



PINEWOOD



## Candidate Brief

INFORMATION FOR DEPUTY HEAD APPLICANTS  
for September 2026



# Contents

## ABOUT THE SCHOOL

Welcome from the Headmaster .....	3
The School .....	4
Vision, Aims and Values .....	5
History .....	6
Campus and Facilities .....	6
Structure of the School – Staff .....	7
Structure of the School – Pupils .....	8
Pinewood SKILLS Programme.....	9
Boarding .....	10
Governance and Finance and Development .....	11

## THE JOB DESCRIPTION

The Deputy Head's Role .....	12
The Deputy Head's Duties and Responsibilities .....	13
Candidate Profile .....	16
Skills, Knowledge and Experience .....	16

## FURTHER INFORMATION

Terms and Conditions of Employment .....	17
Application and Interview Process .....	18



# Welcome



Dear Candidate,

I am thrilled that you are considering applying for the position of Deputy Head at Pinewood School – a school that is founded on creating a kind and caring environment, where all children and staff can flourish. The culture that defines Pinewood is one where people stand shoulder to shoulder, ready to help, ready to celebrate, and ready to lift one another up. It is a school where friendship is not just encouraged, it is embedded in our daily rhythms; where kindness is not reserved for special occasions, but is a constant, natural instinct; and where, when one is struggling, everyone leans in and takes the load. This is the real essence of Pinewood. But it is also a school that is always (and humbly) striving to excel in all that we do. To take nothing for granted. To refuse to rest on laurels.

At Pinewood, education does not stop and start at the classroom door. Academic excellence is certainly evident, but so are the highly impressive endeavours in the Sport, Music, Art and Drama departments, not forgetting Pinewood SKILLS

and the much-adored Pinewood Adventure. As one of the leading independent co-educational Prep Schools in the country, we have a committed and talented team of teaching and non-teaching staff who look after 400 children, a beautiful 84-acre site and excellent facilities. Our estate has seen significant development over the years, with the opening of a highly impressive Teaching and Learning Centre, The Hoyland, in April 2020, a brand new all weather pitch and, more recently, the enclosure of our swimming pool – not to mention investment in the Pre-Prep and the Boarding accommodation to name a few others.

We are looking for a Deputy Head who can contribute greatly to our senior leadership team, whilst overseeing the day to day management of the School. We are seeking a committed, positive and loyal individual who can provide clear and compassionate leadership and strategic direction to their colleagues. Pinewood is a strikingly happy school, in which relationships are built on kindness and respect. I believe kindness should permeate every member of a school's community, from support staff, teachers, and leaders through to the very hearts of the children themselves. We place enormous emphasis on our core values of Curiosity, Perseverance and Respect – constantly promoting this to the children by the role modelling of staff. We are hoping to find a bright, creative and visionary leader with outstanding teaching and leadership experience, coupled with the ability to develop and empower others.

If this appeals to you then please read on. I hope that you will then feel motivated to work with an eternally optimistic Headmaster, a passionately committed Board of Governors and an inspiring group of staff to ensure and shape the continuing success of this brilliant school.

With my best wishes,

**Neal Bailey**  
**Headmaster**





## The School

Pinewood School is set in 84 acres of rolling countryside on the border between Wiltshire and Oxfordshire and is situated in the small village of Bourton, within easy reach of towns such as Shrivenham, Marlborough, Faringdon and Cirencester. It is approximately seven miles from Swindon with its direct road and train links to London, Oxford and Bristol.

Pinewood is widely recognised as an outstanding school and is thriving. Academic excellence, superb pastoral care and an inspiring and broad curriculum

form a sound foundation for the education of our pupils and future registrations are strong. In recent years the School has been recognised in a number of different ways, including being named as The Best Country Prep in the Week Schools Guide. The School received a ringing endorsement in its ISI inspection report in September 2022 which can be read either on the School website [www.pinewoodschool.co.uk](http://www.pinewoodschool.co.uk) or on the ISI website. Currently we are eagerly awaiting the report from our most recent Inspection in November 2025.





## Vision, Aims and Values

Manners, self-reliance and a regard for others are valued principles upon which the School's ethos is built. The School propounds the following vision, aims and values:

**Vision:** To be recognised as the leading independent co-educational, 3–13 day, flexi and weekly boarding school in the area.

**Aims:** To release the potential of Pinewood children by developing character, curiosity, learning and skills through a variety of opportunities that present themselves within the academic, sporting, musical, dramatic and artistic arenas, as well as through our activity and adventure programmes and approach to boarding.

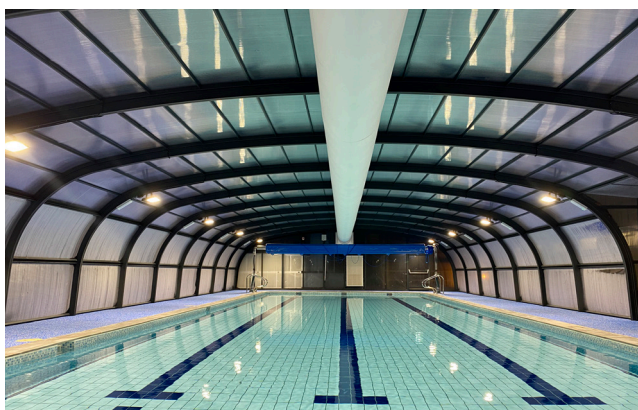
**Values:** The Pinewood co-educational philosophy; its country location; its size; the flexible approach to boarding; high levels of pastoral care, as the result of an excellent teacher:pupil ratio – all these combine to create an environment that allows Pinewood children to enjoy a happy, secure and fulfilled childhood that engenders courteous, kind, cultivated and considerate children who possess a degree of independence and a bedrock of traditional Christian values. All of this circles back to our core values of Curiosity, Perseverance and Respect.





## History

Pinewood has a fascinating and eminent history. Founded by the Reverend F.F. Brackenbury in 1875 at Maiden Erleigh in Berkshire, it moved to Farnborough from 1883 to 1938. The School led a nomadic existence during the Second World War, moving four times before its arrival at its current home in Bourton with 75 pupils in May 1946. The School is a Charitable Trust and became a Limited Company in 1938. It is administered by a Board of Governors, known as the Council. Originally a boys' boarding school, Pinewood has admitted girls and day pupils since 1975. Additional facilities were added in this era, including the Music School and the Lower School, and our thriving Pre-Prep was opened for pupils aged 3 to 7+ in 1993.



## Campus and Facilities

Pinewood benefits from an excellent campus and superb facilities. A major new Teaching and Learning Centre was opened in 2020 and the kitchens, servery and boarding areas have also been extended and updated.

The School has a music building for both class and individual music teaching and art studios for use by the Prep School. There is also a theatre for school drama productions, music ensembles, weekly assemblies and lectures.

In addition to the Sports Hall, other sporting facilities include our extensive pitches for rugby, football, hockey, cricket and athletics, as well as tennis and netball courts, two all-weather pitches, cricket nets, mountain bike trail and an adventure play structure. A major refurbishment has just been completed on our swimming pool with the addition of a new enclosure to allow the pool to be used all year round.



# Structure of the School – Staff

Pinewood currently has 136 employees, including both teaching and support staff. All employees are welcomed into the Common Room.

Under the current leadership structure, the Headmaster is supported by a Senior Leadership Team (SLT) of eight and a broader Senior Management Team (SMT) of 16, including the members of the SLT.

The SLT currently comprises the Headmaster, the Bursar, the Deputy Head, the Headmaster's Wife,

the Head of Pre-Prep, the Head of Lower School, the Head of Middle School, the Head of Upper School and the Director of Sport.

The SMT is a wider group of senior managers who discuss policy and ensure its implementation at the operational level. Each team member has responsibility for different aspects of the School, and Heads of Departments are responsible for their own curriculum area.







## Structure of the School – Pupils

Whilst we pride ourselves on being one community the School is divided into four schools for teaching and learning purposes each of which are overseen by a Head of School. These being Pre-Prep (Nursery – Year 2), Lower School (Years 3 and 4), Middle School (Years 5 and 6) and Upper School (Years 7 and 8).

Pupils are prepared for top independent senior schools at general assessment and scholarship level. The School combines traditional and forward-thinking approaches to teaching, and encourages independent, innovative thinking in its pupils. Pupils at the School benefit from small class sizes. The normal class maximum in the prep school is 18, and there are usually three forms per year. Setting is gradually introduced from the Spring Term of Year 3. Class sizes in Pre-Prep are normally between 12-16 pupils.

Our pupils achieve highly successful Common Entrance results and move on to a variety of senior schools including Marlborough, Cheltenham,

Radley, Eton, Sherborne, Downe House, Tudor Hall, Abingdon, St Edward's Oxford, Stowe, Bradfield, Dauntsey's, St Helen and St Katharine, St Mary's Calne, Dean Close, Wellington – to name a few. Pinewood also prides itself on its scholarship record and Year 8 pupils gain a significant number of academic, music, sports, art and drama or other awards. Following a review of the Common Entrance subjects studied and a discussion with all destination senior schools, Pinewood introduced a new Humanities course for candidates sitting Common Entrance in 2018. This is not examinable and has proved a successful and stimulating change for staff and pupils. Other areas of the curriculum are now being analysed to ensure that we are providing the best balance between accumulation of knowledge and the critical thinking skills that are going to be so relevant in modern society. Additional academic highlights include running our annual Maths Challenge for local primary schools and our Science Outreach morning.



# Pinewood SKILLS Programme

In addition to academic and extra-curricular performance, senior schools are placing an increased emphasis on the holistic development of each individual. The breadth of opportunities on offer through the **Pinewood SKILLS programme** plays an important role in developing Pinewood children beyond the classroom, to gain new attributes and experiences which could be transferable later in life.

SKILLS is driven by some key principles, with three words at the heart of the curriculum, which encapsulate the relationship we want the children to have with the programme:

- **Explore** new interests from a range of cross-curricular activities and pursuits.
- **Experience** new skills within a supportive and encouraging environment.
- **Excel** as an individual by embracing the opportunities that life has to offer.

With the different activities categorised within six different skill strands, there is variety and breadth in the offering and learning opportunities available:

- **Service and Society** – Supporting the community and the environment, making a difference to the lives of others.
- **Knowledge and Curiosity** – Stimulate and challenge the mind by exploring new material with an intellectual focus.
- **Imagination and Creativity** – Let the imagination take over and get the creative juices flowing, through various expressive mediums.
- **Leisure and Activity** – Discover what the body can do by experiencing new active and sporting disciplines.
- **Life Skills and Acquisition** – Develop skills to enhance one's enjoyment and impact in life.
- **Surroundings and Adventure** – Explore beyond one's comfort zone, embracing the outdoors and our idyllic surroundings.

The **Pinewood SKILLS programme** offers every child an exciting opportunity to challenge themselves and learn exciting and varied new skills. Skills currently on offer include gymnastics, karate, British Sign Language, cooking, digital art, gardening, mosaics, street dance, visiting the community, engineering, stargazing, code breaking and many more!







## Boarding

Pinewood continues to pride itself on the boarding experience which it offers. Pupils can board between Years 4 and 8 on a flexible arrangement, either on a weekly basis (Monday to Friday/Saturday) or on a regular boarding pattern based on a set number of nights a week. No pupils stay over the weekend. Boarding numbers vary but there can be up to 75 children boarding on busy nights. We provide a full evening activities programme and the pupils are cared for by a dedicated boarding team including the Houseparents, Assistant Housemistress, Nursing staff and Gap Assistants. In addition to this, numerous members of the teaching staff assist on a rota basis.

At weekends, the Prep school is in session every other Saturday morning when sports fixtures take place. These are always concluded by lunch time.





## Governance

The Governance of the School is undertaken by the Council (the Board of Governors). The Governors have a wide range of experience and skills and work closely with the Head to ensure that the School meets its strategic aims.

The Council is further sub-divided into several committees which meet at least once per term. These committees include Finance and General Purposes, Education, Building and Estates and Governance. They report and make recommendations to the full Council, which also meets on a termly basis. The Bursar acts as Secretary to the Council, and the Head and Deputy Head attend all Council and committee meetings.

## Finance and Development Plans

The School continues to have strong pupil numbers and is in a good financial position. The Core Proposition of the most recent Strategic Review sets a target to maintain and develop the holistic offering and success criteria of the School, ensuring it is a parents' first choice for their children's schooling until the end of Year 8. There is a Whole School Development Plan to show how the strategy will be implemented.





## The Deputy Head's Role

The main responsibility of the Deputy Head is to support the Head in the day to day running of the School, standing in for the Head as required, supporting and upholding the School discipline, disseminating and explaining information to the staff and dealing with any issues or concerns. In addition, the Deputy Head will be required to deputise for the Head in all matters as necessary.



# The Deputy Head's Duties and Responsibilities

**Main Tasks will include but are not limited to:**

## **Management and Professional Standards**

- To be a member of both the Senior Leadership Team and School Management Team.
- To support the aims and ethos of the School.
- To be a conduit between the staff and the Head treating all members of the School body with respect and consideration.
- To be an ambassador for Pinewood, both within and outside the School, promoting the School to current and future stakeholders.
- To lead in ensuring the smooth day-to-day running of the School.
- To set the highest example to pupils and other staff in all regards.
- To take responsibility for disseminating and explaining information to the Staff.
- To maintain an overview of the pastoral needs of pupils and staff, working closely with the Headmaster's Wife and Head of Well-Being.
- To be available to parents and staff as required.
- To lead on upholding School discipline and implementing the School Discipline Policy.
- To participate in the appointment and selection of new staff and to ensure all new staff are appointed a suitable mentor.
- To attend all relevant meetings to include Senior Management Team meetings, Governor Meetings, as and when requested, and Staff meetings.
- To build strong working relationships with Deputy Heads and senior leaders from other local schools.
- To undertake observations and appraisals (with the Head of Pre-Prep and Appraisal Coordinator) of all teaching staff and give regular, documented feedback on performance.
- To monitor and evaluate the quality of teaching in line with both national and Pinewood teaching standards.
- To be part of a team supporting the Head in whole school review and putting together the School Evaluation Form (SEF).
- To work with the Head on issues involving the strategic development of the School.
- To oversee and support Heads of Department and the Director of Studies.
- To support staff in preparation for Inspections (ISI).
- To keep up to date in educational changes in the Inspection process and to share this information with the relevant parties.
- To liaise with the Director of Studies to ensure all relevant policies are updated and prepared for Inspections.
- To manage the budget that oversees all CPD for academic staff.
- To promote cross curriculum awareness.
- Monitor and explore the balance and structure of the timetable.
- To oversee and help manage the Early Careers Teacher programme in the School.
- To oversee and help manage the PGCE and iPGCE Teacher programme in the School.

## **Regular responsibilities**

- To quickly and efficiently deal with minor problems and unexpected eventualities as they arise.
- To organise changes to routine e.g. for whole school events etc.
- To organise duty rotas in conjunction with the Heads of School.
- To help manage the induction procedure of new staff.



- To lead on CPD for the School identifying training opportunities and arranging inset training sessions as required.
- To oversee and manage the Visiting Speakers programme, ensuring academic enrichment and appropriate recording of all visitors.
- To have an overview of the School's educational visits and ensure they fit appropriately within the calendar.
- To have responsibility for organising the discipline policy and liaising with the Head on serious matters pertaining to it.
- To be available to staff who have concerns, problems etc. and to know who to direct them on to for specific support or advice.
- Oversee and supervise Curriculum development.
- Ensure coordination between schools and adopt a strategic approach to developing a learning pathway for pupils.
- To have accountability for academic progress throughout the School.
- To facilitate enrichment opportunities and targeted support interventions.
- Communicate around developments in teaching and championing of good practice.
- Monitor and evaluate the quality of pupils learning, to include assessment, pupil tracking, work sampling, book monitoring etc.
- With Heads of School, to undertake academic policy reviews to include the Whole School Curriculum Policy.
- To oversee and evaluate methods of reporting, including the reporting schedule.
- To identify and assign key assessment dates throughout the year.
- Ensure school academic policies are being followed.

### Teaching and Learning

- Uphold the School's high standards of preparation, teaching and discipline.
- To adopt an innovative approach to the educational journey for Pinewood pupils.
- To work closely with the Heads of School, Director of Studies, Heads of Department and all teaching staff in order to drive forward innovation and initiative for the benefit of all Pinewood children.





- To track and monitor impact of support for, and performance of, SEND pupils.
- Keep up to date with and disseminate information about academic developments.
- Challenge staff to consider new and more effective ways of helping pupils to learn.
- Offer ongoing guidance and support to all academic staff.
- To teach an appropriate number of lessons.
- To offer Games and Activity sessions where appropriate.
- Regularly keep parents informed of pupils' progress at parents' evenings, and at other times whenever necessary.

### **Pastoral Care**

- Be fully conversant with, and applying, the School's child protection policy and all related issues.
- Take on the role of School Attendance Champion – promoting good attendance and monitoring it in accordance with School policy.
- Promote the general progress and well-being of pupils in your care.
- Support each pupil to achieve their potential.
- Treat all pupils fairly, consistently and without prejudice.

### **Boarding duties**

- To be on call to cover any ill health of boarding staff and to provide cover for boarding duties when necessary.
- To deputise for the Headmaster and Headmaster's wife when they are away from School for the evening / night.

### **Fire Officer**

- To be in charge of arranging fire-practices as Fire Officer.
- To review success and any failures of fire-practices and ensure changes are implemented if required.
- To instigate drills with Faringdon Fire Service and maintain on-going contact with them.
- To be responsible for ensuring all staff are given instruction and training appropriate to their responsibilities in the event of a fire emergency.
- To ensure staff who live on site are responsible, with the Headmaster, for fire safety during evening and night-times.

### **Policies and Procedures**

- Complete annual reviews of policies and ensure they are updated as required.
- Develop new policies as required.
- Help to ensure staff are following policies and procedures and challenge behaviour if this is not the case.
- Help to ensure that there is a safe working environment for all pupils and staff within the School and that staff are following all relevant Health and Safety policies and procedures.
- Support the School in ensuring that the School satisfies all regulatory / mandatory requirements issued by the DfE and relevant to ISI inspection.

### **Providing Support for the School (outside of normal hours)**

- To be available to meet with parents outside of normal working hours as required.
- To attend any relevant parent social evenings and events.
- To attend any relevant Governor meetings and events.
- To attend networking events to build relations with other Schools and associations.
- To attend School social and charity events outside of normal working hours such as the Christmas Fair and Friends of Pinewood events.



# Candidate Profile

**The Deputy Head will have the personal qualities and charisma to motivate and inspire students and to build excellent relations with the staff and all stakeholders within the School community.**

In addition, the successful candidate will:

- Be able to inspire, motivate and challenge both pupils and adults.
- Have a passionate commitment to the academic, personal and social development of the pupils, understand the needs and concerns of their age group (and of those who board) and have a natural empathy with them.
- Have self-confidence and inspire confidence in others. He/she will be considerate of the needs of others, with an ability to deal calmly and sensitively with conflict.
- Display energy, vision and imagination, with the courage to innovate and an unwavering commitment to the continuing development of the School.
- Be a role model for all sections of the School community.
- Work closely with the Headmaster, quickly understanding and then acting to deliver on his vision and aims.
- Have an open, participative and collegiate style with an inclusive and empowering approach to management and the ability to build trust and team spirit.
- Relate to, value, nurture and communicate effectively with all members of the School community including staff, pupils, parents, members of Council, former pupils, other independent and maintained schools, and the local community.
- Develop and maintain strong and positive relationships with the Headmaster, members of the SLT/SMT and other colleagues (including both teaching and support staff).
- Demonstrate personal strength of character through transparency, integrity and fairness.
- Have a genuine interest in striving for excellence in every area of the School.
- Display suitable self-awareness and an appropriate sense of humour.
- Have a wish to fully involve themselves in all areas of the School.

## Skills, Knowledge and Experience

Applicants for the post will be expected to show that they:

- Have a good University honours degree and teaching qualification, and can show evidence of continuing professional development over the course of their career.
- Have relevant experience of the independent sector of education.
- Have relevant educational management experience, for example as a successful Head of School or Department Head or in another relevant management role.
- Are a well-qualified, experienced and successful teacher, with a love of teaching and an awareness of developments in the wider educational environment.
- Are empathetic to the boarding ethos at Pinewood.
- Are able to prioritise and remain calm under pressure, being flexible, resilient and organised.
- Committed to personal ongoing professional development.





## Terms and Conditions of Employment

Salary will be competitive, and based on qualifications and experience. It will reflect the importance which the School places on good leadership and be subject to annual review.

The post is pensionable under the School's chosen Teachers' Pension Scheme currently managed by Royal London.

On-site accommodation is available for this post and short-listed candidates will be welcome to discuss the living options prior to interview.

Full details of the terms and benefits of the post will be discussed with the successful candidate at the time of the initial offer. This offer will be subject to the receipt of satisfactory written references, DBS and other regulatory clearances and to completion of a Medical Questionnaire.



# Application and Interview Process

Candidates wishing to discuss any aspect of the role before submitting an application are welcome to contact the Headmaster on [nealbailey@pinewoodschool.co.uk](mailto:nealbailey@pinewoodschool.co.uk) or the Bursar on [simonmason@pinewoodschool.co.uk](mailto:simonmason@pinewoodschool.co.uk). Please note that responses may not come immediately if queries are sent over the Christmas period.

Candidates are requested to complete the following electronically:

1. The Application Form (located on the School website vacancies page).
2. A letter of application of not more than 500 words stating why you are interested in the post and how you feel your experience, skills and personal qualities qualify you for the role. Please address the letter to Mr Neal Bailey, Headmaster.

On the Application Form, candidates are required to provide the names and contact details of two referees, the first of whom should be their current Head or equivalent. We may contact your referees at any stage of the process, but please inform us if you would prefer us not to contact them before the interview. Written references will normally be requested shortly after the selection of the Long List of candidates for interview.

Please save your completed Application Form and covering letter as PDF documents, and do not attach or enclose a Curriculum Vitae (CV). Once completed, your Application Form and letter should be sent to the Director of HR, Mrs Jo Ranstead at:

[joranstead@pinewoodschool.co.uk](mailto:joranstead@pinewoodschool.co.uk)

All applications will be acknowledged by email. Applications received during the School Christmas holidays will receive acknowledgement on 5th January 2026. If you do not receive acknowledgement by this date please contact Mrs Jo Ranstead by telephone on 01793 782205.

**The final deadline for acceptance of applications is 8.00am on Friday 9th January 2026.**

All applications received will be handled by the School in accordance with the requirements of the Data Protection Act 2018.

Candidates selected for interview will be informed by **Wednesday 14th January 2026** or as soon as practicable thereafter. First round interviews will be conducted remotely during week commencing **Monday 19th January 2026**. Final round interviews will be held at the School on **Monday 2nd February 2026**.

To comply with current legislation and Safer Recruitment guidelines, all prospective candidates will be asked to supply evidence at their interview of their qualifications and eligibility to live and work in the UK. We will ask to see and to photocopy an appropriate official document, such as your passport or Birth Certificate, and original certificates of your academic and teaching qualifications (A levels or equivalent onwards). All documents supplied must be originals only. Further information will be sent to you if you are selected for an interview – please do not send these documents at this stage.



Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must share this commitment and be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 (and the amendments to the Exceptions Order 1975, 2013 and 2020) and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

Pinewood School is an equal opportunities employer.



PINEWOOD

[www.pinewoodschool.co.uk](http://www.pinewoodschool.co.uk)

Pinewood Bourton Shrivenham Wiltshire SN6 8HZ

01793 782205

[office@pinewoodschool.co.uk](mailto:office@pinewoodschool.co.uk)

Registered charity 309642