



Newland House  
School



## Job Application Pack

### Assistant Head (Pre Prep)

Closing Date for Applications: 23 February 2026



# OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in South West London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.



## SUMMARY OF THE ROLE

The Assistant Head (Pre-Prep) provides strategic and operational leadership for the Pre-Prep, ensuring a high-quality educational experience within a nurturing and ambitious environment. The role includes leading and developing Pre-Prep staff, fostering strong partnerships with parents of younger pupils, and promoting excellence in teaching, learning and pastoral care.

As Deputy Designated Safeguarding Lead, the post-holder plays a key role in safeguarding and promoting the welfare of all pupils. Working closely with the Deputy Head (Academic) and Deputy Head (Pastoral), they monitor pupil progress across EYFS and Key Stage 1, ensuring high standards and smooth academic transition from EYFS into KS1, and from Pre-Prep into Prep.

The Assistant Head (Pre-Prep) supports the Head of EYFS in maintaining full compliance with statutory EYFS requirements and in delivering outstanding early years provision. The role also includes shared responsibility for a form class, modelling excellent classroom practice and contributing directly to the academic and pastoral development of pupils.

The post-holder is a member of the Senior Management Team, working collaboratively alongside the Deputy Head (Academic), Deputy Head (Pastoral), Assistant Head (Operations), Head and Bursar, and reports directly to the Head. They contribute to whole-school strategic leadership and development.



## FURTHER DETAILS

**Application period closes:** 9.00 am on Monday 23 February 2026

**Interviews:** Thursday 26 February 2026 / Friday 27 February 2026

**Employment Commences:** 1 September 2026

**Salary:** Competitive remuneration package, commensurate with experience and responsibility.

**Contract:** Permanent / Full-time

We welcome any discussions regarding this role or any other queries you may have.

We reserve the right to interview, appoint, and close the advert early depending on the volume of applications we receive.

# JOB DESCRIPTION

The Assistant Head (Pre-Prep) leads and supports the Pre-Prep staff team and oversees effective communication and partnership with parents of younger pupils. The post-holder acts as a Deputy Designated Safeguarding Lead and plays a key role in monitoring pupil progress and ensuring smooth transition from EYFS to Key Stage 1, working in close partnership with the Deputy Head (Academic) and Deputy Head (Pastoral). They also support the transition of pupils from Pre-Prep into Prep, ensuring continuity in both academic and pastoral provision. In collaboration with the Head of EYFS, the Assistant Head (Pre-Prep) ensures full compliance with EYFS statutory requirements and the delivery of high-quality early years education. The role includes shared responsibility for a form class, modelling excellent classroom practice and contributing directly to pupils' academic and pastoral development.

## Main duties and responsibilities

### Line Management Responsibility:

- Provide line management and professional leadership to Pre-Prep teaching and support staff.
- Oversee the day-to-day organisation, performance and wellbeing of the Pre-Prep team, in line with the strategic direction set by the Head.

### Leadership:

- Lead the day-to-day operational and educational running of the Pre-Prep, ensuring a calm, purposeful and well-organised environment.
- Uphold and drive high standards of teaching, learning and provision across the Pre-Prep, including the quality of the learning environment, continuous provision and age-appropriate assessment practices.
- Work in close partnership with Pre-Prep Heads of Year and class teachers to secure excellent outcomes for all pupils, including those with SEND and those who are more able, ensuring appropriate support, challenge and stretch.

### Teaching, Learning and Assessment:

- Monitor the quality of teaching and learning across the Pre-Prep through lesson visits, learning walks and scrutiny of pupils' work, providing constructive feedback, coaching and professional challenge where appropriate.
- Oversee and coordinate assessment and moderation processes within EYFS and Key Stage 1, ensuring accuracy, consistency and alignment with whole-school expectations; contribute assessment data to the School's tracking and reporting systems.
- Lead and oversee effective academic transition from EYFS to Key Stage 1, working in close partnership with the Deputy Head (Academic) and relevant Heads of Year to ensure continuity, progression and a seamless pupil experience.

# JOB DESCRIPTION cont.

## Main duties and responsibilities

### Safeguarding and Pastoral Care (Deputy DSL):

- Act as Deputy Designated Safeguarding Lead, supporting the implementation of safeguarding policy and procedures, contributing to safeguarding casework, maintaining accurate and confidential records, and assisting in the delivery of staff training as required.
- Promote and lead developmentally appropriate approaches to behaviour, wellbeing and pastoral care within the Pre-Prep, fostering a culture of kindness, respect and high expectations.
- Work in close partnership with parents and carers on pastoral matters, ensuring timely communication, appropriate support and coordinated intervention where necessary.

### Parent Partnership and Communication:

- Model warm, professional and timely communication with parents and carers, fostering strong partnerships that support pupils' academic and pastoral development.
- Lead and contribute to parent information meetings, workshops and events relevant to the Pre-Prep.
- Provide key Pre-Prep dates, activities and events to the Assistant Head (Operations) to ensure accurate inclusion within the whole-school calendar and forward planning.

### Transition and Liaison:

- Support and oversee effective pupil transition between Pre-Prep and Prep, ensuring continuity of curriculum, assessment information and pastoral care.
- Liaise with external settings, professionals and agencies as appropriate to support individual pupils and maintain strong collaborative relationships.

### EYFS Leadership and Compliance:

- Ensure full compliance with the EYFS Statutory Framework and associated policies, maintaining high standards of provision, safeguarding and welfare.
- Support the ongoing development and quality assurance of Early Years practice across the Pre-Prep.

### Teaching:

- Share responsibility for the form tutor role and teaching of a Pre-Prep class, modelling excellent classroom practice within a reduced timetable appropriate to leadership responsibilities.

# JOB DESCRIPTION cont.

## Main duties and responsibilities

### Additional Duties:

- Contribute to inspection readiness, with particular focus on EYFS compliance, quality of education and continuous improvement across the Pre-Prep.
- Support and actively participate in co-curricular, enrichment and community events for younger pupils and their families, promoting engagement and school ethos.
- Review, update and contribute to relevant school policies, ensuring alignment with statutory requirements and best practice.

# THE CANDIDATE

## Qualifications

- A good honours degree and Qualified Teacher Status (QTS).
- Commitment to ongoing professional development (CPD) and continual enhancement of teaching and leadership skills.
- Up-to-date safeguarding training and a demonstrated commitment to fulfilling Deputy DSL responsibilities.
- Completion of NPQ (Early Years Leadership or Leading Teaching) or equivalent senior leadership qualification.
- Specialist training or significant experience in EYFS practice and early years education.

*Note: The first three items are considered core requirements for the role. The remaining qualifications are highly desirable and will support success in the position.*

## Experience

- Strong track record of teaching and leadership in EYFS and Key Stage 1.
- Proven experience in leading teams and improving provision for learners.
- Experience working collaboratively with parents, carers and external agencies.
- Experience leading EYFS compliance and preparation for inspection.

*Note: The first three items are considered core requirements for the role. The final item is highly desirable and will further support success in the position.*

## Skills

- Excellent communication with young children, parents and carers, demonstrating empathy, clarity and approachability.
- Ability to coach, support and inspire staff, modelling effective early years pedagogy.
- Strong organisational skills, with attention to detail and the ability to manage competing priorities.
- Confidence in planning and leading parent workshops, information sessions and community events.

*Note: The first three items are considered core requirements for the role. The final item is highly desirable and will further support success in the position.*

## Knowledge

- In-depth knowledge of the EYFS Statutory Framework and effective assessment in early years.
- Understanding of safeguarding and SEND processes in the early years.
- Awareness of current research, trends and best practice in early years education.

*Note: The first two items are considered core requirements for the role. The final item is highly desirable and will further support success in the position.*

# THE CANDIDATE cont.

## Personal competencies and qualities

- Warm, patient and enthusiastic leader with high expectations.
- Resilient, reflective and collaborative.
- Commitment to the School's ethos, values and community.
- Ability to represent the School with governors and inspectors regarding EYFS.

*Note: The first three items are considered core requirements for the role. The final item is highly desirable and will further support success in the position.*

# WHY WORK AT NEWLAND HOUSE SCHOOL

**Generous pay and allowances** – based on skills and experience.

**Pension** – teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

**Longer holidays** – than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

**Staff fee remission** – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

**Enhanced sick and maternity/paternity pay**

**Flexible and generous time off work policy** – special leave, time off for dependents and appointments.

**Lunches and refreshments** – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

**Flexible working options** – job share and part-time.

**Cycle to work scheme** – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

**Career personal development** – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

**Continuous appraisal process** – to ensure staff get regular feedback.

**iPads** – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

**Staff social committee** – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

**Staff reps forum** – an opportunity to get your voice heard.

# CONDITIONS OF EMPLOYMENT

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from their line manager or SLT to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.



## Safeguarding

Newland House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process in accordance with the guidelines of the government document, Keeping Children Safe in Education. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). 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 (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

## Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.





## HOW TO APPLY

Candidates should pay attention to the summary of the role/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to HR Manager, Ashlesha Sarang-Patel via email on [ASarang-Patel@newlandhouse.net](mailto:ASarang-Patel@newlandhouse.net) by the closing date. No CVs will be accepted.

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact the Head, Chris Skelton via email on [HeadsPA@newlandhouse.net](mailto:HeadsPA@newlandhouse.net)