



Guiding the next generation



# ASSISTANT HEAD (Head of Girls)

Permanent - Full Time

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For April or September 2026



## INTRODUCTION

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The Beacon was founded in 1933 by its first Headmaster, Stanley Fieldhouse, opening on its current site with just 5 boys.

Today, The Beacon has over 450 pupils from Nursery to Year 8 and is set in 18 acres within the Chilterns countryside, located in Amersham.

Whilst The Beacon currently educates boys, the school is to become co-educational in September 2027. The first girls will join the Nursery in September 2026 with a further intake at the normal entry points of Reception, Year 3 and Year 7 in September 2027.

## GUIDING THE NEXT GENERATION

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The Beacon prides itself on academic excellence, abundant opportunities and our ability to identify an individual's potential; preparing them for what's now, what's next, and wherever life may take them.

### ACHIEVE ACADEMICALLY. PROSPER PERSONALLY.

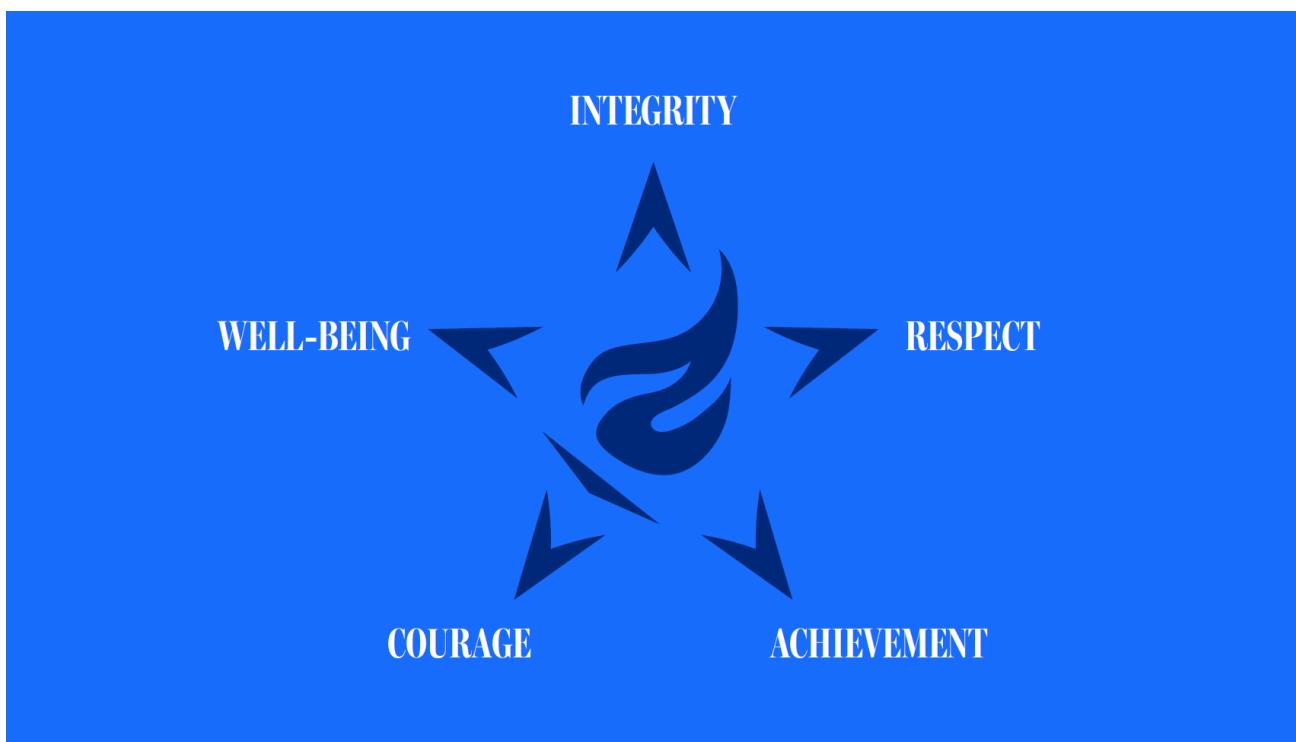
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From the first steps to the last exam, our team of inspiring teachers and staff deliver best-in-class education in an enriching and enlightening environment.

## THE BEACON VALUES

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Our values are embedded into Beacon Life.



# WELCOME FROM THE HEADMASTER

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Dear Applicant,



Thank you for your interest in our role of **Assistant Head (Head of Girls)** at The Beacon.

The Beacon School Amersham is to become co-educational in September 2027. The first girls will join the Nursery in September 2026 with a further intake at our normal entry points of Reception, Year 3 and Year 7 in September 2027.

As part of this development, we're seeking an exceptional qualified professional to join our Beacon staff team on a permanent basis and to facilitate the integration of girls into our community and promote and champion their pastoral support and welfare over an initial three year period.

The post holder would be a member of SMT at Assistant Head level. We would envisage that after a successful and impactful three years, the transition to becoming fully co-ed will be completed and alternative management duties would be allocated, whilst remaining on the school's management team. This opportunity will be available from **September 2026** (with potential for an earlier start date if preferred by the successful candidate).

Candidates will require proven experience of educating young girls, either in a co-educational or single sex environment and be naturally confident working with the relevant age groups – namely Nursery to Year 8.

The Beacon is a large prep school for pupils aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school is accessible by Chiltern Railways and Met Line, located close to Amersham town.

To give you a flavour of life at The Beacon, please look at our website [beaconschool.co.uk](http://beaconschool.co.uk). Here, you will find our Safeguarding and Child Protection Policy too.

The Beacon is an exceptional school, and we seek exceptional people. I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Nick Baker'.

**Nick Baker**  
**Headmaster**

**IMPORTANT NOTE:**

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



# JOB SPECIFICATION

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<b>Job Title:</b>	Assistant Head
<b>Hours:</b>	Full-time (Monday – Friday)
<b>Job Purpose:</b>	To be an active and inspirational member of the school's Senior Management Team at Assistant Head level.

## MAIN DUTIES & RESPONSIBILITIES:

During the initial stage\* of this senior management post, to lead and drive the agenda for the 'Beacon Girls' journey - including pivotal involvement in admissions, pastoral care, academic progress and co-curricular activity through to future secondary schools.

- Plan and closely oversee the induction of girls to the Beacon, working with fellow Assistant Heads, Head of Pre-Prep and Head of EYFS to ensure that all girls feel instantly welcome and settle smoothly into the School.
- Ensuring an environment where girls feel they belong and fully included - designing and delivering suitable pastoral and wellbeing initiatives.
- Chair half-termly staff meetings where the pastoral, academic and inclusivity of girls is closely monitored.
- Assisting the Senior Deputy Head with tracking and monitoring academic progress.
- Work closely with the DSL playing an instrumental role on the pastoral and safeguarding teams.
- Working with the Head of Learning Support to ensure pastoral and wellbeing support for girls with additional needs.
- Enhancing the co-curricular programme to increase the breadth of opportunity on offer and partnering with the Assistant Head (Co-Curricular) to actively promote engagement across the whole school community.
- Contribution to the leadership of the tutoring provision, including tutor training and development.
- Assisting the Deputy Head Pastoral with tracking, monitoring and following up on attendance concerns.
- Working with the Head on future schools and assessing suitability of pupils.
- Working with the SMT, to broaden strategies around positive behaviour including rewards and sanctions.
- Assisting with dealing with girls and their families in relation to pastoral and disciplinary concerns.
- Working with SMT, to oversee the induction and pastoral care for any girls receiving bursary assistance.
- Present to staff, parents, and governors as required and lead assemblies from time to time.
- Assist with staff training & development.

*\*following successful completion of the above (envisioned as a three year assignment) alternative management duties commensurate to Assistant Head level would be allocated to the post-holder by The Head.*



## Other:

- To teach to the timetable as set each year and adhering to all safeguarding obligations as required as member of staff.
- Attend and actively contribute to weekly SMT meetings and attend Governor meetings if required.
- Ensure the efficient management of any relevant budgets.
- Health and safety of pupils, visitors and work colleagues in accordance with school policy and legislation.
- Contribute to the overall life of the whole school.
- Contribute to the School's marketing strategy and to participate in Open Days, Speech Days, Conferences, Shows and Exhibitions etc.

**Flexibility:** You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

## SAFEGUARDING

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Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the school's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues.

### Please Note:

- *The role will bring you into contact with children at a high level of responsibility for children.*
- *The role constitutes regulated activity with children.*
- *In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.*



# PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>	Suitable teacher qualification
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of educating young girls, either in a co-educational or single sex environment</li> <li>• Naturally confident working with the relevant age groups – Nursery to Year 8</li> </ul>	To have worked in the independent sector
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong leadership abilities</li> <li>• Excellent communication and presenting skills</li> <li>• Excellent teaching abilities</li> <li>• Highly organised</li> <li>• Strong pastoral skills</li> </ul>	To have acted at Senior Management Level within a similar school setting
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Relevant curriculum/s to year 8</li> <li>• Up to date safeguarding training</li> </ul>	Specialist subject or keen interest in a particular subject
<b>Other</b>	<ul style="list-style-type: none"> <li>• Excellent role model</li> <li>• Able to quickly settle into new environments</li> <li>• Enthusiastic about learning and teaching</li> <li>• Commitment to maintaining the highest standards in classroom delivery</li> <li>• Friendly and approachable</li> <li>• Ability to remain calm and professional in all situations</li> <li>• Self-motivated and versatile</li> <li>• Strong desire to contribute to school life as a whole</li> <li>• Highly professional with positive outlook</li> <li>• Team player</li> </ul>	



## THE PROCESS

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please download from TES/the school's website and send a copy of your completed Application Form and covering letter by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

**Closing date for receipt of applications is Friday 30 January 2026.** Interview date to be confirmed.

***We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.***

Please note: CVs cannot be accepted. Whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.

## CONTACTS

**Address:** The Beacon, 15 Amersham Road, Chesham Bois, Amersham, Bucks, HP6 5PF

**Telephone:** The HR team at The Beacon 01494 433654

**Email:** [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

**Website:** [beaconschool.co.uk](http://beaconschool.co.uk)

