

Candidate Brief for the position of

Deputy Head Lower School

Newton
PREP





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The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 635 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school.

Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



Summary of the Role

The Deputy Head Lower School is a key member of the School's Senior Leadership Team. You will be expected to lead, challenge, motivate and inspire the Lower School staff to ensure that we maintain and extend outstanding educational provision.

Applications are invited from candidates with excellent communication and organisational skills who have significant experience in the Early Years Foundation Stage Phase and Key Stage 1. You will need a proven track record of outstanding teaching and previous experience in a leadership role. This appointment will take effect from 1st September 2025.

This is a superb opportunity for someone seeking to move into or broaden their experience in senior leadership. The successful candidate will benefit from excellent facilities and resources combined with a competitive salary. The successful candidate will be subject to child protection screening, including a DBS check and barred list check.



Main Duties & Responsibilities

The main responsibilities of the Deputy Head Lower School include:

Pupils

- Oversee the leadership of the EYFS and Key Stage 1, ensuring statutory requirements are met as updated from time to time
- With the Deputy Head Teaching & Learning, oversee and track the academic progress of all pupils in the Lower School including those with SEND/EAL (including monitoring of interventions and additional support)
- Monitor and track pastoral issues of all Lower School children
- Responsible for the maintenance of behaviour logs e.g. Anti-bullying and Serious Misbehaviour
- Manage CPOMS database, track patterns, analyse data and share with staff as appropriate
- As one of the DSLs, handle all safeguarding and child protection issues and lead staff training in Safeguarding and Child Protection
- Monitoring of pupil attendance (absence and lateness)
- Lead assemblies
- Write and review relevant school policies, risk assessments and publications

Parents

- Be available at the school gate each morning to meet informally with parents

- Deal with parent concerns that have progressed beyond the class teacher/Head of Year
- In collaboration with the Head and Communications Team, liaise with prospective parents through parent tours/ answering queries by email or at assessment mornings

Staff

- Manage a team of 40 staff members across the Lower School
- Managing the School Nurse and the practice of the Medical Room. Ensure that staff are trained regularly in Paediatric First Aid

- Manage the Heads of Year (Nursery to Year 2), plus the Assistant Head Lower School
- Contribute to the whole-school staff meeting schedule, in collaboration with the SLT
- Observe new staff as part of their induction process and ongoing CPD
- Contribute to the whole-school Appraisal Process in collaboration with the Deputy Head Teaching & Learning
- With the Assistant Head Lower School, oversee CPD for Teaching Assistants ▶



The main duties of the Deputy Head Lower School include:**Organisation and Administration**

- Oversee the day-to-day running of the Lower School
- Meet weekly with the Deputy Head Teaching & Learning to discuss planning, assessment, academic interventions, timetabling and pupil progress
- Oversee all Lower School events such as Welcome and Curriculum Evenings, Parents' Evenings, Christmas Plays etc
- Deployment of staff in Lower School, including recruitment, induction and allocation of staffing including duties and cover for absence
- Meet weekly with the Heads of Year (Nursery to Year 2) and Assistant Head Lower School for 1:1 meetings plus a weekly team meeting.
- As a DSL, meet twice yearly with the Proprietor and a member of the School Council who is responsible for safeguarding
- Contribute to the termly Head's report to School Council
- Ensure that classrooms are well-kept with inviting displays and clear organisation
- Manage a number of Lower School budgets
- Manage the Supply budget for Lower School
- Complete weekly Absence Returns for HR and also conduct Return to Work interviews with staff
- Check the content for the Lower School sections of the School Website and other publications including weekly newsletters

and Curriculum Journeys in discussion with the SLT, oversee all Lower School entries in the School Calendar

- Approve all Lower School trips and visits
- Working with the Deputy Head Teaching & Learning, contribute to the strategic planning and implementation of the Lower School timetables

Other

- Collaborate with the PTA on relevant matters
- Proof-read pupil reports
- Oversee the assessment process for pupils joining Nursery to Year 3, working closely with Admissions
- Work with the SLT and Admissions, to oversee the onboarding of all new pupils and their families, including, managing Nursery Playdates for new Nursery pupils in the Summer Term, move up afternoon, and transition between Lower and Upper School
- Liaise with local nursery schools by visiting settings and organising networking events at Newton Prep
- To attend termly meetings of the School Council and its sub-committees as requested, as well as the annual School Council Away Day
- To provide regular written updates to the Education Committee, General Purpose Committee and the School Council



Person Specification

It is expected that the Deputy Head Lower School will be an inspirational, creative, organised and ambitious leader who is passionate about high quality teaching and learning from EYFS to Year 2 (KS1).

The successful candidate will have the following key skills, experience and attributes:

- Recognised teaching qualification
- QTS
- Level 3 DSL training
- Proven leadership/management experience
- Proven excellence in teaching in EYFS and KS1
- Excellent classroom practitioner
- Ability to lead, guide and inspire staff
- Ability to multi-task & prioritise
- Good ICT skills
- Excellent communication and interpersonal skills
- Confident when speaking to large audiences
- Excellent literacy skills
- An excellent understanding of and aptitude for pastoral matters
- Excellent knowledge of the EYFS and KS1 Curriculum

Ideally but not essential

- Experience of working on a senior leadership team
- Previous experience in a senior pastoral role
- Child protection and safeguarding experience
- Experience of working in an independent school
- Experience of managing whole school issues
- Good working knowledge of ISI regulations, particularly in relation to pastoral and safeguarding matters and EYFS



Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment.

A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

Salary

A competitive salary package, above the national teachers' scale for Inner London, will be offered in accordance with the School's salary scale which will reflect the experience and qualifications of the

successful candidate. Salaries are paid by BACS transfer on the last working day of each month in twelve equal payments.

Period of employment

Permanent, Full-Time

Working hours

Normal School hours during term time are 8.15am to 4.30pm Mondays to Fridays. However, this is a senior appointment and the post holder will be required to work such hours as are necessary, whether or not such hours are within the normal school hours, and will be required to be available for work at all times when the School is open, and at such other times (including during school holidays, at weekends and before and after the School's normal starting and finishing times) as may be necessary in the reasonable opinion of the Head for the proper performance of their duties.

Probation

This post is subject to a probation period of twelve months. During this probationary period either you or the School may terminate your employment by giving not less than one month's prior written notice. The School may, at its discretion, extend the probationary period for a further period in the event it is considered necessary.

Notice

Following the successful completion of your probationary period your notice period will be one Term's notice in writing on or before the last teaching day of each term to expire at the end of the next Term.

Pension

Teachers will automatically be enrolled into the School's flexible Defined Contribution pension scheme with the Aviva Pension Trust for Independent Schools (APTIS).

Associated benefits include group life cover and group income protection.

Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria).

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, training and development opportunities.



Application

Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving school. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00am Friday 28th March 2025**.

Application is by form only. Application packs, including the Application Form, may be downloaded [here](#) or from our website newtonprepschool.co.uk. Candidates should complete the School's Application Form electronically and email it to the HR Assistant at: hassistant@newtonprep.co.uk.

Alternatively, forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255**. (We are not currently accepting applications from Recruitment Agencies.)

Formal interviews will be held on the week commencing **Monday 28th April 2025**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.





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Newton Prep Ltd