

Candidate Brief
Director of Studies
Senior Leadership Team
Broomwood Prep – Boys



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 want excellent practitioners 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 want people who are hungry and ambitious to give their best and, in return, we will ensure that we make working at Broomwood 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 some of the most exciting ideas and practices within education today. We believe in continual education and we will continue to support 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



Mrs Caron Mackay
Head, Broomwood Pre-Prep



Mrs Louisa McCafferty
Head, Broomwood Prep, Girls



Mr Michael Hodge
Principal and Head, Broomwood
Prep, Boys

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.

The Pre-Prep is the first stage in the broader Broomwood journey and is where we offer children a glorious, happy and stimulating start to school life that enables them to learn the important building blocks of education in a way that makes learning fun and relevant.

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 muck-in, we know you'd fit in. We look forward to meeting you.

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, girls' prep and a boys' prep.

Broomwood equip and inspire boys and girls to #BeYourBest 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.

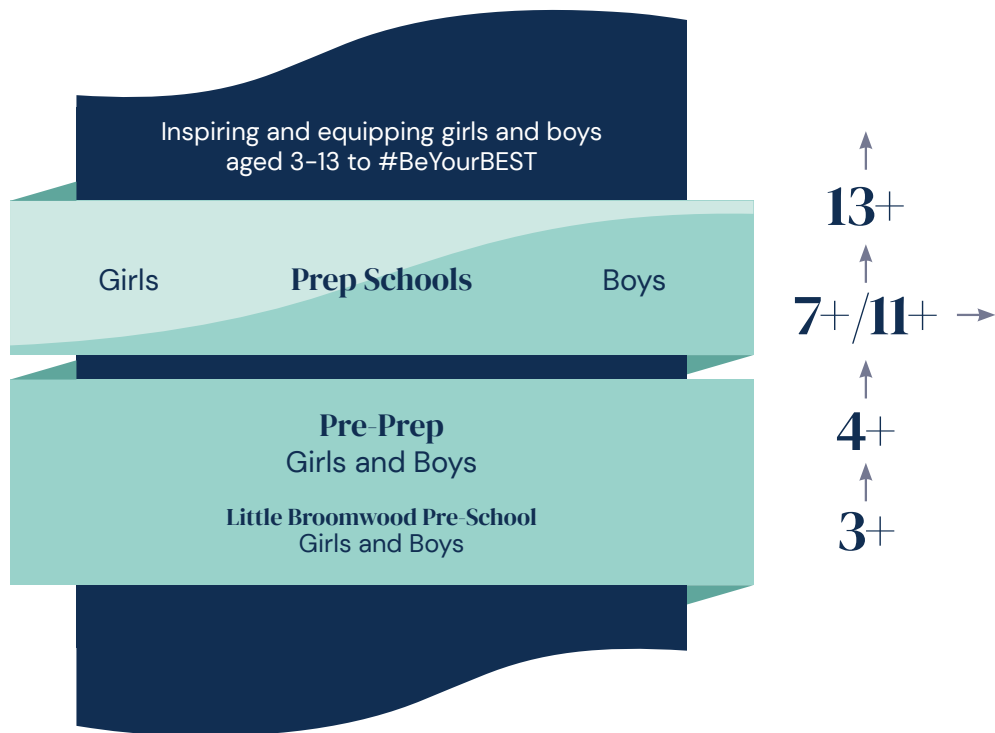
Our main entry points are at 4, 7 and 11. Whilst the schools have their own traditions and unique characteristics, we are united by what drives us.

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. With success celebrated nationally, we're determined our pupils experience even more opportunities to grow.

Because we believe in helping every girl and boy develop their unique passions and talents, because our forward-looking culture encourages pupils to embrace change, because we strive to ensure every individual succeeds in a culture of collaboration and togetherness, our promise is to inspire and equip every Broomwood pupil to

#BeYourBEST

About Broomwood



Our unique Model



The Opportunity

Principal Objectives

We are looking for a full-time teacher to join our Senior Leadership Team as Director of Studies for the Boy's Prep school from Autumn 2026. In addition to their leadership responsibilities, the successful candidate will also have a teaching load as part of their role

We seek an exceptional practitioner who can deliver the school's high educational standards, the right candidate may also help lead the school.

The Director of Studies will primarily be responsible for the following:

- Analysing the school's data;
- Overseeing the school's internal grading system (EPA's);
- 11+ and 13+ school transition;
- The Scholarship programme;
- The Gifted, Able and Talented programme;
- E-learning oversight;

As a member of the SLT the applicant role will be able to:

- work 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;
- work with the SLT to create ambitious short, medium and long-term goals for the teaching staff team across Broomwood Boys School;
- be an exceptional classroom practitioner.

Teaching and Learning

- Plan and teach well-structured lessons that include effective use of resources.
- Adapt teaching to respond to the strengths and individual needs of all pupils through effective differentiation.
- Ensure that skills progression grids and forecasts are being followed and objectives set in relation to these.

- Manage behaviour effectively to ensure a good and safe learning environment, role modelling strategies to colleagues.
- Ensure all topics are relevant to the children and where possible cross-curricular including adequate usage of ICT.
- Guide pupils to reflect on the progress they have made and their emerging needs through self-reflection, peer and teacher feedback.
- Know and understand how to assess the relevant subject and curriculum areas.
- Evaluate and reflect systematically on your teaching and the students' learning.
- Track and monitor all children's progress.
- Identify any children not making sufficient progress and put in place support within lessons; if appropriate liaise with Head of Department.
- Make accurate and productive use of formative and summative assessment.
- Use digital testing data to inform planning and compare with teacher judgements/ other forms of assessment.
- Record formative assessment in planners or on online grids regularly to inform future planning.
- Record summative assessment in iSAMs and other appropriate grids.
- Ensure regular feedback is given to children and evidenced, through effective marking and verbal feedback.
- Ensure reports and any parent feedback is personalised and relevant to each pupil's progress.

Pastoral Expectations

- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Be constantly vigilant with regard child protection and health and safety issues and follow school procedures for reporting concerns.
- Ensure any pupil issues or concerns are shared with relevant staff.

- Make a positive contribution to the wider life and ethos of the school, and carry out specific duties, for example:
- *Complete the duties of a form or class teacher if required;*
- *Take on the role of a tutor if relevant;*
- *Do playground and lunch duties;*
- *Attend and lead school assemblies;*
- *Attend church and other school performances, sporting activities;*
- *If relevant be involved in house duties and competitions;*
- *Cover classes and other duties as necessary;*
- *Participate in, lead or organise school excursions, workshops or residential trips;*
- *Communicate/meet with parents who have concerns about their child/ren.*

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

Wider School Expectation

- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Take part in appraisals and annual professional review meetings.
- Keep up to date with current thinking, regulations and practice and further develop skills by attending courses, workshops and meetings.
- Attend and contribute to meetings: staff, department, year group and others when require.



Your Talents

Education and experience

- Be qualified to degree level or equivalent, ideally with a relevant postgraduate or teaching qualification
- Have demonstrated experience teaching the primary curriculum
- Be able to demonstrate that they are an excellent practitioner

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 that they can work collaboratively
- Be able to evidence that they can contribute to the wider school offering

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

Leadership role experience

- Have proven experience in a management role within a junior or prep school setting, with significant teaching experience across any relevant discipline
- Experience of some of the areas of responsibility listed in the previous section



Working at Broomwood

This role is offered on a full time permanent contract.

We offer:

- A highly competitive pension scheme with an employer's contribution rate of 10%;
- Subsidised private health care which gives access to discounted gym membership as well as other discounts;
- Subsidised school fees at Broomwood School (dependent on meeting admissions criteria);
- Free school lunches;
- Child care voucher scheme;
- Cycle to Work Scheme.
- This role is a full-time, permanent contract that sits on a leadership scale.



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
Enquiries to 020 8696 8787

For further information about our school please
visit our current website,
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 is proud to be part
of the Dukes Education family
Together we're extraordinary.



Broomwood.com