

Brief for the appointment of

# HEAD



ALLEYN'S  
OAKFIELD



ODGERS 

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## EXECUTIVE SUMMARY

Alleyn's Oakfield is a coeducational preparatory school for children aged 3 to 11, located in the heart of West Dulwich. The school has been part of the local community for more than 140 years, and from August 2025, Oakfield Prep School formally became Alleyn's Oakfield, joining the Alleyn's Schools Group, an organisation built upon over 400 years of educational excellence and a distinctive values-led culture. This development unites the schools with a shared commitment to exceptional, holistic education, and a belief that every child can become "all they can be."



# INTRODUCTION FROM THE HEAD OF ALLEYN'S



Thank you very much for your interest in the role of Head of Allyn's Oakfield. I am delighted that you are considering an application and I hope this information will give you a sense of us and why an Allyn's School is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) also indicate our core values and what we seek to achieve across all schools in the Allyn's group.

So, why Allyn's? Allyn's is part of a historic foundation which has been educating young people for more than 400 years. Our namesake and founder, Edward Allyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome at our schools. As well as acting, Edward Allyn was also a philanthropist. His school was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into the large, thriving community of the Allyn's Schools' Group with more than two thousand children across north and south London, reflecting the founder's vision. Allyn's has been honouring the founder's legacy for generations, and we welcome your interest in joining the group.

Along with our history and heritage, we are also very proud of our future-facing outlook, both in our innovative and dynamic curriculum and in our approach to the adventure of teaching and learning in and beyond the classroom.

I very much want to tell you about our pupils too. They are engaging, grounded, passionate and interesting young people, who throw themselves wholeheartedly into the life of the school, and they are a real pleasure to work with. The really lovely staff/pupil relationships here are critical, and they underpin all we do.

We are now seeking an inspirational and forward-looking Head of Allyn's Oakfield to lead the school into its new chapter, supporting the school community, elevating its academic and pastoral provision, and championing its future within the Allyn's family.

The next Head will play a pivotal role in the continued development of the school, supported by the wider Allyn's community. What can we offer you? A dynamic and supportive environment in which you can thrive as a leader, bringing your innovative and forward-thinking leadership not only to Allyn's Oakfield, but to the wider group of schools through being part of the senior leadership team. The school is a diverse and warm community, with committed staff and ambitious plans for growth, and the successful candidate will help shape Allyn's Oakfield's future. This represents an exceptional opportunity to lead a school well positioned for future success.

I do hope that you will be able to get a sense of energy and fun at the heart of our schools during this recruitment process. The informality, the warmth and the unpretentious approach at Allyn's really is infectious, and I hope you will feel it, as I did, the moment you walk through the doors of Allyn's Oakfield. There is nothing entitled, stuffy or pompous about our schools. And we really hope that you will enjoy discovering that for yourself, during this recruitment process.

May I wish you the very best of luck?

Warm regards,

**Mrs Jane Lunn,**  
**Head, Allyn's**

## ABOUT THE ALLEYN'S SCHOOLS GROUP

The Allyn's Schools Group comprises a dynamic collection of coeducational schools united by a shared ethos: to inspire every pupil and member of staff to be "All We Can Be." With more than 400 years of educational history, the group blends deep-rooted tradition with a forward-thinking, holistic approach to learning.

Across its schools, including Allyn's School, Allyn's Junior School, Allyn's Oakfield, Allyn's Regent's Park and Allyn's Hampstead, the group is committed to:

- Exceptional academic standards
- Celebrating childhood and joy in learning
- Strong pastoral care and emotional development
- A rich, varied and values-led co-curricular programme
- Community engagement and partnership

Allyn's Oakfield has joined this group at a time of exciting strategic growth. The school's long-standing ethos aligns naturally with Allyn's values, especially its emphasis on educating the whole child, fostering individuality, and promoting kindness, curiosity and courage.

Allyn's Oakfield is one of four prep/junior schools within the group. Allyn's Oakfield and Allyn's Junior School each have their own character but have a shared purpose and shared values, and are increasingly aligned in curriculum and wider provision.



# ABOUT ALLEYN'S OAKFIELD

*A joyful, values-led prep school in the heart of West Dulwich.*

Alleyn's Oakfield is a warm, happy and busy coeducational preparatory school currently for children aged 3-11, offering an inspiring, ambitious, fun and thoroughly modern education rooted in more than 140 years of Dulwich heritage. From September 2027, the school offering will be for 4-11 year olds. The school blends traditional values with a forward-looking curriculum and a vibrant cocurricular life, ensuring that children develop strong foundations in character, intellect and creativity as they prepare for the next stage of their education.

There has been significant investment by the Governors in the refurbishment of the school buildings since August 2025, and further developments are planned.

Prior to joining the Alleyn's Group in August 2025, the school was non-selective, and therefore the ability range of current pupils is wider than that of pupils at Alleyn's Junior School where the admission process is selective. Entry to the school from September 2026 will be selective and pupils offered places will then have a guaranteed place at the Senior School.



## Early Years

Alleyn's Oakfield offers an outstanding start within the Early Years Foundation Stage. The focus is on purposeful play, emotional development and nurturing curiosity; with activities carefully planned to ensure children grow in independence, confidence and social awareness. Staff invest significant time in understanding each child's interests, learning style and developmental stage, helping them to arrive each day eager to explore and learn.

## Pre-Prep (Reception – Year 2)

In the Pre-Prep, children transition gently into more formal schooling. While retaining a playful, creative approach, the curriculum becomes gradually more structured, developing early literacy, numeracy, communication and social skills. Teaching aims to inspire enthusiasm, build self-esteem and promote academic, emotional and social growth. A warm, secure environment enables children to think independently, take risks, form friendships and enjoy every aspect of school life.

## Prep (Years 3-6)

From Year 3 onward, pupils build on strong foundations through an enriched curriculum through Key Stage 2. Specialist teaching, high expectations and varied learning experiences prepare children for senior school success. Pupils develop intellectual independence, problem-solving skills and a spirit of enquiry, supported by excellent pastoral care and strong form tutor relationships.





## Curriculum

Alleyn's Oakfield offers a broad and balanced curriculum that goes far beyond core literacy and numeracy. Children benefit from specialist provision in Spanish, Music, Drama and Sport. The academic programme is designed to stretch pupils, nurture curiosity and promote a lifelong love of learning. Enrichment through trips, visiting experts and themed learning days brings subjects vividly to life.

## The Alleyn's Oakfield Diploma

The Alleyn's Oakfield Diploma is completed by all Year 6 pupils in their final term and brings together the key skills and values they have developed at Alleyn's Oakfield. It keeps learning purposeful and focuses on confidence, teamwork, leadership, creativity and responsibility through a series of academic, practical and community challenges.

Activities range from creative projects and running small enterprises, to mentoring younger pupils, supporting local causes and completing essential life-skills such as first aid. Strong parental involvement, from sharing expertise to contributing to the Careers Fair, enriches the programme and reflects Alleyn's Oakfield's warm, community-centred ethos.

## Pastoral Care

Pastoral care is the bedrock of life at Alleyn's Oakfield. Staff prioritise each child's wellbeing, self-confidence and sense of belonging. Strong relationships between adults and children underpin pupils' happiness, resilience and readiness to learn. The school aims to make every child feel known, valued and supported, with kindness and emotional intelligence woven through daily practice.

## Clubs and Activities

Alleyn's Oakfield offers an extensive and varied programme of cocurricular clubs, available from Reception upwards and refreshed each term. Led by staff and external specialists, clubs allow children to explore diverse interests and develop new talents. Wraparound care is a standout feature, with Early Birds from 7.40am and After School Care until 6pm, supporting families with flexible, high-quality provision.

## Sport

Sport plays a central role at Alleyn's Oakfield in developing teamwork, confidence and a positive approach to physical activity. Pupils participate in a wide range of games and PE sessions, making use of indoor and outdoor facilities, with opportunities for fixtures, skills development and active play across the school.

## Music and Drama

Music and Drama are signature strengths of the school. The school has 153 instrumentalists, supported by peripatetic staff who teach a wide range of instruments. Pupils take part in ensembles, choirs, concerts and productions, with a strong tradition of performance across all age groups. Drama develops confidence, expression and communication skills through productions, workshops and LAMDA, with notable achievements including winning ISA Best Musical for *Matilda*.

## Art

Art is an integral part of the creative curriculum, encouraging imagination, self-expression and technical skill. Through projects, exhibitions and specialist teaching, pupils explore a variety of media and artistic styles, developing confidence and pride in their creative work.

## A community rooted in Dulwich

Alleyn's Oakfield is deeply woven into local life. The school celebrates its diverse pupil body and long record of community engagement, with convenient transport links and friendly, open communication with families.

Further information on Alleyn's Oakfield can be found via the school's website: <https://www.alleyns.org.uk/alley-n-s-oakfield>

## THE ROLE

We are seeking a dynamic, inspiring and forward-thinking leader who will embrace this unique and exciting opportunity for educational innovation and growth. The successful candidate will bring a compelling vision for the school, exceptional communication and people leadership skills, and a deep, demonstrable commitment to the education and wellbeing of young people.

As Head of Alleyn's Oakfield, you will set the strategic direction of the school and act as a steward for pupils, colleagues, parents, alumni and the wider community. You will lead the academic and pastoral development, ensuring that every pupil benefits from an outstanding, joyful and authentic Alleyn's education. We are looking for someone who combines the highest standards of leadership with educational insight, commercial acumen and the ability to cultivate a flourishing, ambitious and nurturing school community, and who really enjoys leading and learning in a stimulating and friendly environment.

You will also work closely with the Head of Alleyn's Junior School to ensure strong alignment in standards, strategy, provision and culture, fostering a close, collaborative and trusted partnership across both schools and in the context of the wider Alleyn's Schools Group.

You will report directly to the Head of Alleyn's School. As the Head of Alleyn's Oakfield, you will lead the strategic development and day-to-day operations of the school. You will provide clear, ambitious leadership aligned with the overarching aims of the Alleyn's School Group. There is a Governance Committee specifically established to oversee the work of Alleyn's Junior School and Alleyn's Oakfield, and you and your senior team will also be reporting, at least termly, to them.

### Strategic Vision & Educational Leadership

- Develop and articulate a forward-looking vision for Alleyn's Oakfield, aligned with the mission and strategic direction of the Alleyn's Schools Group.
- Lead a stimulating, ambitious and broad curriculum that nurtures curiosity, creativity and critical thinking from Early Years through Year 6.
- Ensure outstanding, evidence-informed teaching and learning, responsive to the needs and potential of every child.
- Promote excellence across academic, pastoral, co-curricular and personal development, enabling pupils to become confident, well-rounded learners ready for their next stage.

- Champion a culture of genuine care, where pupils feel safe, known and valued, and where wellbeing is embedded across school life.
- Embed the Alleyn's educational philosophy and ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) throughout the community.
- Inspire both pupils and colleagues to be "all they can be"; cultivating an environment where children strive for personal and academic growth and find wonder in their day to day learning and where staff feel supported, motivated and professionally enriched.
- Communicate with clarity, authenticity and purpose, building strong relationships with pupils, parents, colleagues, Governors and the wider community, and serve as a trusted, highly visible leader.
- Model the school's values and ethos, fostering trust, collaboration and collective responsibility across the whole community.
- Build a positive, growth-minded and joyful professional culture, where staff thrive in their work and pupils benefit from an inspiring and energising learning environment.





### Leadership & Management

- Provide visible and values led leadership that inspires staff, pupils and parents.
- Build, develop and sustain a strong, cohesive Senior Leadership Team with clear responsibilities, professional trust and accountability.
- Recruit, develop and retain excellent staff, promoting high standards of professional practice, reflective learning and succession planning.
- Lead change effectively, communicating openly and constructively through periods of adaptation or growth.
- Foster a culture of collaboration, within Alleyn's Oakfield and across the wider Alleyn's Schools Group, where best practice is shared generously.
- Review, support and where necessary, manage performance and develop staff across the school.

### Holistic Education

- Ensure clarity of focus on safeguarding, academic achievement, co-curricular engagement and personal development.
- Focus on and champion the delivery of excellent co-curricular education alongside outstanding teaching and learning in the classroom.
- Drive academic excellence and raise pupil achievement by ensuring high quality teaching and learning, rigorous monitoring of pupil progress, judicious use of data, and creative interventions where necessary.

- Establish a growing culture of scholarship and inquiry; where every pupil and staff member recognises and demonstrates the value and power of lively, interested, questioning minds.
- Establish a culture where open dialogue and active feedback is encouraged, listened to and used constructively to inform school improvement, including the efficient and sensitive management of any complaints.
- Establish a culture of continuous improvement, innovation, and high expectations across academic and co-curricular domains.
- Champion pupil well-being through the AEQ (the Alleyn's proactive pastoral education).
- Uphold excellence in inspections, compliance, and external reviews, ensuring all school systems and processes are compliant and rigorous.

### Innovation and Enterprise

- Keep up to date with educational innovation, thinking and best primary practice.
- Promote a culture of lifelong learning.
- Lead by example with digital technology, demonstrating both interest and enthusiasm for the power and possibility of technology as demonstrated, for example, through the pioneering AIQ course (Alleyn's Intelligence Quotient) and judicious and cautious awareness of some of the challenges and risks associated with developing technologies and the best mitigating strategies.

### Operational Excellence

- Provide clear oversight of budgets, resources and operational systems, ensuring decisions are educationally purposeful, sustainable and aligned with Alleyn's charitable responsibilities.
- Oversee the day-to-day running of the school, ensuring physical, financial and human resources are effectively deployed and support the school's strategic objectives.
- Create a supportive, collegiate and warm working environment, with due regard to appropriate management and deployment of staff.
- Ensure clear accountability across staff roles and responsibilities.
- Ensure compliance with health and safety and risk management requirements.
- Work with the Alleyn's senior leadership team and Governors on long-term school development planning, facilities improvement and strategic priorities.





## Community, Marketing & External Engagement

- Be a highly visible, warm and approachable presence, fully engaged in the daily life of the school.
- Build strong, trusting relationships with current and prospective parents, fostering open, regular and constructive communication.
- Ensure that the Admissions process is effective and engaging and customer focused throughout.
- Maintain close links with senior schools, ensuring an informed, supportive and well-guided 11+ transition for pupils and families. *(Note that Alleyn's Oakfield will continue to prepare and support children for 11+ transition at a variety of schools, but is also offering assured places at Alleyn's Senior School for all those children who have passed the Alleyn's Oakfield assessment from November 2025 onwards).*
- Champion the distinctive identity of Alleyn's Oakfield as a joyful, nurturing and academically ambitious prep school.
- Lead pupil recruitment and retention, ensuring Alleyn's Oakfield remains a highly sought-after choice for families whose children will thrive in an Alleyn's education.
- Shape and deliver a compelling marketing and admissions strategy, in tandem with Alleyn's Junior School, clearly articulating the school's unique strengths and values.
- Demonstrate a strong understanding of the evolving independent education landscape, ensuring Alleyn's Oakfield remains responsive, competitive and forward-looking.

- Forge close working relationships with the Head of Alleyn's Junior School, ensuring alignment of approach, standards and educational experience across all Alleyn's sites.

## People

- Recruit, retain, inspire, motivate, nurture and support colleagues to achieve excellence and to promote leadership at all levels.
- Create a high-performance culture with strong professional development opportunities that reflect Alleyn's commitment to professional growth.
- Model open, honest, and courageous leadership in all interactions.
- Demonstrate a commitment to equality, diversity and inclusion, be creative and committed to ensuring inclusion and celebrate all that a richly diverse community can achieve.
- Foster a culture of open dialogue and professional trust, where staff feel listened to, valued and empowered to contribute ideas, feedback and challenge in support of the school's ongoing development.

## Safeguarding and Compliance

- Demonstrate a personal and visible commitment to safeguarding and health & safety, promoting a universal vigilance and collective responsibility for safeguarding amongst all staff.
- Ensure the safety and wellbeing of all pupils and staff.
- Lead the school in meeting all safeguarding, compliance, and regulatory requirements.

## THE PERSON

The Head of Alleen's Oakfield will be an inspirational and emotionally intelligent leader who embodies the warmth, ambition and joy that characterise an Alleen's education. They will be highly skilled and experienced in the education of children aged 4 to 11, in either the maintained or independent sector. They will be a strategic thinker and a nurturing presence, with the credibility to lead an exceptional school and the humility to serve its community.

The successful candidate will possess the following qualifications, experience, skills and attributes:

### Qualifications and Experience

- Relevant degree qualification with any additional educational or management qualifications an advantage.
- Significant leadership experience in preparatory or primary schools, with a proven track record of success and achievement at either Head or Deputy Head level.
- Demonstrable experience in leading transformative, strategic and exciting change.
- Experience of delivering strong commercial and financial performance.



### Knowledge, Skills and Abilities

- A clear grasp of safeguarding needs, pupils' welfare and best practice in pastoral support and development of children.
- An outstanding practitioner with a deep understanding of the curriculum, the latest research and best practice in primary age education, and a commitment to high-quality pedagogy.
- Knowledge of safeguarding regulations and Independent Schools Standard & Regulations.
- An outstanding communicator, who is diplomatic, persuasive and engaging as a high-profile ambassador within the school and wider community.
- The capacity to build, motivate and maintain highly effective teams around a common purpose and shared goal.
- Sound business acumen and financial planning skills with strategic awareness of the links between the academic, marketing and business functions of the school.
- A business leader, who understands how to run a school commercially.
- Excellent critical thinking skills, emotional intelligence and sound judgement.
- Evidence of providing leadership that strengthens equality, diversity and inclusion.
- IT literate and with an interest in the role of IT and AI for the future of education.



### Personal Attributes

- A values-led approach as a leader who is kind, innovative, passionate about education and with a deep delight in and awareness of the transformational impact that schools can have on individual lives.
- A visionary and inspiring leadership style and able to provide direction for the school to offer a highly distinctive educational experience.
- Outstanding communication and interpersonal skills with the charisma and capacity to inspire all stakeholders with a vision and strategy and the story of the school.
- A commitment to and a deep enthusiasm for the development and progress of every pupil in a holistic and well-rounded educational provision.
- Authenticity, personal integrity, empathy and emotional intelligence.
- Resilient, calm and clear-thinking under pressure.
- A compelling and convincing public speaker.
- Sense of humour, plenty of energy and sense of fun!



### Joining the Alleyn's community – location and benefits

Set in the heart of leafy Dulwich, Alleyn's Oakfield enjoys a village-like atmosphere with excellent transport links into central London and the City, visible on the horizon. It offers a wonderful balance of green space, community and access to the life of the capital, making it an especially attractive setting for both family life and professional opportunity.

A highly competitive remuneration package will be offered, commensurate with the scope and seniority of the role. This may include accommodation, subject to individual circumstances, alongside a comprehensive benefits package and the professional support available within the Alleyn's Schools Group.

As part of the Alleyn's Schools Group, Alleyn's Oakfield benefits from the strength and stability of a long-established educational foundation. In a rapidly changing independent schools' landscape, this provides the confidence to look ahead with optimism and to focus wholeheartedly on what matters most: children's happiness, learning and sense of belonging, supported by thoughtful, long-term investment in people, provision and facilities.

# HOW TO APPLY

Alleyn's has engaged the services of Odgers to assist with the recruitment of the next Head of Alleyn's Oakfield.

The closing date for applications is **9.00am GMT Monday 2 March 2026**.

Shortlist interviews with the Selection Committee will take place in central London on **Tuesday 10 March**. Candidates invited to the final round will have detailed briefings during **week commencing 16 March 2026** and final interviews will take place on **Tuesday 24 March 2026**.

In order to apply, please submit a completed application form, CV and a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at: [www.odgers.com/95362](http://www.odgers.com/95362)

All applications will receive an automated response.

For an initial discussion, please contact:

**Ruth Lewis: +44 (0) 20 7529 3959**  
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## Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.



*Alleyn's is fully committed to providing a safe environment for children, staff and visitors. The Head of Alleyn's Oakfield will lead and model a culture in which safeguarding and wellbeing are understood as a shared responsibility, and where anyone in the community feels confident to raise concerns about their own safety or the safety and wellbeing of others.*

*Through clear leadership and high expectations, the Head will ensure that all staff are knowledgeable about the signs and risks of abuse, maltreatment and neglect that may affect a child's health or development. In doing so, the school supports*

*pupils' growth by fostering security, confidence and independence.*

*The Head will champion an environment in which children and young people feel safe, secure, valued and respected, and know how to approach trusted adults if they, or those they know, are in difficulty, with confidence that they will be listened to. Safeguarding is a collective responsibility at Alleyn's, and the Head will ensure that the best interests of the child are always placed at the heart of decision-making.*



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