



# DULWICH PREP LONDON

Values & Academic Excellence since 1885



# HEAD OF SENIORS

Candidate Information

# Head Master's Welcome



Dear Candidate,

As the Head Master of Dulwich Prep London, I am honoured to introduce you to this incredible school. For over 135 years, the school has inspired generations of boys aged 3 to 13 (and Nursery-aged girls) to fulfil their dreams and aspirations.

Having recently announced that in September 2025 we will open a senior school and extend our provision from 2 to 16 years, we are now excited to recruit a strategic and compassionate individual to join our senior leadership team in the role of Head of Seniors.

Starting with Year 9 and organically growing to our first cohort sitting their GCSEs in the summer of 2028, the successful candidate will be the chaperone for our young people ahead of Year 9 to the day of their exam results. If you are applying, we hope that you encourage exploration, and facilitate engaging communication skills supporting the development of independence to ensure young people thrive, going from the expected towards the exceptional.

As an enabler, you will be the catalyst for every boy to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond. As a strategist, you will clearly deploy research and collaboratively map the journey for the senior section of the school to be both exceptional and different in the educational landscape.

We are looking for an individual who is excited by the opportunity to shape a brand new senior school proposition and to be accountable for the pastoral and academic success of the first cohort of pupils taking their GCSEs. The role will require someone who has confidence in achieving academic value-added success and who will be driven to deliver the quality assurance of Teaching and Learning across Key Stage 4.

Above all, we seek an individual who will embody the Dulwich Prep London Values, modelling them to our young people to ensure that pupils deploy empathy and compassion in their decision-making.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Louise Davidson". The signature is written in a cursive, flowing style.

Miss Louise Davidson, Head Master

# Ethos, Aims, Vision & Values

## Ethos

Dulwich Prep London inspires excellence, and the character of our boys is the measure of our success. Our Values ethos sows the seeds of possibility in each boy's mind, heart and spirit and creates the right culture and conditions to allow these possibilities to flourish.

## Aims

Our school priority is the personalised education, well-being and happiness of the boys. Each boy's sense of belonging is paramount to providing him with a launchpad to life. Our boys are challenged in their pursuit of excellence, and we support each boy as he discovers who he is and who he wants to be in the world today and in the future.

We want our boys to leave us having experienced the very best in pastoral care and teaching, and learning. We seek to ensure they have access to the most dynamic academic and co-curricular environments and to experience those environments surrounded by peers and teachers they know they can rely on.

In preparing our boys for life, we instil a sense of environmental awareness and empower our boys to become responsible world citizens.

## Vision

Our vision will see us become a school for boys aged 2 to 16 whilst continuing to support families to find the right senior school or sixth form at the right time for their son.

We will continue to provide an outstanding Values-led, and academically excellent all-round education in the child's best interests and deliver the widest choice of the best senior schools in the country.

Families will have the choice to remain with us without boys having to undertake exams, allowing them to focus and develop towards progression to sixth form and university.

## Values

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across the school and deliver a deepened sense of empathy and the drive to be change-makers.

Our Values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and to always have a go.



LOVE



COURAGE



GRATITUDE



HUMILITY



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

# About Us

Located in Dulwich, a picturesque village known for its exceptional schools and abundant open spaces, our school benefits from its proximity to one of the world's most cosmopolitan cities.

We are situated across two sites covering 29 acres, including extensive sports fields and woodland, which enables the school to offer a unique blend of a country atmosphere in a suburban setting.

Dulwich Prep London has been a leading preparatory school in England since 1885. Throughout the years, countless boys and Nursery-aged girls have benefited from our school's rich history and forward-thinking approach. We have always embraced change, kept pace with pedagogy and technology, and, most importantly, are passionate about each pupil and staff member's individual journey.

As the UK's largest boys' independent preparatory school, we enrol over 800 pupils aged 2 to 13. Our selection process is twofold: we look for students who generally rank in the top 10% nationally based on standardised tests, but more importantly, we seek children who will thrive and make the most of all that our school has to offer.

We take great pride in inspiring excellence with our Values ethos permeating every aspect of our curriculum and co-curricular activities. Academic excellence is a top priority, with 12 essential skills taught for success in education and beyond. Along with the Values, these 20 attributes empower boys to thrive in any future they choose. Expectations are high! We develop independent thinkers who make decisions based on empathy and compassion, which leads to their success and resilience.

Our Governors play a crucial role in maintaining Dulwich Prep London's position in a competitive market. Their expertise allows us to provide an innovative and challenging curriculum alongside a high-quality learning environment, by attracting excellent staff, implementing up-to-date technology, and continuously improving our modern facilities.

Overall, Dulwich Prep London provides a well-rounded education focusing on academic excellence, character development, and personal growth. We strive to nurture boys to become confident, compassionate, and prepared to impact the world positively. For the boys attending this school, their journey goes beyond exam preparation; it prepares them for life ahead.

	50+ Senior School Destinations		260+ Scholarships Awarded 2020-2023
150+ Co-curricular Clubs, Activities and Trips		20+ Musical Ensembles 15+ Stage Productions	
	25+ Acres of Open Space and a Swimming Pool		10+ Sports Played at Every Level
7.00am - 7.30pm Wrap Around Care		12+ School Community Events	

# Job Description

The Head of Seniors will be responsible for the organisation and subsequent development and growth of the Senior Section of Dulwich Prep London (which from September 2024 will be renamed 'Dulwich Prep & Senior'), joining the school's Senior Leadership Team (SLT) and reporting directly to the Head Master. Please note that from September 2025, the role title Head of Seniors will change to Head of Upper School.

The post holder will combine a deep commitment to the daily life of a busy independent school. With a devotion to pastoral excellence and outstanding academic performance, their clarity of vision will enable them to realise the school's ambitious expansion plans. They will be excited by the opportunity to create and nurture a brand-new section of an already well-established leading preparatory school and to facilitate the rollout of a varied GCSE programme that emphasises the importance of personal choice for each student.

## Duties & Responsibilities

### Strategic Leadership

- Establish and develop the academic, pastoral and co-curricular aims and standards of the Senior School in partnership with pupils, staff, governors and parents.
- Work with the Head Master, SLT and the governing body to implement the Senior School's vision and integrate it seamlessly within the existing structure of the whole school.
- Provide strategic leadership as the Senior School continues to grow and establish itself as a leading 16+ offering.

### Academic Leadership

- Be responsible for the delivery of the curriculum to GCSE in collaboration with Senior Leaders and Heads of Department and ensure the highest possible academic standards, making adjustments according to the latest updates in subject and phase requirements.
- Review schemes of work and curricula according to these updates and liaise with Heads of Department to ensure effective implementation of any changes.

### Pastoral Leadership

- Establish a comprehensive pastoral pathway for the Seniors, ensuring the holistic well-being and personal development of our pupils, which is in line with the school's values.
- Operate effective communication channels both within the school and externally to parents and other stakeholders.

- Motivate pupils and colleagues through innovative and inspirational leadership.
- Ensure that pupils' personal development is promoted through a comprehensive provision of co-curricular activities.
- Effectively manage and provide guidance to a team of staff members, including setting performance expectations, conducting regular check-ins, and providing ongoing feedback and coaching.

### Safeguarding & Welfare

- Show a commitment to ensuring the highest standards of safeguarding and to promoting the welfare and wellbeing of all pupils through clear lines of communication, developing new processes which build on current protocols.
- Recognise and actively promote equality, diversity and inclusion for the Senior Section, and the whole school as needed.

### Transition & Partnerships

- Establish and maintain excellent relations with parents and the wider Dulwich community (including neighboring schools, colleges and other educational partners) and communicate the vision and the benefits of a senior school career at Dulwich Prep London.
- Liaise and collaborate with teaching colleagues to ensure the smooth transfer of pupils into the Senior School.
- Maintain sound knowledge of sixth form colleges and potential feeder schools; Liaise and collaborate with sixth form colleges and other schools for the smooth transition of pupils into their future schools.
- Support and lead charity and outreach work for the Senior Section.

## Timetable & Administration

- Work with the relevant colleagues to establish, develop and maintain the timetable for the Senior Section. The Head of Senior Section will have responsibility for the timetable for their section and for ensuring that it works well alongside the demands of other sections' timetables.
- Ensure efficient preparation for and administration of GCSE examinations, liaising with relevant exam boards and Heads of Department.

## Marketing & Admissions

- Take an active role in the promotion and marketing of the school to support student admissions and staff recruitment, in collaboration with the marketing department, admissions department and colleagues.

## Training & Development

- Regularly review own practice, and in collaboration with the Head Master, set personal targets and take responsibility for own continuous professional development and participate in the annual performance review process.

## General Requirements

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact with.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive and courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the School.
- Adhere to school policies and procedures.

## Key Skills

- Senior and middle management experience with exposure to whole school leadership and governance.
- Deep sense of entrepreneurship and a strong desire to create a new venture from the ground up.
- Ability to inspire, implement and manage considerable change within an already established organisation.
- Track record of academic planning and implementation of new curricula, and/or restructuring and streamlining of existing curriculum.
- Outstanding administrative, organisational, analytical and problem-solving skills.
- Experience managing relationships between stakeholders including parents, colleagues and governors, with exceptional written and verbal communication skills to enable clear and concise correspondence across all parties.
- Experience managing and resolving pastoral challenges on a school-wide scale, demonstrating outstanding levels of compassion and humility, resilience and

proactive problem-solving ability.

- Demonstrates a commitment to safeguarding, the health, safety and wellbeing of all pupils.
- Has the skills and experience to inspire, motivate, lead and manage staff, particularly through times of change.
- Ability to prepare, review and oversee the Senior School financial budgets; overseeing the planning and allocation of resources to meet the needs of the curriculum and departments.

## Knowledge

- Honours degree, excellent academic credentials and PGCE with QTS or equivalent qualification giving QTS.
- Strong awareness of business principles within an independent school context.
- Thorough appreciation of the advantages of a through-school, all-boys experience from Nursery to 16+. Genuine interest in how preparatory education feeds through to a Senior School environment and a recognition of the associated benefits for all pupils.
- Continuing professional development which indicates leadership aspirations.
- Excellent knowledge of and experience delivering the National Curriculum from Years 7 to 11.
- Familiarity with the daily running of a busy, high-performing school, as well as the accompanying legislative, compliance and inspection frameworks.

## Personal Competencies & Qualities

- Enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from pupils, parents and colleagues.
- Alignment to the Values ethos of Dulwich Prep London, including celebrating equality, individuality and difference, and incorporating each pupil's personal choice into their learning.
- Ability to plan, prioritise and manage a varied workload. Focuses on what needs to be delivered: understands what is required and responds promptly.
- Team-focused with a collaborative and flexible approach. Willing to adapt and respond to priorities, sharing knowledge and promoting good practice among staff at all levels.
- Proactive, 'can do' attitude to all tasks. Cooperative, helpful and accommodating with other team members and staff. Welcomes challenges and meets them with enthusiasm.
- Good communication and persuasion skills with an ability to remain calm under pressure, displaying agility and ownership of problems within your sphere of influence.
- Seeks out additional duties, uses own initiative and consistently strives to maintain a high standard of work.

# Working at Dulwich Prep London

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and teaching journey. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step to achieve your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, participating in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with Initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep, where hidden talents are celebrated.

## Remuneration

- Competitive Salary of £68,000 to £82,425.
- Generous defined contribution pension scheme.
- Life assurance and Income protection insurance (academic staff).
- Free school lunches.
- Enhanced sickness, maternity, paternity and adoption pay entitlements.
- Free access to our School Counsellor.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

## Terms & Conditions

- Hours of Work: Core School hours plus a proportional share of pastoral and organisational duties relevant to the role of an SLT member.
- All INSET days and major School and departmental events, such as Open Day, Celebration Day and all pertinent events listed in the School calendar.
- Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master considers reasonable, that are commensurate with the grading and designation of the post.

# Application & Appointment

## Application & Interview Process

A completed Application Form and a Cover Letter explaining your suitability for this role should be emailed to [Tamsin Hutson, Human Resources Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- **Closing Date:** Friday 17 November 2023, 12.00pm.
- **Longlist Interviews:** Wednesday 29 November 2023, **Shortlist Interviews:** Thursday 30 November 2023
- Applicants who are successful at the longlist stage will be invited to return the following day to attend the shortlist stage.
- **Start Date:** Tuesday 27 August 2024

## Appointment

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two references which are satisfactory to the School.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the school.
- A check which confirms that you are not the subject of a direction under section 128 of the Education and Skills Act 2008 which renders you unable or unsuitable to take part in the management of independent schools.
- Evidence from the professional regulating authority of the teaching profession in each country in which you have worked as a teacher which confirms that you are not subject to any sanctions or restrictions and that there are no concerns over your suitability to work as a teacher.
- Verification of your medical fitness for the role.
- Satisfactory completion of the probationary period.
- Any further checks that the School deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.



# Equal Opportunities & Safeguarding

## Equal Opportunities

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## Safeguarding

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including online checks and checks with past employers and the Disclosure and Barring Service.



Schools'  
Inclusion  
Alliance



We are an equal opportunity employer and welcome applications from individuals of all backgrounds.

We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.



# DULWICH PREP LONDON

Values & Academic Excellence since 1885

42 Alleyn Park, London, SE21 7AA (Years 1 to 8) 020 8766 5500

8 Gallery Road, London, SE21 7AB (Early Years) 020 8766 5531

[www.dulwichpreplondon.org](http://www.dulwichpreplondon.org)

Head Master: **Miss Louise Davidson**



LOVE



COURAGE



GRATITUDE



HUMILITY



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY