



Windlesham
House School

- Est. 1837 -

Candidate information for

Senior deputy head

January or April 2026

Windlesham House is part of the Charterhouse family of schools

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A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – active learner, critical thinker and explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

Windlesham House has recently joined the Charterhouse family of schools which marks an exciting stage in the school's history and will ensure a long and successful future too. Close and purposeful links between our schools have already been established and over the coming months, these will be further developed to provide increased opportunities and enrichment for pupils and staff. It is certainly an exciting time to be part of the Windlesham team!

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'.

Ben Evans
Head

The role

We are looking for an inspirational and energetic senior deputy head to support and assist the Head by providing ambitious and professional leadership and management. This will reflect 'policy in practice' by sharing and modelling the school's vision, aims and values in everyday work and practice, developing and motivating staff and setting high expectations.

The senior deputy head will assist in embedding learning and teaching strategies and raising achievement, work closely with colleagues to ensure the highest standards of pastoral care and safeguarding, contribute to our rigorous and ongoing self-evaluation and take responsibility for leading specific areas / initiatives to secure further school-wide improvements. The successful candidate will be expected to teach a limited number of periods of our lessons for life curriculum in addition to their leadership duties.

At Windlesham House, we are looking for excellent teaching skills, drive, imagination and the ability to motivate pupils in order to bring out the best in them. The person appointed will work well in a team and show initiative when working with colleagues and pupils.

Windlesham House is a country
prep school where tradition meets
innovation, providing opportunities for
children to be creative, courageous,
kind and successful.





Purpose of the role

- To implement exceptional and outstanding leadership and management
- To build a collaborative learning culture within the school to ensure that every child reaches their full potential in all areas of their development
- To work with the ability, vision, energy and enthusiasm and put the needs of the children first
- To respond dynamically and as appropriate to policies and initiatives
- To promote and safeguard the welfare of children at the school
- To manage the day to day running of the school in line with the vision and aims of the Head
- To deputise for the Head in his absence.
- To be responsible for pupil behaviour management in conjunction with serious disciplinary matters in conjunction with the deputy head (pastoral) prior to escalation to the Head and oversight of teachers' use of rewards and sanctions.
- To lead by example and ensure all teaching staff adhere to the teachers' standards as published by DfE 2021 – or as may be subsequently amended
- To be part of the SLT duty team (including selected evenings and weekends).

Shaping the future

- Working with the Charterhouse board, Windlesham House School committee, Head and senior team to shape and implement the strategic vision for the school
- Ensure that the school vision is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school community of children, staff, governors and parents to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement

Ensuring a happy, purposeful and high achieving community

- Lead by example, providing inspiration and motivation to all pupils and staff
- Demonstrate and articulate high expectations and set meaningful targets for the whole community so that the departments line managed are performing highly
- Lead in preparation for ISI inspection, including all aspects of ISSRs, compliance and health and safety (working closely with the bursar where appropriate)
- Ensure, in partnership with the deputy head (academic) that there is a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress of all pupils
- Work closely with the deputy head (pastoral) DSL to ensure a safe, caring and kind community where safeguarding and pupil wellbeing is and remains a priority
- Maintain and promote high standards of pupil behaviour, kindness and attendance

Developing self and working with others

- Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture
- Development and maintain effective strategies and procedures for staff recruitment, induction, professional development and performance review
- Ensuring effective planning, allocation, support and evaluation of work undertaken by teams, departments and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for oneself and others and taking appropriate and timely action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for appraisal
- Manage own workload and that of others to allow an appropriate work / life balance

Shared accountability

- Promote the school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation, in keeping with performance management and appraisal procedures
- Develop suitable quality assurance systems, including internal reviews, self-evaluation and performance management
- Present a coherent, understandable and accurate account of the school's performance to a range of audiences including the governors, staff, parents and prospective parents

Strengthening the community

- Ensure the school is warm and welcoming to parents, prospective parents and all visitors
- Collaborate with other schools in order to share expertise and bring positive benefits to the school and local community
- Oversee and manage all major school events to ensure they are of the highest quality whilst always promoting the school's ethos of inclusivity and excellence
- Be a warm, visible presence and accessible to children, staff and parents at all key times during the day and working week



Key deliverables

These include but are not exclusive

Management Action Plan (MAP)

Support the Charterhouse board, Windlesham House School committee, Head and bursar in the identification, planning and implementation of initiatives and/or projects that support the school strategy. Ensure the MAP is maintained and track initiatives with key stakeholders to completion

Compliance

Working with the compliance officer and policy owners, ensuring all policies meet regulations and industry guidelines, support the MAP and the ethos of the school. Ensuring policies and procedures are operationalised effectively and adhered to by staff, children and visitors

Staff objectives and appraisal

Ensure all teaching staff have clear objectives and success criteria that support the overall school Teaching and Learning policy. Manage the robust staff appraisal process to reward high performing staff and identify training needs

Inspection readiness

Ensure all appropriate documentation and staff training is in place to demonstrate our inspection readiness

Timetable

Working with deputy head (academic) to devise the annual academic timetable to support the teaching and learning policy using available staffing, resources and facilities

Careers

Develop a strategy to enhance career education and pupil engagement

Admissions

Working with admissions, co-ordinate a whole school approach to support open mornings, the scholarship programme and the admission of new pupils

Community links

Foster a culture of diversity and inclusion among pupils, parents and staff. Drive relationships with local schools, clubs and associations to facilitate the transfer of knowledge and skills and to meet our charitable status obligations





IT strategy

Ensure that the IT strategy supports the teaching and learning policy and is visionary and ambitious in approach. Ensure staff are represented, engaged and receive the appropriate training and support

School events

Coordinate whole school events in terms of timetabling, planning, logistics and parent communication

Teaching

Teach a limited and appropriate timetable

Pupil behaviour

Work closely with the deputy head (pastoral) to ensure the highest standards of pupil behaviour are expected and maintained. Regularly review the rewards and sanctions policy

The Candidate

Qualifications and professional development

Essential

- Qualified teacher status
- Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning
- Ability to identify own learning needs and to support others in identifying their learning needs

Desirable

- Postgraduate level qualification
- Experience of working with other schools / organisations / agencies
- Experience of leading/coordinating professional development opportunities
- Experience as an ISI team inspector

Experience

Essential

- Successful experience of leading one or more subject areas
- Substantial, successful teaching experience across the prep school age range.
- Successful experience in a leadership and management role
- At least five years successful teaching experience in the primary age range
- A thorough understanding of independent school inspections and regulations

Desirable

- Teaching experience in at least two of the three key stages
- Curriculum leadership in one or more core subjects
- Experience of teaching in more than one school
- Experience as DH

Strategic leadership

Essential

- Ability to articulate and share a vision of education within the context of the school's vision and mission statement
- Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school
- Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement





- Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these
- Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils
- Understanding of and commitment to promoting and safeguarding the welfare of pupils

Desirable

- Knowledge of the role of the governing body
- Evidence of having successfully translated vision into reality at whole school level

Teaching and learning

Essential

- A secure understanding of the requirements of the national curriculum, early years development and ISEB pre-testing
- Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils
- A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning
- Experience of effective monitoring and evaluation of teaching and learning
- Secure knowledge of statutory requirements relating to the curriculum and assessment
- Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management

Desirable

- Understanding of successful teaching and learning across the entire curriculum across all key stages
- Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management
- Whole school curriculum leadership
- Promoting SMSC of pupils across the curriculum

Leading and managing staff

Essential

- Experience of working and leading staff teams
- Ability to delegate work and support colleagues in undertaking responsibilities
- Experience of performance management and supporting the professional development of colleagues
- Understanding of effective budget planning and resource deployment
- Leadership of middle management / phase leaders

Desirable

- Successful involvement in staff recruitment, appointment/induction,
- Understanding of how financial and resource management enable a school to achieve its educational priorities

Accountability

Essential

- Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors,
- Experience of effective whole school self evaluation and improvement strategies
- Ability to provide clear information and advice to staff and governors
- Secure understanding of current practice in performance management, including capability

Desirable

- Experience of presenting reports to governors
- Understanding the criteria for the evaluation of finance and budgets
- Leading sessions to inform parents
- Experience of offering challenge and support to improve performance





Skills, qualities and abilities

Essential

- High quality teaching skills
- Strong commitment to the vision and mission statements
- High expectations of pupils' learning and attainment
- Strong commitment to school improvement and raising achievement for all
- Ability to build and maintain good relationships
- Ability to remain positive and enthusiastic when working under pressure
- Ability to organise work, prioritise tasks, make decisions and manage time effectively
- Empathy with children, parents and staff
- Good communication skills
- Good interpersonal skills
- Stamina and resilience
- Effective ICT skills

References

Essential

- Positive recommendation in professional references
- Satisfactory health and attendance record

Desirable

- Professional reference without reservations
- Strong positive examples of leadership impact

Why choose Windlesham House School?

- Access to the Aviva Pension Trust for Independent Schools (APTIS). This is a defined contribution scheme for teaching staff
- Cash health plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every three years)
- Membership of the school's nine hole golf course at a reduced subscription
- Participation in a 'cycle to work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during your normal working day (term time only)
- Free parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- Continuing professional development as part of our talent management programme
- Invitations to school productions and concerts throughout the year

Terms and conditions

All appointments are subject to an enhanced check with the Disclosure & Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the school's health and safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the school's child protection policy statement 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 pupils in the school, they must report any concerns to the school's designated safeguarding lead.

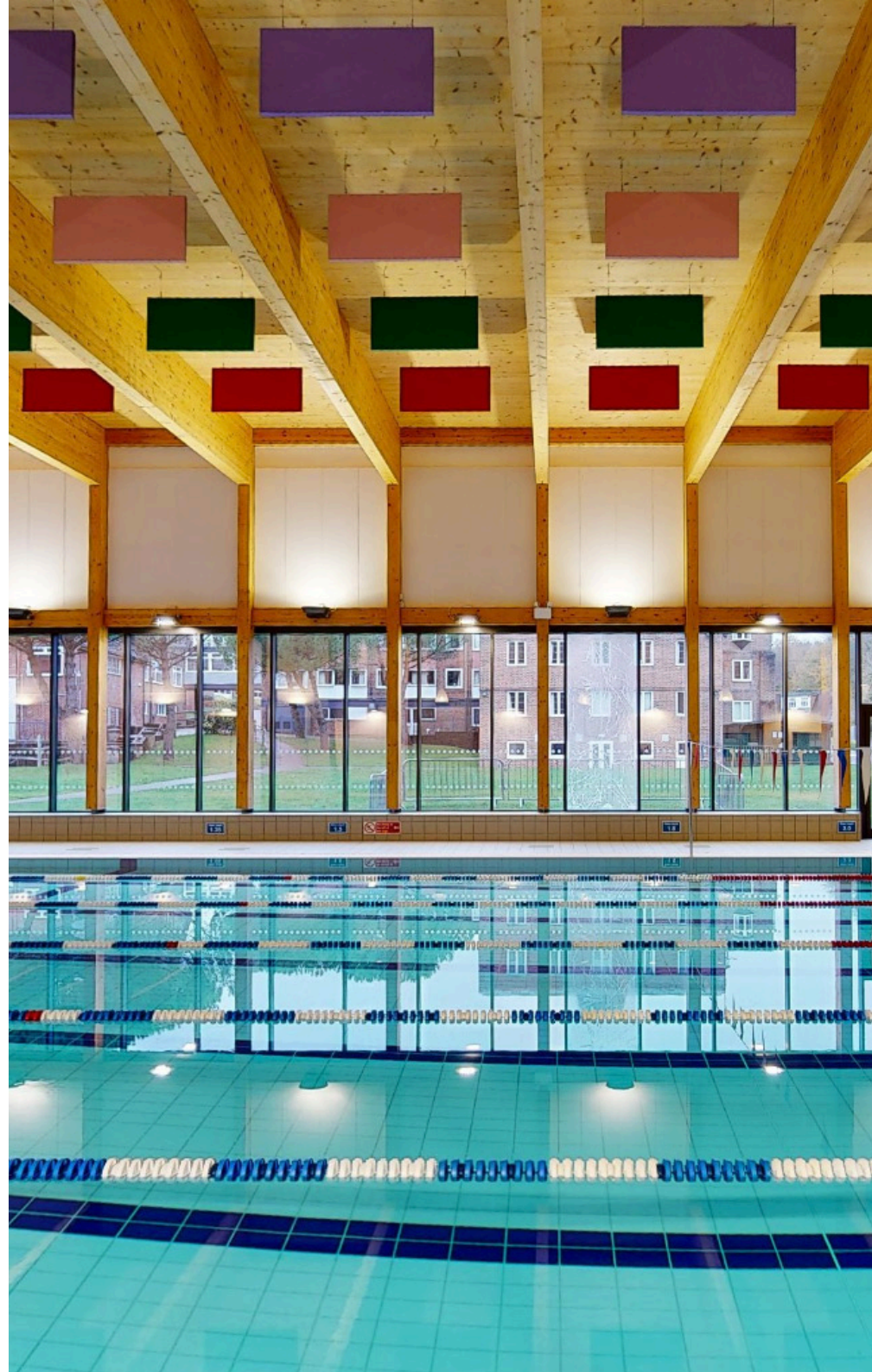
How to apply

Completed applications should be emailed to hr@windlesham.com at latest by midday on Monday 6 October. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. To apply, please complete the application form which is available on our website.

Important instructions for applicants

- Your application should include a covering letter no more than two A4 pages summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's child protection policy 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, they must report any concerns to the school's designated safeguarding lead or to the Head.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including world languages and sports academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our green plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.





Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”

Ben Evans, Head



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House School

— Est. 1837 —

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