



# Head

*Required for April 2027*

Candidate Information

# Welcome

Welcome to TPS. Thank you for taking the time to find out more about our wonderful school and why this is such a great opportunity.

One of the major attributes that sets Twickenham Preparatory School (TPS) apart from other schools is the warm, welcoming atmosphere and friendliness you encounter from the moment you arrive. This reflects the school's strong ethos, values and genuine sense of community. There is a strong connection and supportive partnership between pupils, staff and parents, and we are proud of the outstanding pastoral care we provide.

Alongside this, we combine a strong focus on academic excellence with the aim of enabling every child to reach their full potential. This is not only reflected in the academic attainment and pupils' achievements throughout the school but importantly in the choice of the many excellent destination schools to which our students have the opportunity to progress.

TPS is proudly independent, which gives us the opportunity to be innovative and continually assess how we can improve in every aspect of school life, the recent move to Pre-Senior Bacculaureate (PSB) and

the start of girls benefiting from the option to stay onto Years 7 and 8 being two cases in point.

We have come a long way from our modest beginnings as a school that was founded by parents in 1969 and are now recognised as an outstanding prep school in our local area.

Our greatest advocates are the pupils; when I hear them speak about the school, either formally or informally, I am taken aback by what they say and their genuine love for the school. There really is no need for anyone else to sum up TPS!

I encourage you to find out more about the hidden gem that TPS is and the opportunity to join our amazing school. We are seeking someone to lead us who will embrace the above and have the vision and commitment to take us forward. You will be working with a Board, SLT and a body of staff that are fully engaged in the success of our school.

**Harry Bates**

Chair of Governors



# The Opportunity



The Governors of Twickenham Preparatory School are seeking to appoint a Head to lead this outstanding co-educational independent day school in Hampton, South West London.

Renowned for both its academic achievement and its friendly and inclusive environment, Twickenham Prep offers an all-round education in a place that promotes wellbeing, encourages curiosity, and celebrates individual success.

The Governors are seeking an energetic, articulate, and empathetic leader who relishes engaging with children, staff, and parents and who enjoys taking an active role in every aspect of school life.

Our next leader will be a strategic thinker, passionate about teaching and learning, and deeply committed to preserving the strong sense of community that makes the school so special. They will have the ability to generate fresh ideas and present the school in a way that appeals to prospective families. Strong communication skills – both written and verbal – will be essential.

The school takes great pride in offering pupils a broad and enriching curriculum, delivered with a steadfast commitment to excellence. Children are exceptionally well prepared for transfer to a wide range of excellent senior schools. The future Head will develop strong relationships with these schools to support successful pupil transitions and will act as a trusted advisor to parents considering future options for their children.

The person we appoint will join a strong and well-established school, with exciting opportunities to consolidate its current provision and extend its reach within a competitive market. Most importantly, they should hold the children at the very heart of TPS school values, ensuring that every decision made reflects what is best for their wellbeing, development, and future.

# Background

Twickenham Preparatory School is a leading and successful independent co-educational day school for children aged 4 to 13 situated in Hampton, South West London. The school was originally founded on Twickenham Green in 1969 by a small group of parents and moved to its new home in Hampton in 1992 to accommodate its growing numbers. The founding aim from its inception – to establish a school with high academic standards that was pastorally strong, caring and sensitive to the needs of the individual child – is still the heartbeat of the school 50 years on, and today, Twickenham Prep continues to achieve these aims and provides an exceptional all-round education to 240 pupils across Pre-Prep and Prep and into Years 7 and 8.

## History

In the summer of 1969, parents at a local boys' prep school were told by its owner that the school had been sold and the new owner would subsequently become the Headmaster in place of the Rev. Donald Hill. Many parents were unhappy with this turn of events, and a group of them decided to start a new school with the Rev. Donald Hill as their Headmaster. It was to be a school largely run by parents, with, in those early days in particular, many volunteering their help free of charge. Soon after the school became co-educational, and by the early 1990s, a roll of about 100 pupils meant that the search for new premises was becoming increasingly urgent. So, in 1992, Twickenham Prep moved to its new home, the Beveree, a Grade II listed building in Hampton. This is a leafy and affluent region of South West London close to Bushy Park, Hampton Court Palace and the River Thames.

The original building, the Beveree, is now home to our vibrant Prep School and has been thoughtfully

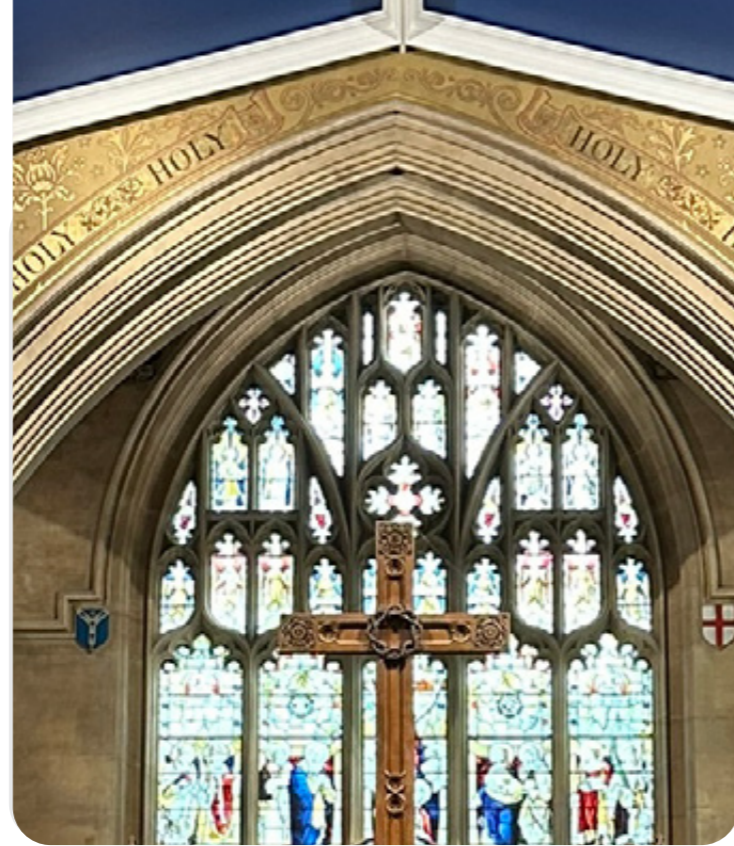
extended to accommodate a growing community. It features an exceptional purpose-built Pre-Prep with outdoor learning spaces for all classes, a multi-function Sports Hall and Theatre, a dining area, a Science laboratory, an ICT suite, and even a dedicated Music Centre with specialist teaching rooms – all surrounded by extensive outdoor spaces, including an amphitheatre, adventure playground and an enchanting Forest School trail.

In 2020, TPS proudly opened The Hub@51, a cutting-edge facility that houses a modern Art and Design Technology studio, bright Humanities classrooms, and a high-tech digital media suite. This exciting space supports everything from film-making to photography and even hosts the school's radio station – a pioneering feature in the local area!

The school is a charitable trust with a Board of Governors. It is a member of the Independent Association of Preparatory Schools (IAPS) and is regularly inspected by the Independent Schools Inspectorate (ISI). The following comments were made in our recent ISI inspection report in 2025:

- 'The school's ethos and values are embedded across all areas.'
- 'Teaching is engaging and interactive, with pupils encouraged to think independently, collaborate and participate actively in their learning.'
- 'Leaders foster a culture where pupils feel safe, valued and respected. Positive relationships between staff and pupils contribute to a secure sense of belonging.'
- 'Pupils engage in a learning environment that fosters confidence, self-esteem and self-awareness... they are motivated, demonstrating curiosity, courage and enthusiasm for learning in line with the school values.'





# Aims & Ethos

The small group of parents who founded Twickenham Preparatory School in 1969 wanted to establish a school that was pastoral, caring and sensitive to the needs of the individual child. TPS's vision remains true to that ethos: delivering an exceptional all-round education, centred on helping every child:

- The school will enable each child to thrive personally, socially and academically, preparing them for the future by creating an environment that promotes wellbeing, encourages curiosity and celebrates individual success.

To achieve the vision, the school seeks to:

- Strive for excellence for every child in academic pursuits, sporting endeavours and creative activities such as arts and music.
- Provide a stimulating and challenging all-round education with subject specialisms and a vibrant and exciting extra-curricular programme.
- Prepare the children for the next stage of their education and later life, developing them into responsible, independent learners.
- Be sensitive to the needs of our pupils, seeking to develop the confidence that they need to succeed and focusing on each child's wellbeing and positive mental health.
- Inspire our pupils to live out our school motto in everything they do – to be: 'Calm, Courageous, Courteous and Considerate.'
- Encourage our pupils to be respectful of everyone they meet.
- Create opportunities for the children to make a positive contribution to society and provide opportunities to engage with the local community.

# The School Today

TPS has a wide catchment of children from adjacent areas, with classes from Reception through to Year 8. Although non-selective at entry in Reception, Twickenham Prep ensures that each pupil reaches their full potential by focusing on the individual needs of each child as they progress through the school. Pupils' progress is monitored, evaluated and developed, resulting in high standards of achievement across the curriculum.

Year 7 and Year 8 pupils enjoy two additional years in a nurturing, small-class environment, benefiting from specialist teaching across a diverse and stimulating curriculum.

The school adopted the prestigious Pre-Senior Baccalaureate (PSB) programme, a 21st-century skills-focused framework, highly valued by over 50 senior schools. The PSB enhances independent study, self-organisation, cross-curricular learning, and technology use, preparing pupils for future challenges while maintaining our high academic standards. Further information regarding the PSB framework can be found [here](#).

The destination schools for leavers are the leading independent day schools in the South West London area and, on occasion, boarding schools, with the school having a strong and consistent record of girls and boys gaining academic, sport, art, music and performing arts scholarships in recent years.

Twickenham Preparatory School is a registered charity (no. 1067572) and a company limited by guarantee (no. 3475951). Overall management of the school is the responsibility of the Board of Governors, with the day-to-day running of the school delegated to the Head. The school has maintained a consistently strong financial performance in recent years. Further details of financial performance are available via the Companies House website.

The school currently has 65 staff (academic and support), a peripatetic music department of nine teachers, a dedicated supply bank of academic staff, various external companies providing co-/extra-curricular clubs and a team of external learning support professionals. The catering department is in-house, and the cleaning is outsourced.

In a recent all-staff survey, staff continue to highlight the supportive culture among the staff and strong, positive connection with the children as our greatest strengths.

## Pre-Prep

The Pre-Prep offers a bright, purpose-built setting with direct access to outdoor learning spaces. It provides a strong start through excellent pastoral care and high academic standards, with teaching tailored to each child. Small classes, specialist input and a broad curriculum foster confidence, curiosity and a love of learning.

## Prep

In Prep, pupils build on these foundations through a broad, engaging curriculum that promotes independence, challenge and real-world understanding. Within a supportive, close-knit community, pupils benefit from wide opportunities in sport, music and drama. Modern facilities, including specialist classrooms, a Science lab, an ICT suite and creative spaces, support learning. A strong sports programme, based at the 10-acre site at Kempton Cricket Club, ensures all pupils take part in competitive and inclusive sport. The focus is on football, rugby and cricket for boys and netball, hockey and cricket for girls, and additional activities include athletics, swimming, cross-country and PE.



## Years 7 & 8

From September 2026, TPS will be welcoming girls into Years 7 and 8, becoming a fully co-educational school for girls and boys from 4 to 13.

Small classes in Years 7 and 8 support strong academic progress and successful entry to leading senior schools. Pupils benefit from excellent pastoral care, leadership opportunities and a continued focus on sport, alongside a broad and balanced curriculum.

Girls remaining through to Year 8 reflects our commitment to co-education and equality of opportunity while offering families greater flexibility and choice as pupils move to a wide range of senior schools. This will ensure the continuation of success at 13+, with pupils regularly gaining places at some of the most prestigious schools in the area, including Hampton, KCS Wimbledon, St George's College, St Paul's, Reed's, Kingston Grammar School, Sir William Perkins's, Halliford, Epsom College and St John's, Leatherhead.

## Pastoral Care

Pastoral care is at the heart of Twickenham Prep, creating a nurturing environment where pupil happiness is paramount. In the close-knit family atmosphere, children feel valued and supported, enabling them to flourish socially and academically.

Staff know pupils well and build strong relationships, with excellent communication ensuring any concerns are quickly identified and addressed. As a result, pupils feel confident approaching staff and sharing any worries.



## Charity and Community

The school supports a range of causes, from local charities such as Shooting Star Children's Hospice to The Hygiene Bank and African Vision Malawi, where the school has strong links with Songwe School.

The pupils are enthusiastic and creative in raising funds, led by charity captains and House-led initiatives, with each House choosing a charity annually. The whole school also takes part in national campaigns such as Odd Socks Day, World Mental Health Day and the Poppy Appeal, while achievements are celebrated in weekly assemblies.

TPS values its strong community links, coming together for events such as Harvest and Christmas at St Mary's Church. Staff and pupils alike actively support local charities through fundraising initiatives.

## Learning Support

The school has an excellent and long-established Learning Support Department, which is renowned for its superb and effective work throughout the age range. The Head of Learning Support works in both Pre-Prep and Prep departments and manages the support of teaching assistants.

## Co-Curricular

The school's varied and inclusive programme offers a wide range of clubs and activities, from art, creative writing and drama to design technology and model making, alongside a strong programme of sports, including football, netball, cricket, athletics and tennis.

TPS is also recognised for excellence in thinking skills and chess, with pupils developing key life skills through the Think Tank programme and opportunities to compete in national events. Pupils can also take part in the Junior Duke Award, unique to the area, and enjoy outdoor learning through the Forest School and Nature Trail.

Music and drama play a central role, with lessons, clubs and performance opportunities helping pupils build confidence and creativity, alongside opportunities for public speaking.

Learning is further enriched through trips, workshops and visiting speakers, with regular visits to local cultural sites and residential experiences in the UK and abroad, fostering independence, teamwork and a broader perspective on the world.

Further information on Twickenham Prep can be found [here](#).

# The Role



To provide highly effective, inspirational leadership and deliver a vision for Twickenham Preparatory School that will secure its future success whilst maintaining its core ethos and values.

This role is a full-time leadership position, and the successful candidate will be required to work beyond standard school hours to meet the demands of the role.

## Key Responsibilities

### *Strategic Vision and Direction*

- Develop and articulate a compelling vision for the future of the school, in consultation with the Governors.
- In partnership with the Governors and leadership, create and implement a strategic plan that encapsulates the delivery of the school's vision and strategy whilst being grounded in practical and financial reality.
- Articulate the ethos, aims and values of the school and secure and encourage the commitment of staff, pupils, and parents to the vision and overall direction of the school.
- Be aware of and respond to the local and wider external environment of the school, adapting plans and strategies in response.
- Continually seek ways to enhance and develop the school's offering and make recommendations to the Governors as appropriate through the Finance, Education, Health & Safety, Premises and Risk Committees.

### *Professional Leadership and Management*

- Provide overall leadership to all staff, fostering a strong commitment to the ethos and values of the school, inspiring and motivating colleagues and

building a 'whole-school' team approach across Pre-Prep and Prep and within the teaching and support staff.

- Further develop a strong, cohesive and proactive Senior Leadership Team, ensuring that roles, responsibilities and expectations are clear and that the highest standards of performance are delivered.
- Take a collaborative, empowering and trusting approach to leadership, inspiring senior colleagues to drive the successful operational and academic functioning of the school.
- Appoint high-quality teaching and non-teaching staff who have an affinity for the ethos of the school and will enrich the pupils' experience by a passion for learning, inspirational teaching, commitment to co-curricular activities and the highest quality of pastoral care.
- Deploy strategies for developing effective teachers and appraising their performance whilst supporting staff in maintaining standards of excellence in and outside the classroom.
- Build a culture of continual professional development and take a long-term view of staffing, planning effectively for progression and succession.

### *Marketing, Communication and Engagement*

- Ensure effective marketing and admissions strategies are in place and develop and maintain strong relationships with feeder nurseries, local schools and prospective parents.
- Ensure marketing strategies are fully developed across a range of platforms and ensure the school stands out further in an increasingly competitive market in South West London.
- Act as a figurehead and be visible and engaged in school events and activities.

- Maintain a detailed understanding of the selection and admissions processes at 11+ and 13+ and develop good relationships with the Heads and other key individuals in relevant senior schools in order to support parents and pupils in navigating the transition to their next schools.
- Engage regularly and maintain a positive and consultative relationship with parents and with other key constituent groups within the community.
- Take a lead role in development and fundraising activities, in partnership with the school staff and TPSC (Parents' Committee).
- Develop and maintain contacts with other Heads, professional associations and other appropriate bodies for the benefit of the school.

### *Education and Academic Leadership*

- Monitor and evaluate the quality of teaching and learning and pastoral support in the school and ensure that the School Development Plan encapsulates future direction in these key areas.
- Oversee the continual development of an appropriate curriculum and learning environment and identify and evaluate educational initiatives and opportunities for innovation.
- Support and develop the programme of co-curricular activities, including sport, drama, arts, music, chess and 'Think Tank'.
- Ensure that all required arrangements are in place to facilitate inspections of the school and ensure that the school's outstanding inspection record is maintained.
- Support and develop the provision of learning support to ensure every child reaches their full potential.
- Ensure the safety and welfare of all pupils at all times in compliance with safeguarding legislation.

### *Management of School Operations*

- In collaboration with the Head of Operations, be responsible for the overall management of the school and be accountable to the Governors for the use of all funds and resources.
- Be an effective, decisive and supportive leader for senior staff who manage the school's non-academic functions.
- Work with the Head of Operations and other members of the Senior Leadership Team to ensure the appropriate deployment and management of all resources (financial, human and physical) across the school in support of the overall vision and plans.
- Ensure a coherent administrative and support structure is in place and that operational matters are dealt with efficiently and effectively in order to improve the quality of learning and teaching at the school and secure efficiency and value for money.
- Develop and maintain a strong grasp of financial planning and budget management for the school and ensure its sound financial performance.
- In collaboration with the Head of Operations, prioritise and plan capital expenditure, making appropriate recommendations to the Governors.
- Undertake the role of Chair of the Health and Safety Committee.
- Consider opportunities to maximise other income from non-fee sources.
- Set the highest standards for governance and ensure that the school maintains legal and regulatory compliance, that risks are monitored and mitigated, safe recruitment procedures are in place and are followed and that the health and safety of all members of the school community is safeguarded and prioritised.

# The Person



The Governors of Twickenham Preparatory School are seeking a Head who will lead the school with clear vision, compassion and drive. The successful candidate will understand and uphold the school's ethos to meet the individual needs of the children whilst also building on its many achievements to date. It is likely that the successful candidate will have the following key experience, skills, and attributes:

## Qualifications and Experience

- A university degree, with any management and leadership qualification an advantage.
- A proven track record as Head, Deputy Head or senior management level in a similar school.
- Demonstrative successful improvement of learning at the individual child level.
- Effective understanding of the co-educational school environment and of education for the 4–13 age group and current opportunities and challenges in the independent prep sector.
- Demonstrable experience of engaging and building relationships with the whole-school community, both internally and externally.
- Experience of developing, implementing and monitoring strategic plans in support of the aims, mission and values of a school.
- Experience of the leadership and management of staff and developing an open, inclusive and happy working environment.
- Experience of, or the potential capacity to supervise, the full range of staff management processes, e.g. recruitment, development, retention and appraisal.
- Experience of or the ability to supervise and apply resources effectively (financial, human and physical).

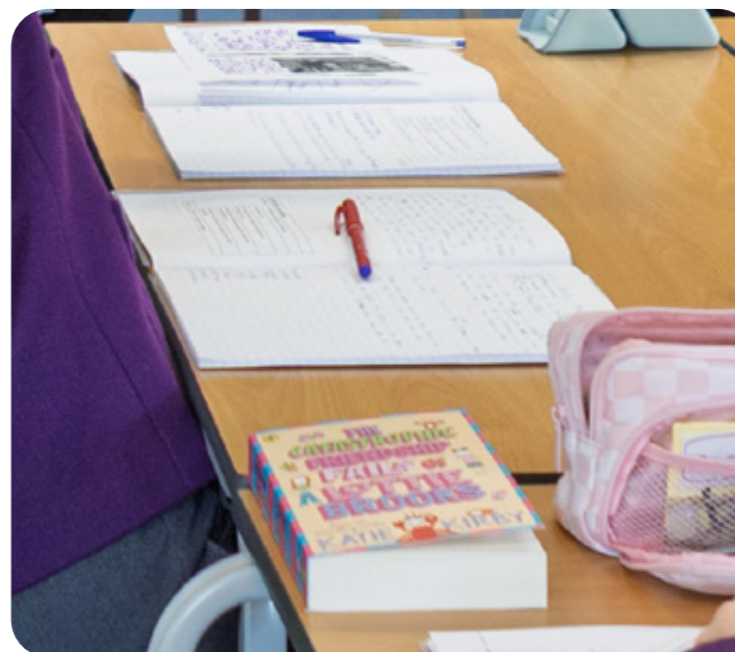
- Detailed knowledge of the most recent safeguarding legislation and an understanding of whole-school safeguarding policy.
- Knowledge, experience and understanding of the EYFS curriculum and recognition of the associated requirements for young children for their safe development.
- Knowledge of the PSB (Pre-Senior Baccalaureate) curriculum and associated skills framework would be an advantage.

## Knowledge, Skills and Abilities

- Clarity of vision with an ability to articulate such vision and translate it into meaningful specific plans and objectives, gaining commitment from staff, parents, pupils and Governors.
- Ability to delegate and devolve responsibility to staff.
- Excellent communication and presentation skills (both written and verbal) to engage in private or public with several different audiences, including parents, children, peers and the wider school community.
- Excellent decision-making and problem-solving ability, including evidence of having dealt successfully with a range of challenges.
- Sound financial and resource planning skills.
- Proficient ICT skills with an understanding of the role technology can play in education.
- Ability to work with conflicting demands and timescales.
- Excellent up-to-date knowledge of and ability to manage risk and regulatory issues, including inspection, legal compliance, child protection, safer recruitment and health and safety.

## Personal Attributes

- Approachable and visible to everyone within the school.
- Inspirational and ambitious leader who motivates others through an empowering, kind and friendly approach.
- Strategic and forward-looking with the ability to design and communicate a clear and compelling vision.
- The capacity for innovative and lateral thinking, identifying new opportunities to strengthen the school's position within the current challenging local and national landscape for education.
- Actively listens to stakeholders at all levels and respects differing viewpoints to support balanced, informed decision-making.
- Calm and collected under pressure with a reassuring presence.
- A strong commitment to the academic, personal and social development of all pupils, understanding the needs and concerns of their age group and having a natural empathy with them.
- Open, participative, and collegiate by nature, receptive to new ideas and thoughts, with an ability to listen, consult and discuss.
- An inclusive and collaborative approach to management in order to build trust, inspire confidence and foster team spirit within a happy school environment.
- Excellent sense of judgement, fairness and upholder of integrity.
- Able to act as an ambassador and professional advocate for the school, with strong personal credibility and the capacity to build relationships with a wide range of people.
- Able to manage and resolve conflict.
- Resilient and determined with a good sense of humour.



# The Package

The successful candidate will receive a competitive remuneration package with a salary commensurate with the seniority of the post and the experience of the successful candidate. Private medical insurance and fee remission for the Head's children is offered, along with a defined contribution pension scheme.

# Application Process

Twickenham Preparatory School has engaged the services of RSAcademics to assist with the recruitment of the next Head.

Potential candidates wishing to discuss the post confidentially are invited to contact:

- Jenny Funnell, Search Consultant:  
[jennyfunnell@rsacademics.com](mailto:jennyfunnell@rsacademics.com)
- Diana Watkins, Senior Advisor:  
[dianawatkins@rsacademics.com](mailto:dianawatkins@rsacademics.com)

Closing date: 10.00am (UK time) on Friday 24th April 2026.

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics [website](#).

You should submit the following (both in PDF format):

- A completed application form (available to download from [www.rsacademics.com](http://www.rsacademics.com)).
- A covering letter addressed to Mr Harry Bates, Chair of Governors. The letter should explain your reasons for applying and your suitability for the role.

If you have any questions about uploading your application documents, please contact:

Jonathan Barnes, Head of Operations (Leadership Appointments): [applications@rsacademics.com](mailto:applications@rsacademics.com) / +44 (0) 204 6269 791

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact our Head Office by telephone.
- Preliminary interviews will take place with RSAcademics via Teams during the week commencing 27th April 2026.
- Longlist interviews will take place at the school during the week commencing 11th May 2026.
- Shortlist interviews will be held at the school during the week commencing 18th May 2026.

*Twickenham Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*The safeguarding responsibilities of this post are detailed in the candidate information brochure.*

*RSAcademics is committed to safeguarding and promoting the welfare of children and young people and to promoting diversity and inclusion in schools.*

RSAcademics is a global executive search and consultancy firm working exclusively with schools. For more than 20 years, we've supported governors and leaders at pivotal moments - whether they are appointing senior staff or making complex strategic decisions.

What makes us distinctive is the depth of first-hand experience in schools across our team - as heads, governors, bursars and senior professionals - combined with specialist expertise in areas such as strategy, research, marketing and finance. This blend is continually enriched by our ongoing consultancy and appointments work with schools worldwide, so our advice is always current, practical and evidence led. Please visit [www.rsacademics.com](http://www.rsacademics.com) for more information.

