

**JOB DESCRIPTION and PERSON SPECIFICATION**

**Post**

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| **Head of Pre-Prep** |

**Line Manager**

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| **Head** |

**Job Purpose**

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| To work with the Head to successfully lead and manage the Pre-Prep and Early Years Departments and to carry out such other associated duties as are reasonably assigned by the Head.  The role also includes shared responsibility for a class. |

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| * to lead and manage all Pre-Prep school staff, and Nursery managers. * to support the Head in appointing Lower School staff, and together with the Nursery managers, the Early Years staff; * to coordinate the Continual Professional Development (“CPD”) programme within the department; * to contribute towards the senior management team of the School; * to support in general terms the professional standards and conduct of staff; * to keep up to date with new strategies to promote and deliver effective teaching and learning; * to keep abreast of all current developments in the Early Years and Key Stage 1; * to monitor, evaluate and review policy and practice in the Pre-Prep. * to support the aims and ethos of the School; * to advise and support the Pre-prep and Early years staff through courses, training and staff development; * to be responsible for the safety of all pupils; to provide adequate supervision at all times and ensure a safe environment; * to keep the Head informed of all Early years and KS1 matters, through regular liaison/meetings; * to ensure the smooth organisation and administration of the department; * to communicate regularly with the Nursery, Head of Middle School and all Heads of Department to ensure continuity; * to attend the Hants EYFS Heads’ meetings and to organise the Moderation procedures; * to review, revise and implement all subject policies on a regular basis; * to use Learning Support and outside agencies as a resource in order to meet the needs of all pupils, with particular regard to those with emerging specific learning difficulties; * to ensure that schemes of work and agreed standards of work and behaviour are being followed; * to liaise, manage and address matters of concern, raised by parents, staff and children; * to work with the Head of ICT to promote and support the use of ICT within the Lower School; * to lead by example with stimulating teaching which inspires pupils to learn and want to learn; * to attend senior management team and whole school staff meetings * to participate in staff training and induction processes. * to liaise with Hants EYFS to organise staff training. * to plan and organise regular staff meetings; * to carry out a departmental SWOT analysis at intervals, identify priority areas for development and include in the School Improvement Plan, where required; * to prepare and submit a departmental 3 year development plan; * to plan and develop the Lower School and EYFS curriculum, ensuring smooth transition from the Early Years Foundation Stage to the National Curriculum; * to monitor the teaching and learning, the use of resources and the keeping of appropriate plans and records; * to monitor, organise and review the progress of all pupils through regular assessment – baseline at entry and follow up at end of Reception; Maths, Reading and Spelling in year 1 and year 2. * Together with Learning Support, use specific assessment for children who may be “at risk” of emerging specific learning difficulties; * to allocate and provide resources within the department, including classroom equipment; * to promote good working partnerships with parents and ensure a high standard of reporting to parents; the Head of Lower School will organise teacher and assistant cover if required. * to ensure the attendance register is marked and up to date; * to maintain and encourage the relationship between the Main School and the Pre-prep, ensuring the best possible transition * to organise and oversee all Lower School functions, parents’ evenings, activities and performances * To be named on the school holiday and late stay duty rota   **Teaching and Learning**   * Continue to raise the quality of teaching and learning for pupils’. * Ensure a consistent and continuous school wide focus on pupils’ achievement using data, benchmarks and feedback to monitor progress in every child’s learning. * Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning. * Assess, monitor and evaluate the quality of teaching standards and learning and the delivery of the curriculum across the board in order to build on success and identify and act on areas of improvement. * Demonstrate and articulate high expectations and set challenging targets for the whole school community   **Organisation – Managing Systems and Resources**   * Implement a framework of effective evaluation, assessment and performance management which engages with the whole school community in improvement and measurement of improvement against the five outcomes of ‘Every Child Matters’. * Provide effective organisation and management of the Pre-prep and seek ways of improving organisation structures and functions based on rigorous self-evaluation. * Agree and set appropriate priorities for expenditure, allocate funds and ensure systems are in place for the effective administration and control of the Pre-prep school budget. * Manage and oversee accurate and efficient budgeting procedures and the keeping of detailed records. * Take a strategic role in the development of new and emerging technologies to extend and enhance the learning experience of pupils and the wider school community, actively engaging with other schools to build effective learning communities * Manage and organise the accommodation effectively and efficiently to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.   **Community**   * Create and maintain effective partnerships with parents and Governors to support and improve pupil’s achievements and personal development. * Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities. * Continue to maintain the school culture and ethos. * Actively promote the school as a centre of excellence for education and families in the local community. * Continue to develop links within both the school and the wider community, enabling and promoting excellent communication and relationships between all parties, including neighbouring schools, and all outside support agencies. * Build a school culture and curriculum that takes account of the richness and diversity of the school’s communities. * Lead by example and embody the school’s vision and values for the pupils, staff, Governors and parents of the school. * Work with the Governing Body and other key stakeholders to ensure the school vision is clearly articulated, shared, understood and acted upon effectively by all.   **Staff Management and Development**   * Develop effective relationships and communications, which underpin a professional learning community that enables everyone in the school to achieve. * Create an organisational structure that reflects the school’s values and enables the management systems, structure and processes to work effectively in line with key priorities. * Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities. * Provide opportunities for growth and continuing professional development of the teaching team by creating an inspiring, professional work environment and modelling behaviour consistent with the school’s values and aspirations. * Ensure that all staff receive regular performance reviews and have individual professional development plans to address skills gaps. To conduct staff appraisals. * Put in place effective team communication mechanisms to ensure that all staff are involved in the school development plan and kept informed of key priorities and developments. * Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. * Create and develop an organisation in which all staff recognise that they are accountable for the success of the school. * Ensure that parents and pupils are well informed about the school’s direction, priorities, curriculum and pupils’ attainment and progress. * Combine the outcomes of regular school self-evaluation with external evaluations in order to develop the school. * Actively maintain a thorough understanding of the statutory framework for education and the legal framework that underpins school management (eg legal requirements of Local Authority/DCSF/Ofsted). * Exercise responsibility for ensuring that measures are actively adopted and monitored for maintaining a safeguarding culture. Ensure the school complies with all aspects of Safer Recruitment, making appropriate checks and keeping appropriate records. * Fulfil all commitments arising from the contractual accountability to the Governing Body, including the development and presentation of a coherent, understandable and accurate account of the school’s performance to and on behalf of governors. * Ensure all policies and procedures are up to date, current and adhered to. * Complete all necessary Inspection paperwork, including the SEF specific for Early Years. * Regularly review own practice, set personal targets and take responsibility for your own professional development. * Exercise responsibility for ensuring that all new employees to the Pre-Prep receive an induction programme and are properly inducted in the school’s policies and procedures, specifically those relating to child protection and safeguarding children.   **Person Specification**   * Graduate and qualified teacher * Experienced and Inspirational classroom practitioner * Evidence of and willingness of ongoing CPD * Commitment shown in other areas of school life * Good communication skills * strong organisational skills * Ability to work in a team * Ability to prioritise effectively and balance competing pressures, seeing tasks through to completion * Capacity to think strategically * Ability to lead by example * Ability to delegate   **Safeguarding and Child Protection**  The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the School’s Child Protection Policy at all times.  All staff at St Neot’s are responsible for promoting and safeguarding the welfare of all pupils. The school’s Child Protection Policy must be adhered to at all times. If at any time it is apparent that there is an actual or potential risk to the safety or welfare of children in the school, then concerns must be reported to the school’s Child Protection Officer. All staff at St Neot’s must have an enhanced DBS disclosure.  This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It will be necessary to maintain flexibility according to the needs of the school and may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Head. |