



The Pilgrims' School

www.thepilgrims-school.co.uk

HEAD OF THE PRE-PREP DEPARTMENT Required for September 2023

The School

The Pilgrims' School is a leading, selective, day and boarding boys' prep and double choir school, in a beautiful and historic 'city meets country' setting in Winchester. It is a vibrant, lively school where boys aged 4 to 13 are encouraged to find their passions and nurture them, whether that be in the classroom, science lab, music room, art room, sports fields, at Forest School or beyond.

Nestled between Winchester Cathedral, Winchester College, and Wolvesey Palace, the School occupies a superb site in the historic Cathedral Close. We enjoy the use of the picturesque Wolvesey playing fields and the sporting facilities of Winchester College. With our Choral foundations, the School encourages musical achievement in all its pupils, but also excels in academic endeavour, sport and the arts. We enjoy an enviable local and national reputation.

For a flavour of the School and further information about us please visit our website at www.thepilgrims-school.co.uk.

The Pre-Prep Department

The Pre-Prep Department comprises three classes: Reception, Year 1 and Year 2, with a maximum of 20 boys in each class. The building is modern, purpose-built, and self-contained – all classrooms are spacious and have immediate access to the Pre-Prep playground and outdoor area. The Pre-Prep team consists of the Head of Department, one qualified teacher and full time teaching assistant in each year group, a learning support teacher, and a dedicated administrative assistant.





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Responsibilities

The Head of the Pre-Prep Department is responsible for managing all aspects of the Department, and is also expected to team-teach in one of the year groups.

The Head of Pre-Prep is responsible for:

- Co-ordinating the curriculum and timetable
- Setting the syllabus for the Department and managing the teaching staff to ensure its delivery in accordance with the overall policies of The Pilgrims' School
- Liaison with other school staff, including the Head of the Junior School and departmental Heads, to ensure continuity with the Junior and Senior Departments of the School
- Appraising Pre-Prep staff
- Effective liaison with parents
- Writing a weekly newsletter for parents
- Assisting the Registrar in recruitment to the School by meeting prospective parents of Pre-Prep age children
- Organising events for pre-school children
- Liaising with local nurseries and pre-schools
- Managing all aspects of the administration of the Department
- Managing the Pre-Prep budget
- Supervision, training, and career development, and assisting in recruitment of Pre-Prep staff
- Compliance of the Department with statutory and regulatory requirements including: EYFS; H&S legislation in liaison with the School's HSO; child protection in liaison with the Designated Safeguarding Lead; medical care in liaison with the Senior Nurse
- Ensuring the readiness of the Department for inspection by the ISI

Person Description

Essential:

- An experienced classroom practitioner who is able to set high standards for the Department
- The ability to communicate easily with parents and prospective parents
- A commitment to the aims and ethos of the School

Desirable:

- A good degree or equivalent qualification, and PGCE
- Recent management experience
- Experience of the Independent Education Sector
- Recent professional development demonstrating current professional knowledge
- Knowledge and understanding of EYFS



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This position description will not form part of the contract of employment. If the job is offered a draft contract of employment including salary and leave terms, and a full and detailed job description, will be provided for agreement.

Recruitment Policy

The Pilgrims' School is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment for its entire staff. The School recognizes that in order to achieve these aims it is of fundamental importance to attract, recruit, and retain employees of the highest calibre, who share this commitment.

The aims of the School's recruitment policy are as follows:

- To ensure the best possible staff are recruited on the basis of merit, ability, and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds
- To ensure compliance with all relevant recommendations and guidance, including the recommendations of the DfE in Keeping Children Safe in Education and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Candidates are encouraged to review the school's full Recruitment Policy and Safeguarding Policy, both of which are available to download from the school website.

How to Apply

To apply for the position please forward the completed application form and a covering letter by email to recruit@pilgrims-school.co.uk. Your letter should not exceed one page and should be addressed to the Head, Mr Alistair Duncan. The closing date for applications is noon on Wednesday 15 February. Interviews will take place on Friday 24 February. Early submission of applications is highly recommended.

