**Bowdon Preparatory School**

**Job Description**

**JOB TITLE:** Head of Pre-Prep

This job description should be read alongside the range of duties of teachers

Members of staff should at all times work within the framework provided by the School’s Policy statements to fulfil the general aims and objectives of the School Development Plan.

The post holder candidate will agree major objectives with the Headmistress. These objectives will include:

1. Establishing and exercising a clear leadership and management role in relation to raising achievement for Pre-Prep pupils
2. The creation and development of whole school policies and programmes to meet the needs of all Pre-Prep children
3. Achieving the highest possible standards of education for all pupils
4. To develop best practice in the Prep-Prep at Bowdon Prep School

**PURPOSE OF THE JOB**

* To work with and support the Headmistress leading and managing an effective school as part of the Management Team, sharing fully in the responsibilities
* To be an exemplar of school policies and practice; to actively promote the aims of the school to offer guidance and support to colleagues
* To lead and develop an effective Pre-Prep team by establishing clear expectations and constructive working relationships, good team working and mutual support, delegating tasks as appropriate, evaluating practice and development, and motivating Teachers and Teaching Assistants in delivering quality in Teaching and Learning
* To ensure good progress in all areas of the Pre-Prep curriculum
* To play a positive leading role in the general life of the school; eg special events, visits, open days, enrichment days, extra-curricular, assemblies
* To take part in the Performance Management Programme as a line manager
* To ensure the highest possible of standards of education of the children - socially, emotionally, physically, intellectually and aesthetically
* Admissions – to work with the Admissions Officer to ensure pupils are admitted to Pre-Prep according to the policies, and to ensure pupils are welcomed, settle quickly and happily into school life and make a good start to their school learning
* Parents – to welcome new parents and ensure they understand school policies and to promote good communication with parents through newsletters, meetings, events and displays
* To liaise with Early Years settings and the Head of Infants and ensure good transition into Bowdon Prep and for pupils from Reception to Year 1
* To actively promote equal opportunities for all pupils and staff in Pre-Prep

**LEADERSHIP AND MANAGEMENT AS HEAD OF PRE-PREP**

* To take responsibility for co-ordinating and leading developments at the school in Pre-Prep and in organisational aspects of school life, as directed by the Headmistress
* Devise an Action Plan as part of the School Improvement Plan in conjunction with the Headmistress. Monitor its effectiveness and evaluate its impact with the Leadership Team and Governors. Prepare reports for the Headmistress and Leadership Team on the progress pupils make throughout Pre-Prep
* Respond to assessments and other data including EYFS Profiles; set targets on the School Improvement Plan with Head and Deputy and also for groups of children as necessary

**FOUNDATION PROFILES**

* To lead staff in assessing children according to the EYFS profile. To liaise with the Headmistress, SENCo, Data Manager and Deputy Head and ensure good early communication with parents through meetings, newsletters, displays etc

**Assessment for Learning**

To take an active part in promoting Assessment for Learning, and to promote good record keeping and assessment in Pre-Prep.

**Policies**

Develop and Review the schools Policies for Pre-Prep and information for parents.

**Staff Development**

Lead staff meetings, workshops and activities for Teachers, Teaching Assistants and work with the Induction and CPD Coordinator to support new members of staff into the school’s policies and guidelines. Model lessons and advise staff on good practice.

**Displays and Environment**

Organise and co-ordinate displays of children’s work with the support of the Pre-Prep team in order to show recognition and affirmation to the children and also provide ideas for colleagues and information for parents. Create a stimulating environment for learning across Pre-Prep and, classrooms, corridors and shared spaces.

**Monitoring Quality of Teaching and Learning**

Carry out effective classroom observations and monitoring of teacher’s planning and children’s work to check appropriateness of the content, progression and continuity between classes, consistency in feedback to the children, marking and responding, and standards of presentation and learning.

**Promote Good Communication and Contact with Parents**

Through meetings, open mornings, newsletters, open days/events, assemblies and displays.

**Promote Literacy**

In particular through an effective meetings / workshops with parents with the support of the Head of English and Deputy Head.

**Resources and Equipment**

Be responsible for the organisation, management and provision of resources for the Pre-Prep with the support of Office Staff and the Pre-Prep team. Plan and manage the curriculum budget for Pre-Prep in liaison with the Headmistress.

**Own development**

Keep abreast of new thinking and practice, by attending courses and in service sessions, and by reading books, articles newsletters, documents, etc.

**Equality Policies**

Help ensure early learning resources reflect school policies on race and gender equality. Work with the SENCo and relevant agencies to ensure pupils receive appropriate support and make good progress.

**Governors**

Prepare reports on Pre-Prep progress and achievement for presentation to the Curriculum Committee and main Governors meetings.

**Behaviour and Attitude**

Develop good attitudes to learning and good behaviour in all pupils throughout Pre-Prep. Work closely as a member of the SLT to develop and implement an effective Behaviour Policy.

**Attendance**

Liaise with Pastoral Leader to ensure patterns of good attendance and punctuality are established early on and maintained in the Pre-Prep.

See Teacher Job description