



JOB DESCRIPTION

Job Title: Head of Pre-Prep
Reports to: Master of the Lower School

This exciting new post represents the opportunity for the successful candidate to be part of a thriving leading independent co-educational day school. The ideal candidate will have a background in pre-prep education with proven management experience of EYFS and KS1 education. The post offers a generous salary and excellent working conditions.

Role and Specific Responsibilities:

- Take a lead role in establishing the new Pre-Prep section of the Lower School
- Ensure the smooth running of the day to day life of the Pre-Prep
- Active membership of the Lower School SMT
- Assist with admissions for the Pre-Prep including tours and assessments
- Responsible for pastoral care within the Pre-Prep
- Line manage Pre-Prep staff
- Ensure appropriate resources are available for pupils and staff in the Pre-Prep
- Review and edit school policies and inspection documentation alongside fellow members of Lower School SMT
- Be a part of the mentoring process for NQTs, new staff and GAP students
- Organise the duty rota for Pre-Prep
- Manage the before and after school care provision for the Pre-Prep
- Liaise with Lower School Principal Deputy Head to organise cover for absent colleagues in the Pre-Prep
- Assist with the organisation of major school events such as Open Day
- Undertake the responsibilities expected of a Lower School teacher including Form Tutor
- Take a lead role in the extra-curricular life of the school
- Assist with the appointment of new members of staff
- It is expected the Head of Pre-Prep will teach a timetable of approximately 0.3 FTE

General

- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and the role; and any other duties that may be reasonably required by the Master of the Lower School.



Person Specification

	Essential	Desirable
Experience and Qualifications		
Experience of teaching and training	X	
Significant management experience in a pre-prep or primary school	X	
Proven experience of managing a team of staff	X	
Skills and competencies		
Strong commitment to Safeguarding	X	
Command respect from pupils, parents and colleagues	X	
Excellent inter-personal and communication skills	X	
Think creatively and strategically	X	
Proven organisational and planning skills	X	
Personal Qualities		
Passion for learning	X	
Commitment to succeed	X	
Dynamic and energetic	X	
Loyal and discreet	X	
Decisive	X	
Stamina and resilience	X	
In tune with the ethos and aims of Norwich School	X	



Benefits

Salary

The post is offered at a salary commensurate with skills, experience and qualifications.

Teacher's Pension

Teaching staff are eligible for membership of the Teacher's Pension Scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

Personal Accident Insurance Scheme

Staff are eligible for free membership of the Personal Accident Insurance Scheme.

Fee Remission

The school's standard remission on tuition fees for teaching staff, currently at 50% pro rata for each child, is available if your children are admitted to Norwich School

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme and the Childcare Voucher scheme.

NOTE: Please note that Norwich School and the Lower School are located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.