

Candidate Brief

Temporary Head of English, Maternity Cover

Full-Time, February 2027 (one year)

Broomwood Prep – Girls



Build Your Broomwood Career

BROOMWOOD



Our Charter

Be part of a community where every individual is known, valued and encouraged to thrive.

At Broomwood, high expectations and individual care go hand in hand. We celebrate different strengths, encourage ambition and create an environment where pupils and colleagues have the confidence to be themselves and achieve their best.

Help us prepare young people for the future, not simply the next stage.

We are ambitious about what education can be. We encourage curiosity, independence, creativity and character, and we value colleagues who bring ideas, challenge convention and help us continue to evolve.

Do your best work in a culture that values people as much as performance.

We believe success is strongest when ambition and wellbeing sit alongside one another. You will be supported to develop, contribute and make an impact, while being part of a warm, collaborative and purposeful school community.

Be part of something bigger.

Join an award-winning school with a proud history and an exciting future, while benefiting from the opportunities, expertise and connections that come from being part of the wider Dukes Education family.

Joining Broomwood



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



We are a team of dedicated and hardworking educators and leaders who enjoy working together and who achieve excellent results, both academically and across the wider curriculum.

We are ambitious for our pupils and believe in helping them recognise and reach their potential in a supportive and encouraging environment. Although the school has a traditional feel, we are very much a forward-thinking community. Learning at Broomwood extends far beyond the classroom. Community events and collaborative initiatives with Broomwood Boys further enhance the experience, providing pupils with opportunities to develop curiosity, confidence and a love of learning.

Our curriculum is modern and purposeful. We adopt the best educational practices to ensure the learning environment we create is engaging, personalised, and appropriately challenging. Broomwood places great importance on a set of shared values that staff, pupils, and parents are expected to uphold, and we strive to create a reflective and progressive learning culture.

The ideal candidate will have experience of teaching Key Stage 2 and 3. Strong communication and collaboration skills are essential, as the successful candidate will work closely with colleagues within the department and across the school. Alongside

subject teaching, experience of supporting pupils in a pastoral capacity is expected.

We have a strong reputation as a nurturing and pastorally supportive school, taking a proactive approach to supporting the pupils in our care. Broomwood also has a thriving extra-curricular programme, and our pupils are heavily involved in the wider life of the school. Our staff contribute enthusiastically to this rich and varied programme of events.

If you are passionate about giving children the very best start to their education, forward-thinking in your approach, and committed to delivering the highest standards in a friendly and fast-paced environment, then Broomwood could be the place for you.

Even better—if you are the sort of person who is not afraid to roll up your sleeves and muck in, we know you would fit right in. We look forward to meeting you.

Louisa McCafferty
Head, Broomwood Prep, Girls

The Opportunity

The Head of English is responsible for maintaining and promoting excellence in English across Years 5–8, ensuring that all pupils are happy, hardworking and make strong academic progress. Working within the school's established strategic framework, the postholder will provide day-to-day leadership of the department, support colleagues, oversee pupil progress and ensure continuity of provision during the maternity cover period.

The Head of English will foster a culture of academic ambition, intellectual curiosity and high expectations, while ensuring that the emotional wellbeing and individual needs of every pupil remain at the heart of the department's work. They will lead and support colleagues, monitor pupil progress, and work collaboratively with the Head of English at Broomwood Boys and Pre-Prep staff to ensure alignment, sharing of best practice and curriculum continuity across the schools.

Key Responsibilities

Leadership and Management

- Lead, manage and develop the English Department across Years 5–8.
- Support the delivery of the school's established vision and strategic priorities for English.
- Monitor and evaluate the quality of teaching and learning within the department, supporting colleagues to deliver consistently excellent practice.
- Lead departmental meetings and contribute to whole-school academic leadership initiatives.
- Support, coach and mentor members of the department, fostering professional growth and collaboration.
- Oversee curriculum planning, assessment and standards within the department, ensuring consistency and progression.
- Manage departmental resources and budgets effectively.
- Analyse departmental data and pupil outcomes to identify strengths, priorities and areas for improvement.
- Work closely and collaboratively with the Head

of English at Broomwood Boys to align curriculum development, assessment practices, enrichment opportunities and departmental initiatives where appropriate.

- Promote English throughout the school through competitions, events, author visits, workshops and enrichment activities.

Teaching and Learning

- Demonstrate expert knowledge of the KS2 and KS3 English curriculum and current educational best practice.
- Teach English across Years 5–8 to a consistently high standard.
- Help prepare pupils for external examinations, including 11+ and 13+ assessments and scholarship pathways where appropriate.
- Lead the development and regular review of schemes of work, ensuring they are ambitious, engaging and appropriately challenging.
- Ensure progression in reading, writing, SPAG, speaking and listening across all year groups.
- Support colleagues in delivering high-quality lessons through collaborative planning and the sharing of best practice.
- Plan and teach well-structured lessons that make effective use of resources and technology.
- Adapt teaching to meet the strengths and needs of all pupils through effective differentiation.
- Ensure skills progression frameworks and curriculum forecasts are implemented consistently across the department.
- Manage behaviour effectively to create a positive, purposeful and safe learning environment.
- Promote cross-curricular links and meaningful opportunities for pupils to apply literacy skills across the curriculum.
- Guide pupils to reflect on their progress and next steps through self-assessment, peer feedback and teacher feedback.

Assessment and Pupil Progress

- Oversee the effective implementation of the school's established assessment practices within the department.
- Monitor and analyse pupil progress across all year groups and classes.
- Use assessment data to identify trends, celebrate success and address areas of underachievement.
- Ensure that pupils requiring additional challenge or support are identified promptly and appropriate interventions are implemented.
- Make accurate and productive use of formative and summative assessment.
- Use digital testing data and summative data alongside teacher judgement to inform planning and evaluate pupil progress.
- Ensure assessment records are maintained accurately
- Promote high-quality feedback practices across the department.
- Oversee the quality of pupil reports and ensure communication with parents is personalised, accurate and constructive.
- Prepare departmental analysis and reports as requested by senior leaders.

Pastoral Expectations

- Demonstrate consistently the positive attitudes, values and behaviours expected of pupils.
- Be vigilant regarding safeguarding, child protection and health and safety, following school procedures at all times.
- Ensure pupil concerns are shared promptly with relevant colleagues.
- Build positive relationships with pupils and families, supporting both academic success and personal development.
- Act as a role model for pupils and staff, promoting the school's values and ethos.
- Make a positive contribution to the wider life of the school through assemblies, performances, trips, residential visits, clubs, competitions and other co-curricular activities.
- Attend and contribute to parents' evenings, curriculum events and other school functions.
- Undertake form tutor responsibilities if required.

Professional Development:

Keep up to date with developments in English teaching and best practices.



Your Talents

We are looking for an exceptional educator, 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 of teaching English at Key Stage 2, at preferably at Key Stage 3
- Have experience of preparing pupils for senior school exams
- Be able to demonstrate that they are an excellent practitioner
- 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
- Be able to demonstrate that they can work collaboratively

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



Working at Broomwood

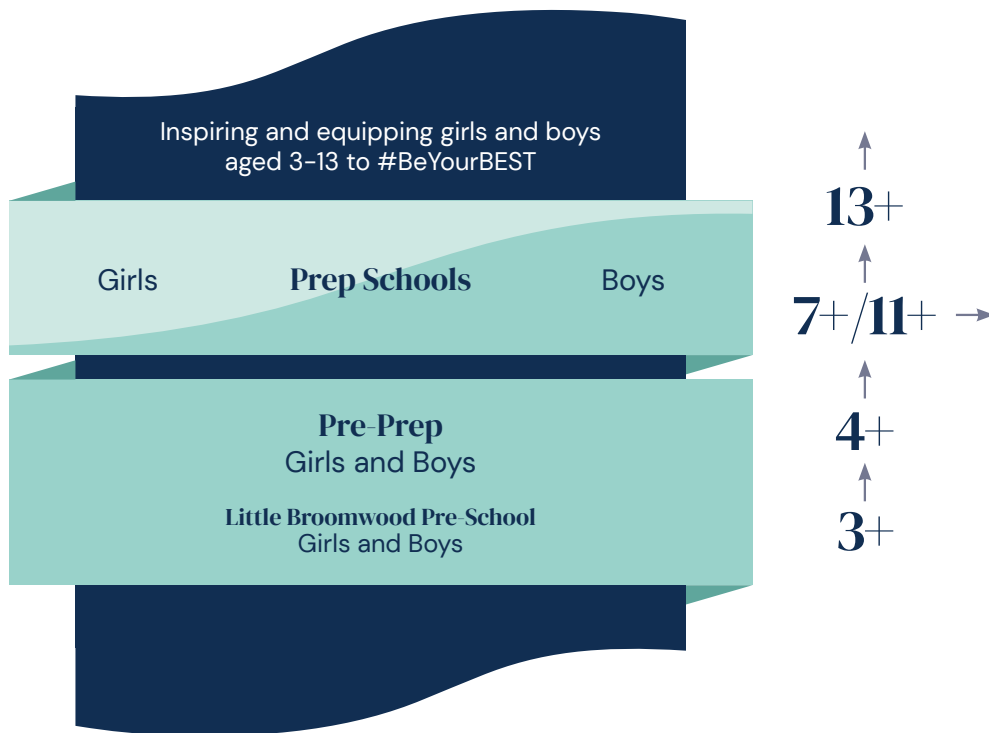
This role is offered on a full time permanent contract.

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 across the UK;
- Cycle to Work Scheme

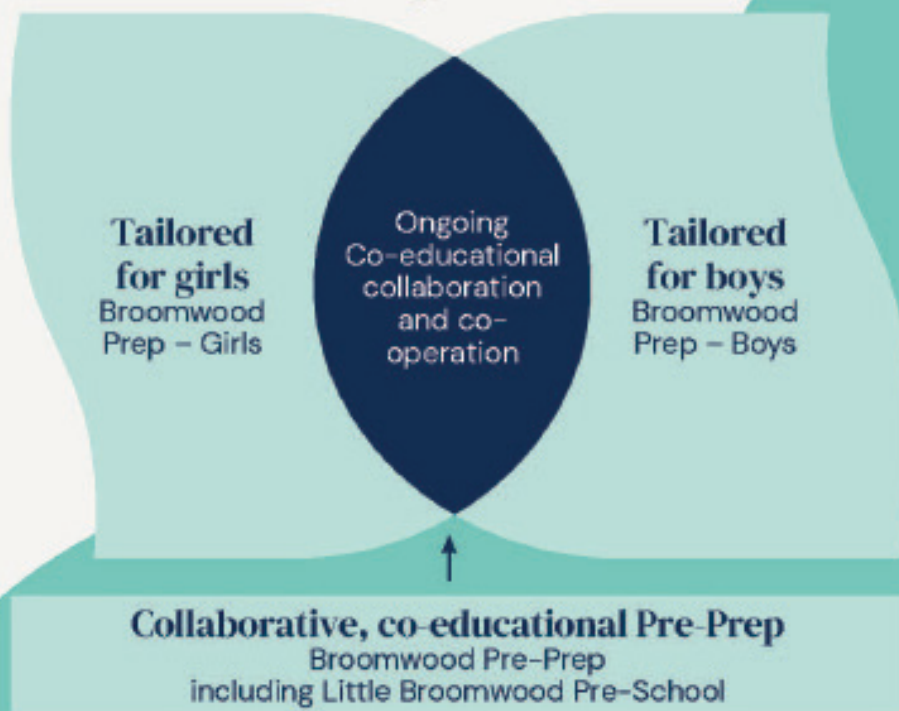


About Broomwood



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.

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.com

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

