



Head of Thomas's Battersea Kindergarten

For further details please go to the Thomas's London
Day Schools website: [thomas-s.co.uk/join-our-
team](https://thomas-s.co.uk/join-our-team) or email batjoinourteam@thomas-s.co.uk

thomas-s.co.uk



Thomas's London Day Schools

Welcome

A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

Aims

We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

Vision

Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

Values

We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals
Thomas's London Day School*

Welcome to Thomas's Battersea Kindergarten

Thomas's Kindergarten is the first step on the Thomas's Battersea Kindergarten educational journey, where a love for learning begins and blossoms. Our vibrant, engaging environment inspires young minds to embark on their educational journey with confidence and joy. We offer a curriculum that is as broad and challenging as we dare to make it, designed to prepare children for the exciting adventures that lie ahead in their education.

At the heart of our philosophy is the belief in strong, positive relationships. By partnering closely with families, we ensure a holistic approach to each child's learning, fostering an environment where they feel supported, valued, and understood.

Our teaching embraces the Early Years Foundation Stage framework and celebrates the rich cultural diversity of our community. We extend learning beyond the classroom through exciting educational visits and hands-on experiences, teaching children that learning is a lifelong skill, not just an academic pursuit.

Adding even greater depth to their development, our afternoon club sessions offer an array of specialist-led activities such as Playball, drama, cooking, science, and art. These engaging clubs provide children with an extra dimension to their early education, nurturing creativity, teamwork, and curiosity.

At Thomas's Battersea Kindergarten, we lay the foundation for a lifetime of exploration and achievement. If you are passionate about shaping the educational journeys of young learners and fostering their love for discovery, please apply to join the exceptional team at Thomas's Battersea Kindergarten.



Application Details

We seek to appoint an inspirational Head of Thomas's Battersea Kindergarten. Applications are invited from talented, enthusiastic and dynamic leaders to become the Head of Thomas's Battersea Kindergarten in January 2026.

The successful candidate will have the relevant experience teaching kindergarten pupils. Thomas's Kindergarten is part of a flourishing, family-run group of independent, co-educational day schools.

For further details go to the Thomas's London Day Schools website:

[thomas-s.co.uk/join-our-team](https://www.thomas-s.co.uk/join-our-team)

or email:

batjoinourteam@thomas-s.co.uk

Competitive salary and conditions are offered.

Closing date:
Friday, 3rd October 2025

Interview date:
Thursday 9th & Friday 10th October

Start date:
January 2026 or April 2026

Benefits

- Continuous Professional Development opportunities
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 22% of salary with the default employee contribution set at 10% of salary.
- Death in Service Benefit
- Group Income Protection
- Free Daily school meals during term time
- Cycle to work Scheme
- Salary Exchange Pension Scheme

Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.

The Role

Head of Thomas’s Battersea Kindergarten

Accountable:

Head, Thomas’s Battersea

Responsible:

Deputy Head, Kindergarten teachers

Main Duties and Responsibilities

Children, teaching, and learning

- Promote high standards within the Kindergarten in respect of the environment, resources and experiences offered to children.
- Ensure that all children attending the Kindergarten receive rich and stimulating experiences appropriate to their age and stage of development.
- Responsible for pastoral care and safeguarding within the Kindergarten to ensure the wellbeing, safety, security, and care of the children.
- Ensure that practice and provision in the Kindergarten meets all statutory and compliance requirements in accordance with the Early Years Foundation (EYFS) and Ofsted and ensure it is inspection ready.
- Ensure all aspects of the EYFS curriculum are planned and delivered to a very high standard.
- Ensure that each child is working towards age/stage appropriate learning outcomes and making appropriate progress.
- Manage installation, in liaison with the IT Director, of Arc Pathway software to track, manage and utilise children’s learning data, learning profiles and eventually learning journeys.
- Liaise closely with parents/carers, informing them about the Kindergarten and its curriculum, exchanging information about children’s progress and encouraging parents/carers involvement.
- Support children during dance, music and outdoor learning led by external providers.
- Plan, organise and lead education visits (minimum of 2 per term) and the organisation and management of all clubs and external activities.

- Support the development of good practice in relation to additional educational needs and inclusion, including developing relationships with Wandsworth Early Years Education advisory service and Wandsworth Early Years inclusion service for support.
- Lead and manage IEPs for children who need additional support, liaise with parents to ensure consistency in reaching targets at home and at Kindergarten.

Leadership & Management

- Part of the Thomas's Battersea Senior Leadership Team.
- Recruit, induct, support, supervise and appraise Kindergarten staff to deliver high quality childcare practice.
- Lead and develop the Kindergarten staff team to meet and exceed all relevant standards.
- Identify training needs and facilitate training opportunities for Kindergarten staff.
- Deploy Kindergarten staff effectively, including responsibility for the organisation of staffing schedules and timetables, duty rotas, breaks, sickness and absence cover, ensuring adequate staffing levels/ratios are maintained.
- Responsible for the supervision and work of staff within the Kindergarten.
- Provide leadership and support to Kindergarten staff to enable them to establish and maintain professional positive working relationships with children, colleagues and parents/carers.
- Act as the first point of contact for any Kindergarten staff performance, grievance and disciplinary procedures with support from Human Resources.
- Responsible for ensuring all key policies are up to date and implemented, with the support of the TLDS Compliance Manager.

- Liaising with local authority and other professional bodies when necessary.
- Responsible for ensuring any complaints/concerns are actively resolved in a timely manner.
- Organise and lead termly supervisions.
- Establish and develop relationships with other local early years education providers to share good practice.

Safeguarding

- Designated Safeguarding Lead (DSL) for the Kindergarten (with responsibilities as laid out in Keeping children safe in education and the Statutory framework for the early years foundation stage).
- Responsible for pastoral care and safeguarding within the Kindergarten to ensure the wellbeing, safety, security, and care of the children.
- Ensure all Kindergarten staff understand and work the relevant policies and procedures, including how to deal with safeguarding issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- With support from the safeguarding coordinator, lead safeguarding induction training for Kindergarten teaching staff and auxiliary staff, ensuring staff are provided with regular updates.
- Responsible for overseeing all pupil information entered on CPOMS.
- Attend relevant safeguarding training and forums within the early years education providers community in Wandsworth.
- Liaise with external agencies and advisors as appropriate.
- Ensure all safeguarding checks on auxiliary staff are fully completed before the start at the Kindergarten.
- Liaise with St. Mary's Church to ensure they understand and follow Kindergarten safeguarding rules and that no unvetted staff have access to the Kindergarten during Kindergarten hours.

Parent Communication

- Responsible for parent communication, including but not limited to parent communication via TomCom, email and meetings.
- Update calendar on TomCom and keep parents informed of any changes to the Kindergarten routine
- Work closely with the PTA.

- Organise parent/teacher meetings termly.
- Organise, plan and manage Parent Feedback Survey annually.

Admissions & Marketing

- Play a key role in proactively promoting and representing the Kindergarten to prospective parents, working with the Kindergarten Registrar.
- Responsible for the allocation of key people, new children's afternoon, settling in visits, home visits and sharing information about new starters.
- Work closely with the Kindergarten registrar and TLDS marketing team to promote the Kindergarten to prospective families and build the Kindergarten reputation within the early years education providers community, including meeting with prospective parents and managing and leading open mornings and tours.

Administration, health and safety & compliance

- Be financially aware of staff and resource costs and oversee the maintenance and control of stock and materials, including ordering of resources and equipment.
- Managing the Kindergarten consumables/equipment budget to include submission of annual budget bid and ongoing monitoring of expenditure, working closely with the Accounts Office.
- Ensure statutory records are regularly updated and maintained - this includes the daily attendance register, accident book, physical intervention log and welfare records.
- To ensure that health and safety procedures provide a safe environment.
- Organise and plan regular meetings with the TLDS Health and Safety and Compliance Managers.
- Work with TLDS Health and Safety Manager to ensure all relevant H&S documentation is accurate and up to date, and update risk assessments as appropriate.
- Ensure weekly fire alarm tests are carried out in the Kindergarten and records are maintained.
- Be in contact with St. Mary's Church to ensure the smooth and safe running of the spaces, taking into account the lease agreement with the Church.
- Work with TLDS caretakers and maintenance team to ensure repairs and maintenance are carried out as necessary.

Person Specification

Skills, Qualifications and Experience:

- Qualified teacher status.
- Previous management experience in an Early Years setting and an in-depth working knowledge of the EYFS.
- Experience of collaborative working with other agencies/settings.
- A vision for developing the provision for the children and a willingness to try creative ideas.
- Happy to face and commit to challenges.
- Ability to identify children's needs and provide learning opportunities to meet those needs as required.
- Ability to work as part of a team and to inspire and motivate the team, working alongside the rest of the team, recognising and developing their strengths.
- Good, confident communication skills (both written and verbal) to deal effectively and respectfully with children, parents, colleagues and visitors.
- Excellent interpersonal skills and a professional attitude.
- The ability to respect confidentiality of information.
- Friendly, flexible approach.

Personal Competencies and qualities:

- Relevant (up to date) EY Paediatric First Aid Training.
- Designated Safeguarding lead Training.
- Food Hygiene certificate / training.
- Administration of Medication knowledge.

This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.





**Be Kind
Be Thomas's**