

Candidate Brief

Senior Leadership Team Member with English,  
Broomwood Prep – Boys  
Full time role



BROOMWOOD

# Build YourBEST Career



#BeYourBEST

# Our Charter

Belong to a community on a mission to inspire and equip every individual to #BeYourBEST, where your unique talents and passions are nurtured and rewarded.

Challenge the norm in a culture that thrives on doing things differently and new ways of working together.

Work where ambition and wellbeing are valued in equal measure because when you're at your best, you give your best.

Be part of something bigger and relish the opportunities that come with a family of some of the brightest educators.

**#BeYourBEST** at Broomwood.

# Becoming your BEST...



## At Broomwood...

Broomwood is a community that believes in enabling people to be and do their best. That includes you. We are seeking an excellent practitioner so that we can continue to deliver an extraordinary education. We believe in educating the whole child, and that focus on the totality of education extends to our staff, too. We welcome you to our team of committed, ambitious and aspirational people and we will ensure that working at Broomwood is one of the best decisions of your career.

## At Dukes Education...

As a member of the Dukes Education family, staff have access to a myriad of training opportunities and practices within education today, including comprehensive Leadership and Management courses, Teaching and Learning Masterclasses, tailored development for all classroom and support roles and a pan-Dukes conference. We believe in continual education, supporting staff who are keen to learn as well as teach.

We hope that you will enjoy finding out more about us and look forward to welcoming you to our vibrant community.

# Welcome



Thank you for considering Broomwood and we hope to meet you in person to tell you more about our wonderful schools which, whilst separate sites, work together to deliver an extraordinary and rich education to children aged 3-13.

We are passionate about teaching, creating a new and modern curriculum whilst also incorporating lifelong skills through our learning powers of resilience, confidence, communication, curiosity and independence.

Whilst the two prep schools are single sex, we work closely and collaboratively together to deliver an education that's tailor-made for the needs of boys and girls, whilst enabling them to enjoy all the benefits of both single-sex and co-educational opportunities – in other words, the very BEST of all worlds.

We are a team of dedicated and hard working educators and leaders who enjoy working together and who deliver fantastic results, both academically and in the wider curriculum.

If you are the sort of person who's not afraid to roll-up your sleeves and muckin, we know you'd fit in. We look forward to meeting you.

**Michael Hodge**

**Principal and Head of Broomwood Boys**

## Principal Objectives

We are looking for a full-time teacher to join our Senior Leadership Team from Autumn 2025 and take up a Senior Leadership Role within the boys prep school.

We seek an exceptional leader and practitioner, preferably in English, who can deliver the school's high educational standards.

In addition to wider Senior Leadership Team (SLT) duties, this role will focus on overseeing 11+ and 13+ and therefore will be heavily involved in preparing and supporting both pupils and parents on their senior school journey.

The successful candidate will have a reduced teaching load and be out of class in order to support SLT colleagues and Head. Ideally, he/she will specialise in English teaching.

Management experience is required and a thorough understanding of what makes a great leader expected.

# The Opportunity

## Key Responsibilities

- A member of the SLT and leading the Academic vision for the school with the Head and SLT colleagues.
- With the Head and wider SLT set the vision for the school, and ensure that it is implemented and enacted every day.
- Ensure the smooth running of the school on a day-to-day basis.
- Working with the SLT, create ambitious short, medium and long-term goals for the teaching staff team across Broomwood Boys School.
- Be an exceptional practitioner in the classroom
- Manage staff, developing colleagues' skills, effectively addressing concerns and role-modelling exceptional practice.

## Pupils and Teaching

- With a reduced timetable to reflect your SLT responsibilities, take responsibility for teaching designated classes, preferably in English, undertaking all the duties required of a classroom teacher of those pupils.
- Ensure that all pupils have access to an effective and fulfilling education that delivers excellent academic standards.
- Within a mixed ability pupil base, supporting the Head to ensure that each pupil is academically challenged, their talents celebrated and their development areas supported.
- Maintain personal knowledge of changes and best practice within education, with a particular focus on assessment and senior school transfer, and use the knowledge to research and implement new initiatives.
- Promote links between the Broomwood sites and share useful data between sites, including access arrangements, scholarships and opportunities.
- With the Head, keep an up-to-date record of pupils' senior school choices, offers and other relevant information.
- Ensure reports and any parental feedback are personalised and relevant to the pupils' progress

## Parents and prospective parents

- Ensure that all communication with parents is professional and effective and that they are well briefed and confident in the education provided by the school.
- Respond to concerns as they arise, including complaints in accordance with the school policy, ensuring they are managed in a sensitive and efficient manner, supporting staff members as necessary and escalating to the Head as appropriate.
- Develop strong relationships with the parental body.

## Assessment

- Oversee all issues relating to senior school transition including: 11+ & 13+ preparation and assessment processes, extra support for pupils, practise exams and holiday work.
- Guide pupils to reflect on the progress they have made and their emerging needs through self-reflection, peer and teacher feedback.
- Ensure staff make accurate and productive use of formative and summative assessment in their teaching.
- Use digital testing data to inform planning and compare with teacher judgements and other forms of assessment.
- Ensure regular feedback is given to children and evidenced, through effective marking and verbal feedback.
- Ensure all required paperwork is completed by the expected due dates and is in keeping with the school's policies on these and any relevant statutory guidelines or syllabuses. This could involve delegation to promote collaboration and staff development

## General responsibilities

- Comply with applicable professional ethical guidance and all relevant internal rules, policy and procedures, including those relating to safeguarding, health and safety, data protection, IT security and all those contained within the issued staff handbook.
- Whilst the role's focus is 11+ and 13+, undertake other duties and tasks that are appropriate to the role of a Senior Leadership Team colleague, as determined by the Head.



# Your Talents

We are looking for an exceptional leader and strong team player. We want someone who will give of their best. In return, we promise that we'll do all we can to make this your best move yet.

## Education and Experience

- Be qualified to degree level or equivalent, ideally with a relevant postgraduate or teaching qualification
- Have proven experience in a management role within a junior or prep school setting, with significant teaching experience across any relevant discipline, preferably English.

## Regulation and compliance

- Be able to demonstrate a knowledge of the regulatory framework for schools and ideally independent schools
- Have a clear understanding of Keeping Children Safe in Education and experience of its practical application.

## People management

- Be able to demonstrate experience in managing change
- Have experience in managing challenging staff scenarios

## Personal Qualities

- Be organised, curious, forward thinking, diplomatic and calm
- Have an ability to problem solve, multitask and work under pressure
- Be motivated and aspirational for themselves, and their pupils
- Be prepared to challenge and express independent views
- Be an excellent communicator, able to adapt their style and tone whether that is speaking with a pupil or in writing to their parents

## Safeguarding

This role will involve significant contact with children and the post holder will be deemed to be engaging in regulated activity relevant to children, in accordance with Keeping Children Safe in Education. Consequently, it is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020))

Please read Broomwood's Child Protection and Safeguarding Policy which can be found on our website on the following page:

[www.broomwood.com/aboutbroomwood/policies](http://www.broomwood.com/aboutbroomwood/policies)



# Working at Broomwood

This role is offered on a full time permanent contract.

**We offer:**

- Subsidised school fees (dependent on meeting admissions criteria);
- Free school lunches;
- Child care voucher scheme;
- Pension Scheme (10% employers' rate) which provides access to over 1200 discounts accross the UK;
- Cycle to Work Scheme



# The Best of All Worlds



Broomwood is an academically ambitious, yet pastorally kind group of schools working together under one Principal, but with separate sites under autonomous, yet collaborative Heads. It consists of a co-ed pre-prep and a boys' prep.

Broomwood equip and inspire boys and girls by giving them the very best of ALL worlds: a joyful co educational start to education at the age of 3 or 4 in a bespoke, specialist Early Years centre within a wider school setting, with a seamless transition to single-sex, yet highly collaborative, prep schools at the age of 7 before departing for some of the best schools in the country at the age of 11 or 13 – both day, boarding, co-ed and single-sex.

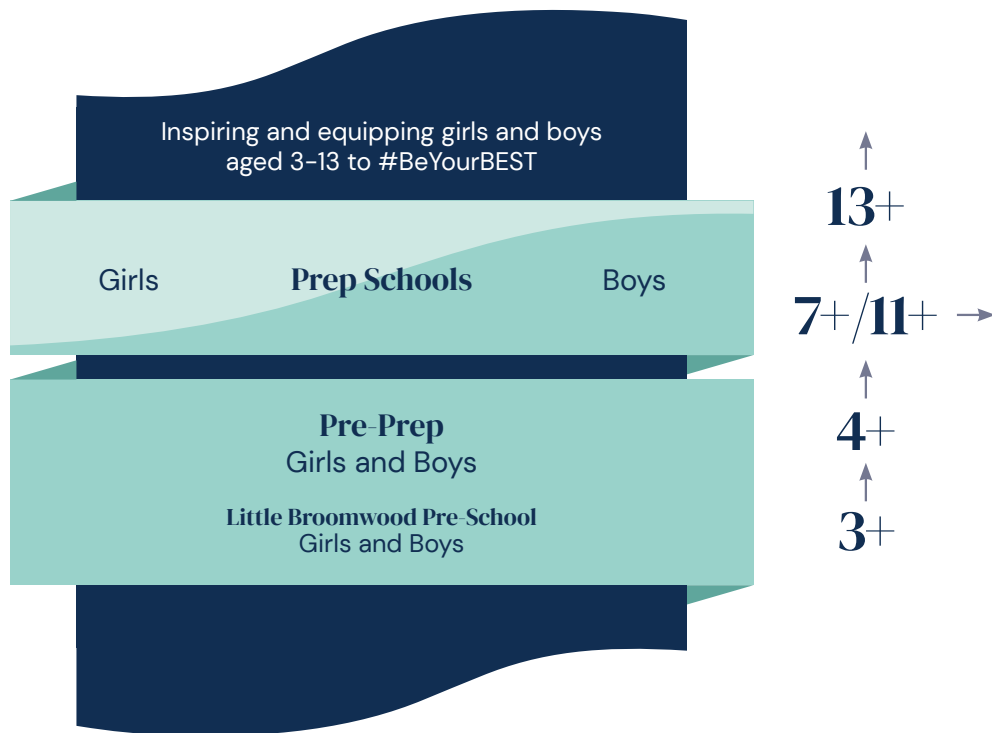
Our main entry points are at 4, 7 and 11. Whilst the schools have their own traditions and unique characteristics, we are united by what drives us.

At Broomwood we believe that, together, our schools offer girls and boy an extraordinary education. A bespoke, dynamic and rich journey where pupils develop their own passions and talents, as well as being stretched in new directions, so they become the best version of themselves. Following the recognition of the wellbeing of our pupils by the Independent Schools of the Year, we remain determined for our pupils experience even more opportunities to grow.

We believe in every girl and boy, helping them develop their unique passions and talents. Our forward-looking culture encourages pupils to embrace change and we strive to ensure every individual succeeds in a culture of collaboration and togetherness.



# About Broomwood



**BROOMWOOD**

## Our unique Model



# Our Values

Everything we do is driven by our core Values, ensuring every individual in our school thrives, as well as making a positive impact in the wider community. Our unrelenting focus is on developing the whole child, preparing pupils to lead lives that are both happy and purposeful, so they might live our Motto,

**'To DO your best, to BE your best'.**

We live our values and use them to shape and develop individuals through our appraisal and development process.



# Wandsworth

## Proud of our community

We are based in the heart of leafy SW London in vibrant Wandsworth. We have easy transport links with Clapham South and Balham tubes close by, and Wandsworth and Clapham Junction stations a short walk away. Northcote Road is a buzzing mass of shops, cafés and bars and of course, we have plenty of open green spaces around us too.



# How to Apply

A letter and a fully completed application form should be sent to:

Deborah Kind, Director of Human Resources,  
29b Sudbrooke Road, London SW12 8TQ or  
emailed for the attention of Deborah Kind to  
[people@broomwood.com](mailto:people@broomwood.com)  
Enquiries to 020 8696 8787

For further information about our school please  
visit our current website,  
**[www.broomwood.com](http://www.broomwood.com)**

Broomwood is committed to safeguarding  
and promoting the welfare of young people.  
The successful applicant will be subject to an  
enhanced DBS check.



**BROOMWOOD**

"Dukes Education is a family of schools and educational services based in the UK. Our schools are distinctive in identity and style, yet united in offering outstanding teaching and learning, providing the strongest foundations for young people to lead meaningful and fulfilling lives."

**[Broomwood.com](http://Broomwood.com)**

Broomwood is proud to be part  
of the Dukes Education family  
Together we're extraordinary.

