Job Title	Head of Prep
Report to	Headteacher
Department	Academic - Prep
Start Date	1st August 2027

Job Description

The Head of Prep will:

Leading Learning & Teaching

- Put students' learning and welfare at the centre of all of their practice and decision making;
- Monitor student progress;
- Have a clear vision for effective learning and teaching across department that reflects and complements whole school goals and guiding statements;
- Model excellent classroom practice;
- Have a clear understanding of what excellence looks like in various subject areas and set standards that support everyone in aiming for this;
- Maintain an active critical interest in educational research and debate and promote discussion and training within the Prep and across the School;
- Manage and evaluate effective systems for the assessment and tracking of learning, as well as implement a range of sustainable intervention strategies, to ensure all students make excellent progress;
- Work to sustain expert subject knowledge and leadership.

Leading Staff & Effective Teams

- Promote a positive culture of developing practice in the Prep.
- Act as a role model of effective and sustainable leadership
- Actively seek to grow and develop the Prep through meetings and development time, performance management and effective delegation of responsibility.
- Work alongside school leaders to develop the capacity of colleagues and plan for succession.
- Work alongside school leaders to build a happy and healthy community, where colleagues' welfare is considered as a routine part of decision-making.

School Improvement & Effective Partnerships

- Work proactively with other staff and school leaders to support and develop initiatives that promote the work of their teams and/or school goals.
- Work with the Deputy Head to create a tutor programme that supports student progress;
- Support a smooth transition between Year 6 and Year 7.
- Liaise constructively (and proactively) with the parental community to communicate the vision and goals of the Prep and school along with other issues or developments within the department.
- Look for opportunities to work collaboratively with other school leaders to develop their own practice as well as the practice and provision within the Prep.
- Work for any ad hoc tasks as reasonably required by the Headteacher from time to time.
- To cooperate with the Marketing team for student recruitment, school promotion and other activities.

Key Duties

The Head of Prep will

Aims & Ethos

1. Be responsible to the Headteacher for the safe, proper and imaginative running of the department in line with the school's mission and ethos.

Teaching Load

2. Teaching lessons as required.

Curriculum Planning

3. be responsible for excellent curricular planning, implementation and review in the following areas:
   a. The regular review and monitor for improvement of facilities' Programmes of Study and Schemes of Work;
   b. The supervising implementation and review of the Prep action plan in line with the School Development Plan;
   c. Home Learning in accordance with the school's Home Learning Policy;
   d. The setting of appropriate work during periods of cover for unforeseen absence within the Prep.

English Language Learning /SEND

4. Contribute to the promotion of English as an Additional Language in the following ways:
   a. Awareness of the best practice in EAL with respect to lesson preparation, lesson delivery and differentiation, assessment, marking and reporting;
   b. Ensuring that EAL support staff are well used through

co- planning, support in lessons, assessment and feedback;

c. Supporting the Head of Learning Support in promoting school-wide goals and strategies in respect of developing students' English proficiency.

Assessment

5. Line manages assessment in the following areas:
   a. Ensuring compliance between schemes of work, classroom practice and examined content and skills for external examinations as defined by the relevant syllabuses for externally examined courses within the Prep;
   b. Maintaining a high awareness among Prep staff of new or upcoming changes to externally examined courses including changes to content and/or assessment procedures;
   c. Ensuring that external examination entries and predicted grades are accurate;
   d. Co-ordination of the preparation and marking of internal assessment papers in line with external examination standards;
   e. Co-ordination of the preparation and marking of admissions tests as required;
   f. Selection, in consultation with the Headteacher, of suitable examination boards which fit best with the School Values.

Performance Management

6. Be responsible to the Headteacher, who will act as Line Manager and who will normally conduct Performance Management.

7. be responsible for Prep staff in the following areas:
   a. Appraisal of Prep staff (Upper Prep) in accordance with the school's Performance Management policy as the Performance Manager and as first advisor to the Performance Manager of certain departmental staff including specialist subject teachers;
   b. Observe the lesson and classroom performance of Prep staff both formally in accordance with the school's Performance Management policy and informally. Feedback to teachers after observation. The school's current Classroom Observation documentation will be used as the blueprint;

c. Monitoring lesson planning, assessment, marking and recording of data of departmental staff;
d. Ensuring that reports are written according to both departmental and school criteria and that deadlines are strictly met;
e. Playing a role in the selection, and where practical, interviewing of staff;
f. Ensuring that staffing needs are communicated for the following academic year as soon as relevant information is available.

Communication

8. be responsible for excellent communication in the following areas:
   a. Lead Prep meetings
   b. Meet with Prep Teachers regularly to discuss the quality of lesson observations and curriculum requirements
   c. Regular and published Prep Teacher meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
   d. Attend regular SLT Meetings and other meetings as required;
   e. Ensuring that departmental information for curriculum booklets, the School Yearbook and other school materials are updated as required;
   f. Arranging open door week and attending Open Days as required.

Reporting

9. Submit internal examination and assessment report and PTC to the Headteacher.

10. Report annually to the Board of Governors to a format agreed in advance and common across all departments.

11. Report annually to the Headteacher in a formal and documented meeting which analyses the overall the Prep performance in the previous year (academic results, staffing, resources etc) and sets agreed targets for the year ahead.

Budget & Resources

12. be responsible for budgeting and resources in the following areas:
    a. Trawling and ordering books and equipment in accordance with the school budgeting policies and procedures;
    b. Managing efficiently the Prep budget;
    c. Ensuring that an up-to-date record inventory is kept of Prep resources;
    d. Ensuring that Prep resources, books, and ICT hardware are treated with great care.

Safeguarding / Pastoral Care

1. To fulfil the role of DSL (DSL 2) with responsibility for the Prep School.
2. To promote and safeguard the welfare of all children in the Prep School.
3. To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
4. Ensure that a high standard of care and good order for all children is maintained.
5. Promote excellence and innovation in pastoral care.
6. To lead Prep School Bi-weekly assemblies
7. To lead the development of a stimulating and imaginative and coordinated 8C's programme in the Prep School.
8. Ensure the school systems support the best student health and wellbeing.
9. Ensure behaviour is consistently managed across the school, resulting in the highest standards of discipline, politeness, and positive relationships.
10. Ensure the school's reward system is operated consistently to motivate all students.
11. Ensure the schoolhouses remain a vibrant central part of school life (events each term)
12. Plan, commission, and promote an inspiring range of extra-curricular opportunities for Prep School students