



EPSOM  
COLLEGE  
TOKYO

*Appointment of*  
Founding Head of Preparatory School

Candidate Information  
Required for January 2027

# Welcome from Group CEO

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Thank you for your interest in the position  
of Founding Head of Preparatory School at  
Epsom College Tokyo.

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At Epsom, we care deeply about the experience of children in our schools. We believe in high academic standards, strong pastoral care, and clear values. Kindness, integrity, ambition, and respect shape how we teach, how we lead, and how we support young people to grow with confidence and purpose.

You will bring this approach to life in Tokyo. From the outset, you will set expectations for learning, behaviour, and professional practice. The culture you establish, the team you build, and the systems you put in place will define the character of the school for many years to come.

This appointment carries significant responsibility alongside a high level of professional trust. We are looking for a leader who is comfortable building from the ground up, who sets standards with clarity and care, and who is committed to developing both pupils and staff.

You will work closely with the Head of School at Epsom College Malaysia and Group Leadership to recruit the founding team, shape curriculum and pastoral provision, establish operational routines, and build strong relationships with families. You will be trusted to lead with autonomy, while remaining accountable for educational quality, staff development, pupil wellbeing, and readiness for opening.

The Preparatory School forms part of a wider Epsom educational journey, with a defined progression into secondary education Malaysia from Year 7. This continuity informs how we design curriculum, pastoral care, and enrichment from the outset. You will play a central part in ensuring pupils are well prepared for this transition, both academically and personally.

Epsom College Tokyo will be built on Epsom's values and educational approach, drawing on established practice while embracing Japanese culture in the life of the school and its community. We are looking for a leader who understands that balance, someone who values structure and consistency, builds strong relationships within the Tokyo community, and supports children to thrive in a bilingual, international environment.

We are seeking a Head who brings professionalism, warmth, resilience, and attention to detail, and who enjoys working closely with children, families, and colleagues. Someone who takes pride in setting high expectations and creating a school where pupils feel known, supported, and challenged every day.

*Yours sincerely,*

Mark Lankester - Old Epsomian, Forest House  
Chief Executive Officer, EDUC8 Group  
Board of Governors





# Epsom College

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Founded in 1855, Epsom College is a leading British independent school with a long-established reputation for academic achievement, strong pastoral care, and the development of confident, well-rounded young people.

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Epsom places equal emphasis on intellectual curiosity, personal responsibility, and wellbeing. Pupils are encouraged to think independently, take ownership of their learning, and contribute positively to their community. This approach shapes classroom practice, pastoral provision, and co-curricular life across the school.

At its heart, Epsom is values-led. Kindness, integrity, and ambition guide how pupils are taught, how staff work together, and how leadership decisions are made. These values support a culture of high expectations alongside genuine care for each individual.

The College offers a broad and balanced education, with strong outcomes across academics, sport, music, drama, and enrichment. Its holistic approach prepares pupils not only for examination success, but for life beyond school, helping them develop resilience, empathy, and a sense of responsibility to others.

Epsom also has a long tradition of boarding education, with pastoral structures designed to support independence, community, and personal growth. These educational principles form the foundation of all Epsom schools internationally and inform the approach taken at Epsom College Malaysia and Epsom College Tokyo.



# Epsom College Malaysia

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Epsom College Malaysia delivers a British education within a full boarding and day school environment, serving students from ages 3 to 19. The school combines high academic expectations with strong pastoral care, enrichment, and a close-knit boarding community.

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Operating as one global school, Epsom College Malaysia draws on the heritage of Epsom College UK, sharing the core values of Kindness, Integrity and Ambition that have defined the Epsom name for nearly 170 years. This shared identity extends to Epsom College Tokyo, ensuring that, regardless of location, every student benefits from a consistent culture of excellence, integrity and holistic development.

Set on a purpose-built campus near Kuala Lumpur, Malaysia, Epsom College Malaysia offers a broad and balanced curriculum alongside extensive opportunities in sport, music, performing arts, and leadership. Boarding is central to school life, with house communities providing structure, support, and a strong sense of belonging. These environments help pupils develop independence, responsibility, and confidence, both in and beyond the classroom.

The school has been recognised by the Council of British International Schools as a Double Beacon School in Student Welfare and Leadership, reflecting the strength of its pastoral systems and professional practice.

Students benefit from a wide range of co-curricular opportunities, including partnerships with the Mouratoglou Tennis Academy, GOLFZON Leadbetter Academy, and LALIGA Football Academy, alongside a rich programme of creative and academic enrichment.

Epsom College Malaysia provides the onward secondary pathway for pupils from Epsom College Tokyo, with progression from Year 7 forming an integral part of the educational model. Close alignment between schools ensures consistency of values, curriculum expectations, and pastoral care, supporting pupils as they move from Preparatory education into boarding life.







# The Opportunity

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This is an opportunity to lead the founding phase of the Preparatory School at Epsom College Tokyo.

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As Founding Head of Preparatory School, you will establish the school's academic and pastoral foundations. You will recruit and develop the founding team, shape curriculum and daily practice, build strong relationships with families, and guide the school through its opening phase.

You will work closely with the Head of School at Epsom College Malaysia and Group Leadership to support continuity of values, curriculum expectations, and pastoral care as pupils prepare for progression to secondary education from Year 7.

The role offers a high degree of professional autonomy, alongside clear accountability for educational quality, staff development, pupil wellbeing, and operational readiness.

We are seeking a leader who enjoys building teams, setting clear expectations, and creating a calm, purposeful learning environment where children are supported to thrive academically and personally.



# Epsom College Tokyo Founding Context

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Epsom College Tokyo is a Nursery to Year 6 international Preparatory School opening in Autumn 2027. The school is founded on the Epsom values of Kindness, Integrity and Ambition and will open initially to pupils from Nursery to Year 4, expanding to Year 6 as cohorts progress.

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The school delivers the British National Curriculum and forms part of the wider Epsom educational pathway, with progression into secondary boarding education at Epsom College Malaysia from Year 7. This continuity informs curriculum design, pastoral provision, admissions planning, and enrichment from the outset.

Epsom College Tokyo operates as a day school in central Tokyo. During the pre-opening phase, delivery is led jointly by Group Leadership and the Founding Head, with Epsom College Malaysia providing interim operational support across admissions, marketing, finance, HR, safeguarding frameworks, and systems implementation until local leadership structures are fully established.

The school is pursuing COBIS pre-authorisation as its accreditation pathway, with compliance mapping underway across governance, safeguarding, curriculum, pastoral care, and safer recruitment. Regulatory approval to operate as an international school in Japan has been secured, facilities are confirmed for the planned opening scope, and early admissions engagement has begun.

The Founding Head will lead within a defined governance framework, supported by staffing models designed to accommodate different enrolment scenarios while maintaining teaching quality and safeguarding standards.

The founding phase focuses on establishing strong educational foundations, coherent systems, and a positive professional culture, supporting a confident opening and sustainable growth in the years that follow.



# Leadership Role Responsibilities

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The Founding Head of Preparatory School will lead the establishment and early development of Epsom College Tokyo, shaping academic standards, pastoral culture, and professional practice from the outset.

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Working closely with Group Leadership and the Head of School at Epsom College Malaysia, the Founding Head provides educational leadership across all aspects of the Preparatory School, including curriculum, staffing, safeguarding, daily operations, and family engagement.

## **Key areas of responsibility include:**

### **Educational leadership**

You will set high expectations for teaching and learning, oversee curriculum implementation, and ensure pupils make strong academic and personal progress. You will establish clear assessment practices, support high-quality classroom pedagogy, and promote a culture of continuous professional learning.

### **Pastoral care and safeguarding**

You will be responsible for creating a safe, caring, and inclusive school environment, with strong pastoral systems that support pupil wellbeing. Acting as Designated Safeguarding Lead, you will ensure safeguarding policies and procedures are embedded in daily practice and that staff are well trained and supported.

### **Building the founding team**

You will recruit, develop, and lead the Preparatory School staff team, establishing professional standards, performance expectations, and a collaborative culture. You will oversee appraisal, professional development, and staffing structures, contributing to resource planning to support sustainable growth while maintaining educational quality.

### **Operational readiness and school development**

You will lead the day-to-day running of the Preparatory School and play a central role in preparing the school for opening. This includes contributing to marketing and admissions, calendar planning, staffing models, compliance requirements, and quality assurance processes, alongside Group Leadership support.



### **Family and community relationships**

You will build strong partnerships with families and play a leading role in admissions and community engagement during the founding phase. You will represent the school with professionalism and warmth in the wider Tokyo community, ensuring families feel confident in the school's educational approach.

### **Strategic contribution**

As a senior leader, you will contribute to wider school planning, helping shape the early development of Epsom College Tokyo and ensuring alignment with Epsom values, curriculum expectations, and the Year 7 progression pathway.

This role carries significant responsibility and professional trust. The Founding Head will be expected to lead with clarity, warmth, and attention to detail, creating a calm, purposeful learning environment where children and staff thrive.





# Person Specification

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We are seeking an experienced and thoughtful educational leader who is motivated by the opportunity to establish and develop a new Preparatory School within an international context.

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## Essential qualities and experience:

- A recognised teaching qualification and degree-level education
- Proven leadership experience within a primary or preparatory school setting
- A strong understanding of high-quality teaching and learning
- Demonstrated success in leading teams and supporting professional development
- A clear commitment to pupil wellbeing, safeguarding, and pastoral care
- The ability to build positive and professional relationships with pupils, families, and colleagues
- Strong organisational and planning skills, with attention to detail
- Confidence working in an international school environment
- Excellent communication skills and sound professional judgement
- The capacity to combine warmth with high expectations

## Desirable experience:

- Experience of founding, growing, or significantly developing a school
- Familiarity with British curriculum frameworks
- Experience collaborating with admissions and marketing to engage and attract prospective families.
- Experience working with multilingual learners
- Understanding of accreditation processes such as COBIS
- Leadership experience in an international context
- Postgraduate qualifications in education or leadership (e.g. NPQH or Master's degree)

## Personal attributes:

- Professional integrity and sound judgement
- Resilience and adaptability
- A collaborative and reflective leadership style
- A genuine enjoyment of working with children
- Commitment to continuous improvement
- Cultural sensitivity and openness to working within a Japanese context

The successful candidate will be someone who takes pride in building strong teams, setting clear standards, and leading with care, consistency, and purpose.

# Location & Campus

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Epsom College Tokyo will be located in central Tokyo, in the well-connected district of Uchikanda, Chiyoda-ku near Tokyo Station. The school's legal and operating address is registered in this area, which combines business, culture, and residential communities, with excellent access across the city.

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The Preparatory School will occupy a multi-storey building in the city centre, repurposed as a purpose-designed learning environment for children aged 3 to 11. The campus is being carefully developed to support early years and preparatory education, with spaces designed for imaginative play, collaborative learning, and a strong sense of community within an urban setting.

Central Tokyo provides outstanding transport connectivity, with multiple rail and metro lines nearby, enabling easy access for families and staff. The location also offers proximity to a wide range of cultural and educational resources, strengthening the school's role as a city-based international learning community.

Facilities are being developed in line with the school's educational aims, with teaching and learning spaces configured to support the British National Curriculum, early years provision, and preparatory programmes. The design and fit-out prioritise safety, wellbeing, and functionality, creating a welcoming environment where children can learn with confidence.

This urban campus reflects Epsom College Tokyo's ambition to combine a high-quality British educational approach with thoughtful integration into its local context, offering families a distinctive international schooling option in one of Asia's most dynamic cities.



# How to Apply

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We are seeking an experienced and thoughtful educational leader who is motivated by the opportunity to establish and develop a new Preparatory School within an international context.

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Applications for the position of Founding Head of Preparatory School at Epsom College Tokyo are invited from suitably qualified and experienced candidates.

To apply, please submit:

- A cover letter outlining your interest in the role and your suitability for a founding leadership position
- A full curriculum vitae
- The names and contact details of three professional referees (one of whom should be your current or most recent employer)

**Applications should be sent electronically to:**  
[careers@epsomcollege.edu.my](mailto:careers@epsomcollege.edu.my)

Shortlisted candidates will be invited to interview, with final-stage interviews expected to take place in person at Epsom College Malaysia. The selection process may include professional discussions and leadership tasks.

Epsom College Tokyo is committed to safeguarding and promoting the welfare of children. All appointments are subject to appropriate safeguarding checks, including criminal record checks in relevant jurisdictions, in line with international safer recruitment standards.

Epsom College Tokyo is committed to fair and inclusive recruitment practices and welcomes applications from suitably qualified candidates regardless of background.

Further details regarding the appointment process, timelines, and start date will be shared with shortlisted candidates.



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