



Homefield Preparatory School

An Independent
Day School for Boys
Aged 3 to 13 Years



RECRUITMENT PACK

Deputy Head



Welcome from the Head

Dear candidate,

Homefield Prep is a happy, successful and aspirational learning community that is strongly committed to balancing the academic ambition necessary to drive high performance and the dedication to providing an inspiring and engaging curriculum that truly prepares boys for their lifelong learning journeys. We are a community that places pastoral care at the heart of all we do and, with a talented and motivated staff team that is passionate about making a difference to the experience of every child.

To further strengthen the excellent education we offer, we pay particular attention to the specific needs of our boys, developing their confidence, supporting their academic development and encouraging whatever interests they may have. At Homefield School, we nurture both potential and ability and recognise that success comes in many forms.

At Homefield, children thrive whilst working hard and enjoying themselves. The school brims with energy and vitality. It is a school where children are happy and feel valued. What matters most is that children enjoy learning. We believe that excellence and high standards are goals worth attaining. We want to inspire our boys to do their very best, inside and outside of the classroom.

Homefield has a long history of developing children of character – we want our boys to take on responsibility, to be thoughtful and kind, to be capable of engaging in interesting conversations, and to always be courteous.

We are an incredibly nurturing community that celebrate our boys' varied and wonderful efforts, giving them the all-important encouragement they need to grow. We aim to ensure that every child has a sense of pride about their achievements, so when they leave Homefield, they will have the confidence to reach whatever goals they set themselves. The well-being of our boys is key.

Thank you for your interest in the position of Deputy Head at Homefield. This is an opportunity to lead in an exceptional team of teachers in an innovative setting.

Best wishes,

Mrs G Anderson

Gemma Anderson



Inspiring Boys Hearts, Heads, Hands

An Introduction to Homefield

Homefield Preparatory School, one of the oldest boys' prep schools in England, is an independent day school for boys aged 3-13, located on the outskirts of Sutton. Established in 1870, we have a proud tradition of nurturing well-rounded boys who thrive academically and personally. With exceptional teaching resources, a rigorous academic approach, and a focus on "Heads, Hearts, and Hands," we ensure our boys are Aspirational, Assured, and Achievers.

At Homefield, our core values—Respect, Kindness, Integrity, Endeavour, and Resilience—are integral to daily life. These principles guide our boys in everything they do, whether in the classroom, on the sports field, or through co-curricular activities. These values are consistently promoted and rewarded, helping every boy develop into a confident, compassionate, and responsible member of the community.

Our curriculum is specifically designed to inspire boys, offering a broad and balanced education that goes beyond the core subjects of English, Mathematics, and the Sciences. With specialist teaching across the Humanities, Music, Arts, and Sport, we provide a dynamic learning environment where boys develop a lifelong love of learning and realise their full potential.

Homefield is renowned for its exceptional academic success. Our boys consistently gain places at top Grammar and independent senior schools, with many achieving prestigious scholarships at both 11+ and 13+.

Located just 30 minutes from central London, with easy access to the Surrey countryside, our boys enjoy a wide range of cultural and outdoor experiences. Visits to museums, galleries, and theatres enrich their learning, while our excellent facilities provide a safe and stimulating environment for their development in school.

You can discover more about Homefield by visiting our website [here](#).



Leavers' Destinations

At Homefield, boys pursue one of two academic pathways. Many follow the 11+ route in Year 6, progressing to a range of local independent or selective grammar schools. Others remain at the School until Year 8, studying the ISEB curriculum before moving on to senior schools with 13+ entry.

We are proud of our boys' academic success and their seamless transition to senior schools that align with their academic strengths and extracurricular interests. Over the past three years, our boys have secured 71 offers from selective local grammar schools and 199 offers from top-ranking senior independent schools across London and Surrey.

Additionally, our boys have earned Scholarships and Exhibitions in academic, music, art, sport, and all-round ability at various senior schools. Last year alone, 36 scholarships were awarded, contributing to an impressive total of 122 scholarships over the past seven years.



The Role - Deputy Head

We are looking for an outstanding, committed, passionate and innovative Deputy Head who will motivate and encourage our staff and children to realise their full potential and help lead Homefield in the next stage of its development.

You will demonstrate the skills, expertise and passion to inspire the teaching staff and strive for excellence in all areas. As Deputy Head, you will play a key role in supporting the Head and ensuring the smooth and successful running of the School.

The Deputy Head reports directly to the Head and is a member of the Senior Leadership Team: Head, Deputy Head, Bursar and three Assistant Heads (Lower School, Academic and Pastoral). This is a wonderful opportunity to be a core part of a collegiate and harmonious leadership team. Candidates will have the necessary credibility to establish strong and trusting relationships with all stakeholders.

The successful candidate will be creative and energetic, have good interpersonal skills, be an example of excellent good practice and fully participate in the life of this successful and popular school. You will demonstrate the skills, discretion, expertise and passion to inspire and encourage teaching staff and boys and strive for excellence in all areas.

The successful candidate will be primary or secondary trained with an appropriate degree and a teaching qualification. They will also have experience of leadership within a school setting. The Deputy Head role is combined with a teaching role and the ability to teach or lead in additional subjects, would be an advantage. They must have good IT skills and experience using online learning platforms, such as Office 365.

It is a significant role in Homefield's strong and committed community and is line managed by the Head with whom the Deputy Head works closely. An excellent educational understanding of key issues within the learning and teaching of all subjects from aged 4-13 and organisational abilities, efficiency, humour and energy are a requirement of the position.

Main duties and responsibilities

Leadership

- Lead the development of outstanding, pastoral care and innovative teaching and learning;
- Be responsible for the day-to-day leadership and management of the School;
- Take a major senior role in the leadership of the school and to serve on the Senior Leadership Team and other key committees;
- Be involved in the school decision-making process advising and reporting to the Head and Governing Board on policy making and development planning;
- Actively contribute to the future development of the school in its strategic planning and decision-making, taking on leadership of any management issue or project, as required;
- Act as a pioneer in developing new initiatives and innovative teaching, learning and pastoral care;
- Ensure that inventive use is made of resources, including new technologies;
- Support and actively promote and embed the schools aims, ethos and learning habits;
- Develop specific events and initiatives for boys, staff and parents;
- Work closely with the Admissions and Marketing Department, under the leadership of the Head;
- Develop the expansion of community activities with other schools, organisations and services;
- Take a key role in school-wide self-evaluation;
- Ensure staff carry out duties and responsibilities with high standards of professionalism and diligence through close monitoring;
- Deputise for the Head as required;
- Be involved in recruitment of staff;
- Managing the induction of new staff;
- Have overall responsibility for the monitoring of ECTs, PGCE students and any new staff, including work experience or other partners, ensuring mentoring and observations requirements meet all legal requirements.
- Take a key role in relation to ISI inspections and be a significant contributor to regular reviews of ISI regulations, policy and practice to ensure the School meets statutory requirements;
- Set high expectations in terms of enthusiasm for learning, punctuality and commitment;
- Provide an example of excellence as one of Homefield's leading classroom practitioners, inspiring and motivating other staff within the School;
- Communicate with staff and boys through attendance relevant meetings, leading calendar organisation meetings, leading regular staff briefings and assemblies.

Main duties and responsibilities

Pastoral

- Oversee the overall pastoral care, well-being and behaviour of all boys in the Prep school, liaising with the Assistant Head (Pastoral), Form teachers and other staff as appropriate;
- Oversee and maintain attendance and pastoral data input on SIMS;
- Communicate with parents in an appropriate and timely manner, providing information and managing parents' pastoral concerns.

In relation to Safeguarding, Child Protection and Health and Safety

- Act as a Deputy Designated Safeguarding Lead;
- Liaise with the Head, DSL and the rest of the Safeguarding Team to ensure the safeguarding and security of all children in your care;
- Ensure all staff are adhering to the safeguarding policies of the school;
- Promote and safeguard the welfare of boys and adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times reporting any concerns to the Head or DSL as appropriate.
- Be responsible for accurate and secure record-keeping in matters of Child Protection and Safeguarding, including data input on SIMS and any relevant Safeguarding software;
- Manage boys' behaviour, including involvement in disciplinary processes, communicating with parents and the regular review of policy and procedure;
- Be aware of Health and Safety requirements, including where to obtain expert advice;
- Communicate with the Health and Safety Team any Health and Safety issues regarding the welfare or safety of the boys or staff.

Academic

- Oversee the overall academic standards for all boys in the School, liaising with the Assistant Head (Academic), Form teachers and other staff as appropriate;
- Display a thorough understanding of the expectations of the academic standards required for Prep school boys;
- Ensure that Assessment for Learning is fully embedded within the school and is being used to raise standards of attainment/achievement and the overall quality of learning and teaching;
- Line manage and liaise with the SENDCO to ensure the effective delivery of the Learning Support Policy and to monitor the progress and development of students receiving learning support.
- Have an oversight of all policies which relate to learning and teaching and other academic aspects of the school;
- Participate in the on-going review of the curriculum;
- Liaise closely with the Head and SLT to ensure academic continuity;
- Where appropriate, meet with parents to discuss their child's progress;
- Create opportunities to provide further information and guidance to parents regarding their child's education and progress;

Main duties and responsibilities

- Build and maintain cooperative relationships with parents and communicate with them on boys' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties;
- Lead the coordination of termly written reports and references for individual boys as required in collaboration with the Head;
- Provide guidance and support to staff on reporting and monitor the progress and quality of report writing;
- Schedule and organise parents' academic evenings;
- Support the leading, organisation and deliver, where appropriate, of termly INSET days and other training, and to assist departments with their own training programmes;
- Advise and help colleagues in appraisals, professional development and lesson observation;
- Promote a culture of sharing good practice;
- Teach a percentage of the timetable, as agreed by the Head

Other responsibilities

- Lead the daily organisational needs of the school, including timetabling, cover, and briefing notes
- Have responsibility for the planning, preparation, construction and administration of the termly timetable;
- Help organise the end of year Prize Giving and other special events;
- Cover for absent colleagues and carry out other supervisory duties as required;
- Supervise boys before and after School sessions;
- Contribute to the extra-curricular life of the School as required, running an extra-curricular activity after school each week (opportunities exist become involved with the School's busy schedule of extra-curricular activities, and it is expected that all staff contribute to this vital part of School life);
- Liaise with the Homefield Parents' Association regarding School events, attend any such events and be supportive of the HPA;
- It is expected that the Deputy Head, would make a strong contribution to the corporate life of the School, attending all relevant school events and actively considering ways in which to develop this area of our community;
- Take on any other duties commensurate with the post that the Head may ask, from time to time, the post holder to perform.

Continuous Professional Development:

- Participate in the school's appraisal process and attend review and follow-up meetings as required;
- Proactively identify their own training needs, working with the Head to develop their own practice.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good, relevant bachelor's degree; • Recognised, relevant and suitable teaching qualifications - QTS or equivalent. 	<ul style="list-style-type: none"> • A DSL qualification - training is a requirement and will be provided if not held. • Additional, relevant academic qualifications.
Experience	<ul style="list-style-type: none"> • Leadership experience, at departmental or phase level, in a school environment. • Class teacher with an excellent record as a teacher in either primary, prep or secondary settings. 	<ul style="list-style-type: none"> • Whole-school senior leadership or management experience; • Experience as a Designated Safeguarding Lead.
Skills and knowledge	<ul style="list-style-type: none"> • A commitment to educational excellence and a growth mind-set in relation to outcomes for all boys; • A highly motivated and inspirational teacher with a vision on how to take your department forward, encompassing our school ethos; • An inspirational, committed and highly effective education practitioner, dedicated to achieving the best outcomes for every individual child both in and out of the classroom; • Has a sharp and progressive vision for the teaching and learning in a successful and dynamic school; • Show initiative in your dealings with children in different situations; • Awareness of the need to follow set policies and guidelines within a caring and safe environment for the children; 	<ul style="list-style-type: none"> • Knowledge of the requirements and operation of ISI.

Person Specification

	Essential	Desirable
Skills and knowledge	<ul style="list-style-type: none"> • Excellent communication skills with colleagues and parents both in written and oral form; • Ability to work well within a team while promoting the best interests of the school; • Integrity, reliability and a commitment to honesty and fairness; • A strong commitment to pastoral care, wellbeing and character education as well as the protection and safeguarding of children; • A good level of competency with IT and technology. 	
General	<ul style="list-style-type: none"> • High standards of personal presentation and professional conduct; • Commitment to personal CPD; • A sense of humour. 	
Personal	<ul style="list-style-type: none"> • Friendly, sympathetic and supportive personality; • Energetic, motivated and enthusiastic; • Well organised, with good time management skills and a keen eye for detail. 	

Salary and Benefits

Homefield School offers its staff attractive salaries and pay progression when compared with the wider education sector. The Deputy Head would be appointed to our leadership pay scale and their salary would be in line with their experience and responsibilities.

Other benefits include

- Access to the School's defined contribution pension scheme for teaching staff;
- Life assurance cover which provides death in service cover up to 3x your annual salary;
- Free school lunch and refreshments during term time whilst the kitchen is operating, normally taken with the boys;
- Staff fee remission – staff who have children at the School, subject to the School's normal admissions procedures, may be eligible for a discount on the school fees. Full details can be made available during the interview process;
- Access to an Employee Assistance Programme;
- Small class sizes;
- Subsidised local gym membership;
- Extensive training and CPD opportunities.

Terms and Conditions

The appointment will be subject to an enhanced check with the Disclosure and Barring Service and two references, which the School considers satisfactory, one of which must be from the candidate's most recent employer. Full-time hours of work are 8am-4:30pm Monday to Friday, but those in leadership roles are expected to work beyond these hours.

Teaching appointments are subject to a probation period for the first year of employment. The employment may be terminated by the School on two months' notice given in writing at any time during or at the end of this probationary period. If you wish to terminate the employment during the probationary period you must provide at least one full term's notice.

All staff must comply with the School's Child Protection and Safeguarding Policy. The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health and Safety Policy, particularly in relation to safe working practices.

Recruitment and Selection

Visits to the School are actively encouraged.

Closing date for applications: **Friday 31st January.**

Initial interviews will take place in the week beginning **3rd February 2025.**

Final round interviews will take place in the week beginning **10th February or 24th February 2025.**

Homefield reserves the right to close this vacancy if we receive sufficient applications for the role.

It is hoped that the successful applicant will take up the appointment at the beginning of the Autumn Term 2025 or sooner, depending on the terms and conditions of their current contract, but this can be discussed further with interested candidates.

Homefield School is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service. The full policy on Recruitment, Selection and Disclosure is available on our website.

Please complete an application form, which can be found here: [LINK](#). Please email the completed form and accompanying letter addressed to the Interim Head, Mr Christopher Hammond to bursar@Homefieldschool.com. Applications must arrive prior to the closing date and time. CVs will not be accepted.

Please note that due to the volume of applications we receive, we are only able to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To discuss the role in confidence with the Head, or to arrange a visit, please contact Chris King on cking@homefieldprep.school or by calling 0208 642 0965.

Data Protection

Personal data collected will be used during the recruitment process, and if you are successful will be added to your employee record. If you are unsuccessful, the information will be retained for six months following the completion of the recruitment process after which all details or papers relating to your application will be securely destroyed. For further information on how we use your information and who we may share it with, please refer to our Staff Data Protection Privacy Notice.



Thank you for reading!

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