Alpha Prep School

Headteacher

Candidate Information

Welcome from the CEO

Following the departure of the previous Headteacher, we now stand at an exciting moment in the school's journey and are seeking an exceptional Headteacher to lead Alpha Prep School into the future. This is a unique opportunity to build upon their current foundations, working alongside a committed and talented team while championing the distinctive values and ethos of Alpha Prep School.

The school has a strong academic record, where pupils are highly motivated, hard working, make good progress and achieve excellent results. There is a strong sense of community, where every child is known, valued and able to thrive, with a focus on pastoral care.

We are looking for an inspiring and forward-thinking leader: someone who brings warmth, creativity, and clarity of vision; an outstanding communicator who can engage and unite our community; and a strategic thinker with the drive and ambition to shape the school's next chapter. An appreciation for the importance of marketing and positioning in an evolving educational landscape will also be key.

This role offers the chance to make a lasting and meaningful impact—guiding an already high-achieving school towards success, while nurturing the environment that allows every child to flourish.

If you are excited by this opportunity and believe you have the passion, skills, and experience to lead Alpha Prep School into its next phase, we would be delighted to hear from you.



Mr Amit Mehta,
CEO, Inspired Learning Group

Overview

Alpha Prep School is a one form entry prep school educating boys and girls from 3 – 11 years of age. A Christian foundation but welcoming families of all faiths and beliefs and promoting an awareness of cultures all around the world with the help of the whole community.

Small class numbers mean pupils really get to know one another well, forming meaningful friendships with children not only in their own year group, but also with children all throughout the school. Staff get to know every pupil well; treating them as if they were their own.

With a broad and balanced curriculum, strong values and growth mindset approach to learning, pupils are empowered with excellent knowledge, extensive vocabulary and innate confidence. A heightened programme on pupil wellbeing enriches teaching and learning, allows pupils to achieve beyond their own expectations and prepares them for their life-long journey beyond Alpha Prep. Pupils learn to tackle challenges using a growth mindset approach; their resilience becomes stronger and their ability to cope with real life situations is another important part of teaching and learning.

Pupils are assessed regularly. Staff identify where and how to support and challenge every child. Pupils demonstrating talent in various subjects are recognised and stretched accordingly. Likewise, the support and strategies to overcome needs is also provided through the Learning Support Team.



Aims, History and Ethos

Aims

At Alpha and Alphabets we aim to nurture, encourage and challenge each child to grow as learners and as responsible citizens. We aim to provide an environment which safeguards the welfare of our children, is effectively resourced (including appropriate technology) and allows children to experience stimulating and high quality teaching. Our expectation is that children will leave us as confident, enthusiastic pupils with the skills and attitudes to successfully enter the next phase of their education.
Broadly, our aims are:

- To provide a broad and balanced curriculum which gives priority to literacy, numeracy and science. The curriculum should provide a variety of stimulating challenges, with a view to ensuring that all pupils are stretched according to their ability
- To provide a happy, safe and disciplined environment in which all children can learn and are encouraged to realise their full potential, both academically and socially.
- To encourage in our children a sense of responsibility to each other and respect their values and beliefs.
- To help our children develop a pride in their work, their appearance and their environment.
- To teach our children the value of good manners and the need to accept responsibility for their own actions.

To adhere to the school's Christian tradition, but at the same time develop an understanding and respect for the beliefs of others. As such, all children, are expected to take a full part in the life of the School.

History

The school was founded in 1895 and has remained on its present site to this day. It was initially a boys' only school up to the age of 13. In 1994 the school converted to co-educational and admitted girls for the first time, and in 2001, the school lowered its leaving age to 11. This brought the school into line with the 11+ entry point of local independent senior schools and state schools.

In 1995, the school opened a nursery (Alphabets) on leased premises about a mile and a half from the main site. When the lease expired, it was decided to bring a small nursery onto the site of the main school and so Alphabets Nursery was relocated to its current location at Alpha Preparatory School in September 2013. The next stage of the nursery's evolution is due to commence soon with a rebranded ILG setting of 'Little Oaks – Harrow'

Ethos

Family Atmosphere

Many parents think of Alpha as an extension of their own family. They trust our staff to look after their children, and they know, and trust, our excellent pastoral care.

Experienced and Dedicated Staff

At Alpha Prep, we ensure that our staff are experienced and well-qualified. Some members of staff are parents of children who attend, or who have attended, the school. Pupils often talk about how kind and approachable their teachers are, and how much they enjoy their lessons.

About Inspired Learning Group

ILG currently owns and operates 33 schools and nurseries in the UK. Overall, we look after over 4,000 pupils, making us one of the largest independent school groups in the UK.

Alpha Prep School is one of 12 Prep Schools within the group.

We see ILG as one extended family, allowing us to share best practice and innovation between schools in order to raise standards of teaching and learning for all our students. We recognise and respect that each school has its own history and identity. We encourage individuality, so that new ideas can grow naturally with the best ideas then being implemented right across the group. This collaborative spirit is an effective way of ensuring that education practices do not fall behind the times and it is why we encourage innovative methods such as Apple teaching and future thinking.

ILG schools may look reassuringly traditional in some ways, but our move away from standardisation toward customisation is not just modern but quietly revolutionary. We make the effort to understand the differences between individual children and tailor their teaching at a personal level. This means that all children, no matter their needs, are catered for. Our commitment to parents is that no one child will ever be left behind.

ILG empowers its schools to achieve their mission and vision through challenging yet supportive governance. We connect schools, stakeholders and professional associations to create opportunities and build capacity. We work with school leadership to set clear school development goals through engagement with pupils, parents, staff and the wider community.

We recruit, invest in and retain outstanding practitioners and ensure the provision and monitoring of a broad and balanced personalised curriculum for children with individual learning needs.

Inspired Learning Group

The Opportunity

This appointment represents an outstanding opportunity for an experienced or aspiring senior leader to make a significant and lasting impact. Alpha Preparatory School is a well-established and happy independent school that provides a stimulating and nurturing education for its pupils. The school offers a rich learning environment that encourages curiosity, independent thinking and confidence, enabling pupils to develop the skills and resilience needed to meet new challenges.

The school has a strong values-based culture and a supportive community in which pupils are encouraged to show respect, responsibility and kindness. The curriculum is broad and engaging, combining strong foundations in core subjects with opportunities in areas such as outdoor learning, philosophy, creative subjects and languages, ensuring that pupils experience a well-rounded education.

While the school is already high-achieving and meets all regulatory standards, it has considerable potential for further development and growth. With the support of the Inspired Learning Group (ILG), the new Head will have an excellent platform from which to build on the school's strengths and shape its next phase of development.

The successful candidate will work closely in partnership with ILG while retaining the independence and professional confidence to make decisions in the best interests of the school and its community. The Head reports to the Chief Operating Officer and Finance Director of ILG but enjoys significant autonomy in the day-to-day leadership and educational direction of the school.

Understanding and nurturing this relationship with ILG will be central to maximising the opportunities the role presents. ILG provides strategic guidance, financial stability and operational support, including services such as human resources, talent acquisition and estates management. This structure enables the Head to focus primarily on educational leadership, the quality of teaching and learning, and the continued development of the school's distinctive ethos.

Governance and strategic support are further strengthened through the Advisory Board, chaired by an experienced educational consultant, which provides both challenge and guidance to the Head. In addition, the school benefits from being part of a wider network of ILG Heads who meet regularly to share best practice, exchange ideas and offer professional support.

This combination of strong foundations, supportive governance and strategic backing creates a compelling opportunity for a dynamic leader to build on the school's success and guide Alpha Prep School through its next stage of growth

Short and medium term challenges:

- To consider and review the priorities for further development of the School in order to retain and enhance pupil numbers which can assure its future.
- To maintain the profile and reputation of Alpha Prep School within the community.
- To further enhance the educational offering to pupils through the expansion of the Nursery.
- Building on learning and teaching practices to ensure the needs of all pupils are met across all curriculum areas.

Governance and Leadership

The termly Governance meeting is Co-Chaired by the ILG Head of Prep Education and the ILG Head of Education Operations. The Headteacher is in attendance, who provides a termly report for discussion, amongst other set agenda items.

The School

At Alpha Prep, pupils are split by year groups into Pre-Prep (Rec and Key Stage 1), Year 1 and Year 2, and Prep (Key Stage 2) is from Years 3 through to Year 6.

Pre-Prep

During this phase, children are equipped with the tools and confidence to achieve in all areas of school life. We know that it is important to have fun whilst learning – ensuring there is a strong emphasis on early development of basic skills in reading, writing and maths.

We ensure they develop at their own pace, being nurtured and supported by caring, professional staff. We are proud to have created a culture and framework that enables all children to fulfil their full potential in a happy, positive environment.

The aim of Computing teaching is that learners will be confident and independent in their use of ICT and able to solve problems across the curriculum. We also focus on developing the skills necessary for children to be able to use information in an effective way and to transfer and utilise the skills learnt to other applications





The School

Prep

Building on the solid foundations, Years 3 to 6 focus on developing the eagerness to learn and encourages a spirit of independence. In these years, our aim is to help produce confident and well-rounded individuals, whilst ensuring them the best possible education.

Smaller class sizes ensure that each child gets the highest level of attention – and allows teachers to concentrate fully on the individual child, nurturing confidence and developing self-esteem. This also gives staff the unique opportunity to form unparalleled relationships with the children. Creating a level of support is key in making each pupil feel confident to succeed in all academic areas and significantly strengthens that important link between teacher and parent.





Beyond the Classroom

Clubs and activities

Extra-Curricular Clubs take place before and after school with clubs by outside providers and our own teachers or TAs. These range from Jiu-Jitsu and Gymnastics to Board Games or Creativity.

By providing these opportunities for pupils to mix with other pupils across the year groups, pupils are able to develop their confidence socialising with others, they are encouraged to take turns, develop resilience, be creative and question how and why things work – important skills that will undoubtedly benefit pupils for their future.

Sports

The pupils have lots of opportunities to compete against other schools in a range of fixtures, which include football, netball, cricket, cross-country and more. As part of the ILG family, connections are now being forged for further competitive meetings with other schools in the group.

Trips

All pupils are involved in educational visits from the age of four. These trips effectively link classroom learning to the real world and the wider community.

One of the ways we develop a child's confidence and intelligence is through our annual trip to an outdoor residential activity centre. This is not an optional extra but an essential part of the curriculum which improves children's performance and confidence back in the classroom. Year 6 currently go on a residential trip to a PGL centre on the Isle of Wight and there are plans afoot for further enriching trips to other ILG centres around the country.

The Role

Key aims of the role

- To lead, motivate and develop the school and its staff so that it fulfils the academic, pastoral, spiritual and social needs of the pupils and their parents, by providing an excellent, broad-based education in line with the ethos of the school.
- To work with the Head of Prep Education and School Board, drawing on their experience and expertise, to fulfil all the duties and responsibilities for the proper governance of the school; to ensure that the Chair and Board receive timely notice and appropriate information on all relevant matters.
- To work closely and cooperatively with the COO, CEO and CFO , in accordance with the Board's strategic direction, in terms of financial matters and site development.

Key responsibilities of the role:

The Head is responsible, directly and by delegation, for

- The leadership and management of the School.
- The care and development of each child and for maintaining excellent academic standards within the School.
- The pastoral care and welfare of all staff and pupils.
- The overall financial performance of the School, for which they will be assisted by the finance team, and for meeting the annual budget agreed.
- Leading, managing, and motivating the Senior Leadership Team and, with them and through them, all academic and support staff.
- The appointment of all staff.
- The assessment, appraisal, guidance, support, and professional development of all teaching staff with the objective of achieving inspirational teaching at all levels.
- The marketing of the School, including fundraising, the production of publicity, literature and any advertising, the public relations profile, management of the School's website and the establishment of positive relations with prospective parents.
- Recruiting a full complement of pupils, and overseeing admission and entrance procedures.
- Planning and implementing an effective curriculum and timetable.
- Planning and implementing the academic organisation of the School, reviewing as appropriate.

The Role

Key responsibilities of the role: (Continued)

- Monitoring pupils' progress and ensuring that parents are provided with regular and appropriate feedback setting realistic expectations.
- Creating the appropriate balance between all areas of school life, extra-curricular activity, and community involvement.
- Maintaining good communications and relationships within the School and with key stakeholders including neighbours, local schools, the local community, and former pupils.
- Developing and maintaining good professional relationships with the parents of pupils.
- Delegating effectively and appropriately to achieve the above.

Working with the Advisory Board

The Head is responsible, directly and by delegation, for:

- Ensuring that the School meets all its legal obligations including compliance with Child Protection and Safeguarding, Data Protection and Health and Safety regulations.
- Taking overall responsibility for the delivery of excellent pastoral care – ensuring the security and pastoral care of all pupils in line with safeguarding legislation, including safer recruitment and working alongside external agencies as appropriate.
- Implementing policies agreed by the Board and contributing to the vision for the future of the School through strategic leadership and planning.
- Submitting policy proposals for the approval of the Board or assisting the Board in the development of tactical and strategic policies, as well as implementing and monitoring these policies.
- In partnership with the Co-Chairs, ensuring that the Board receives sufficient and timely information and advice in order to make informed decisions.
- Implementing Board decisions.
- Preparing and updating the School Development Plan.

The Role

General

- To undertake other duties appropriate to the general purpose of the post, which may from time to time be reasonably assigned by the Co-Chairs or the COO.
- To carry out teaching duties as appropriate and time permits.
- To set an example of continuous personal development, participating in appropriate training in order to maintain an up-to-date professional expertise.
- To be aware of trends in education, the requirements of schools and public examinations and, where appropriate, recommend policy changes to the Governors.
- It is expected that the Head will represent the School on sector bodies which the Board deems suitable.

The Person

Candidates must be genuinely committed to working in an environment where the happiness, wellbeing and safety of the children in our care is central to all that is done.

In addition, good candidates for the role are likely to demonstrate much of the following:

- Senior leadership experience.
- Strong academic credentials and preferably QTS status.
- Understanding of and support for the values and ethos of the School, and commitment to embedding successful all-round education and co-education.
- Inclusive leadership, valuing and promoting the diversity of the community.
- Commitment to delivering top academic, co-curricular and pastoral provision for every pupil, mindful of their wellbeing.
- Natural and easy communication with pupils, staff, parents, prospective parents, the governors and alumni.
- The skills and integrity to win confidence and trust from all stakeholders.
- Ability to articulate and promote the strengths of Danesfield Manor School and raise the profile of the School.
- A strategic and analytical mind with vision but also a degree of pragmatism – ready and able to address the complex political, social and economic issues ahead.
- Change management skills.
- Commitment to partnerships and bursaries – with a strong sense of social responsibility.

The Person

Continued.

- A primary commitment to Alpha Prep School but a broader interest in embracing, promoting and contributing to the Inspired Learning Group.
- A national and global perspective on the best in education with a forward-looking but discerning approach to selecting what is truly of value in a fast-changing educational climate.
- Effective team leadership, with the skills to motivate, inspire and enable all in the leadership team and the wider staff.
- The skills to appoint the very best people.
- Courage, high expectations and inner steel.
- Strength in the softer skills – the ability to listen, empathise and show compassion.
- Financial and commercial acumen.
- Commitment to ensuring that Alpha Prep School is compliant with all regulations, with a thorough understanding of the Head's responsibilities in relation to safeguarding and Child Protection issues and a clear commitment to delivering best practice in safeguarding.
- Enjoyment of learning and the sense of humility which accompanies the desire and will to develop personally and professionally.
- A sense of joy and optimism in leading the Alpha Prep School community.

Employment terms and conditions

The successful candidate will be offered a competitive salary and an appropriate package of benefits which could be shaped to meet the needs of the successful candidate.

The Application Process

Interested candidates for the position of Head at Alpha Prep School are invited to contact Inspired Learning Group prior to application for a discussion at email address/telephone number?

The deadline for receipt of the application is **12 noon on Friday 11th December 2026.**

Applications should be made electronically to Tom Havard at Inspired Learning Group using the email tom@inspiredlearninggroup.co.uk.

You should submit the following (both in PDF format):

- A completed application form
- A covering letter addressed to Cath Bufton-Green, Head of Prep Education. The letter should explain your reasons for applying.

If you have any questions about uploading your application documents, please contact Tom Havard, Head of Recruitment and Resourcing at Inspired Learning Group, tom@inspiredlearninggroup.co.uk or 07706323847

The process is as follows:

- All applications will be acknowledged by e-mail and initial call arranged.
- Long List interviews with the Governors' panel will take place the week commencing 4th January 2027.
- Short List interviews with the Governing Body will take place at Alpha Prep School the week commencing 18th January 2027.

The Inspired Learning Group is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).


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