes of work and weekly lesson plans in collaboration with the English team.
- To evaluate English planning and provision regularly to ensure high standards and consistency.
- To teach pupils according to their individual educational needs, including effective differentiation, challenge and support.
- To set, mark and assess work in line with school policy, providing high-quality feedback that supports progress.

- To monitor and assess pupils' progress and achievement, using formative and summative assessment data to inform teaching, intervention and next steps.
- To maintain accurate assessment records and analyse data to support pupil progress and departmental development.
- To assess, record and report on pupils' attainment, progress and development in accordance with school policy.
- To communicate and consult effectively with parents regarding pupils' academic progress, development and pastoral needs.
- To prepare written reports to the highest standard and meet all published deadlines.
- To prepare for and attend two Parents' Evenings per academic year.
- To promote a culture of reading for pleasure across the school, including leadership of initiatives such as reading programmes or library development.

### **Leadership and Management**

- To lead, manage and inspire the English Department, including other teachers of English.
- To support, mentor and develop colleagues, including non-specialist teachers of English where appropriate.
- To ensure that all pupils make good progress in English, including those requiring additional challenge or support.
- To manage departmental resources effectively, working within the allocated budget.
- To oversee the effective use of digital tools and resources to enhance teaching, learning and assessment in English.
- To ensure that the school's Assessment Policy is implemented consistently across the department.
- To carry out regular work scrutiny, lesson observation and monitoring of teaching and learning within the department.
- To take a full and active part in the Beachborough Performance Management process and demonstrate a strong commitment to continuous professional development.
- To lead whole-school literacy development, supporting colleagues in embedding high standards of written and spoken English across the curriculum.
- To organise and oversee booster groups, intervention programmes and scholarship preparation as appropriate.

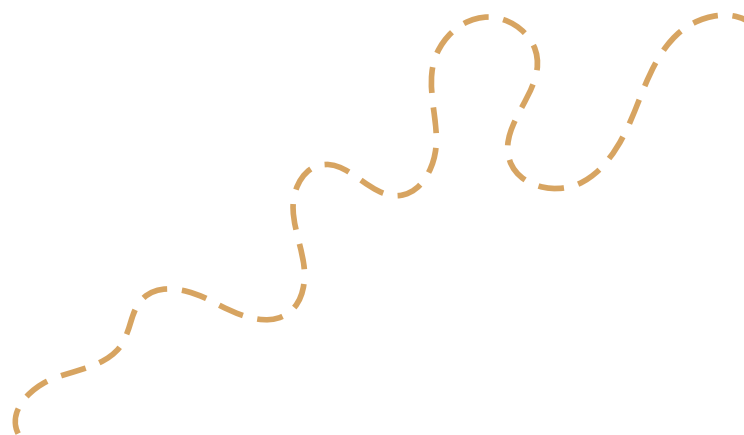
- To contribute actively to inspection preparation and the implementation of the school's Strategic Plan.
- To develop and maintain strong relationships with partner and senior schools, particularly in relation to English curricula, transition and scholarship expectations.
- To organise enrichment opportunities such as author visits, reading initiatives, theatre trips, writing competitions or events that enhance English learning.
- To promote English within the wider school community, including contributing content to the school newsletter and social media channels.

### **Pastoral Responsibilities**

- To promote the progress, wellbeing and personal development of individual pupils.
- In liaison with the SENDCo, to ensure that the needs of pupils with SEND are met effectively within the classroom environment.
- To support pupils at key transition points between year groups.
- To accompany pupils on trips and outings as necessary and complete all required risk assessments.
- To demonstrate flexibility and commitment in supporting pupils within Manor House.

### **Whole School Responsibilities**

- To work collaboratively as part of the wider school team.
- To contribute positively to whole-school priorities, including wellbeing, enrichment, inclusion and sustainability, where appropriate through the English curriculum.
- To contribute to the Games Programme
- To contribute to the Co-Curricular Programme.
- To fulfil a fair and equitable share of duties and cover



## Personal Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor's degree in English or a relevant and suitable subject</li> <li>• A teaching qualification such as a PGCE.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Ability to teach English to scholarship level within Years 5–8</li> <li>• Experience of providing relevant, differentiated and inspiring teaching for all pupils</li> <li>• Experience of leading a department, including managing a budget</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience running a department including managing a budget.</li> <li>• Experience of teaching Common Entrance and Scholarship.</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Effective provision for individual learning needs</li> <li>• Outstanding pastoral care and safeguarding</li> <li>• Curriculum requirements for the relevant age range</li> <li>• Assessment, recording and reporting of pupil progress</li> </ul>	<ul style="list-style-type: none"> <li>• New developments and advances in the teaching and direction of English and take an active interest in CPD.</li> </ul>

<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Inspirational, committed and highly effective practitioner</li> <li>• Strong communication and organisational skills</li> <li>• Ability to use digital technologies to support teaching and learning</li> <li>• Ability to build strong relationships with colleagues, parents and the wider community</li> <li>• Ability to create a stimulating and engaging learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching Common Entrance and Scholarship</li> <li>• Experience of leading reading or literacy initiatives</li> <li>• Interest in wider cultural and literary enrichment opportunities.</li> </ul>
<p><b>Personal characteristics</b></p>	<ul style="list-style-type: none"> <li>• Organised, resourceful and approachable</li> <li>• Enthusiastic, empathetic and committed</li> <li>• A sense of humour and ability to inspire a love of learning</li> <li>• Sympathetic to the values and mission of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Have an understanding and empathy with the ethos and spirit of Prep Schools/ Independent education.</li> </ul>

## General Notes

If the post offered is full time, a discount of 50% is available for the children of the successful candidate at the discretion of the Governors. Part time teachers benefit pro rata.

Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form.

## 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. Complete the Application Form.
- 2. Please e-mail your application to the HR Manager, Mrs. Dianne Igoea ([d.igoea@beachborough.com](mailto:d.igoea@beachborough.com)) by **Monday 20<sup>th</sup> April** and interviews will be held as soon as possible afterwards.

*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.*

