



KINGSWOOD
PREP

APPOINTMENT OF

DEPUTY HEAD OF THE PREP SCHOOL

September 2026



WELCOME FROM THE INCOMING HEAD

Thank you for your interest in the role of Deputy Head of Kingswood Prep School.

I am thrilled to be taking on the Headship of Kingswood Prep School in September 2027 and am particularly pleased to be recruiting for this important role as we look ahead to the next chapter for the School.

I hope this pack gives you a sense of the distinctive character of Kingswood Prep, our aspirations for the future and the opportunities this role presents, and I warmly encourage you to apply.

Best wishes,

Helen Worrall

BACKGROUND

The Kingswood Foundation brings together Kingswood Senior School, Kingswood Prep School and The Garden at Kingswood Nursery, forming a vibrant educational community for children from nine months to eighteen years.

Situated on a beautiful 120-acre site on Lansdown overlooking the city of Bath, Kingswood provides an inspiring environment in which young people can learn, grow and thrive. Founded in 1748 by John Wesley, the School has a long tradition of combining academic ambition with a strong commitment to character, service and community. While the School has evolved significantly over the centuries, these founding values remain central to life at Kingswood today.

Across the Foundation, pupils benefit from a broad educational experience that includes academic study, sport, the arts and a rich co-curricular programme. From their earliest years through to Sixth Form, pupils are encouraged to develop confidence, curiosity and a strong sense of responsibility to others.

Bath itself is widely regarded as one of the most beautiful and culturally rich cities in the United Kingdom. A UNESCO World Heritage Site, it offers historic architecture, a vibrant cultural life and excellent amenities. Kingswood's location provides stunning views over the city while remaining close to shops, restaurants and cultural venues. The surrounding countryside offers outstanding opportunities for outdoor activities, and excellent rail links make travel to London and the South West convenient. For staff and families alike, Bath offers an exceptional quality of life.



KINGSWOOD PREP SCHOOL

Kingswood Prep School offers a vibrant and nurturing environment where children are encouraged to explore their individual talents, develop confidence and discover a lifelong love of learning. Our approach is firmly rooted in a holistic philosophy of education: we believe that academic success sits alongside creativity, curiosity, character development and a strong sense of community.

At the heart of the Prep School is a team of dedicated, inspiring teachers and staff who place great emphasis on high-quality teaching and wide participation. We want every child to feel known, valued and encouraged to try new things. Enjoyment of learning is central to our ethos, alongside the pursuit of excellence in all that we do.

The Prep School benefits from a range of well-equipped facilities designed to support and enrich the learning experience. These include specialist spaces for science, technology, engineering, art and music learning, alongside bright classrooms with breakout areas that encourage collaboration and creativity. Technology is embedded across the curriculum, supporting pupils as they develop the digital skills and curiosity that will serve them well in the future. The Prep School also benefits from close collaboration with colleagues in the Senior School, ensuring a smooth and confident transition for pupils as they progress through their education.

The Prep School is also home to *The Garden at Kingswood*, our nursery for children from nine months old. Open for 45 weeks of the year, The Garden provides a warm and stimulating environment where the youngest members of our community begin their Kingswood journey. Nursery children benefit from access to many of the School's excellent facilities and enjoy a strong focus on outdoor learning within our beautiful and secure grounds.

While academic learning is central, Kingswood Prep School places equal value on a broad and enriching education. Pupils enjoy extensive opportunities across sport, music, drama and the wider co-curricular programme, both within and beyond the classroom.

Sport is an important part of school life, with an extensive fixture programme across a wide range of sports. While some pupils achieve county and national recognition, participation, teamwork and enjoyment remain at the heart of the sporting ethos.



Music is a vibrant part of the Prep School, with many pupils learning instruments and participating in a wide range of ensembles and regular performances.

Drama provides further opportunities for pupils to develop creativity and communication through productions, festivals and performance qualifications.

Educational visits, visiting speakers and residential experiences further enrich school life, broadening pupils' understanding of the world and developing independence, resilience and lasting friendships.

THE ROLE

Reporting to the Head, the Deputy Head will play a central role in the effective day-to-day leadership and organisation of the Prep School ensuring oversight of all logistical and operational arrangements and working closely with the Head, staff, pupils and families to ensure the smooth running of the School and the delivery of an outstanding pupil experience.

The Deputy Head will be a member of the Foundation Leadership Team and will play a key role in ensuring the School thrives as a nurturing, ambitious and forward-looking community within the wider Foundation. As such, the postholder will be required to support Prep School and Foundation events in the evenings and weekends and will be required, at times, to support the nursery during the holiday periods and fulfil additional Foundation leadership responsibilities.

The postholder will provide outstanding, visible and strategic leadership across the Prep School, with particular responsibility for daily organisation, communication, compliance, continual professional development and day-to-day support for The Garden Nursery.

The successful candidate will be an experienced, inspiring, approachable, highly organised and collaborative leader who is able to balance strategic thinking with a willingness to be actively involved fully in the daily life of the school.

Above all, you will share our belief that children flourish when they feel known, valued, challenged and inspired.



KEY RESPONSIBILITIES

OPERATIONAL AND ORGANISATIONAL LEADERSHIP

- Work closely with the Head to ensure the effective day-to-day running of the Prep School.
- Oversee daily organisation, staffing, cover, calendars and operational arrangements, responding calmly and effectively to issues as they arise.
- Provide visible, practical and approachable leadership across the School.
- Work closely with administrative and support colleagues to ensure continuity and minimise disruption to pupils' learning.
- Deputise for the Head when required and provide trusted leadership across the School.

COMMUNICATION AND COMMUNITY

- Promote clear, timely and effective communication across the Prep School.
- Ensure that staff, pupils and families are well informed and appropriately supported.
- Build positive and constructive relationships with parents and carers, responding sensitively to queries and concerns.
- Act as the key school contact for Friends of Kingswood Prep School, supporting events, community initiatives and engagement.
- Work closely with colleagues across the Foundation to strengthen communication and collaboration.

SAFEGUARDING, PASTORAL CARE AND WELLBEING

- Undertake the responsibilities of Deputy Designated Safeguarding Lead, working closely with the Designated Safeguarding Lead, Head and wider safeguarding team.
- Promote a strong culture of safeguarding and ensure that pupil welfare remains central to decision-making.
- Contribute to the development of a positive, inclusive and supportive pastoral culture.

COMPLIANCE, HEALTH AND SAFETY AND SCHOOL IMPROVEMENT

- Work with the Head and Foundation colleagues to ensure that policies, procedures and practices meet statutory and regulatory requirements.
- Support the School's preparation for inspection and contribute to self-evaluation, the School Evaluation Form and school improvement planning.
- Oversee day-to-day health and safety arrangements within the Prep School, working closely with the Foundation Health and Safety Lead.
- Monitor and report on delegated areas of responsibility, promoting high standards of accountability and continuous improvement.



STAFF DEVELOPMENT AND PROFESSIONAL LEARNING

- Lead and oversee the Prep School's programme of continuing professional development in consultation with the Head.
- Identify whole-school and individual development needs and coordinate appropriate professional learning.
- Lead the induction of new staff, ensuring that colleagues understand the School's ethos, expectations, policies and procedures.
- Encourage the sharing of good practice and contribute to a culture of professional learning and development.



THE GARDEN AT KINGSWOOD

- Work closely with the Nursery Manager to support the smooth day-to-day operation of The Garden.
- Provide visible senior leadership and support on operational, staffing and communication matters.
- Strengthen collaboration and consistency between the Nursery and Prep School and contribute to a strong sense of community across both settings.

COMMITMENT

The Deputy Head will be expected to have a teaching commitment of approximately 8-10 hours per week, teaching across a range of subjects as determined by the Head. The precise teaching allocation will be agreed according to the needs of the School and may vary from time to time.

No job description can fully cover all aspects of a role. Consequently, the responsibilities outlined above are not exhaustive and may evolve or change over time in response to the needs and priorities of the School.

THE PERSON

We are looking for an experienced, committed and inspiring educational leader who will bring energy, warmth and purpose to the role of Deputy Head at Kingswood Prep School.

The successful candidate will be a qualified teacher with QTS and a good degree. They will have evidence of appropriate professional development or qualifications relating to a role of this significance; demonstrating a genuine commitment to their own professional development.

The successful candidate will have experience of leading whole school initiatives, school improvement, and supporting colleagues within a Prep or Primary setting. They will have an outstanding teaching record, including evidence of the ability to inspire pupils across the age and ability range as well as a deep understanding, and interest in, current educational development. Experience working across Prep/Primary and Nursery/Early Years settings would be valuable.

The successful candidate will combine strong organisational and time-management skills with the ability to manage competing priorities and respond calmly and effectively to the unexpected. They will be confident in taking ownership, making sound decisions and ensuring that things get done, while also knowing when to seek advice and involve others. They will enjoy being a visible and active presence in the everyday life of the School, while having the judgement and perspective to contribute to its longer-term development.

They will have a strong understanding of the needs of children in the early and primary years and a genuine commitment to providing an excellent all-round educational experience for every pupil. They will have a strong commitment to safeguarding, child protection and pastoral care, and will understand the importance of creating an environment in which every child feels known, valued and supported. Current DSL/DDSL training and experience will be advantageous, or a willingness to undertake the required training, will be expected.

They will be an excellent communicator, able to build positive and trusting relationships with pupils, colleagues, parents and the wider school community, and to deal sensitively and professionally with queries, concerns and challenging situations.

Experience of working with a parent committee or similar community group would also be advantageous.



As a senior leader at Kingswood, the successful candidate will be committed to upholding and actively contributing to the School's Christian ethos. They will understand the importance of the School's values and will seek to ensure that these are reflected in the way the School is led, in its relationships and in the experience of pupils and staff. They will demonstrate respect, compassion, humility and integrity and will contribute positively to the distinctive Christian character of the School.

CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School’s Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School’s safeguarding duties (under the Prevent Duty).

PAY & BENEFITS OF SERVICE

A competitive remuneration package will be offered, together with a range of benefits, including:

- A generous employer contribution to a defined contribution pension scheme.
- Fee remission at Kingswood Schools for children of employees, subject to the usual entry requirements and availability (terms and conditions apply).



APPLICATION PROCESS

To request an applicant pack, please contact recruitment@kingswood.bath.sch.uk

To apply, please send a covering letter and the fully completed application form to recruitment@kingswood.bath.sch.uk no later than

Monday, 12 October 2026, midday. Early applications are encouraged.

CVs will only be accepted in addition to a fully completed application form.

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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.”

As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We offer a welcoming and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.



KINGSWOOD

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