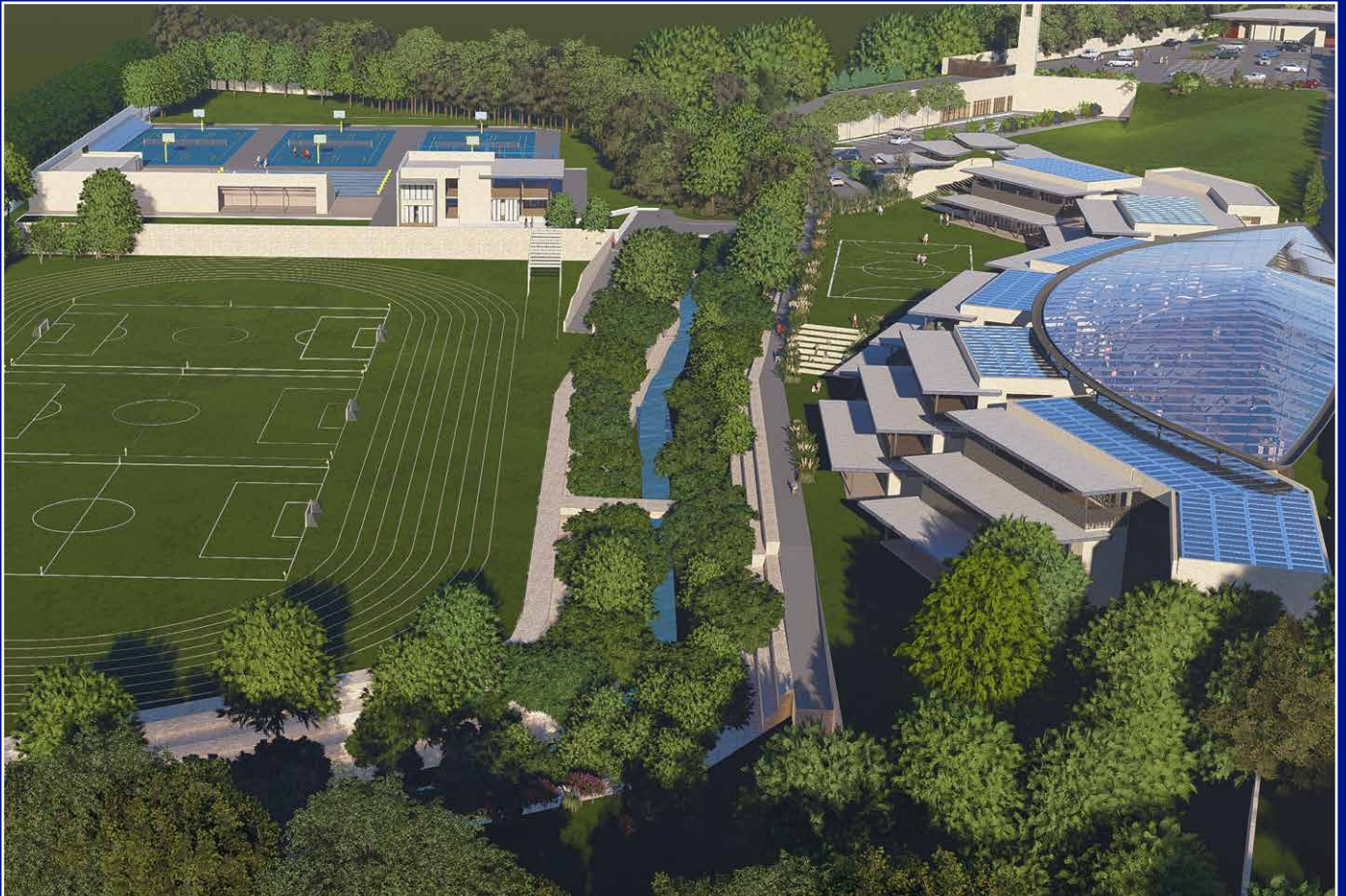




DURHAM
INTERNATIONAL
SCHOOL



Candidate Brief for the Position of

Deputy Head Academic for the Prep School
Durham International School
Kenya

To commence September 2026

Message from the Head of Prep, Durham International School Kenya



Thank you for your interest in working at Durham International School, Kenya.

Durham International School opened in January 2021 and has quickly established itself as a caring, vibrant and diverse learning community in Nairobi. We are committed to nurturing every child's potential and to ensuring that their experience of school is one filled with happiness where they develop a love for lifelong learning and 'Confidence for Life'.

A school's most important asset is its people. Durham is a happy place, where children and staff alike want to be. When you walk through the

door you feel a sense of belonging; I believe this is what makes us so special. Strong, genuine relationships are at the heart of an exceptional education and a happy childhood, and here at Durham every member of our community is known, valued and celebrated as an individual.

Durham's talented and dedicated staff, together with our creative curriculum and beautiful school facilities, encourage children to use their imagination, to think creatively, to explore the world around them and to strive to excel. High standards and expectations are grounded in the conviction that academic excellence and enjoyment of childhood go hand in hand.

We are a Patron Accredited member of the Council of British International Schools (COBIS). In the recent accreditation visit, COBIS commended the school on its strong relationships and the culture of kindness, support and reciprocity which is the cornerstone of life at Durham Kenya.

The Prep School is situated over two campuses, a ten minute drive from each other. The Pre-Prep School up to Year 1 (1 to 6 year olds) is located at the Thigiri campus offering a welcoming home-from-home environment for the youngest members of the school. The new purpose-built Prep School from Year 2 to Year 6 is located at the new Rosslyn Campus which opened in September 2025. The expansion of the school offers all teachers tremendous opportunity for personal growth and development into new roles including departmental and other leadership positions.

Durham International School is an exciting place to teach, learn and grow and we look forward to receiving your application.

Mrs Sue Small

Message from the Principal of Durham Cathedral Schools Foundation, UK



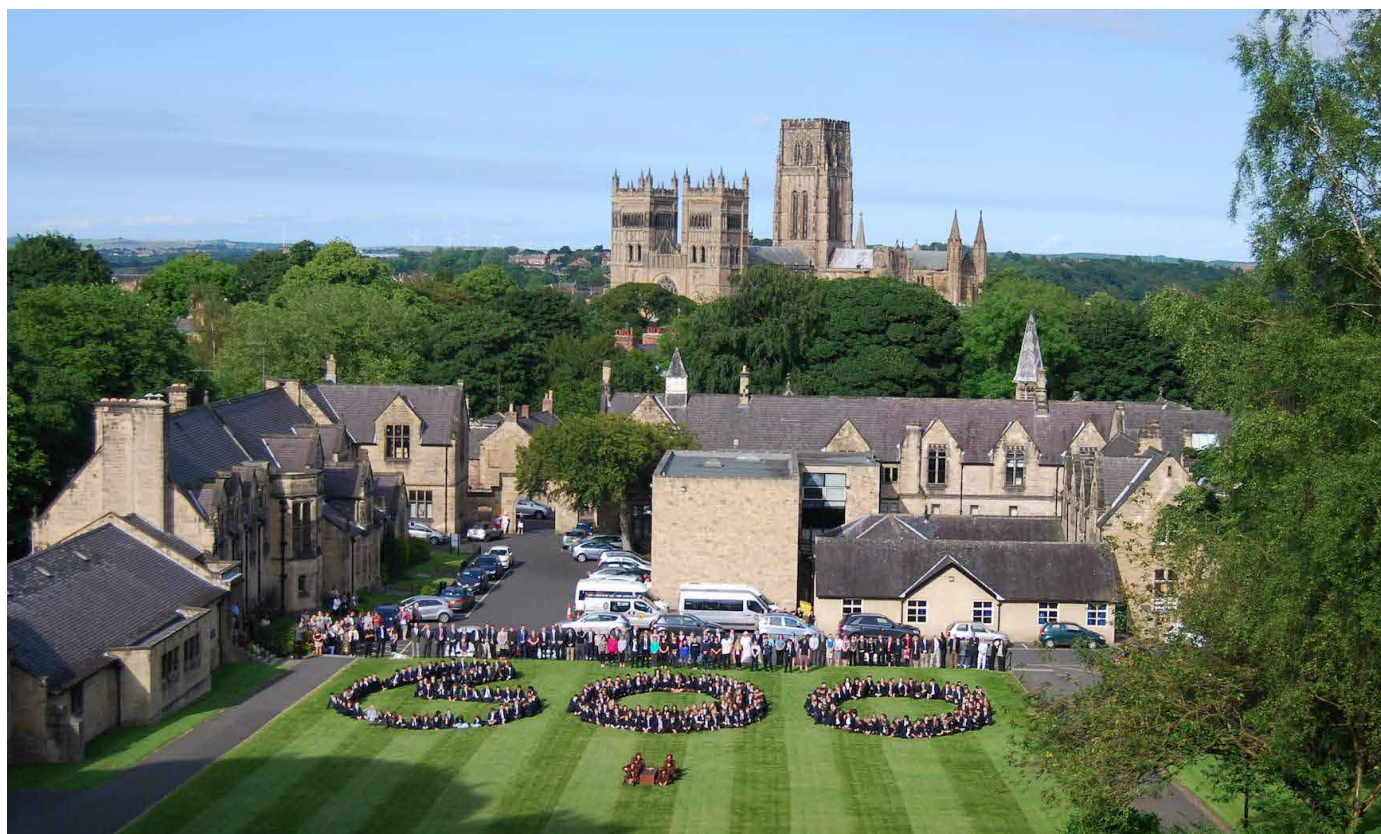
Since 1414, in the historic city of Durham in the north of England, Durham School has been a prestigious seat of learning. Now established in Nairobi, Dubai and Doha, the vision of Durham International Schools is to deliver outstanding education to young people around the world. At the very heart of this initiative is the resolve to inspire young minds and to instil in students a 'Confidence for Life'. This stems from Durham School's long-standing tradition of academic, pastoral, sporting and cultural excellence.

The Durham International family of four schools spanning three continents has quickly established its global reputation of delivering an inspirational education and providing its teachers exciting and rewarding careers. Durham Kenya is the only British independent school brand currently in East Africa. The School collaborates closely with its sister schools and this extended community gives both students and teachers unique opportunities to participate in a range of network activities and events.

Now entering its 6th year of providing academic excellence to families in Nairobi, Durham Kenya has strongly established itself as a school where academic ability is fostered, creativity is valued, and diversity is celebrated. With The school is now on the cusp of significant expansion and change as it adds a second campus and takes on older children.

It is an exciting time in the growth of the school and we are seeking experienced and passionate educators to join our talented Durham International School Kenya team for the next stage of our journey.

Dr Michael Alderson





Durham International School

Durham International School is a highly successful, growing school with a committed and inspirational team of teaching professionals at its heart. The school delivers the UK National Curriculum, IGCSE and Sixth Form.

Since it opened in 2021, Durham International School has exceeded expectations. It has captured the imagination of families – local and international alike – who are seeking a high-quality UK school education that goes out of its way to create a family feel and an environment where young people are able to flourish. The School currently has over 50 nationalities enrolled.

The Durham connection is of vital importance. Most obviously, this is manifested in the centrality of the MARK values and 'Confidence for Life' aspiration, but the association runs much deeper. The UK school is a part of Durham International School's governance and there is frequent contact between the schools at all levels as well as regular quality assurance visits. The schools learn from each other, and this is an important way for Durham International School to stay abreast of educational and curriculum developments in the UK.

The recent bold and exciting next stage of the school's expansion was the opening of the new purpose-built school at the Rosslyn campus in September 2025 together with the launch of the Senior School.

The School's new purpose-built state of the art Rosslyn campus is outstanding and provides an ideal opportunity to support the school's ambition to be the best international school in Nairobi. It is well-situated to serve important residential and business communities (including embassies, the UN and major organisations) and is close to the Thigiri campus, which remains the home of the Pre-Prep School up to Year 1. It is on a substantial campus that makes possible a world-class approach to holistic education, with the flexibility to adapt to current and future pedagogical developments.

Our Mission

Our Mission is to provide a rounded education; one which inspires and nurtures a love of lifelong learning, an aspiration for achievement, respect for others, and 'Confidence for Life'.

Whilst academic life is at the heart of the school, we set out to provide a host of opportunities in sport, music and drama so that every student is given a chance to explore their potential.

Our Aims

Within a community shaped by MORAL INTEGRITY and KINDNESS, Durham International School aims to cultivate RESPONSIBILITY, respect and AMBITION to ensure that every student can thrive, be happy and make a positive MARK in the world.

The three pillars of a Durham International School which support this aim and shape the environment where students can learn and grow are:

Academic challenge: providing students a lifelong appetite for learning.

Pastoral care: supporting students' emotional, moral and spiritual strength.

Co-curricular opportunities: providing opportunities to enrich and develop the individual fostering collaboration, teamwork and leadership.

We do this by nurturing and supporting our students to become:

- Thinkers who can research, evaluate, innovate, solve and create both collaboratively and independently,
- Individuals who are reflective, emotionally resilient, and effective communicators.
- Global citizens who act with responsibility and humility and are ready to make a positive contribution to society.



Our Values

The MARK of a Durham Education

MORAL INTEGRITY

Choosing what is right, even when it is difficult.
Integrity is the foundation of trust, respect, and true character.

"The time is always right to do what is right."

AMBITION

The drive to dream big, to persevere, and achieve one's full potential.
Ambition turns vision into reality.

"Aim for the moon. Even if you miss, you'll land among the stars."

RESPONSIBILITY

Taking ownership of our words, actions, and choices.
Responsibility develops accountability, strengthens character, and builds confidence.

"You are always responsible for how you act, no matter how you feel."

KINDNESS

The simple act of caring, sharing, and showing respect.
Kindness has the power to inspire, to heal, and to change lives.

"If you can be anything, be kind."

Together, these values guide us — shaping who we are and who we aspire to become

Living in Nairobi



One of Africa's most dynamic cities, Nairobi is a vital commercial and financial hub and home to the regional headquarters of major international companies and organisations, including the United Nations. Nairobi's growth rate has been one of the highest of any African city, with major real estate projects making up its burgeoning skyline.

Modern Nairobi is still considered the Safari Capital of Africa, with Nairobi National Park only 20 minutes from the centre of town, where lions and rhinos can be seen with a backdrop of skyscrapers and landing planes. With spectacular game parks all over the country and a stunning Indian Ocean coastline on your doorstep, there is plenty to see and do.

Nairobi boasts a vibrant social scene, with its cosmopolitan community offering an incredible variety of cuisines from around the world. From luxury hotels and fine dining restaurants to lively markets and local eateries, there's something to suit every taste and budget. The city's many coffee houses have become favourite spots for both business meetings and relaxed catch-ups with friends.

Nairobi has numerous shopping malls as well as large supermarket chains, complemented by local produce markets offering fresh fruit and vegetables bought directly from farmers. Local craft markets offer an excellent choice of handmade items such as clothes, art, jewellery and footwear.

Life in Kenya can also have its frustrations. Power cuts do happen, bureaucracy can be difficult, and real poverty exists in many areas. Personal security requires a degree of caution in some areas, as it does in almost every big city.

With its warm and friendly local population, great schools, a number of good private hospitals and a near-perfect climate, many expats have chosen to settle in this "green city in the sun", enjoying the wonderful quality of life it offers.

Job Description

Title: Deputy Head Academic, Prep School

Reporting to: The Headteacher, Prep School

Location: Nairobi, Kenya

The Deputy Head Academic is responsible for promoting a vibrant and dynamic academic culture within the Prep School, working to ensure the highest standards of teaching, learning and academic attainment. The role is key to ensuring the Ethos, Aims and Values of the School are continuously maintained and demonstrated. The successful applicant will work closely with the Heads of Department and other senior staff to ensure effective planning and delivery of outstanding academic curriculum, assessment and reporting; and will be actively involved in overseeing teaching and learning practice and the efficient management of academic departments. They will be actively involved in overseeing teaching and learning practice and the efficient management of academic departments.

Summary of Responsibilities and Accountabilities:

Strategic Direction

- Manage and oversee the EYFS to Year 6 Prep School curriculum, assessment and reporting to meet the needs of all Prep School students and to equip them with the skills needed to make a successful transition to the Senior School.
- Develop, implement and regularly review academic and assessment policies for the Prep School which meet British School Overseas minimum standards.
- Work with Senior School staff on the development of a school timetable, staffing and rooming models which facilitate and optimise teaching and learning across the whole school
- Play a significant role in contributing to the School Development Plan together with the Headteacher, the SLT and the Governance and Advisory Board
- Inform the School Leadership Team of current research, trends and issues relevant to the academic life of the Prep School to facilitate future planning



Leadership and Management

- Deputise as necessary for the Headteacher, Prep School
- Line management of the Prep School Heads of Department, including monitoring of teacher performance, schemes of work and conducting departmental reviews.
- Participate in Prep School Senior Leadership Team meetings

- Lead on the academic areas of inspection preparation
- Lead Prep School staff meetings
- Work with Heads of Department and HR to strengthen the culture of continuous professional development and encourage Prep School staff to access a variety of learning opportunities
- Assist the Headteacher, Prep School in the recruitment and selection of inspirational and high calibre teaching staff
- Liaise with the Headteacher in the induction of new Prep School staff
- Coordinate school events, including Assemblies and Parents' Evenings
- Work with the Heads of School in coordinating transition programmes for students between phases
- Organisation and management of the academic calendar in the Prep School, including assessments, reporting and parents' evenings
- Assist with the staff duty rota and staff cover
- This role has a 40% teaching responsibility



Curriculum Development

- Oversee the ongoing review and enhancement of the EYFS – Year 6 Prep School curriculum which aligns with the English national curriculum
- Develop opportunities for subject specialist teaching within the Prep School and the use of dedicated subject spaces
- Oversee the Prep School's Co-curricular Programme and the application of classroom learning in real world contexts through the Outdoor Environmental and Education Programme
- Oversee the timetabling and line management of all the peripatetic music teachers, in liaison with key academic staff
- Keep up to date with local Nairobi, Kenyan and international initiatives related to co-curricular activities, and advise the Headteacher on developments and policies as appropriate



Progress Tracking and Monitoring

- Develop and continuously effective systems for monitoring and evaluating the progress of all students.
- Work with the Deputy Head Pastoral and SENCO to implement appropriate strategies to support student progress
- Coordinate assessment within the Prep School, including Progress and CAT4 testing
- Develop a consistent approach to the use of CAT4, SEND and other data to develop a culture of individualised and high-impact learning
- Support staff in developing the skills to effectively interpret data about students
- Oversee the reporting of student progress to parents
- Maintain records and track data in relation to academic progress, behaviour, incidents and attendance etc in iSams/CPOMS and produce regular reports which trigger prompt and effective interventions
- Track and monitor student progress in line with the Curriculum Policy, English as an Additional Language Policy, and Special Educational Needs Policy
- Report weekly to the Senior Leadership Team about any students whose progress is a cause for concern or where a student has exemplified excellent progress
- Lead half termly meetings with the class teacher and parents (as required) of a student whose progress has been a concern that half term
- Ensure that regular communication with parents about progress both celebrates good progress and supports areas for improvement where required



Communications and Public Relations

- Actively establish good relations with parents and all other visitors to the School
- Present a coherent and accurate account of the school's academic performance in formats appropriate to a range of audiences

- Communicate closely with parents and ensure that students' academic progress is regularly reported, and relevant data is always available
- Support and attend all major school events
- Work to maintain effective partnerships with the community, promoting and representing the school at the Nairobi, national and international level



Behavioural Management and Pastoral requirements of the role

- Maintain the good discipline of students throughout the School
- Recognise and challenge any incidents of bullying, being unkind, not sharing and aggressive behaviour ensuring compliance with the relevant school policies and procedures and making sure the individual(s) involved understand their behaviour is unacceptable
- Understand and implement the School child protection procedures and comply with legal responsibilities
- Be a visible presence in the school supporting students and colleagues throughout the day
- Be the main point of contact for parents, offering advice and guidance in supporting academic progress and concerns in the home
- Support staff in fostering and maintaining constructive and supportive relationships with parents
- Devise and lead strategies to support staff, students and their families in the follow up of any academic concerns including arranging for support or training

Safeguarding and Promoting the Wellbeing of Students

- Promote and safeguard the welfare of children and young people throughout the school
- Be alert to, and report appropriately, any behaviour that may indicate that a student is at risk of harm
- Maintain and promote high standards of health and hygiene for the all the children and around the school
- Incorporate the School's mission, vision and core values into normal working practice and be a positive role model to others
- Treat all members of the School community with consideration and respect
- Promote a positive school culture which is happy, purposeful and productive
- Foster the personal, social and emotional development of all students
- Maintain high standards of behaviour and safeguard students' health and safety both on the school premises and during school visits elsewhere
- Promote pride in the School among the student body through high standards of dress, behaviour, manners and respect for other and property.

Other Responsibilities

- Actively contribute to the School's extra-curricular programme according to the needs of the School and own personal interests and expertise
- Undertake any other reasonable duties that the Headteacher or Directors may require from time to time

Person Specification

- Have a good honours degree, a teacher training qualification and a proven track record of successful teaching in the 5 – 11 age range
- Have a good track record of leading and managing staff; envisioning, encouraging, supporting, monitoring and challenging colleagues
- Have worked in a promoted academic role
- Be committed to the ethos and values of Durham International School
- Be able to work within organisational procedures and meet the required standards for the role
- Be able to work collaboratively and supportively with colleagues within Durham International School and with colleagues in other organisations
- Be able to relate effectively to parents and to students
- Be able to communicate clearly and effectively orally and in writing and demonstrate good ICT skills
- Have a clear understanding of excellence in teaching and learning
- Be patient, determined, enthusiastic and well-organised with a good eye for detail
- Be committed to continual personal and professional development and be reflective and able to learn from past experience
- Be resilient and demonstrate an ability to work well under pressure
- Display commitment to the protection and safeguarding of children and young people

This job Description is not exhaustive and is subject to periodic review

Application Process

Interested applicants are invited to send an application by email to hr@durhamkenya.com by **2nd February 2026**

Applications should include all the information listed below:

- A letter of application addressed to The Headteacher, Prep School, of no more than one side of A4 explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Application Form – [Click here](#)
- The names and accurate addresses, email addresses and telephone numbers of three referees, one of whom must be your current employer, to be completed in full in the Application Form.

Please be advised that an incomplete Application Form or an application that does not provide a Covering Letter and Durham International School Application Form as stipulated, will unfortunately not be considered.

The Interview

Only short-listed applicants will be contacted for interviews. All interviews will be held online.

Applications will be reviewed as they are received, and the school reserves the right to make an earlier appointment.

We would recommend that candidates apply at the earliest possible time.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

We will not contact your present school unless you reach the short-list and applications can be kept confidential until then. Please contact hr@durhamkenya.com if you have any specific concerns.

Start date

Candidates should be available to start 26th August 2026.

Safeguarding and Child Protection

Durham International School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo the appropriate pre-employment checks relevant to the role.

Applicants will be expected to show evidence of their most up-to-date child protection screening details including a police clearance from each country they have worked in and Disclosure and Barring Service (DBS) record where relevant. Checks will also be made with past employers.

Equal Opportunities Statement

At Durham International School we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all our staff and students. We aim to foster an inclusive culture where diversity is celebrated and where everyone feels empowered and encouraged to reach their full potential.

More Information

For more details see: www.durhamkenya.com

