



KING'S COLLEGE SCHOOL WIMBLEDON



JUNIOR SCHOOL DEPUTY HEAD



WELCOME TO KING'S COLLEGE JUNIOR SCHOOL

Thank you for your interest in joining our school community.

King's is one of the world's leading independent schools, originally founded as the junior department of King's College London, with a forward-looking approach to education for pupils aged 7 to 18.

Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do.

We believe in offering each of our pupils an outstanding educational experience, with education in Mind, Spirit and Heart, and the best possible preparation for their lives beyond school.

In Mind, we aim for each of our pupils to enjoy an exhilarating adventure of learning within a culture of intellectual curiosity, courage and creativity. Academic outcomes consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer; and we were delighted to be the highest placed independent co-educational day school and Independent International Baccalaureate School of the Year in The Sunday Times Parent Power 2025.

In Spirit, we celebrate our shared values of kindness, respect and support, and encourage everyone in our community to make a positive contribution to the world around them.

In Heart, we encourage pupils to pursue their own individual passions with determination and courage and the heart of our lion.

King's comprises the junior school for pupils aged 7-11 and the senior school for pupils aged 11-18. Leaders work

closely across the junior and senior schools in line with our overarching strategic vision to deliver the best possible experience whilst pupils are with us and to prepare them for the world beyond school.

The next few years represent a particularly exciting time for the junior school at King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029.

A brand new, world-class campus for junior school pupils is being created at The Downs, a short walk from the main King's campus which lies opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons. Our new junior school will provide outstanding, modern facilities for the education of pupils aged 7 to 11, designed to fully reflect the King's educational ethos.

We are also delighted to be extending co-education throughout King's over the next decade so that any young person will have the opportunity to flourish here. The first fully co-educational cohort will be admitted to the junior school at year 3 from September 2029.

As part of these strategic developments, we are reviewing and developing our educational provision to ensure a world-class junior school experience for girls and boys.

We hope you will consider joining us for this adventure.



THE ROLE

The deputy head is the headmaster's principal deputy and plays a central role in the leadership, organisation and day-to-day operation of the junior school. The post requires a broad understanding of the school, excellent judgement, exceptional organisation and the ability to build strong and trusting relationships with pupils, staff, parents and colleagues across King's.

The deputy head deputises fully for the headmaster when required and acts as the principal point of coordination across the school's academic, pastoral, co-curricular and operational activity. The assistant heads (academic, pastoral and co-curricular) report directly to the headmaster; the deputy head works closely with them to ensure that the school operates coherently and effectively.

The post carries a modest teaching commitment, and the deputy head is expected to contribute actively to the wider co-curricular life of the school.

Reporting to: the junior school headmaster

The deputy head:

- deputises for the headmaster as required
- supports the headmaster in the overall leadership and development of the junior school
- acts as the headmaster's principal internal deputy and chief of staff, helping to ensure that decisions are implemented effectively and important matters are followed through
- takes a leading role in the day-to-day operational management of the school, anticipating difficulties and resolving issues before they impede its effective running
- maintains a strong overview of the junior school calendar, working closely with the senior teacher and other colleagues to ensure a balanced and manageable programme for pupils, staff and parents
- compiles and oversees the junior school timetable and manages the effective deployment of teaching staff
- organises cover for absent staff and oversees arrangements relating to parental leave and return to work, in liaison with HR as appropriate
- organises duty arrangements and ensures that appropriate supervision is in place throughout the school day
- leads the coordination of junior school staff recruitment processes, working closely with the headmaster, HR and relevant senior colleagues
- oversees the junior school appraisal cycle and ensures that agreed processes are completed effectively and on time
- oversees staff induction and the support of colleagues undertaking professional qualifications, line managing the relevant professional tutors



THE ROLE (continued)

- coordinates the junior school INSET programme, for approval by the headmaster, drawing on the expertise of the assistant heads and other colleagues
- oversees the junior school CPD framework and budget
- acts as the principal SMT link with the HR people partner on matters relating to staff wellbeing, ensuring that relevant information informs decisions about staffing, workload and deployment
- coordinates the junior school policy-review cycle, ensuring that relevant colleagues take responsibility for policy content and that agreed review deadlines are met
- acts as the junior school lead for inspection readiness, liaising with whole-school colleagues and ensuring that required evidence and documentation are maintained appropriately
- acts as a principal operational link between the junior school and the senior school, representing the junior school at appropriate senior school leadership and operational meetings on an agreed basis with the headmaster
- supports the headmaster in maintaining effective links with Wimbledon Common Prep School and represents the headmaster there when appropriate
- acts as the senior junior school link for professional services colleagues working within or regularly supporting the junior school, helping to ensure effective local coordination while respecting their formal departmental reporting lines
- acts as the SMT link with relevant professional-services colleagues on health and safety, fire safety, facilities and other operational matters, without replacing the responsibilities of appropriately trained specialists
- oversees the operational planning and delivery of major junior school events, ensuring that responsibilities are clear and administrative support is used effectively
- oversees the programme of parent and community social engagement, working with the headmaster and junior school office
- supports and oversees the common room president in relation to staff social events
- line manages the senior teacher
- works closely with the headmaster's PA and junior school office to ensure that administrative processes support the effective operation of the senior management team
- contributes to admissions interviews and selection as required, while strategic leadership of admissions remains with the headmaster and operational management of the admissions process sits with the deputy registrar (junior school)
- maintains a high level of visibility around the school and at major school events



THE ROLE (continued)

- develops strong and constructive relationships with pupils, staff and parents
- takes on any additional responsibilities reasonably required by the headmaster

As a member of the senior management team, the deputy head also:

- contributes actively to the strategic development of the junior school, supporting and constructively challenging colleagues in the pursuit of high standards
- attends and contributes to assemblies, meetings, fixtures, concerts, productions and other major school events as appropriate
- models the highest standards of professionalism, discretion, reliability and commitment, promoting the wellbeing and professional confidence of colleagues

This job description is reviewed annually and may be amended by mutual agreement.



THE PERSON

Person specification

The successful candidate will be an exceptional school leader with the judgement, energy and organisational ability to operate confidently across the full life of the junior school.

Essential

- substantial experience of leadership in a high-performing school
- outstanding organisational ability and the capacity to manage several complex and competing priorities simultaneously
- a strong record of coordinating significant school-wide processes and ensuring that they are delivered accurately, calmly and on time
- excellent judgement and the confidence to make sound decisions without unnecessary escalation
- a very strong work ethic, reliability and close attention to detail
- the ability to anticipate operational problems, identify solutions and follow actions through to completion
- excellent interpersonal skills and the ability to build trust with a wide range of colleagues
- the personal credibility to command the confidence and respect of teaching staff, professional-services colleagues, pupils and parents
- high levels of emotional intelligence, discretion and sensitivity
- the ability to remain calm, constructive and decisive when dealing with pressure, uncertainty or competing demands
- the confidence to deputise fully for the headmaster and represent the junior school credibly in senior whole-school forums
- an understanding of the importance of institutional knowledge, together with the ability to develop a deep understanding of the people, systems, culture and rhythms of a school
- a strong commitment to collaboration and collective responsibility, alongside the confidence to take ownership of decisions
- high expectations of self and others, and evident pride in the quality and presentation of work
- a visible, approachable and generous presence within the school community
- an understanding that excellent senior leadership requires both strategic perspective and sustained attention to effective implementation
- sound educational judgement and credibility as a classroom practitioner
- a strong commitment to the ethos, values and ambitions of King's and to the education and wellbeing of junior school pupils



THE PERSON (continued)

Desirable

- experience of working effectively across more than one phase, section or functional area of a complex school
- experience of coordinating major school-wide operational systems, for example timetabling, calendars, staffing, assessment and reporting cycles, events or cross-school processes
- experience of working closely with professional-services teams such as HR, facilities, admissions or health and safety
- experience of supporting or leading inspection preparation, policy review or compliance processes
- experience of staff appraisal, recruitment, induction and professional development
- experience of representing one part of a school within wider institutional leadership structures
- a strong understanding of the organisational demands of a large, busy and academically ambitious school
- evidence of successfully improving systems or processes while maintaining strong relationships with colleagues



HOW TO APPLY

Closing date: Tuesday 10th November 2026 at 9am

kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.

Interviews: Friday 20th November 2026

We are happy to reimburse reasonable travel expenses.

To apply for this role, please register your details online via our website **www.kcs.org.uk** (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to complete an online application form which includes a cover letter.

Cover letter: Please use the cover letter to explain how your own skills and experience match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills meet the key requirements, and your relevant life experiences or interests.

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

Arrangements will be confirmed prior to interview, and further details provided.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the rich wider life of the school. All staff contribute to the ongoing development of the school, and give freely of their time outside timetabled lessons, committing to co-curricular activities and helping individual pupils with their academic progress. Many take clubs, societies, trips and sports teams in the evenings, weekends and during the school holidays. The strength of our pastoral system is founded upon all staff making a significant pastoral contribution. Tutor groups are year-group specific in the lower school, and become a vertical system from fourth form upwards.

In return, the school provides staff with a wide variety of benefits and opportunities, including:

- Competitive salaries well above London and national averages
- Automatic enrolment into the Teachers' Pension Scheme or optional inclusion into the King's defined contribution pension scheme for teaching staff
- Opportunities to develop professionally and

a supportive approach to staff training and development. In addition to our bespoke programme for unqualified teachers which ultimately leads to QTS and full statutory support for all Early Career Teachers, the *Sapienter Develop* online platform comprises a range of courses based on the latest research and insight in education and leadership, and provides support to colleagues undertaking postgraduate and further study.

- A focus on staff wellbeing, family-friendly policies, and bespoke support for new members of staff; all are guided through their first year by a variety of colleagues, including the director of staff welfare, their line manager and a mentor
- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- A Surface Studio Laptop
- Morning shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available)
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"On my very first day at King's College Junior School, I was overwhelmed by the warmth and welcome from my colleagues and the pupils. Three years on, I still can't believe how lucky I am to work in such a supportive and caring environment. This is a truly happy school with a fantastic Common Room and pupils that are motivated, fun, interested and interesting."

- Ms Montgomery-Massingberd
Head of Modern Foreign Languages

"King's College Junior School not only provides a strong platform for the students who study there, but also for the staff who teach there. Since arriving at the school, I have been so impressed with the support and guidance provided by members of staff, helping to shape and develop your career. Currently a PE teacher and heading up the rugby in the junior school, I have been given the opportunity to run a pupil exchange to Japan whilst having the support to carry out my own continuing professional development. There is never a dull moment at King's, the children are delightful and the junior school common room are a pleasure to work with."

- Mr Cheers
Head of PE and Games



"When I joined King's College School in September 2024, I could not believe how quickly I settled in. The school's supportive community ensured that I never felt overwhelmed, allowing me to focus fully on providing the excellence in education it is renowned for. The pupils' eagerness and enthusiasm are truly inspiring, and it's a privilege to collaborate with a superb team of passionate and dedicated professionals. The exceptional facilities provide countless opportunities to design engaging, hands-on learning experiences that bring lessons to life. I feel truly fortunate to be part of this outstanding school."

- Mr Underwood
Rushmere Teacher, Head of Stuart House, Deputy Director of Equality, Diversity and Inclusion

Since starting work at King's, I have been so warmly welcomed by every member of staff as well as the pupils, and I couldn't think of a better place to work. No two days are the same, and in a school as big as King's there is always so much going on, including trips and clubs. Despite having a huge range of departments, the school goes out of its way to uphold a sense of community, such as by holding regular events where you can meet your colleagues. No matter how little or how much experience you have, this school is one you can thrive in. My colleagues are highly supportive and are approachable meaning that any help I have needed whilst settling in is always accessible.

- Miss Doyle
Rushmere Assistant



"When I joined King's, I was immediately impressed with how inquisitive and interested the pupils were and to this day, that has not changed. There is so much scope for learning and the balance of academic, sporting, musical and co-curricular activities contributes to this incredible atmosphere. The grounds, the staff and the support on offer guarantee that the pupils work in a safe and caring environment and ensure that they thrive and make the most of the opportunities on offer. I have been here for over twenty years and every day is new and exciting – it is a wonderful place to work."

- Mr Hipkiss
Assistant Head (co-curricular), Head of Science



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Safeguarding Children Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There is a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair-accessible interview room or alternative format of assessment papers such as audio, Braille or large print versions.



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th-century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There are morning shuttle buses for staff which run from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15-minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashted are popular choices.



