



APPOINTMENT OF

HEAD OF HAMPTON
PRE-PREP AND PREP

SEPTEMBER 2026





HEAD OF HAMPTON PRE-PREP AND PREP (“HEAD OF HAMPTON PREP”)

This is an exceptional opportunity for a positive, determined, dynamic individual who shares the Hampton School Trust’s vision and aspirations.

The Governors of the Hampton School Trust welcome applications for the post of Head of Hampton Pre-Prep and Prep School (‘Head of Hampton Prep’) from September 2026.

This important senior role within the Trust will suit an inspiring educational leader and strategic thinker, with a record of excellence in school leadership, and a commitment to the highest professional standards. The appointee must subscribe fully to the Trust’s distinctive ethos, values and culture.

Working closely with Governors, The Headmaster of the Hampton School Trust, the Trust-wide Senior Leadership Team (SLT), and in conjunction with the Head of Pre-Prep, the Head of Hampton Prep will play a role in the formulation of Trust-wide strategy. The successful candidate will lead Hampton Prep’s development, sustaining and improving upon its excellent achievements to date.

The Head of Hampton Prep reports to The Headmaster (Hampton School Trust) via the Deputy Heads of Hampton School regarding safeguarding, compliance and HS Trust-wide decisions related to academic, pastoral and co-curricular provision.

The Hampton Prep Senior Leadership Team (HP SLT) will comprise the following: Head of Prep, Head of Pre-Prep, Deputy Head (Academic), Deputy Head (Pastoral), and the Deputy Bursar of the Hampton School Trust.

The role is based at Hampton Prep School. Remuneration will be commensurate with the seniority of the post and the experience and qualifications of the successful candidate.

The Hampton School Trust reserves the right to commence or complete the interview process at any time.



THE HAMPTON SCHOOL TRUST

The Hampton School Trust includes Hampton (boys aged 11-18), Hampton Prep (boys aged 7-11) and Hampton Pre-Prep (girls and boys aged 3-7). Our Schools share a strong values-led ethos that encourages pupils to aspire for personal best while supporting those around them with kindness and respect.

Hampton Prep provides an engaging, aspirational and well-rounded education in a warm and purposeful environment. Our bespoke curriculum inspires, supports and challenges our pupils, broadening their minds and understanding of the world. Boys at the Prep benefit from excellent pastoral care and an extensive co-curricular programme.

From September 2026 onwards, Hampton and Hampton Prep will formally become a 7-18 All-through School, providing a seamless education for boys from Year 3 to Upper Sixth. Further information is available in our All-through School booklet linked [here](#). This is an exciting development for the Trust, which will enhance our provision of an exceptional, values-led education from 7-18, while continuing to cherish the distinctiveness of Hampton Pre-Prep.

Hampton Pre-Prep provides our youngest children with a joyful, nurturing start to their education, fostering curiosity, confidence and strong early foundations. Girls will continue to progress to a range of leading schools at 7+ while boys will benefit from tailored preparation for our 7+ assessments, with the majority expected to move on to Hampton Prep, as is currently the case.

Hampton Prep and Hampton Pre-Prep are located in a leafy suburb of South West London. The Prep benefits from state-of-the-art buildings, opened in 2016; the Pre-Prep occupies a charming Edwardian site on nearby Wensleydale Road. Pupils and staff have access to first-class facilities across all areas of School life, including a new STEM facility, The Engine Room, a purpose-built art room, alongside a library, music rooms and a spacious hall. Prep pupils also enjoy access to the exceptional facilities at Hampton, including a 3G sportsground, a large and well-appointed Sports Hall, and the remarkable Hammond Theatre for the Performing Arts.

'One of the most genuinely inclusive, diverse independent schools in the London area'.

Good Schools Guide



KEY RESPONSIBILITIES

The specific duties of the successful candidate within the Trust-wide SLT will depend on their strengths and aptitudes, but are expected to include the following:

- Work closely and collegially with Governors, The Headmaster (Hampton School Trust), fellow members of HS Trust SLT, and the Head of Pre-Prep to review and refine the HS Trust's strategic priorities
- Fulfil the key leadership role at Hampton Prep (HP), and implement the HS Trust-wide vision for academic, pastoral and co-curricular provision in line with our values, aims and ethos
- Act as Line Manager to Hampton Prep teaching and support staff, including the HP Deputy Head (Pastoral) and HP Deputy Head (Academic)
- Close day-to-day professional collaboration with the Head of Pre-Prep
- In conjunction with the Deputy Bursar, take responsibility for controlling HP budgets and expenditure
- Take responsibility, in conjunction with fellow members of HS Trust SLT, for the recruitment and appointment of HP staff
- Oversight of external and internal communications for HP, in conjunction with the relevant HS Trust senior colleagues
- Communicate frequently and effectively with parents, formally and informally, to maintain a prominent profile both in the School community and the local/regional educational landscape
- Promote HP to current and prospective pupils and parents; participate in Visitors' presentations, Open Mornings and other admissions and marketing events
- Provide oversight of HP admissions and marketing, following the decision that HP and Hampton will be an All-through 7-18 School from September 2026
- Work collaboratively with HS Trust senior colleagues to ensure consistency of messaging, strong brand alignment, and a clear, well-communicated progression pathway, while respecting HP's distinct identity and purpose
- In close collaboration with members of the Hampton School Trust Marketing Committee, lead on HP's marketing and communications strategy
- Play a key role in HP pupil recruitment and retention via leadership, advocacy and relationship-building
- Maintain an 'open door' philosophy, ensuring HP parents know they are welcome to discuss their child's academic and all-round development and progress
- Oversee reporting to parents on HP pupils, ensuring they support the continuing development of our pupils' progress and personal development
- Carry out regular academic and pastoral reviews on a cycle agreed with the HP Deputy Heads and HS Trust SLT members.



KEY RESPONSIBILITIES (continued)

- Regular informal observation/sampling of learning and teaching at HP via 'drop-in' visits to lessons and discussions with staff and pupils
- Responsibility, in partnership with HS Trust SLT colleagues, for ensuring that the School is fully prepared for ISI inspections ('inspection ready')
- Conducting teaching staff professional development reviews, capability and disciplinary procedures as required
- Planning and organisation of staff INSET days, in conjunction with fellow HS Trust SLT members
- Any other reasonable tasks required by The Headmaster (Hampton School Trust) associated with a HS Trust SLT role
- Attendance and participation, as/when required, at Hampton School Trust SLT meetings chaired by The Headmaster (Hampton School Trust)
- Attendance and participation at annual Hampton School Trust strategy meetings of Governors and SLT
- Membership of IAPS and engagement/networking with fellow Prep Heads.

Please note that this list of responsibilities is non-exhaustive and the Head of Prep job description is subject to periodic review by The Headmaster (Hampton School Trust).

A limited teaching timetable (details to be discussed upon appointment) is envisaged and no specific specialist subject is sought.

The above responsibilities are in addition to the responsibilities and duties outlined in the School's standard job description for a Teacher. These responsibilities are also subject to the general duties and responsibilities contained in the employment contract and letter of appointment.

The Pre-Prep and Prep Head is responsible to The Headmaster (Hampton School Trust) and is involved in the formulation of HS Trust-wide strategy in conjunction with the Board of Governors.



PERSON SPECIFICATION

The successful candidate will have the following experience, skills and personal attributes:

- Personal commitment to the paramount importance of the safeguarding and wellbeing of pupils
- An inspirational educational leader with a strong moral compass and an ability to lead as a role model in the School community
- A strategic thinker with an excellent academic record and strong honours degree in a relevant academic discipline
- The ability to build constructive relationships with parents, pupils, staff and Governors, as well as other local partners and contacts who are important to the School
- Demonstrable and sustained success as a member of a senior leadership team
- A strong, proven track record of initiative and innovation
- Willingness to work effectively as part of SLT, whose members are mutually supportive and complement each other through their diverse skills and abilities
- Capacity for expressing an independent view while working loyally as part of a team
- Ability to make a significant contribution to strategic planning; to debate and discuss issues constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership
- An understanding of the high expectations of independent education and the challenge of educating and inspiring bright young people with a commitment to exceptional academic achievement
- The ability to work with calmness and efficiency when under significant pressure
- Outstanding administrative skills, with a high degree of computer literacy and an eye for detail
- Be able to build warm, positive relationships with a large school population of talented and independent-minded pupils, using the right balance of sensitivity, humour, decisiveness, flexibility and discipline
- Excellent communication skills and the facility to relate easily to pupils, parents, prospective parents, staff, governors and the outside world
- An understanding of the importance of marketing and development, coupled with the ability to promote the School with energy and enthusiasm for these purposes
- An appreciation of the nature of independent education including both its positive stand out features as well as its challenges
- To be a cheerful and well-presented person, with both a natural sense of humour and authority in equal measure, capable of leading and inspiring confidence in colleagues, pupils and parents, and an effective public speaker.



PERSON SPECIFICATION continued:

- Have a strong commitment to the need to prioritise the professional development of staff and staff welfare and a demonstrable commitment to their own continuing professional development
- Understanding and experience of selective education, and of the challenges involved in educating and inspiring bright, aspirational pupils with a commitment to high academic achievement
- Eagerness to learn and to attend (and at times lead) INSET/CPD as necessary
- Awareness of Health and Safety issues and compliance with Health and Safety policy
- Awareness of Hampton Prep's distinctive nature and strong personal commitment to its all-round ethos, co-curricular activities and pastoral approach
- To be willing to work hard with energy and enthusiasm, avoiding the '9 to 5' approach, and with a generosity of spirit which accepts that there will be a significant amount of out-of-normal-hours work in a senior leadership role
- To maintain, along with other members of SLT, a highly visible and professional presence around the School and at events within and beyond the School day, including evenings and weekends
- Enthusiastic commitment to all aspects of the candidate's academic department and its programme of co-curricular activities, including trips and visits.

Interview Arrangements

During the interview process there will be an opportunity to meet with Governors, members of the HS Trust SLT and Hampton Prep SLT, members of staff, and some pupils.

**Closing date for applications:
12.00pm on 6 March 2026**

Please note that tours of the School will only be offered to short-listed candidates.

The Hampton School Trust reserves the right to commence or complete the interview process at any time.

Candidates are welcome to arrange, via our HR department, an informal phone call to discuss the role with either the current post-holder, Tim Smith, or another member of the Hampton School Trust SLT.



EQUAL OPPORTUNITIES

It is Hampton School Trust policy to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. The Hampton School Trust promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

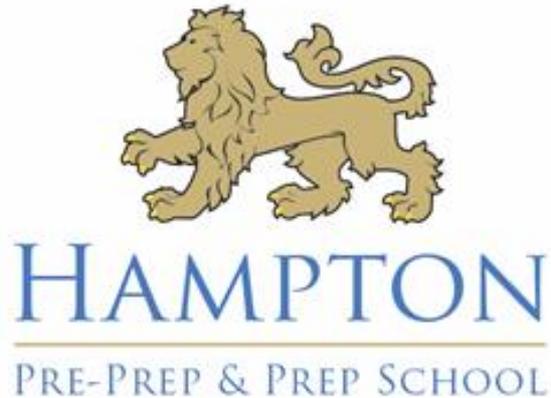
Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Head.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedures.



The closing date for receipt of applications is **12 noon on 6 March 2026**, although the School reserves the right to invite candidates to interview as applications are received.

Applications should consist of a completed application form with details of three referees and include a personal statement. An accompanying curriculum vitae will also be accepted.
Incomplete application forms will not be considered.

Provisional dates for first round interviews (for information only at this stage) will be in **w/c 16 March 2026**. Other dates and/or further interviews may be organised as required.

The School reserves the right to offer the post at any stage during the appointment process, or not to offer the post.

For any questions about the role please contact the HR Team on **HR@hamptonschool.org.uk** or call **020 8979 5526**.

Hampton Pre-Prep & Prep, Gloucester Road, Hampton TW12 2UQ

www.hamptonprep.org.uk