

Candidate Brief for the position of

Deputy Head Teaching & Learning



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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

Purpose

The Deputy Head Teaching & Learning is a member of the School's Senior Leadership Team (SLT) and is responsible for the day-to-day running of academic life at Newton Prep, from Nursery to Year 8.

The Deputy Head Teaching & Learning has overall responsibility for the curriculum, quality of teaching, assessment and, ultimately, the learning outcomes for all pupils at Newton Prep. A passionate educator, they report directly to the Head and will be expected to provide vision, leadership and a clear strategic direction for the academic direction of the School. The Deputy Head Teaching & Learning line manages the Teaching, Learning & Enrichment Coordinator, the Heads of Department, the SENDCo, the School Office Manager and the Data Manager, as well as working closely with the Lower School Subject Coordinators and Heads of Year in the operational and strategic running of the School.

Our Context

"Leaders provide pupils with a curriculum that is meticulously planned around how subjects link together so that pupils can deepen their understanding of the content, concepts, knowledge and skills that they need to acquire. The skilfully planned curriculum, including for the youngest children in the early years, is supported by well-considered resources and equipment, including digital technologies. Leaders regularly review this curriculum offer, constantly seeking ways in which to improve the opportunities for pupils, for example through the 'Newton diploma'. Pupils develop a rich understanding of the topics they study and apply their learning in different contexts with confidence, independence and complexity. **Curriculum provision is a significant strength of the school.**"

ISI, School inspection report, 28 – 30 January 2025, paragraph 2



Main Duties & Responsibilities

The responsibilities of the Deputy Head Teaching & Learning include:

Strategic Leadership

- Playing a leading role in the identification, creation and delivery of the School's academic priorities outlined in the School Improvement Plan
- Providing a balance between continuity and development, ensuring that the academic provision remains future-ready, fresh and forward-looking
- Overseeing the creation and implementation of the Subject Development Plans formulated by the School's Heads of Department
- Reporting to the Governing Body and its advisory School Council, and its various sub-committees, throughout the academic year
- Playing a key strategic role in weekly Senior Leadership Team meetings
- Deputising for the Head as and when it is necessary
- Tracking the academic progress of all pupils through both standardised testing (CATs, Progress Tests etc) and internal assessments
- Undertaking thorough academic data analysis, providing updates to the teaching staff via Heads of Department, Senior Leadership Team and Education Committee as and when it is required
- Ensuring that teaching uses the pupil information, including in newer areas of the curriculum, to identify where pupils are ready to apply their learning in more complex ways, as recommended by ISI in their most recent school inspection report
- Championing the importance of Assessment for Learning and impactful feedback
- Implementing and sustaining effective systems and processes for the continual professional development of staff
- Allocating and evaluating the work undertaken by teams and individuals, ensuring clear delegation of tasks and responsibilities

Academic Leadership

- Maintaining and improving the quality of the education provided by the School and the standards achieved by its pupils
- Inspiring best practice and fostering excellence in teaching and learning by setting high professional standards and expectations and delivering appropriate CPD
- Meeting regularly with individual Heads of Department and Heads of Year with academic responsibility, to ensure that the School moves forward operationally and strategically
- Working closely with the Head of Digital

Learning to ensure that technology is effectively embedded within the curriculum to enhance pupil learning

- Identifying new opportunities for the development of the School's academic offering including innovation through AI and tech
- Playing a key role in the recruitment of new academic staff
- Formulating the INSET and Staff Meeting programmes in liaison with other members of the Senior Leadership Team
- Leading staff meetings and INSET sessions as and when appropriate

Operational Management

- Creating the School's academic timetable, including the organisation of the teaching groups (ability sets, language groups etc.)
- Creating the Upper School's Homework Timetable
- Managing the School's internal assessment cycle
- Supporting the Deputy Head Years 6-8 with all external processes and examinations
- Supporting the Deputy Head Years 3 to 5 with the transition of pupils up from Lower School and up to our more senior years
- Supporting the Deputy Head Lower School ▶





- and EYFS Heads of Year with EYFS provision and assessment
- Reporting to parents by managing both the written report and parents' evening cycles
- Monitoring the performance and effectiveness of departments and individual members of staff through the design of lesson observation schedules, mutual observation groups, work scrutiny and book looks etc
- Overseeing the induction of new members of the academic staff, working closely with the Head of HR and Deputy Heads
- Managing the ECT 'Induction Lead' to ensure ECTs are trained effectively
- Managing the School's Appraisal Process for academic staff alongside the Head
- Managing the School's suite of academic policies, liaising with other members of staff who are responsible for writing and updating them and sharing the regulatory updates from ISI and the DfE
- Writing and updating policies that relate directly to academic matters (Curriculum Policy, Feedback & Marking Policy etc)
- Organising the School's ISI inspection documentation, ensuring that it is up-to-date and ready to be sent when inspection is announced
- Managing the budgets for CPD/INSET, Academic Support, Exams & Testing and Prize Giving, as well as overseeing the budgets for all academic departments

- Organising the academic prizes for Prize Giving ceremonies at the end of the school year
- Organising the Senior Leadership Team proofreading schedule for academic reports
- Leading whole school and year group assemblies across the Lower and Upper Schools
- Teaching a reduced timetable, appropriate to the strategic and operational importance of the role

External Representation

- Be a compelling ambassador for Newton Prep in all that we do
- Organising assessment days for prospective pupils in liaison with the Head, Director of Communications and Head of Admissions
- Assisting in the organisation of, and attending, the School's open days
- Working closely with the Communications Office for any externally published academic documentation (Curriculum Journeys, Job Descriptions etc)
- Visiting other schools and networking with their staff as well as making sure that the Heads of Department play a key role in their IAPS 1S Cluster Group
- Fostering and maintaining close relationships with current parents through regular meetings, attendance at school events and by communicating in a courteous and timely manner

Person Specification

It is expected that the Deputy Head Teaching & Learning will be an inspirational, creative, organised and ambitious leader who is passionate about high quality teaching and learning from EYFS to Year 8. The successful candidate will have the following key skills, experience and attributes:

Skills, Knowledge and Experience

- A track record of successful subject or senior leadership experience, developed within the independent prep school sector
- Proven experience of working within, leading and developing teams with a clear commitment to providing outstanding educational opportunities and the continuing professional development of their colleagues

Leadership

- Outstanding track record of leading initiatives to improve teaching and learning
- Excellent communication skills with ability and confidence to work effectively with all members of the Newton Prep community
- Committed to the delivery of the highest academic and pastoral standards
- Genuine desire to lead collaboratively as part of a wider Senior Leadership Team

Academic

- Outstanding teaching track record and knowledge of the national and international independent educational landscape, including the 11+ and 13+
- A strong understanding of the EYFS framework, National Curriculum for KS1, 2 and 3, and the requirements of 11+ and 13+

assessments, including academic scholarship

- A strong commitment to rigorous school improvement and promoting academic excellence in pupils and staff
- Willing to bring creative ideas and initiatives which will further enhance the curriculum, teaching and learning at Newton Prep
- A commitment to maintaining and improving the quality of professional development of staff
- A willingness and enthusiasm to promote interest and support for a wide range of activities beyond the core academic subjects, including Computing, Music, Sport, Art and Drama

Managerial

- The ability to work effectively with the Head, Senior Leadership Team, Governing Body and School Council to achieve the School's strategic aims and objectives
- Digitally literate with an appreciation of how digital technologies can and will be used to enhance learning
- Ability to multi-task and prioritise
- Excellent literacy skills and confident when speaking to large audiences

Style & Personal Attributes

- Possess the drive towards achieving and maintaining excellent academic standards, with a profound interest in pedagogy at the primary level
- A naturally collaborative style of leadership with a strong understanding of the balance between consultation and effective decision-making
- A highly personable leader with low ego, and the energy and enthusiasm to build strong relationships across the whole school
- Ability to influence and motivate people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Professional appearance, hardworking, enthusiastic and possesses a sense of humour

Qualifications & Experience

- Hold a good honours degree, with any management and leadership qualification an advantage
- Have qualified teacher status
- Have evidence of continuing professional development
- Have some understanding of the dynamics of an 11+ and 13+ prep school

- Demonstrate a range of interests and achievements (cultural, artistic, sporting or other)



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 Thursday 17th April 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: hrassistant@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 **Tuesday 13th May 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.



