



APPOINTMENT OF A

DEPUTY HEAD ACADEMIC



TO START JANUARY OR APRIL 2027



DEPUTY HEAD ACADEMIC

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

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.

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.

Our position within the Trust means we are able to enjoy the benefits of inclusion in a large, forward thinking and visionary organisation as well as making the most of our relative size, in terms of the pupil cohorts being educated at our School. Assessment of pupils' progress and attainment is generously supported in particular. We currently use CAT(4), InCAS, Primary Tests in English and Primary Tests in Mathematics, alongside our own in-house summative assessments, as part of an annual cycle of assessing and considering the pupils' developing potential. All of the quantitative data these assessments generate sits in close alignment with the qualitative data we gather about our pupils too. The nature of the developing relationship between pupils' hearts and minds is very important to us.

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-build 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.



THE HAMPTON SCHOOLS' TRUST

Since September 2026, Hampton and Hampton Prep formed 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 enhances our provision of an exceptional, values-led education from 7-18, while continuing to cherish the distinctiveness of Hampton Pre-Prep.

In addition, Hampton and our neighbouring girls' school, Lady Eleanor Holles (LEH) have formalised their longstanding partnership, building on decades of close collaboration to create even more opportunities for pupils. Each School retains its own identity, leadership and governing board, while pupils benefit from an enhanced programme of joint clubs, competitions, leadership initiatives and shared facilities. More information can be found [here](#).

Hampton has also just announced the formation of the Hampton Schools' Trust, bringing together Hampton, Hampton Pre-Prep and Prep, Newland House School and Kew College Prep - four strong, like-minded charitable schools in South West London.

The Trust will formally come into effect from January 2027, with each School retaining its own name, leadership and governing board. More information can be found [here](#).

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

***'One of the most genuinely inclusive, diverse independent schools in the London area'.
Good Schools Guide***



THE ROLE

Applications are invited from candidates for the post of Deputy Head (Academic) at Hampton Pre-Prep & Prep School with effect from January or April 2027. The post becomes available due to the current incumbent's promotion to headship. The successful candidate will join the Hampton Pre-Prep & Prep Senior Management Team (SLT) which is made up of the Head of Hampton Pre-Prep & Prep School, Head of Pre-Prep and Deputy Head (Pastoral).

The successful candidate will work in partnership and consultation with the Deputy Head (Academic) at Hampton School to oversee learning and teaching at Hampton, both on-site and for resources held online.

The successful applicant will have a high degree of digital literacy but will act upon evidence-based pedagogy. Their understanding of how to teach highly intelligent and aspirational young people in an effective and inspiring way, will be matched by a desire to keep their own and their colleagues' pedagogical skills and knowledge as up-to-date as possible. Our Deputy Head (Academic) will be expected to incorporate the best digital innovations (both those already implemented at Hampton and ideas from other educational settings), to evaluate their efficacy, and to ensure that they are integrated across academic departments in a consistent manner. They will work closely with our Information Technology department to integrate successful digital learning strategies into our existing educational provision.

Reporting directly to the Head of Hampton Pre-Prep & Prep you will work in close collaboration with the Deputy Head (Academic) at Hampton School and all colleagues on the Pre-Prep & Prep SLT. The post carries considerable scope for working autonomously and the successful candidate will be expected to embrace this and be willing to demonstrate initiative and a talented, insightful approach to the development of the academic side of School life.

The successful candidate will also be expected to work closely with senior staff across the Trust, particularly (though not exclusively) over matters to do with the pupils' academic progress and attainment. As a member of the Hampton Pre-Prep & Prep SLT, the post-holder will contribute to the formulation of School-wide strategy in conjunction with the support of the Hampton School Trust Governing Body and its Pre-Prep & Prep School Committee.

A reduced teaching timetable (to be discussed ahead of appointment) is envisaged and no specific specialist subject is sought at present though an ability to teach English up to and beyond 11+ may be an advantage. The above responsibilities are in addition to the responsibilities and duties outlined below. The responsibilities particular to this post are also subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.



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:

Learning and Teaching

- Fulfil a significant senior leadership role at Hampton Pre-Prep & Prep and serve on the Hampton Pre-Prep & Prep Senior Management Team
- Understand and communicate in a clear and coherent way the vision for teaching and learning at Hampton Pre-Prep & Prep to all those connected with our School
- Lead on the development of challenging and imaginative learning in all lessons across the School, with the aim of creating and sustaining the optimum conditions for pupils to enjoy tackling all academic work and thriving from it
- Make the most appropriate use of emerging technologies to improve pupils' progress and attainment, when and where relevant.
- Consider and recommend developments derived from educational research to amplify and enhance the School's academic life
- Maintain responsibility for our Departmental Documentation including all Schemes of Work, making certain they are fit for purpose in terms of their scope, standard and vision and that they ensure all our pupils are well prepared for their transfer to Senior School
- Chair academic/curriculum management meetings, publishing agendas in advance, retaining minutes and following up any action points which emerge
- Collaborate with the Head of Pre-Prep and relevant Heads of Department to scrutinise pupils' work on a regular basis.
- Produce the Prep academic timetable by the end of the first half of the Summer Term
- Oversee the timetabling, administration, setting and marking of prep (homework)
- On a regular cycle, to be agreed with the Hampton Pre-Prep & Prep Headmaster, carry out a School-wide Curriculum Review
- Make significant contributions to The Higher Document (Hampton Pre-Prep & Prep's school improvement plan) and ensure that its academic targets are being met
- Play a major part in the process of Professional Development Review at Hampton Pre-Prep & Prep and in addition to the formalised process, be prepared to act as a sounding board for any colleagues who wish to consider and discuss how best to develop their practice at any time
- Promote an awareness of enrichment opportunities among pupils, staff and parents.
- Assist the Hampton Pre-Prep & Prep Headmaster in the recruitment and appointment of new staff.
- Have overall responsibility for monitoring NQTs and those following programmes of ITE at Hampton Pre-Prep & Prep, meeting all statutory requirements for both
- Deputise for the Hampton Pre-Prep & Prep Headmaster in both his and the Deputy Head Pastoral's absence
- Attend meetings of relevant committees at Hampton School (e.g. Heads of Department Committee, Learning & Teaching Committee, IT Committee)



KEY RESPONSIBILITIES (continued)

Safeguarding

- Adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times
- Maintain particular responsibility for promoting and safeguarding the welfare of all our pupils by ensuring that the School's Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely
- 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 pupils in the school s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster immediately.
- Maintain close scrutiny of pupils' academic reports ensuring they are accurate and meaningful and are always written in order to assist with the development of pupils' progress
- In close collaboration with the Head of Pre-Prep and the Headmaster, be prepared to meet with parents to pass on developing reasoning ability and attainment data on an individual basis, thereby assisting and supporting parents with their thinking around next school choice for their children
- Have oversight for assessments for transfer from the Pre-Prep to the Prep, as well as organising and running our 7+ pre-entry assessments for all external candidates seeking a place in Year 3

Assessment

- Sustain, where appropriate, the clear focus on the importance of formative assessment practices that has already been established at our School and seek to deepen how current practices operate, with the ultimate aim of raising pupils' attainment
- Ensure that developing notions around 'Assessment for Learning' per se are carefully scrutinised before ever being introduced and fully embedded at our School
- Using the range of instruments and practices already at our disposal – including SIMS - assess, monitor and track individual pupil's developing reasoning ability, progress and attainment, keeping appropriate records and ensuring all pupil data collection and analysis systems are straightforward to use
- Provide advice and support to all staff so that they are able to use and analyse data appropriately
- Maintain oversight for decisions concerning academic grouping and/or setting, when it occurs, in the Prep
- Ensure that a clear annual calendar for data collection is published in advance
- Assist the Headmaster with the process of putting pupils forward for discussion by the Hampton School Guaranteed Place and Admissions Panel
- Publish a termly schedule of academic dates and deadlines and ensure these are met by colleagues.



KEY RESPONSIBILITIES (continued)

Whole School Development & Inspection Preparation

- Attend and participate in annual Hampton School Trust Governors-SLT strategy day meetings
- Be excited by high expectations, creative thinking and the setting and achieving of ambitious targets in all areas of School life and strategy
- Be able to debate and discuss issues constructively and strategically and to accept the principle of collective team responsibility for key decisions
- Play a key part in the creation and maintenance of all academic policies, including school-wide self-evaluation documentation
- Assist with the authorship of regular reports for the Governors' Hampton Pre-Prep & Prep Committee and attend meetings as required in order to talk through any such reports
- Assume a key role in relation to ISI inspections at Hampton Pre-Prep & Prep, in close collaboration with the Head of Pre-Prep
- In close collaboration with the Deputy Head (Pastoral), support and mentor colleagues new to the School
- Maintain a high profile at meetings, concerts, plays, presentations, parents' evenings and other major School events
- Liaise with external agencies, keeping abreast with current national and international trends in developing educational provision
- Attend and participate, as/when required, in Hampton School Trust SLT meetings chaired by The Headmaster of the Hampton School Trust.

Please note that this list of responsibilities is non-exhaustive and the Deputy Head Academic job description is subject to periodic review.

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.



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 enquiring mind coupled with a strong academic record and a good honours degree in a relevant academic discipline; Qualified Teacher Status (QTS)
- Evidence of continued career development ideally with demonstrable and sustained success in a post at middle management level, or as a member of a senior management team; a track record of initiative and innovation
- Substantiated evidence of the impact of excellent teaching practice on pupils' progress and attainment in any discipline(s) at KS2 or above
- A passionate commitment to the development of learning and teaching across the curriculum sitting alongside a strong interest in maintaining an up-to-date knowledge of new learning and teaching developments and strategies
- Expertise in the processing and application of academic data, ideally with experience of SIMS.
- Experience of handling and resolving the many and varied matters to do with the development of pupils' academic progress and the ability to relate very well and sensitively to pupils, staff and parents
- Be capable of formulating and expressing an independent view whilst maintaining an awareness of current best practice across the wider educational landscape and working loyally as part of a team
- Experience of holding individuals and teams to account for pupil learning outcomes
- Be an excellent administrator and organiser, with outstanding verbal and written communication skills, a high degree of computer literacy and an eye for faultlessly accurate spelling, punctuation and grammar
- To be able 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
- To be willing to work effectively as part of the SLT, whose members are mutually supportive and complement each other through their diverse skills and abilities
- Have an understanding of the nature of independent education and high expectations and of the challenge of educating and inspiring bright children with a commitment to high academic achievement
- Have the ability to work with calmness and efficiency when under significant pressure



PERSON SPECIFICATION continued:

- To be a cheerful and well-presented person, with both a natural sense of humour and authority in equal measure, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker
- Sympathetically astute, with the steadfast ability to use tact, and where required, diplomacy when solving problems
- Personal and professional resilience - in great abundance! 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 be eager to learn and to attend INSET/CPD as necessary
- To be aware of Health and Safety issues and to comply with Health and Safety policy
- Have a strong commitment to the professional development of staff and staff welfare
- To be aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach
- To maintain, along with other members of the SLT, a highly visible and professional presence around the School and at events within and beyond the School day.

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 5 October 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 Headmaster, Phil Barr, 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 5 October 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 12 October 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