



DEPUTY HEAD (ACADEMIC) (parental leave cover)
WIMBLEDON COMMON PREPARATORY SCHOOL



THE SCHOOL

Wimbledon Common Prep School (WCPS) is a pre-preparatory school for 175 boys aged 4-7 years. We provide a well-structured education that aims to instil a love of learning in a friendly, welcoming and attractive environment.

The School was founded in 1919 as a preparatory school for King's College School (KCS) and other public schools. The premises were originally in Wimbledon High Street but in 1957 the then owner acquired the current building on the Ridgway, opposite King's, where the school is now situated in a lovely building with a large playground area surrounded by trees near Wimbledon Village and the Common. The School remained in the hands of the Turner family until June 2006 when it was purchased by King's. WCPS has an excellent reputation and feeds pupils through to King's and many other respected schools.

From September 2027, we look forward to welcoming girls and boys into the Reception year at WCPS, applying to join the school through the 2025-26 admissions cycle. By September 2029 WCPS will be a fully co-educational school. It is our belief that, as a co-educational community, we will enrich the educational experience of all our pupils and the preparation we offer them – when the time comes – for their lives in the world beyond school.

Girls have long played an integral role within the Corporation of King's, and it has been a longstanding ambition of the governors to extend co-education throughout the Corporation. This long-term aspiration has been given fresh impetus by the Corporation's recent acquisition of a new site on The Downs, located just a few minutes' walk from the school, where it is planned that a new, world-class junior school will be built.

As we look forward to welcoming girls as well as boys throughout the school over the coming years, we remain focused on offering an outstanding education for all our pupils



THE ROLE

A rare and exciting opportunity has arisen at Wimbledon Common Prep School. We are seeking to appoint a dedicated, enthusiastic and inspirational Deputy Head of academics from mid-November 2026 until the return of the current post holder from paternal leave.

The successful applicant would ideally have experience in the London Day School 7+ application process. The position is classroom-based with a very generous amount of non-contact time.

Main responsibilities for this role include:

- leading on learning teaching and curriculum development
- driving high standards of learning
- championing engaging lessons with a high proportion of active pupil engagement
- ensuring that teachers are adhering to academic policies and maintaining high standards of learning and teaching via lesson walks, book scrutinies and close monitoring
- maintaining the learning and teaching philosophy at WCPS, leading on curriculum enrichment
- line managing the heads of departments, staying abreast of departmental initiatives and objectives
- leading the collection and analysis of all academic performance data
- leading on the monitoring and acceleration of pupil progress

- overseeing interventions as appropriate
- arranging and leading all internal assessments
- running the 7+ process
- establishing deadlines and guidelines for reports
- taking overall responsibility for proofreading reports
- organising and running parents' evenings
- representing WCPS at the King's Education Committee and the Pre-Prep Management Board meetings
- be prepared to work with the King's International team, coordinating overseas visits and lesson observations

As a member of the senior leadership team, the Deputy Head of Academics should also:

- support the head in the leadership and development of the school, contributing significantly to the Development Planning and Self Evaluation of the school
- attend parent-facing events such as fixtures, plays, concerts and school fairs
- assist with the admissions process, interviewing prospective pupils and staff as required
- update relevant policies as required
- have a thorough understanding of KCSIE
- be prepared to lead a Year group if required
- partake in and lead CPD initiatives as required
- understand and implement the IAPS and EYFS inspection framework



THE ROLE (continued)

- support and work closely with the Deputy Head Pastoral and Senior Leadership Team
- take on any additional tasks reasonably required by the head
- oversee the WCPS provision of the Learning Enrichment, line managing the SENCo.
- ensure that classroom displays are engaging and routinely updated
- be proactive in supporting the well-being and mental health of pupils and colleagues
- optimise pupil outcomes.
- be able to prioritise and manage time effectively, demonstrating resilience and flexibility.
- possess excellent organisational and problem-solving skills.
- be wholly committed to the role and the school.
- be trustworthy and able to maintain confidentiality.
- have a sense of humour and a sense of compassion.
- be kind and caring
- be willing to learn
- be able to admit when mistakes are made and learn from them

PERSON SPECIFICATION

The successful candidate will:

- be a strong, dynamic and inspirational leader, with a track record of or an aspiration to first-rate leadership.
- have a clear vision for a first-rate, modern, research driven and skills-based curriculum.
- be committed to academic excellence and eager to share in the joy of learning inside and outside the classroom.
- be an outstanding teacher, with the ability to contribute to the wider life of the school.
- communicate extremely well, with experience of change management at a whole-school level.
- be able work as part of a team, forging excellent working relationships
- be analytical, with experience in utilising data to



APPLICATION PROCESS

A completed application form in **Microsoft Word** format should be sent by email to recruitment@kcs.org.uk

Cover letter: Please use the cover letter section at the end of the application form to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests.

Arrangements will be confirmed prior to interview, and further details provided.

Closing date: Tuesday 15th September 2026 at 9am

Interview date to be confirmed

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk telephone the HR department, tel. 020 8255 5308 to find out more about the interview process.

Early applications will be welcomed - the interview process may be staged, and some interviews held in advance of the closing date

if there is a large number of applicants for the role.

The school reserves the right to appoint at any stage in the process.

PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Wimbledon Common Prep School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of an enhanced DBS disclosure, satisfactory references, medical clearance and proof of legal right to work in the UK.



SAFEGUARDING AT WCPS

As part of King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT WCPS

As part of King's, we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of

behaviour, whether in person, at school, or in the virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

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