

Staff Vacancies at Garden House School

# Assistant Head (Academic)



To Start: September 2026

# Who We Are

*"Garden House excels at, in a word, balance - both inside and outside the classroom."*

**Thank you for your interest in the role of Assistant Head (Academic).**

Garden House is a joyful, vibrant, purposeful school, based in the heart of Chelsea. As a leading London pre-preparatory and preparatory school, we offer a first-class education to approximately 370 children between the ages of 3 and 11 years old. Girls and boys are taught separately for most academic lessons but have numerous opportunities to interact with each other during the school day, giving our children the very best of both worlds.

As a key player in our ambitious Senior Leadership Team, you will be an inspiring, innovative and committed professional who is strongly motivated to drive standards further forwards across the whole school.

Our boys and girls gain places and scholarships at some of the most prestigious day and boarding schools in the country. However, while our academic standards are very high, this is not to the detriment of all the other vital elements of our provision. A broad and balanced curriculum is central to our history and ethos, and success in the creative arts or on the sports fields is celebrated and encouraged just as much as success in the traditional academic subjects.

Kindness underpins our ethos and is reflected in all that we do and strive to achieve. Established over 25 years ago, our 'Kindness Code' replaces any school rules and serves as our guide for how all members of the school community should treat each other.



## Benefits of working at Garden House School

The successful candidate will receive a competitive salary, commensurate with experience and in recognition of the seniority of the post. You will join a highly supportive and dynamic working community, with outstanding opportunities for professional development, and where collaboration across all parts of the school is the norm. We are unashamedly proud of the fact that our staff look forward to coming to school as much as our children. Benefits include automatic enrolment in the Aviva Pension Trust for Independent Schools (APTIS), free lunch and other refreshments during term time, cycle to work scheme, an excellent CPD program, social events for staff and staff fitness classes, held at the school during term time.

## How to Apply

To apply, please complete the application form. You should also include a covering letter detailing your experience and suitability for the role.

This is a full-time and permanent position.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples might include, but are not limited to, a request for extra time, a wheelchair accessible interview room or alternative format for any written tasks such as large print versions.

*Garden House School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.*



## GARDEN HOUSE SCHOOL

Garden House School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening; pre-employment checks including (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with *Keeping Children in Education*)
- The Disclosure and Barring service (including a barred list check)
- a prohibition from teaching check
- a section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- social media checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Closing date: 9am, Wednesday, 25th February 2026

Interviews to commence: Monday, 2nd/9th March 2026



## Core Responsibilities:

<p><b>Strategic direction, development and leadership</b></p> <p>Working in collaboration with the Heads and Deputy Head to maintain and further develop a first-rate education for our pupils</p>	<ul style="list-style-type: none"><li>• Being part of the Senior Leadership Team in order to plan school development and improvement</li><li>• Ensuring the school's ethos and aims are championed in the curriculum and extra-curriculum, and its policies are borne out of practice</li><li>• Creating, implementing and updating relevant policy and practice documents; evaluating policies and making evidence-informed recommendations for change</li><li>• Ascertaining opportunities and areas for improvement arising of the curriculum and identifying and presenting solutions to SLT</li><li>• Researching, developing and championing new initiatives with regard to enhancing pupils achievement and enriching pupils' experiences of learning</li><li>• Leading by example, providing inspiration and motivation, and embodying for pupils, parents and staff the ethos, aims and leadership of the school.</li><li>• Attending SLT meetings and training as appropriate; being able to debate and discuss issues constructively and strategically, and to accept the principles of collegiality and collective responsibility of key decisions</li><li>• With the Deputy Head and Assistant Head (Pastoral), act as a link between the Heads and teaching staff and between the non-academic and academic staff, in order to ensure a spirit of cooperation and mutual purpose</li><li>• Assisting Heads and Deputy Head in the appraisal and performance management of current staff, including the line-management of some Heads of Subject and Department.</li><li>• Assisting Heads in the recruitment and induction of new staff, demonstrating an awareness of safer recruitment practices; ensuring the school appoints staff of the highest calibre who will promote the high standards of teaching and learning expected</li><li>• Demonstrating an active commitment to continuing professional development, both for yourself and the wider staff; supporting the Deputy Head to lead and organise INSET days and Twilight sessions; contributing to weekly staff meetings; identifying and advising on appropriate CPD for teaching staff, and evaluating impact on practice</li></ul>
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	<ul style="list-style-type: none"> <li>• Promoting a culture of inclusion and understanding within the school community where all stakeholder views are considered and valued</li> <li>• Liaising with the Deputy Head to ensure all ISI regulations and requirements are being followed</li> <li>• Assisting the Deputy Head in the production and monitoring of timetables</li> <li>• Taking on specific projects and additional work as directed by the Heads</li> </ul>
<p><b>Teaching and Learning</b></p> <p>Leading a large team of dedicated professionals to ensure the highest quality of teaching and learning in the delivery of the curriculum</p>	<ul style="list-style-type: none"> <li>• Being a link between all parts of the school community in order to ensure a spirit of cooperation and mutual purpose with regard to the effective delivery of the curriculum</li> <li>• Supporting the Heads of Subjects and Departments to ensure development planning is innovative and ambitious and takes into account whole school strategic planning</li> <li>• Having an overview of schemes of work to ensure the curriculum reflects the diversity within our school and the world beyond and that it provides continuity and increasing challenge between EYFS, KSI and KS2, and takes into account 8+ and 11+ exit points</li> <li>• Implementing systems for the regular review of the curriculum and its constituent areas, and for the monitoring, evaluation and development of schemes of work to ensure the highest standards of teaching and learning are maintained.</li> <li>• Identifying new opportunities for the development of the school’s academic offering, including innovation through AI and digital learning</li> <li>• Supporting Heads of Subjects and Departments to monitor the curriculum including overseeing lesson planning and evaluations, and coordinating lesson observations, learning walks and work scrutinies</li> <li>• Overseeing curriculum enrichment such as trips, workshops and events such as book week and STEM week</li> <li>• Leading by example as an outstanding teacher; promoting a culture of best practice through opportunities for team teaching and lesson demonstrations, and a commitment to sharing best practice across the school</li> <li>• Attending subject and departmental meetings where appropriate</li> <li>• Co-ordinating between subjects and departments to ensure common purpose and cross-curricular links</li> </ul>



	<ul style="list-style-type: none"> <li>• Leading and supporting others in arranging regular talks and seminars for pupils, parents and staff relating to academic matters</li> <li>• Interest in academic research and pedagogy across the primary curriculum and ability to introduce new academic initiatives to improve outcomes for pupils</li> <li>• Liaising closely with staff to ensure high quality extra-curricular activities which build on and enrich curricular learning, and reflect the full breadth of the Garden House curriculum</li> <li>• Maintaining oversight of homework and any remote provision in order to ensure quality and consistency of approach</li> <li>• Ensuring the Heads are advised of significant curriculum developments and their implications for the school; keeping up to date with e.g. government initiatives and statutory curricular requirements and disseminating relevant information to staff</li> <li>• Building purposeful relationships with colleagues in other schools, and contributing to e.g. IAPS subject meetings and training</li> <li>• With the Deputy Head and Head of Assessment, Recording and Reporting, maintaining oversight of internal exams, liaising with the Heads in order to ensure preparation for future school exams (8+, 11+, 13+ pre-tests)</li> <li>• Undertaking an appropriate programme of teaching in accordance with the general job description of a teacher</li> <li>• Being available to support all members of the school community in order to answer queries and advise on academic matters</li> <li>• Being aware of data protection regulations and assisting the Heads in ensuring that all parts of the school are compliant with current legislation</li> </ul>
<p><b>General Administration</b></p> <p>Assisting the Heads and Deputy Head in the smooth operation of daily and weekly routines; leading by example</p>	<ul style="list-style-type: none"> <li>• Supporting and contributing to the school’s responsibility for safeguarding pupils</li> <li>• Maintaining a high profile at meetings, concerts, productions, parents’ evenings and other major school events</li> <li>• Assisting the Deputy Head in managing cover for absences and timetabling</li> <li>• Undertaking morning door and lunchtime duties as requested</li> </ul>

Please note that this job description does not constitute an exhaustive list of responsibilities, and the post holder may be required to perform additional work commensurate with this role’s high level of responsibility and standing within the school. It will be subject to regular review by the Heads and Deputy Head.



GARDEN HOUSE SCHOOL

# How to Find Us

Turks Row, Chelsea, SW3 4TW

☎ : 020 7730 1652

✉ : [sarah@gardenhouseschool.co.uk](mailto:sarah@gardenhouseschool.co.uk)

## Underground

Turn left out of Sloane Square station and cross the road to enter Sloane Gardens. Turn left at the end of the street and immediately cross Lower Sloane Street at the zebra crossing. Walk straight ahead following the curve of the pavement. You are now on Turks Row and the School is on your right.

## Bus

**22:** from Putney or Oxford St

**211:** from Waterloo

**19:** from Battersea

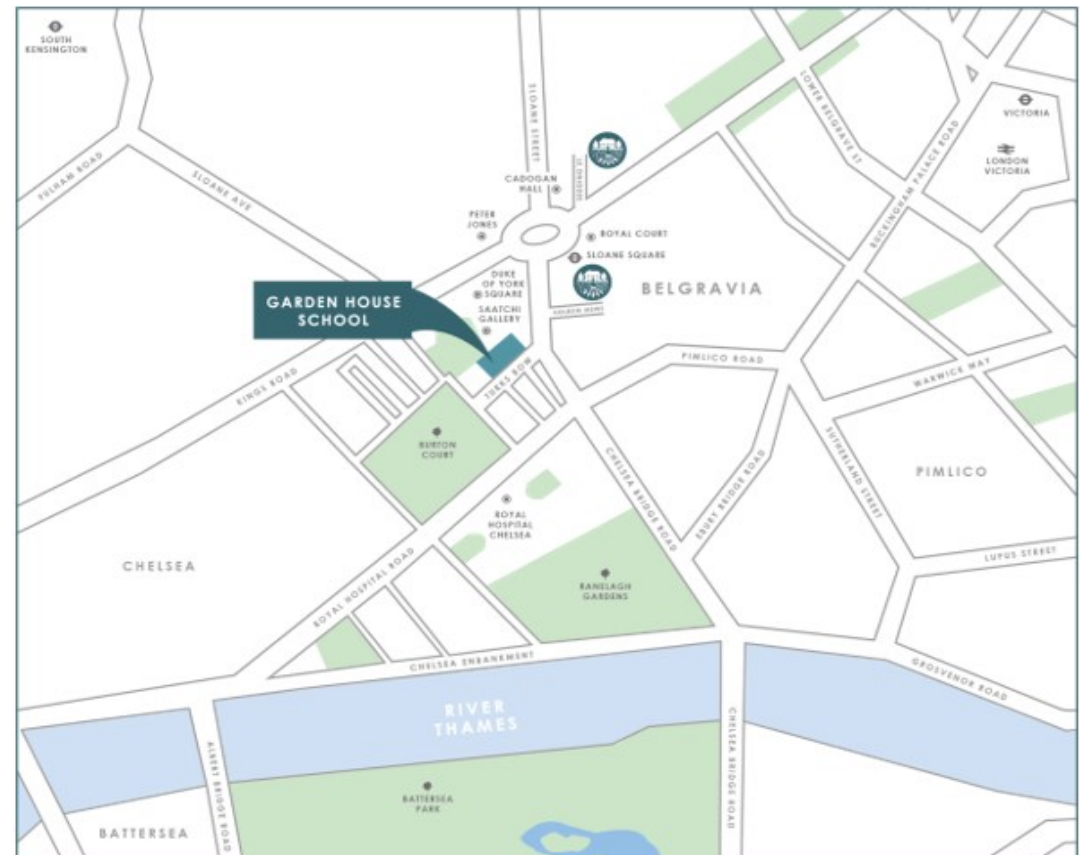
**11:** from Liverpool St

## Car

Unfortunately there is no parking on site for visitors. There are parking spaces on surrounding roads subject to RBKC meters.



*Non Sibi Sed Omnibus - Not for one, for all*



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[www.gardenhouseschool.co.uk](http://www.gardenhouseschool.co.uk)

