

Appointment of Head of Pre Prep JOB DESCRIPTION

Job Description:	Head of Pre Prep
Reporting to:	The Headmaster
Key Purpose of the Role:	To work with the Headmaster of Yateley Manor Prep School to lead and develop the academic, co-curricular, pastoral and safeguarding provision of Yateley Manor's Pre-Prep (Nursery to Year 2) to ensure the provision of outstanding and innovative independent education for children in these year groups and take responsibility for EYFS regulatory compliance.
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Date:	March 2017

Summary:

The Head of Pre-Prep at Yateley Manor Prep School is directly responsible to the Headmaster for the leadership of the Pre Prep, in particular leading and monitoring the standards of teaching, learning and pastoral care in the department and for the day-to-day management of staff. The person appointed will be a member of the school's Senior Management Team and the Heads of Department body. The role is supported by the Head of EYFS and Nursery Manager. In addition to the responsibilities listed below, this post will have the Job Description and responsibilities of a Classroom Teacher.

Key Accountabilities

Strategic leadership

- 1. Development plan:** To research, recommend and, following approval, implement a Development Plan for the Pre-Prep (outlining short, medium and longer term goals and objectives), which sets ambitious goals in order to ensure that the aims and plans of these areas of the school fit with and support the wider school's aims and objectives of providing an excellent academic and pastoral experience and an inspirational educational journey; to be responsible for ensuring that the aims and goals of the Pre-Prep are fully represented at SMT meetings and within the wider school community.
- 2. Policies and targets:** To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and develop and implement appropriate action plans to ensure optimum outcomes for the Pre-Prep.
- 3. Monitoring and evaluation:** To monitor, evaluate and present the performance of the Pre-Prep, reporting to the Headmaster and to the Governing Body in a way which informs strategic and operational decision-making and ensures that there are no 'surprises'.
- 4. Operational Management:** To ensure that the management, finances, organisation and administration of the Pre-Prep to enable the delivery of outstanding education in line with the wider school's vision and purpose.

Teaching & learning (T&L)

1. **Curriculum:** To work with the Academic Heads of Department, Subject Coordinators and Deputy Head (Academic) to review, recommend and following approval implement and monitor the curriculum and its assessment and ensure, as a minimum, that statutory requirements are met and continuous improvement is central within the Pre-Prep; to liaise with the Lead for Higher Attainers and Head of Learning Support to ensure that the curriculum is seen as appropriately stretching across all pupil ability levels.
2. **Learning environment:** To create an environment that fosters a love of learning, provides opportunities for all pupils to maximise their learning and ensures that they develop study skills in order to learn more effectively and with increasing independence.
3. **Co-curriculum:** To work closely with the Deputy Head (Pastoral) and Nursery Manager to develop, promote and deliver a programme of co-curricular activities for the children in the Pre-Prep, which aligns with and enhances the educational aims of the school
4. **Community mindedness and pupil behaviour:** To work closely with the Deputy Head (Pastoral) in determining and implementing positive strategies and programmes, which set firm foundations for the development of good citizenship, ensure excellent pupil behaviour and discipline, and give support and clear guidance on rewards, sanctions and exclusions.
5. **T&L evaluation:** To work closely with the Deputy Head (Academic) and Nursery Manager in monitoring and evaluating the quality of teaching and learning and standards of achievement of all pupils in the Pre-Prep through appropriate methods (including statistical measures).
6. **Parental communication and involvement:** To ensure that parents and carers are well informed about the curriculum, the attainment and progress of their children, and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement; to ensure that issues relating to underperformance are dealt with swiftly and effectively; to liaise with other staff as necessary.

Leading & managing staff

1. **Staff leadership:** To lead, inspire and manage the staff ensuring that professional duties are delivered to the highest standards; to plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner which optimises the opportunities for outstanding delivery.
2. **Performance management:** Working closely with the Staff Development Manager and Deputy Head (Academic) to implement and sustain effective systems for the management of staff performance, incorporating performance management and target-setting to ensure a culture of continuous improvement and professional development.
3. **CPD and personal development:** To promote and monitor the continuing professional development of staff, including working with the Staff Development Manager in the induction and mentoring of newly qualified teachers within the Pre-Prep; developing and nurturing a culture of knowledge sharing and collaboration

amongst teaching staff that is set alongside their own self-managed professional learning.

Deployment of staff and resources

1. **Resourcing structure:** To recommend and, following approval, implement appropriate staffing structures, resourcing and succession plans (cover, emergency and longer term), to optimise the talents of the teaching staff within the Pre-Prep.
2. **Recruitment, retention and welfare:** To work with the Headmaster, Deputy Heads and Staff Development Manager to recruit and retain staff of the highest quality; to ensure that the welfare of staff is paramount; to develop and implement systems and measures to ensure optimum productivity and contribution.
3. **Operational budget:** To submit and take responsibility for producing an annual budget for the Pre-Prep, and following approval, manage its effective allocation within the team, monitor spend and work closely with the Bursary team to ensure that the department and subject provision is financially compliant, operates within agreed budgets and achieves best value in all purchasing decisions.
4. **General resources:** To manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

Communication, promotion and representation

1. **Parent involvement:** To ensure that parents and carers are well informed about the curriculum, attainment and progress of their children; that parents understand the contribution they can make in supporting their child's learning and achievement; to maintain and develop an effective partnership with parents in all areas including pupils' pastoral care.
2. **Marketing and promotion:** To work closely with Marketing and Admissions to develop and execute appropriate marketing and promotional strategies, to organise information evenings and open mornings, as appropriate, for parents of children in the Pre-Prep, to attend parents evenings and represent Pre-Prep at school events; to represent the school at key times so as to publicise the good works and achievements within the lower years and Nursery.

Compliance

To ensure that the Early Years Foundation Stage is fully compliant with all areas of regulation (including oversight of all Safeguarding aspects); undertaking an annual audit of regulatory compliance and reporting back to the Headmaster; to work with the Deputy Heads in preparing for inspections.

Safeguarding

To be the School's Deputy Designated Safeguarding Lead and to work with the Deputy Head (Pastoral) in ensuring full compliance with Safer Recruitment in Education; to deputise for the Deputy Head in his/her absence in all matters relating to safeguarding so as to ensure compliance and best safeguarding practice amongst staff members.

Pastoral

To work with the Deputy Head (Pastoral) and Nursery Manager to ensure that the communication of pastoral and welfare issues, both within the Pre-Prep and to parents or agencies, is speedy, appropriate and, where necessary, acted upon so as to improve pupil performance and well-being.

Senior Management Responsibilities

Include attending SMT Strategy and Operations Groups; advising the Headmaster and SMT on all matters pertaining to Pre-Prep; supporting school events; attending various Governors Sub-committee meetings as requested; developing and implementing overall strategic planning; developing leadership and management skills in other staff, identifying future talent and ensuring effective succession planning for emergency and long-term purposes.

Measures (Key Performance Indicators)

Strategic Leadership

- i. annual development plan produced to standard and timescales;
- ii. all members of the department are clear on goals for the Pre-Prep and the role each play within department;
- iii. children and staff within department feel part of the ethos;
- iv. the needs and aims of the department are fully represented at SMT meetings; policies are regularly reviewed and appropriate action taken;
- v. the performance of the department is regularly reviewed and the Headmaster is kept fully informed;
- vi. the management, finances and organisation of all areas within the Pre-Prep run smoothly

Teaching and Learning

- i. Liaison with Academic Heads of Department, Head of Learning Support, Lead for Higher Attainers and with Deputy Head (Academic) is effective;
- ii. curriculum is seen as appropriately stretching across all pupil ability levels;
- iii. co-curricular programme is judged to enhance the educational experience of the pupils and runs smoothly;
- iv. administration of teaching and learning evaluations undertaken to agreed timescales;
- v. liaison with staff within the Pre-Prep regarding information and analysis produced is effective;
- vi. pupil behaviour is excellent;
- vii. issues relating to pupil welfare, academic under-achievement or poor behaviour are dealt with swiftly and effectively;
- viii. parents report confidence in this and any concerns they may raise;
- ix. general communication with parents regarding the attainment and progress of pupils is effective

Leading and managing staff

- i. department runs smoothly;
- ii. staff are very clear about their personal performance (both curriculum delivery and behaviour);
- iii. a culture of high performance, knowledge sharing and continuous development exists;

- iv. all contribute to team-based CPD;
- v. any underperformance or behavioural situations are addressed immediately and fully in conjunction with Deputy Head (Academic), Staff Development Manager and Academic Heads of Department;
- vi. staff are happy in their work and their enthusiasm for teaching the Pre-Prep curriculum is clear;
- vii. team meetings are focused, engaging and actions are delivered effectively and to the timescales agreed;
- viii. all participate; staff when asked report feeling supported, motivated and fully engaged with department aims

Deployment of Staff and Resource Management

- i. effective support given to the Deputy Head (Academic) in relation to budget setting and recommendations;
- ii. department runs to agreed budget;
- iii. departmental resources optimised;
- iv. staffing needs are clearly identified and presented to Deputy Head (Academic);
- v. future talent is identified and nurtured and fed into academic and pastoral staffing and succession plans

Communication, Promotion and Representation

- i. liaison with Marketing and Admissions is effective in developing strategies for marketing the Pre-Prep;
- ii. information evenings for parents of children in the Pre-Prep are well organised;
- iii. job holder is a positive and supportive attendee at school events;
- iv. enthusiasm for the department's achievements and strengths is evident to all;
- v. parents report feeling well-informed and confident in school's ability to deal with concerns effectively and swiftly

Compliance

- i. Early Years Foundation Stage is fully compliant with all areas of regulation and detailed annual audit is undertaken;
- ii. School is fully compliant with regard to safeguarding issues.

Safeguarding

- i. external and internal inspections are successful;
- ii. the School is compliant with best practice as communicated through external bodies;
- iii. record keeping through reliable electronic systems is thorough and up to date.

Pastoral

- i. systems for recording and analysing data on pupil welfare are robust and comply with best practice;
- ii. external inspections judge the School's pastoral provision as outstanding;
- iii. pupils feel supported and well-cared for;
- iv. issues relating to pupil welfare are dealt with swiftly and effectively;
- v. parents report confidence in this and any concerns they may raise

Key Dimensions impacted by the Role

1. Staff teaching within Pre-Prep (will vary according to number of classes in any given year)
2. Pupils within Pre-Prep (will vary from year to year)
3. Budget for Pre-Prep (will vary from year to year)

Key Skills and Experience:

1. Significant teaching experience (with QTS) with outstanding record as teacher, with excellent knowledge of curriculum requirements at Key Stages 0-2
2. Significant experience of line management and ability to inspire, engage and drive performance improvement
3. Outstanding interpersonal skills with significant evidence of ability to communicate in the appropriate style with colleagues, pupils, parents and external agencies
4. Competent, confident and inspirational presenter
5. Highly analytical with proven experience of leading and managing innovation and change and developing short, medium and long term strategies
6. Proven experience of contributing and delivering marketing and promotional strategies
7. Proven experience in managing and leading safeguarding
8. High level of IT literacy.

Key Interfaces:

1. Headmaster
2. Deputy Heads
3. Senior Management Team
4. Nursery Manager
5. Teaching Staff, particularly those in the Pre-Prep and Academic Heads of Department
6. Parents and pupils (current and prospective)
7. Marketing
8. Children's Services/LADO
9. ISI
10. OFSTED

Operating Environment and Context of the Role:

Yateley Manor is a non-selective, academically ambitious school that seeks to provide a broad and affirming base for its pupils. The school is a thriving IAPS Prep School which caters for children from Nursery to Year 8. The school's catchment area for day children extends to Hampshire, Berkshire and Surrey.

Yateley Manor is a school for children of all talents. We provide breadth and challenge to match each child's aptitudes and interests, offering a holistic and rigorous liberal education, which is founded on the principal of discovering and developing the skills and aptitudes of each individual.

The Head of Pre-Prep will cultivate creative and ambitious pedagogies in all teachers who will, in turn, robustly track, monitor and support pupils to achieve the highest possible academic standards. Working with Heads of Department, the post holder will ensure that an appropriate, challenging and effective curriculum is provided for all pupils in the Pre-Prep as well as line-manage the classroom teachers in the Pre-Prep and through effective performance management develop robust systems of academic monitoring.

The post holder will also be responsible for ensuring that the pastoral care, behavioural management and administrative systems within the Pre-Prep of are of the very highest standard. The Head of Pre-Prep should inspire and support staff to offer pupils the best possible service so that, in turn, those pupils excel in all areas of school life. He/she will also need to ensure the EYFS within the school is compliant with regulations, manages risk effectively and is found to be outstanding in inspections.

Operational matters, such as school events within these years, must happen precisely and be of the highest quality. Above all the post holder will work closely with the Deputy Head (Pastoral) to ensure that the safeguarding, health and safety and overall wellbeing of all pupils and staff within the School is central to all we do.

Safeguarding

Yateley Manor School complies fully with the DfE Guidance *Keeping Children Safe in Education* and is committed to safeguarding and promoting the welfare of children. The post holder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the post holder will be responsible for ensuring the highest standards of Safeguarding are in place throughout the School and that all staff are fully trained and aligned to the School's overarching safeguarding purpose of providing a safe and supportive environment where children thrive. Safeguarding is, and must be seen to be, at the centre of all School activity.

Applicants will be required to undergo child protection screening, including checks with past employers and the DBS.