

## **Job Description**

### **Head of Pre-Prep**

The Head of Pre-Prep at St Paul's Cathedral School will fulfil duties in accordance with the requirements of the School Teachers' Pay and Conditions document and any policies of the Cathedral Chapter.

#### Responsibilities

1. Within the department:

- i) In consultation with the Headmaster and Deputy Head Academic, to design and implement the curriculum followed in Reception, Year 1 and Year 2;
- ii) To manage effective liaison between Pre-Prep staff and relevant Heads of Department over academic matters;
- iii) To liaise with the Deputy Head over pastoral matters;
- iv) Have a knowledge and understanding of the EYFS framework and ensure good practice is maintained in the EYFS setting and throughout the department;
- v) To devise all policy documents and Parents' Handbook in consultation with the Headmaster;
- vi) To oversee the organisation and maintenance of schemes of work, record keeping, tracking of learning and guidance for differentiation and sourcing of resources;
- vii) To prepare an annual budget for the Pre-Prep department and the subsequent management of it;
- viii) To attend appropriate courses and meetings and to guide INSET for the Department in consultation with the staff development officer and Headmaster;
- ix) To prepare regularly updated material for inclusion on the website;
- x) To be line manager and to manage the other teaching staff and teaching assistants in Pre-Prep;
- xi) To observe, monitor and report on lessons taught by staff within the Department, reporting to the Deputy Head Academic and the Headmaster;
- xii) To teach one form within the Pre-Prep department;
- xiii) Provide considered accurate feedback to parents through written reports and meetings and to advise them on any problems that may arise;
- xiv) To be aware of all children with additional learning needs and to liaise with the learning support department in putting in place necessary provision;
- xv) To organise departmental assemblies;

- xvi) To organise trips and other events, including an oversight of Pre-Prep productions, to give pupils as many opportunities as possible throughout the school year;
- xvii) To organise the assessment of pupils entering Reception each year.

2. Within the school:

- i) To follow the school's code of conduct and behaviour as laid down in the Staff Handbook and the terms of the signed employment contract;
- ii) Contribute to and adhere to school policies;
- iii) To undertake a share of duties as may reasonably be requested by the Headmaster and Deputy Heads;
- iv) To promote the ethos of the school to pupils, parents and other acquaintances;
- v) To promote all aspects of good behaviour and community living within the school in line with the school ethos;
- vi) To present a smart and professional approach to everything done with the school and in the school's name in any location (portably covered by the code of conduct).
- vii) share responsibility for ensuring that high-quality advice and support is offered to all parents about their child's progress and development;
- viii) share responsibility for continuity and ease of transition for pupils, both within the school and as they progress to their next schools;
- ix) share responsibility for promoting the school through developing and maintaining good relationships with parents, the Governing Body, the Cathedral and wider community;
- x) support the continued development of links with neighbouring schools, in particular pre-school groups;
- xi) be responsible, with the Headmaster, for preparing school wide policies for inspection.

April 2016

This job description is not exhaustive and may be amended from time to time in discussion with the post holder.

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_