



BABINGTON HOUSE SCHOOL

Appointment of
Head of Prep

Welcome

Dear Applicant,

Thank you for your interest in the position of Head of Prep School at Babington House. I am delighted to introduce this application pack and hope it offers a glimpse into the vibrant, ambitious, and nurturing environment we are so proud of.

At Babington, our mission is clear: we know each child as an individual, and we build a sense of belonging within a truly supportive and diverse community. Our vision — Inspire, Nurture, Challenge — is not simply a motto, but a lived experience in every classroom, corridor, and conversation. These principles shape the way we teach, lead, and grow together.

This is an exciting time to join us. Our Prep School is full of energy, curiosity, and potential. We are rooted in strong traditions, but we are never bound by them. We seek leaders who can honour our heritage while embracing innovation and imagining what education can look like for tomorrow's learners. As Head of Prep, you will play a vital role in shaping the journey of each child — encouraging confidence, igniting passions, and unlocking excellence in ways that go beyond the ordinary.

We are looking for someone who shares our values, who believes that challenge and care go hand-in-hand, and who will bring fresh vision to an already thriving school. If that sounds like you, we look forward to learning more.

Warmest regards,



David Laird | Headteacher





Working at Babington House School

Babington House School is an independent day school from 3 to 18 years, situated in a beautiful group of buildings on Grange Drive in Chislehurst, near Bromley, just 3 minutes' walk from Elmstead Woods Station.

Founded in 1887, this co-educational school currently has a school roll of almost 500 with no more than 20 children in a class.

With growing pupil numbers, this is an exciting time to join this friendly, hard-working and highly motivated school-wide team of professional, supportive staff.

Babington House School provides an academic environment which is tailored to the needs of our pupils, believing that bright pupils benefit from carefully monitored and well-directed learning, where self-discipline is highly prized and where everyone is known as an individual.

We select children on their academic ability and potential, as well as personal qualities. Once at Babington, they are encouraged to surpass their own expectations. We encourage a love of learning for its own sake, as well as thoroughly preparing our pupils for the highly competitive world of university and beyond.

Our academic, artistic, sporting and social endeavours are underpinned by core Christian values which include a

respect for others and an awareness of a purpose greater than ourselves.

Teachers get to know their pupils well, and lasting friendships are formed amongst the children, creating a strong school community.

Our pupils benefit from being a part of our co-educational all-through school from the moment they join the Babington family. Located within our historical grounds, our Nursery and Prep school is where the journey begins. Our vibrant Early Years setting provides a safe and nurturing environment for young minds to develop curiosity, build positive relationships and have fun. Our pupils enjoy a seamless transition into our Prep School, where they further develop a love of learning through the delivery of an exciting curriculum that engages, develops and prepares them, as well as put a smile on their faces.

The Senior part of the school is academically selective with an Entrance Examination for Year 7 entry. Our excellent academic results are achieved because we encourage a culture of high expectations. We set a brisk academic pace, and the pupils are encouraged to realise their potential in a setting which is conducive to learning and well supported. We carry the expectation for our Prep School pupils to transition through to our excellent Senior School. Relationships and lessons with Senior teachers during their time in Prep ensure that this is a seamless process.

'We inspire'



Our Vision

Inspire. Challenge. Nurture.

Our Mission

Babington knows each child as an individual, fostering a sense of belonging within a supportive, diverse community. Building on traditional foundations, we seek opportunities that go beyond the ordinary, enabling us all to achieve success in an ever-changing world.

Our Values

We have a broad Christian ethos and a code of conduct which represents our values and influences everything we do.

Kindness

Courtesy

Determination

Honesty

Respect

Governance

Babington House School Limited is a company registered in England No: 610514; Charitable Trust No: 307914.

We have an experienced Governing body. Care is taken to ensure that the membership of the Governing body includes a wide range of skills and experience for good governance of a 3 to 18 school.





Job Description

Job Details

Reporting to: Head Teacher

Responsible for: Prep School Team and Whole School Pastoral Duties

Main Purpose

The Head of Prep will support the Headteacher in:

- › Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- › The day-to-day management of the prep school, including early years
- › Formulating the aims and objectives of the school
- › Establishing policies for achieving these aims and objectives
- › Managing staff and resources to that end
- › Monitoring progress towards the achievement of the school's aims and objectives
- › The undertaking of any duties delegated from the Headteacher

Qualities

The Head of Prep will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- › Build positive and respectful relationships across the school community
- › Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Head of Prep will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life
- › Work closely with the Senior School for the smooth transition of pupils in year 6 to year 7
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- › Establish and develop strong and positive links with parents and the community generally
- › To become a Deputy Designated Safeguarding Lead
- › Assist the Headteacher in the recruitment of prep school staff
- › To assist in the induction process of new prep staff

Leadership and management of the school

- › Manage middle leaders, developing a professional culture amongst all staff at the school
- › Support and challenge staff, dealing with underperformance effectively, while making sure staff are given the support to do their jobs well
- › Manage the school's budget and resources alongside the School Bursar
- › Implement the school's appraisal policy and other management processes and systems

- › Undertake specific whole-school pastoral duties
- › Support the implementation of school-wide policies and school-level policies
- › Undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of weakness in the school
- › Support the recruitment of teaching and non-teaching staff where necessary
- › Provide training and continuing professional development (CPD) opportunities for all school staff
- › Identify areas of progression and promotion for staff that support succession planning for the school
- › Keep up to date with developments in education

Teaching and learning

- › Work with staff to promote high quality teaching across all subjects
- › Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas as well as teaching and learning across the school
- › Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- › Identify areas where staff may benefit from sharing good practice
- › Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- › Make sure standards of behaviour are high to foster an environment in which learning can thrive
- › Implement a system of lesson observations and learning walks for all prep teachers and teaching assistants, with support from middle leaders

Additional and special educational needs and disabilities

Under the direction of the Headteacher, the Head of Prep will:

- › Promote a culture and practices that enable all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEN and disabilities
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Governance, accountability and working in partnership

- › Work with the Headteacher and governing board to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge
- › Help to build on the vision of the school and share with colleagues how this is being demonstrated in the school
- › Attend any relevant governor meetings
- › Contribute to reports to the Headteacher and governing board as necessary
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Ensuring compliance
- › Be knowledgeable about school policies and inspection requirements
- › Work successfully with other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils



Managing resources

Under the direction of the Headteacher, the Head of Prep will:

- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Ensure effective use of budgets and resources
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented

Other areas of responsibility

Assessment

The Head of Prep will:

- › Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- › Track and analyse pupil performance data
- › Plan and implement interventions for those pupils who are not progressing
- › Provide training and support for teachers and support staff on administering the assessment system effectively

Pastoral

The Head of Prep will:

- › Undertake specific whole-school pastoral responsibilities
- › Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- › Provide staff with training and support so they can play a part in enhancing pupils' personal development
- › Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- › Monitor pupil attendance and ensure it is continuously improving
- › Analysing prep school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies
- › Act as a member of the DSL team

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Prep will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Notes:

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">› Qualified teacher status› Degree› Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">› Successful leadership and management experience in a prep or primary school› Teaching experience› Involvement in school self-evaluation and development planning› Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none">› Data analysis skills, and the ability to use data to set targets and identify weaknesses› Understanding of high-quality teaching based on evidence, and the ability to model this and support others to improve› Understanding of school finances and financial management› Effective communication and interpersonal skills› Ability to communicate a vision and inspire others› Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">› A commitment to getting the best outcomes for all pupils and promoting the ethos and values of trust and school› Ability to work under pressure and prioritise effectively› Commitment to always maintaining confidentiality› Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position› Commitment to building positive and respectful relationships



Person Specification

We are seeking a leader who is:

- › **Inspirational:** A proven track record of leadership in a comparable school environment
- › **Strategic:** The ability to develop and implement innovative plans aligned with the school's mission and vision
- › **Empathetic:** A collaborative and compassionate leader who values diversity and inclusion
- › **Resilient:** Able to navigate challenges with composure and inspire confidence in others
- › **Visionary:** Committed to driving excellence across all aspects of school life

We are seeking a leader who has:

- › An extensive understanding of the independent school sector and preferably a postgraduate leadership or management qualification
- › Strong academic and intellectual credentials with a good track record of broad involvement in school life
- › Evidence of regular and relevant professional development
- › Demonstrable success in a leadership role in a comparable school environment, managing change and development
- › Exceptional, collaborative, and empathetic leadership skills, with experience of comprehensive staff development and management processes
- › A strong financial understanding and broad commercial skills, including marketing and pupil recruitment
- › A proven track record in raising standards through data analysis, curriculum innovation, and driving improvements in teaching and learning

- › The ability to lead, inspire, challenge, and empower teams and individuals to achieve the best possible outcomes for pupils
- › Proven skills in developing, communicating, and implementing strategic plans aligned with the school's aims, mission, and values
- › Broad commercial and business acumen, with skilful management of financial and marketing objectives
- › A collaborative and consultative approach when identifying and implementing change and innovation
- › Strong leadership and management skills, operating with integrity, courage, and empathy
- › Resilience, maintaining focus, composure, and a positive outlook in the face of challenges while inspiring confidence and perseverance in others
- › The ability to address difficult issues, take difficult decisions, and communicate outcomes sensitively
- › Significant experience of building and sustaining effective relationships with all stakeholders
- › Empathy and skills to run an inclusive and diverse school community, with a deep and committed understanding of safeguarding responsibilities
- › Thorough knowledge of risk and regulatory issues, including inspection, legal compliance, and health and safety
- › Strong organisational skills and the ability to prioritise and work effectively under pressure
- › The ability to delegate and leverage the skills and knowledge of others
- › Excellent communication skills, including the ability to present in an engaging way to a range of audiences



Application Process

For further details about this post, please see our website: www.babingtonhouse.com or email: vnelson@babingtonhouse.com

To apply, please address your letter to the Chair of Governors, Mr Chris Turner, and email your completed application form to: vnelson@babingtonhouse.com

Please note that CVs are not accepted unless accompanied by an Application Form.

Closing date: 8am on 2 June 2025

Interview date: w/c 16 June 2025

Location

Grange Drive, Chislehurst, Kent BR7 5ES

By Car: From the A20, turn left onto Green Lane (B263), right onto William Barefoot Drive, and continue onto Elmstead Lane. Go through 2 roundabouts; Grange Drive is on the left-hand side. Babington is located along Grange Drive on the left-hand side.

By Train: The nearest station is Elmstead Woods, just 3 minutes' walk away. Elmstead Woods Station is on the South Eastern Main Line from London Charing Cross. Turn left into Elmstead Lane and walk up the hill; Grange Drive is the first turning on the right. Babington is located along Grange Drive on the left-hand side.

