



BLACKHEATH  
PREP



## Appointment of Head

For September 2025 | Reference: LANAD



# About Blackheath Prep

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Blackheath Prep is an outstanding, co-educational prep school for children aged 3 to 11.

Our five-acre site offers superb specialist facilities, and plenty of space to provide our pupils with the freedom to learn and play in our large playgrounds, forest school areas and 2.5 acre playing field.

Our core values inform all that we do and how we behave as a school community. They guide our approach to teaching and learning, to pastoral care and to wellbeing, and our engagement with those around us.

We nurture our pupils both academically and pastorally, enabling them to be happy, confident and inquisitive children. Through a broad range of subjects, inspiring teaching and plenty of exciting activities, we ensure that our school is a fun place to be where curiosity is stimulated, and a love of learning is encouraged. Above all, we are a kind, friendly and joyful school.

Our Year 6 leavers go onto the leading independent and Grammar schools in London and Kent, achieving outstanding results and scholarship offers.

## **The Eltham College Family**

We are proud to be part of the Eltham College Family of Schools incorporating Eltham College, Eltham College Junior School and Blackheath Prep. Whilst each school retains its own distinct individual identity and Heads, the family of schools share an educational vision, ethos and values.

For Blackheath Prep pupils who select Eltham College as their senior school of choice we offer the benefit of a preferential application process which enables our pupils to sit an early entrance exam for Eltham College at the start of Year 6. Places and scholarships (where applicable) at Eltham College are then offered to successful pupils ahead of external candidates. On acceptance of the offer, pupils can then withdraw from the 11+ cycle. In the summer term of Year 6, Blackheath Prep pupils will join their peers from Eltham College Junior School to attend special lessons at Eltham College to prepare them for their move to senior school.







# Our Vision & Values

## Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.

## Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure, and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

## Our Values

We have seven core values that guide our thinking and our behaviour. Read more about how these values form our aims [here](#)





# Facilities

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Within our extensive five acre school grounds, we offer superb facilities. Our splendid Library, housed in the old chapel, state-of-the-art IT suite, music block, art and DT classrooms and newly refurbished Science lab all enrich our pupils' learning experience.

## Freedom to explore

Our large playing field, dedicated playgrounds for Nursery, Pre-Prep and Prep, and three Forest Schools, provide our pupils with ample space to explore, to be adventurous and to enjoy learning outdoors. With the open expanse of the heath on our doorstep, and Greenwich Park also within a short walk, we offer children an idyllic school location.

## Forest School

Outdoor learning is an important part of the curriculum at Blackheath Prep. Nursery and Reception pupils have regular outdoor sessions in our Forest Schools and Garden of Imagination. We give them the freedom to build dens, climb trees, make campfires and splash about in mud in a safe outdoor setting. Mini adventures are encouraged, and our qualified Forest School leaders provide the opportunities for our pupils to discover the natural world first-hand, from pond dipping and bird watching to identifying trees and plants.

## Kitchen Garden

All pupils experience the fun of growing their own vegetables, fruit and flowers on the school allotment, and hopefully enjoy the fruits of their labour! Our adjoining outdoor classroom also provides a wonderful natural setting for open air teaching.

## Sports

Our superb on-site sport facilities include tennis and netball courts, an indoor gymnasium hall, a large playing field and a sports pavilion. Through co-operative and competitive games, we build our pupils' confidence and ensure that every child participates through the inter-house events programme.







# A world of discovery

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Sparking our pupils' natural curiosity lies at the heart of our approach to teaching and learning.

Pupils are encouraged to question, to experiment and to challenge their own thinking, to discover, to wonder and dare to go further. We nurture inquisitiveness through innovative and inspiring teaching, a broad and challenging curriculum, and a wealth of co-curricular activities.

The curriculum is broad, balanced and challenging, encouraging children to view learning as a process during which mistakes will be made, stimulating a sense of wonder and above all instilling a joy of learning and a desire to achieve.

The pupils experience a broad range of subjects, extra-curricular provision, trips and workshops. Knowledge, understanding and skills outlined in the National Curriculum are covered, but we offer so much more in order for our pupils to become educated citizens.

From Nursery upwards all pupils are taught PE, French, Music and the Performing Arts. In EYFS we also include regular Forest School sessions. ICT, German, Spanish, Art, DT and Science are introduced in later years. The core subjects of English, Maths, History, Geography and RE are taught with an imaginative approach, encouraging pupils to make connections between subjects to develop a wider understanding. As well as a broad range of academic subjects, we excel in music, the performing arts and sport, and encourage creativity, courage and ambition, whether on stage or on the playing field.

We provide the space for pupils to develop their character and wholeheartedly appreciate the cultural and spiritual aspects of learning.



# Our Nursery & Pre-Prep

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Our early years provision provides an excellent start for pupils at Blackheath Prep; with a keen focus on curiosity, discovery and creativity, we enable pupils to gain a sense of independence and instil an early love for learning. Outdoor learning is key and come rain or shine our youngest pupils are given the freedom to explore in our Forest School.

## Nursery

Many pupils begin their Blackheath Prep adventure at Nursery, aged 3 years old. Play is at the heart of our provision, as it is our belief that children need to be actively involved in meaningful learning experiences. We create a fun and relaxed environment, providing them with the freedom to enjoy a superb range of stimulating activities in our well-equipped nursery classrooms and dedicated playgrounds. Curiosity, discovery and interaction is encouraged, enabling pupils to develop their skills, work collaboratively with others, explore, observe, experiment and solve problems.

## Pre-Prep

Our Pre-Prep welcomes children from Reception through to the end of Year 2. Learning in our Pre-Prep is vibrant and exciting, with a wide variety of subjects taught through a creative curriculum approach. In Pre-Prep we encourage a sense of independence and inspire pupils to explore and question the world around them. We nurture each child, celebrate their strengths and support them fully so they can flourish and reach their full potential.







# Our Prep

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As our pupils move into the Prep at Year 3 we focus on building their confidence and encourage them to continue being inquisitive learners who think critically.

Lessons include teaching by specialist teachers, with form teachers also providing excellent pastoral care for their pupils. By the time they reach Year 6, our pupils have benefitted from a broad and stimulating education and are well-equipped for the next stage of their education.

## **Moving on**

In Year 5 and Year 6 we prepare our pupils well for their 11+ and senior school entrance exams, as well as supporting our parents in the choices that they are making for their child. Our pupils achieve outstanding results in entrance exams for both the maintained and the independent sectors and an impressive number of our leavers are offered scholarships.

## **Part of the Eltham College Family of Schools**

Pupils at Blackheath Prep who select Eltham College as their choice of senior school are offered a preferential admissions process. Our pupils sit an early test at the start of Year 6 and successful pupils are offered a place at Eltham College ahead of external candidates which is not available to any other feeder school. This enables our pupils to then withdraw from the 11+ cycle.

For those pupils who do not qualify for a priority place at Eltham College, or for families who wish to explore other senior school options, we offer excellent guidance on the 11+ process, and support pupils well in their preparation for entrance exams.



# Co-Curricular

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Our co-curricular offering is a crucial part of life at Blackheath Prep and we encourage students to get involved in a range of activities and clubs.

## Clubs

After School Clubs provide exciting opportunities for our pupils to try new things and explore favourite passions. We offer over 70 clubs every week including art, coding and Minecraft, hip-hop and jazz, dance, woodwork, gardening, sport, and magic clubs. Our clubs provision is constantly evolving as we seek fresh and exciting ways to extend and enrich children's learning and respond dynamically to their interests.

## Trips and Visits

With the open spaces of Blackheath and Greenwich Park on our doorstep, and London's cultural institutions and the Kent countryside within easy reach, we are able to offer pupils an exciting programme of trips and workshops from Nursery upwards. Children enjoy visits to museums, galleries, lectures and theatres which provide enrichment of the curriculum, as well as stimulus for creativity on the return to school. In Years 4, 5 and 6 pupils are also offered residential outdoor adventure trips lasting between 2 – 5 days. These provide an opportunity to try exciting activities such as high ropes courses, water sports activities, abseiling, problem-solving and team-building tasks which help develop independence, self-confidence and teamwork.

## In School Visits

Welcoming inspirational visitors into school is another important part of our provision with pupils enjoying visits from polar athletes, Paralympians, astronomers, scientists, authors and illustrators to name but a few. Visiting parents representing a variety of professions also share their expertise and encouragement, while others have brought to life the customs and practices of a wide range of cultures and religions.











# Wellbeing

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At Blackheath Prep we place as much importance on nurturing happy and healthy minds as we do to developing pupils' academic skills.

Every child enjoys a wealth of opportunities to feel valued, supported and free to be themselves during their time with us. They are encouraged to demonstrate resilience, empathy, kindness and respect throughout all aspects of their school life.

Each term we focus on a different aspect of wellbeing such as Growing Together or Think Big. We invite speakers into school who bring their experiences and perspectives on these key topics, as well as integrated activities in assemblies and class learning. We also participate in national events across the year, such as Children's Mental Health Awareness Week, Odd Socks Day and Safer Internet Day, to ensure a broad range of information, experiences and stimulating discussion takes place in school.

The emotional and mental wellbeing of our pupils is of paramount importance to us and we're very pleased to offer our pupils access to an in-school counselling service.

We offer access to a trained specialist who provides therapeutic support and counselling during the school day to any pupil who may benefit. We run this in partnership with Place 2 Be, a UK charity who promote positive mental wellbeing in young people.



# The Opportunity

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As part of the wider family of schools, the Head of Blackheath Prep is directly responsible to the CEO of the Eltham College Family of Schools and Governors for the performance and leadership of Blackheath Prep. Daily management of the school is very much left in the hands of the Head along with his/her Senior Leadership Team. The Head is expected to inspire and motivate staff through effective leadership.

Main Duties:

## Strategic Leadership

The Head of Blackheath Prep is a key member of the wider executive team that oversees Eltham College Senior and Junior schools and Blackheath Prep and, as such, is expected to:

- Work with the CEO and Governors to agree and promote a clear sense of vision and strategic direction for Blackheath Prep within the wider framework of the family of schools;
- Be accountable to the Headmaster and Governors for the effective management of Blackheath Prep;
- Identify key milestones and targets and to provide regular reports on performance against strategic objectives;
- Ensure that the school has robust risk management procedures including compliance with all legal and regulatory obligations;
- Identify priority areas for financial investment and work with the Bursar to incorporate these into ongoing financial and strategic planning;
- Ensure that the ethos and values of Blackheath Prep are maintained and developed.

## Management

On a routine basis, the Head of Blackheath Prep manages his or her own Senior Team and works with College-wide support staff to ensure that:

- Appropriate admissions targets are set and, with the support of the Admissions Team, that sufficient high-quality pupils are recruited and retained each year to ensure that Blackheath Prep is full and meets its recruitment targets;
- Appropriate standards of teaching and learning are set and managed effectively, and to oversee the implementation of appropriate strategies to achieve change where required;
- Strong, clear leadership is provided to ensure that, with the support of the Senior Leadership and Human Resources teams, the Blackheath Prep common room is cohesive, innovative and effective and that staff are supported and well-managed;
- Excellent and warm links with parents are maintained, ensuring effective and appropriate communication;
- The financial and physical resources of Blackheath Prep are well managed to ensure maximum efficiency, and to ensure that expenditure is controlled within the confines of agreed budgetary limits and the College's wider aims and objectives.

## Marketing

The Head is also expected to work closely with the Group and School's Director of Marketing to:

- Develop the marketing and communications strategy to engage with the existing and future school community;
- Develop and maintain good relationships with the local community and other schools;
- Develop the excellent reputation of Blackheath Prep and increase its profile;
- Be the principal ambassador for Blackheath Prep, effectively communicating its vision and ethos to prospective parents and other external stakeholders;
- Liaise with educational authorities and associations, for example IAPS, ISC, ISI and DfE;
- Continue to develop links with the local community.



# The Opportunity Continued

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## Teaching and Learning

Supported by the Assistant Head Academic and Subject Leaders, the Head is expected to:

- Be responsible for the overall academic life of Blackheath Prep, nurturing a culture of scholarship and ensuring the highest possible standards of teaching and learning through a rich and balanced curriculum, ensuring that pupils are well prepared for the transition to Senior School;
- Regularly evaluate Blackheath Prep's curriculum to ensure that it remains appropriate;
- Monitor and evaluate the standards of teaching and learning to ensure that the progress of both teachers and pupils is assessed and that high standards are maintained;
- Maintain and develop Blackheath Prep's extra-curricular programme to nurture the talents of the pupils.

## Pastoral

Supported by the Deputy Head and Assistant Head Pastoral, the Head is expected to:

- Safeguard pupils' health, safety, and well-being, working with the Designated Safeguarding Lead;
- Be responsible for the overall pastoral life of Blackheath Prep and to maintain the focus on the needs of the individual and well-being of each pupil;
- Ensure that high standards of behaviour are set and maintained;
- Ensure that all staff have the skills needed to play an effective pastoral role in the school.





# The Person

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The successful candidate will have:

- A willingness to support and promote the values of the Eltham College Family of Schools;
- Evidence of the personal and intellectual ability required to manage the school's operational needs and to develop a clear and imaginative vision of its future development;
- The ability to work both independently and collaboratively;
- Previous experience of working at a senior level in a similar environment;
- A good understanding of the challenges and opportunities in the sector;
- The ability to think strategically and to delegate effectively;
- Demonstrable passion for, and commitment to, ensuring the success of pupils;
- Excellent communication skills with the ability to communicate effectively with governors, staff, parents, prospective parents, pupils and other stakeholders;
- A track record of raising standards;
- Experience in a similarly high-performing academic environment will be a distinct advantage;
- Enthusiasm, flexibility, determination and the ability to inspire and motivate others.







# Terms of Appointment

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The ideal start date for the new Head is September 2025. This will be negotiable depending on the successful candidate's notice period.

A competitive package accompanies the post, dependent on experience.

Address: 4 St Germans Pl, Blackheath, London SE3 0NJ

## Safeguarding:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he / she is responsible, or with whom he / she comes into contact will be 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 children in the School he / she must report any concerns to the Designated Safeguarding Lead.



# How to Apply

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Saxton Bampfylde Ltd is acting as an employment agency advisor to Blackheath Prep on this appointment.

Candidates should apply for this role via [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code LANAD. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

The closing date for applications is noon on Wednesday 23rd October.

Key dates:

- First round panels will be held at the school on Wednesday 27 November.
- Final panels will be held at the school on Wednesday 4 December.

GDPR personal data notice:

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.







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HEAD: ALEX MATTHEWS  
A co-educational school for 3-11 year olds  
[blackheathprep.co.uk](http://blackheathprep.co.uk)

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