



# Wycliffe

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Assistant Head (Lower School)</b>
<b>DEPARTMENT:</b>	<b>Preparatory School</b>
<b>REPORTS TO:</b>	<b>The postholder reports to the Headmaster through the Deputy Head</b>

### **PRINCIPAL PURPOSE:**

1. To support the Head in the day to day running of KS1 and Early Years (EYFS)
2. To manage the transition of pupils from Nursery to Reception and from Year 2 to Year 3
3. To contribute to marketing initiatives to maximise pupil numbers at transition points and throughout Lower Prep

### **Responsibilities**

#### **Key**

- to sit on SMT and CMT
- to ensure the smooth running of KS1 and EYFS on a day-to-day basis
- to maximise marketing opportunities for KS1 and Lower Prep to ensure optimum pupil numbers are achieved
- to be pro-active in developing KS1 and EYFS policies and procedures
- to work with the Deputy Head in setting budgets for the various aspects of KS1 and EYFS
- to be Induction Tutor for KS1 or EYFS NQTs
- to advise the Headmaster and SMT on strategic direction for KS1 and EYFS
- to assist the Headmaster in the selection of staff for KS1 and EYFS
- to update annually the KS1 and EYFS development plan
- to oversee After-School care

#### **Academic**

- to liaise with and support all KS1 and EYFS teachers and staff regarding the curriculum covered
- to liaise closely with the Heads of Department in the Prep School on academic matters
- to liaise closely with the Nursery manager to ensure strong links between Nursery, Reception and KS1
- to support the Lower Prep co-ordinators with a view to improving standards in literacy and numeracy

#### **Administrative**

- to assist the Deputy Head in ensuring the Lower Prep elements of the staff handbook are up to date
- to be responsible for the induction of new staff in KS1 and EYFS
- to be responsible for the organisation of all KS1 and EYFS functions, including parents' evenings
- to provide an annual report to the Head on KS1 and EYFS, or as required
- to co-ordinate after school activities for KS1 and EYFS
- to respond to and complete reports for pupils moving to other schools, throughout KS1 and EYFS
- to meet fortnightly with the Nursery Manager and EYFS Lead



# Wycliffe

## **Pastoral**

- to liaise regularly with the Director of Pastoral Care and Heads of House on all pastoral matters involving pupils in KS1 and Reception

## **Nursery**

- to liaise closely with the Nursery Manager to ensure the smooth running of the Nursery on a daily basis
- to be responsible for managing the smooth transition of pupils from Upper Nursery to Reception

## **After-School Care**

- to oversee all aspects of the After-School Care provision, including staffing, paperwork and compliance

## **OTHER TASKS:**

- Understand and comply with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy statement.
- Work with all staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head may reasonably assign.



Wycliffe

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Assistant Head (Lower School)
<b>DEPARTMENT:</b>	Prep School

The Person Specification focuses on the knowledge, skills and experience required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	<b>REQUIREMENT:</b> E - Essential D - Desirable	<b>MEASURED BY:</b> A - Application Form/References B - Lesson Observation C - Interview D - Presentation
<b>KNOWLEDGE AND EXPERIENCE:</b>		
<ul style="list-style-type: none"> <li>Current Prep School teaching experience</li> </ul>	D	A, C
<ul style="list-style-type: none"> <li>Solid understanding of the EY and KS1 requirements, linked to compliance</li> </ul>	E	A, C
<ul style="list-style-type: none"> <li>Experience of managing transition from Nursery to Reception, and Year 2 to Year 3</li> </ul>	D	A, C
<ul style="list-style-type: none"> <li>Ability to support the Head in maximising numbers - both retention and recruitment</li> </ul>	E	A, C
<ul style="list-style-type: none"> <li>Ability to identify marketing opportunities and to support the Marketing Team in promoting the Lower School externally</li> </ul>	E	A, C
<b>SKILLS (THE ABILITY TO):</b>		
<ul style="list-style-type: none"> <li>Organise their time highly effectively</li> </ul>	E	A, C
<ul style="list-style-type: none"> <li>Support and motivate colleagues</li> </ul>	E	A, C
<ul style="list-style-type: none"> <li>Study data and draw conclusions based in fact</li> </ul>	E	A, C
<ul style="list-style-type: none"> <li>Be approachable</li> </ul>	E	A, C

**ISSUED: 30/3/2018**

Remission: 10 periods per week