



## **Job Description for Head of Prep Department at Melrose**

### **Candidate Criteria**

We are seeking to appoint a Head of our Prep Department (Pre-School to Year 2) who is a passionate educator and with a deep enthusiasm for pedagogy and innovative teaching practices. The ideal candidate will be a highly skilled and experienced EYFS/KS1 teacher who is organised, adaptable, and possesses excellent communication skills. They should have a positive approach to challenges, the ability to use their own initiative, and a clear commitment to all aspects of school life. The candidate will also demonstrate strong change management skills, effectively leading and supporting staff through transitions. They will cultivate a culture that values openness, honesty, and curiosity, rooted in our core values.

### **Role and Responsibilities**

- As part of the Melrose Senior Leadership Team, work with and support the Head and Deputy Head of Melrose in determining and delivering Melrose's strategic vision and development plans;
- Develop and maintain strong relationships with all members of Melrose and the wider College community;
- Lead the Prep and Pre-School, embedding the College values and ensuring the growth and development of the students;
- Manage the day-to-day running of the Prep School, making decisions and supporting colleagues to ensure the smooth running of the department;
- Demonstrate excellent communication skills;
- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people;
- Ensure compliance with EYFS and KS1 regulatory and legal guidelines, including policy writing, implementation, and completion of risk assessments before activities/events;
- Promote a culture of ambition for student achievement, both academically and in the development of broader skills and values;
- Create an ambitious and reflective environment for staff where individuals feel empowered, motivated, and actively engaged;
- Follow up and action decisions arising from staff meetings, Melrose Senior Leadership Team meetings and co-ordination meetings;
- Run Co-curricular Clubs during the week and assist with wraparound care in the Pre-school as needed;
- Develop strong relationships with parents and the wider community to support student development and school initiatives;



- Promote an inclusive environment that respects and values diversity among students and staff.

### **Duties within the Prep Department**

- Be a Prep Department Form Teacher;
- Undertake general day-to-day administrative duties in the Prep Department e.g. organise break duties;
- Monitor and evaluate the performance of the Prep Department to ensure continuous improvement and high standards;
- Provide new colleagues in the department a thorough induction process;
- Mentor trainee teachers or ECTs in the department;
- Appraise colleagues in the Prep Department;
- Encourage and facilitate ongoing professional development for staff to ensure the highest standards of teaching and learning;
- Integrate technology effectively in teaching and administrative processes to enhance learning and efficiency;
- Take a weekly Prep assembly and some whole school assemblies and encourage pupil involvement in these;
- Manage/co-ordinate meetings;
- Plan and co-ordinate Prep Department events e.g. Nativity, Christmas parties, Easter Egg hunts, sports day;
- Liaise with visiting speakers or other outside professionals ensuring a suitable timetable for their visits;
- Manage the Prep Library and liaise with local library;
- Oversee the quality of displays in the Prep Department;
- Co-ordinate Art and Music entries for the Eisteddfod.

### **Line Management**

Reports to the Head of Melrose.

### **Remuneration**

Guernsey has its own salary scale. The remuneration for this post will be on the Main Pay Scale (MPS) between £37,680 and £53,857 according to qualifications and experience. There is also an Upper Pay Scale (UPS) from £56,847 to £60,430 for teachers who have worked for more than six years and have successfully crossed the threshold. These rates are reviewed annually.



In addition to the appropriate level of teaching remuneration (as above), the remuneration for this position is a Level 1 Management Allowance, which currently equates to £3,578/annum at the time of writing.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 10.3% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

### **Other benefits**

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

### **Living and working in Guernsey**

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

The permit associated with this role is an LTEP.

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### **Equal Opportunities**

***The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.***

### **Safeguarding**

***The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.***



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***As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.***

**Data Protection**

***This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.***