

Application Pack

Deputy Headteacher – Behaviour & Culture

Required for Easter or September 2025





Dear Colleague

Deputy Headteacher Appointment – Behaviour & Culture

Welcome to The Beaconsfield School and thank you for your interest in our vacancy for Deputy Headteacher.

The Beaconsfield School is a vibrant, happy, and inclusive school. We are an oversubscribed non-selective secondary school, with 870 students on roll. We are a successful school in terms of our student's progress and our reputation within the community, this is because we care passionately about the achievement and development of every student at school and beyond. Our success is built on the quality of relationships. As a team our staff, governors, students, parents, and carers work collaboratively with a strong sense of community built on core values of Hard work, Respect, Responsibility, Empathy & Community.

Our vision is to realise the potential in all through having high aspirations both within and beyond the classroom. In May 2024 Ofsted visited the school and confirmed what we already knew, we are a good school with a highly positive culture. Staff and students are rightly proud of our school community. We are seeking to appoint a Deputy Headteacher to build from this success and further drive improvements in the school by providing excellent leadership across the school's pastoral systems. A key focus of the role is ensuring exemplary behaviour and conduct through the school, ensuring the school provides the right climate and culture for all students to realise their potential. The successful candidate will need to be highly motivated, with a can-do attitude. The ability to communicate with a range of stakeholders effectively is essential, as is the ability to keep things in proportion.

Please find enclosed an application pack, which includes a job description and person specification together with further information about The Beaconsfield school, which is highly successful in our local community. Further information is also available on our website www.beaconsfield.school

When submitting your application form, please include a personal statement (no more than 2 sides of A4) demonstrating how your knowledge, skills and experience make you suitable for the role, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date is **12 noon on 30th January**, and the interviews will be held on the week commencing 3rd February.

If you would like to visit us, or you wish to discuss the position informally with me prior to submitting your application, please contact the Headteacher's PA via Headspa@beaconsfield.school. I look forward to receiving your completed application form and personal statement and wish you every success. This is an exciting time for our school, and we hope this opportunity is one that appeals to you.

Yours faithfully

Caroline Legg - Headteacher

Deputy Headteacher Appointment – Behaviour & Culture

The successful candidate will be key to the future development of our school. They will have a major influence on our future direction and as such will need to share our vision and have the energy, enthusiasm, and organisational skills to make things happen.

The role is advertised to start at either Easter or September, this is deliberate to ensure that we appoint the right individual to the role. The salary range for the position is L18 – L22 plus fringe allowance.

You will:

- Be passionate, innovative and a motivated leader with a genuine commitment to making a difference
- Be an excellent role model to staff and students with the drive and determination to become a Headteacher in the future
- Demonstrate integrity and respect for the opinions and circumstances of others through strong emotional intelligence
- Be committed to driving high standards, with the ability to inspire staff and students to achieve their personal best
- Have excellent communication skills, with an ability to communicate to a range of stakeholders
- Have experience of leading pastoral systems within a secondary school context

We can offer:

- The opportunity to work at a good school, where Ofsted recognises pupils are proud to behave well
- A positive working environment, which prioritises staff wellbeing through additional non-contact time and co-planning periods
- Professional development opportunities through supporting NPQ & MA programmes
- Excellent facilities
- Access to Employee Assist benefits programme
- The opportunity to shape the future strategy and direction of the school in preparation for future Headship

How to apply:

Please complete an application form which can be accessed here – <https://www.beaconsfield.school/Staff-Vacancies/>



Please include a personal statement (no more than 2 sides of A4) demonstrating how your knowledge, skills and experience make you suitable for the role, and in particular, how you meet the requirements of the person specification.

Send your completed application form and personal statement to HR@beaconsfield.school

Closing date: 12pm **12 noon** on **30th January 2025**

Interviews will be held during the week commencing 3rd February 2025

Job Description

Deputy Headteacher Behaviour & Culture

Purpose:

- Supporting the Headteacher in formulating the aims and objectives of the school
- Reviewing and establishing the policies through which these will be achieved
- Effectively managing staff and resources
- Communicating effectively with all stakeholders
- Monitoring and evaluating progress of all initiatives and policy implementation
- Deputising in the absence of the Headteacher

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Qualities:

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities School culture and behaviour:

Under the direction of the Headteacher, the Deputy Headteacher will:

- Lead on whole school policies, protocols and structures to promote high standards of behaviour and conduct for all students, this includes the schools approach to rewards and conduct for learning
- Review and evaluate the implementation of school behaviour policies regularly
- Lead the pastoral staff, including Heads of Year and Pastoral Support Officers
- Develop systems and programmes to pro-actively support positive behaviour, this includes use of the inclusion room and effective line management of pastoral support officers
- Oversee Alternative Provision, ensuring value for money and safeguarding compliance
- Lead on attendance, responsible for effectively monitoring attendance for all groups

- of students and taking effective action to drive attendance above national average
- Lead on admissions processes, including line management of admissions support administrator
 - Lead on the schools mentor time provision and assembly programme, including effective quality assurances process to evaluate the quality of provision
 - Lead the school's RSHE provision, ensuring both statutory compliance and
 - Work effectively with Assistant Headteachers to devise and implement effective personal development provision across the school, this includes whole school provision for PSHE
 - Create a culture where pupils experience a positive and enriching school life
 - Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
 - Ensure a culture of staff professionalism
 - Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
 - Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that

Professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Lead and deliver training to all staff and other stakeholders
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Safeguarding and Child protection:

The Beaconsfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person Specification

Deputy Headteacher Behaviour & Culture

Key

E = Essential for the role D = Desirable

	Qualifications	E	D
1	QTS	X	
2	First degree	X	
3	Evidence of recent professional development e.g. NPQH, Masters or other relevant training		X
4	Evidence of professional development pertinent to the role	X	
	Successful Experience		
5	Significant leadership and management experience at a Senior Leadership Level, with a proven track record for making improvements	X	
6	Experience of being a DSL within a secondary school setting		X
7	Highly successful experience of leading and managing whole school developments in several areas	X	
8	Experience of working with governors	X	
9	Experience of leading training, mentoring, coaching, and performance management	X	
10	Experience of supporting community or external agencies involvement in school	X	
11	Producing and implementing strategic improvement plans and school self-evaluation	X	
	Knowledge & Understanding		
12	To have knowledge of a range of leadership and management styles	X	
13	To have a good understanding of national policies and developments in secondary education, current educational issues, and the statutory and OFSTED frameworks within a school operates to meet students' needs	X	
14	What constitutes excellent classroom practice and a clear understanding of how to improve the quality of effective teaching, curriculum, and assessment	X	
15	What constitutes excellent pastoral care and support for individual students.	X	
16	The process of robust self-evaluation to ensure that the governors are aware of areas of strength and development	X	



	Leadership and Management		
17	The ability to set high and clear expectations, hold others to account for their performance and contributions they make to the school community	X	
18	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact, to communicate effectively with a range of audiences and to listen to others' points of view.	X	
19	Accurate interpretation and effective use of comparative data in raising whole school standards	X	
20	To deal with people in a sensitive, calm, and challenging way to resolve potential conflict.	X	
21	Presence and the ability to provide strong visible leadership.	X	
22	Evidence of promoting good relationships with all stakeholders.		X