



**WE TEACH  
THE  
FUTURE**

## **APPOINTMENT OF**

**Assistant Head  
(Lower School. Years 3-5)**

**WINCHESTER  
HOUSE**



THE *Stowe*  
GROUP



**“There’s magic  
in the air at WHS”**  
Tatler Schools Review



# WELCOME

I first fell in love with Winchester House on a cold, blustery day when I was greeted not by silence, but by the joyful voices of a group of pupils singing with infectious enthusiasm. It was a moment that captured everything special about this school: a place where children feel safe to express themselves, where learning is filled with curiosity and laughter, and where every pupil is known personally.

Winchester House blends tradition with innovation. Our small class sizes, dedicated tutor system, and specialist teaching from Reception upwards ensure a truly personalised education. Beyond the classroom, our extensive facilities, including a state-of-the-art AstroTurf, theatre, science laboratories, and a Secret Garden, provide opportunities for exploration, play and challenge.

Above all, Winchester House is a place where children develop as individuals, learning not just facts, but the skills and confidence to shape their futures. It is a school that lives by its motto: Non Nobis Solum—Not for ourselves alone.

Please do not hesitate to get in touch with any questions regarding your application.

**Antonia Lee**  
Head



# ABOUT

**S**et in the heart of Brackley, on the borders of Northamptonshire, Oxfordshire, and Buckinghamshire, Winchester House is a day and boarding prep school for children aged 3 to 13 years.

We are a town school with an outdoor spirit, with extensive playing fields, an outdoor pool and a magical Secret Garden for outdoor learning, our pupils return home (or to their boarding house) each day enriched, inspired, and, more often than not, a little bit muddy!

Winchester House is a place of exploration, curiosity, and opportunity—where ambitious minds, risk-takers, and creative thinkers are nurtured in a warm, family-friendly environment.

Here, learning is an adventure, and every child is encouraged to embrace challenge, develop resilience, and find joy in their successes.

Our Creative Curriculum, introduced in Nursery and running through to Year 4, immerses pupils in term-long topics that spark curiosity and

independent thinking. From Year 5 onwards, pupils move into a specialist subject model, preparing them for Common Entrance with an inspiring and rigorous academic programme.

Small class sizes, passionate teachers and specialist subject instruction from an early age provide the foundation for success—many of our pupils go on to achieve scholarships at leading senior schools.

But academic results are just one part of the story. A Winchester House education extends far beyond the classroom. Our co-curricular programme is designed to ignite new passions and develop well-rounded individuals. Whether through Sport, Drama, Music, outdoor education, or community engagement, our pupils grow in confidence, develop leadership skills, and learn the value of teamwork, creativity, and perseverance.

At Winchester House, our motto *Non Nobis Solumb* - *Not for ourselves alone* - runs through the heart of everything we do.







# THE Stowe GROUP

**In January 2021, Winchester House became part of The Stowe Group. The Stowe Group comprises Ashfold, Stowe, Swanbourne House and Winchester House. The Group's formation has given pupils and staff at Winchester House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.**

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

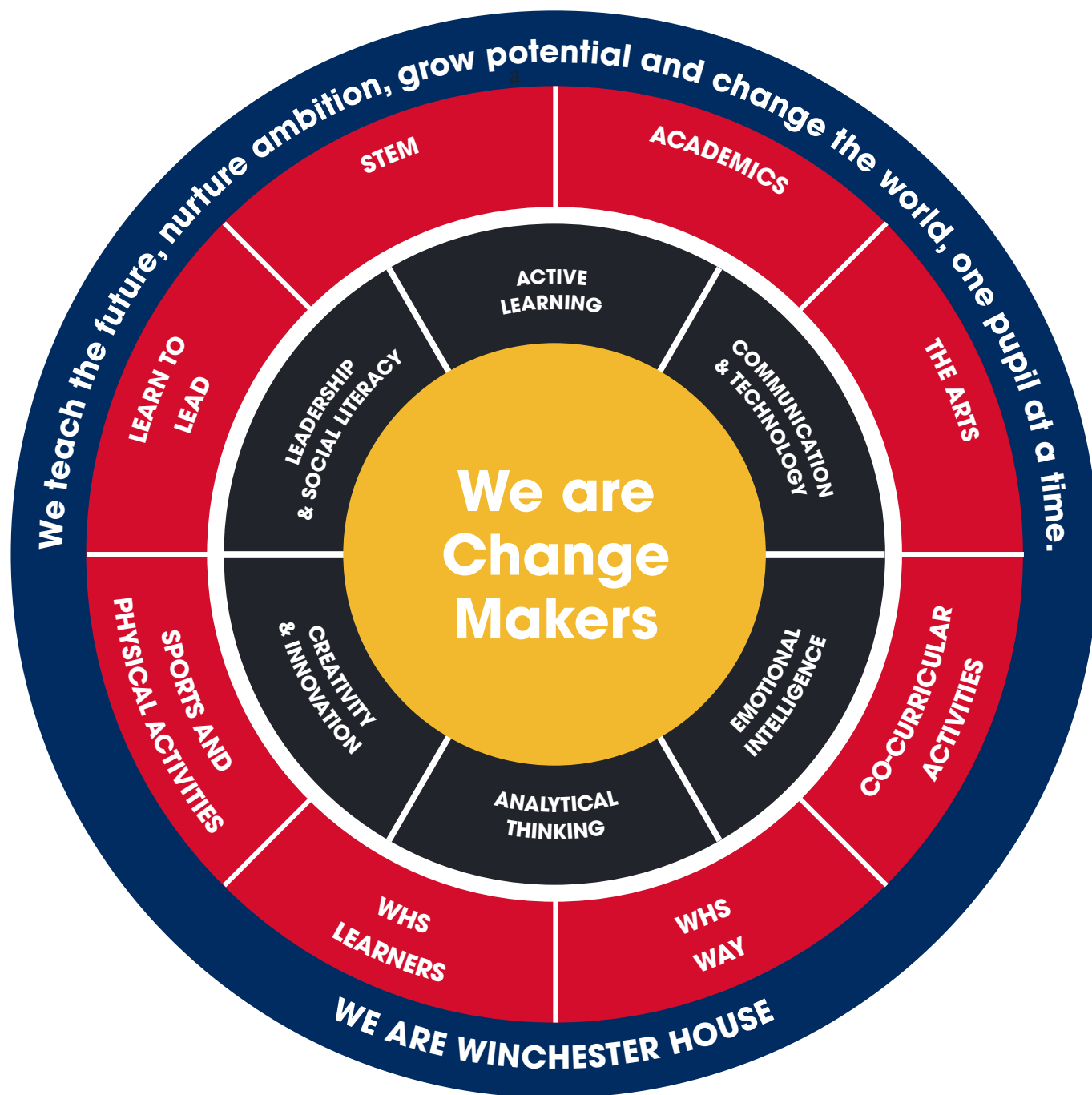
Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey

and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



# ASSISTANT HEAD (LOWER SCHOOL. YEARS 3-5)

**Department:** Lower School

**Hours of work:** 44.5

**Accountable to:** Deputy Head (Pastoral)

**Number of direct reports:** Up to 11

**Start date:** January or April 2026

## PURPOSE OF JOB

To lead and organise the day-to-day life of pupils in Years 3 to 5 (Lower School comprises Year 3 to 5, and Seligman Year 3 & 4) and contribute to the management of the whole school through the Senior Management Team (SMT).

## KEY RESPONSIBILITIES

- To organise Lower School events and ensure all dates are in the calendar.
- To oversee and manage Lower School tutor groups.
- To oversee the Transitions Programme for Lower School.
- To manage the Charity Programme for the whole school.
- To provide day to day pastoral support for Lower School.
- To manage Lower School's uniform.
- To be a Deputy Designated Safeguarding Lead (DDSL)
- To arrange and have oversight of Seligman (Year 3 & 4) duties.
- To line manage and have responsibility for Seligman Teachers and Teaching Assistants (Year 3 & 4).
- To organise PGCE, SCITT and ECT programmes for teachers for the whole school.
- To write reports and to carry out Parent Teacher Meetings in Lower School.
- To manage Lower School exams and revision notices.
- To line manage and have responsibility for teachers and teaching assistants in Years 3 - 5.
- To coordinate notices for Year 3 - 5.
- To monitor the delivery of tutor times.
- To assist tutors when they wish to escalate pastoral and academic concerns about their pupils.
- Chair Year group staff meetings, collate and circulate minutes to the relevant colleagues.





- Work with the Marketing and Admissions department, to help keep a high public profile of the relevant year groups and support recruitment into the school.
- Update the relevant Year groups specific sections of the relevant Year groups Handbooks and website areas.
- To meet regularly with and assist the Deputy Heads to deliver outstanding pastoral and academic care to pupils across the school.
- Ensure standards of behaviour and that our behaviour policy is followed. Monitor behaviour and supervise any necessary rewards and sanctions at this level.
- To lead on issues relating to whole Year Groups or large groups of children pastorally.
- The successful candidate will be expected to teach a reduced timetable.
- We seek to appoint a qualified teacher who will:
  - Enjoy and enthuse children of Prep School age
  - Set standards in the classroom which 'set the pace' for pupils and other staff to follow



## PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Qualified teacher with management and leadership experience</li> </ul>	
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>Knowledge of KS2 curriculum and organisation</li> <li>Management of people</li> <li>Organisation of rotas, trips and visits.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent IT skills.</li> <li>Experience teaching in a range of KS2 year groups.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Calm under pressure.</li> <li>Collaborative</li> <li>Excellent communicator</li> <li>Positive and friendly</li> <li>Good sense of humour</li> <li>Flexible.</li> </ul>	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder



In this role we are looking for **Change Makers** who are:

Professional	1	2	3	4	5
Creative Problem Solvers	1	2	3	4	5
Kind	1	2	3	4	5
Flexible	1	2	3	4	5
Collaborative	1	2	3	4	5
Communicator	1	2	3	4	5

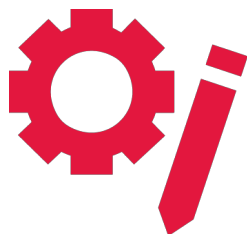
### VALUE SCALES

- 1 This value is the least important to the role
- 2 This value has some significance to the role
- 3 This value is desirable to the role but not essential
- 4 This value is important to the role
- 5 This value is essential to the role

# STAFF BENEFITS



**Discounted  
School Fees**  
At Stowe Group  
schools



**Learning and  
development  
opportunities**



**Volunteer leave**  
Up to 2 days paid  
leave for volunteering



**Shopping discounts**  
Through the 'Discounts  
for Teachers' website



**Free  
refreshments**



**Free annual  
flu vaccine**



**Each person reward  
and recognition**  
Discounted shopping, cashback  
and access to diesel fuel card



**£70 Annual Golf  
Membership**  
For you and immediate family  
(applies to permanent  
colleagues only)



**Wraparound childcare**  
Free wraparound childcare available  
for all colleagues at Prep Schools



**Enhanced holiday  
entitlement**  
Your contract will provide  
details of the exact holiday  
entitlement you will receive



**Employee wellbeing programme**  
Including free access to counselling services,  
physiotherapy and more



# YOUR APPLICATION

An application form can be downloaded from The Stowe Group Recruitment website.

If you need any help with the application process, please contact [recruitment@stowe.co.uk](mailto:recruitment@stowe.co.uk) or call 01280 818005.

Deadline for applications is Midnight Sunday 28th September.

Interviews will be held Wednesday 8th and Thursday 9th October.

Salary: the exact point on the Stowe Group Scale will be determined by the experience of the applicant.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

**The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.**





A photograph of four children in white lab coats standing outdoors on a grassy area. In the foreground, a large, clear glass Erlenmeyer flask containing a yellow liquid sits on a red plastic tray. The text "WE TEACH THE FUTURE" is overlaid in large, white, bold, sans-serif capital letters, slanted diagonally across the center of the image. The background shows a stone wall and some foliage.

**WE TEACH  
THE  
FUTURE**