



Sherrardswood School

Job Description and Person Specification

Head of Prep

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To ensure that Sherrardswood Prep is a well led, unified community with outstanding provision for every child both academically and pastorally, reflecting our school motto: Bold, Inquisitive, Reflective.
Job Title:	Head of Prep
Location:	Lockleys, Welwyn, Herts, AL6 0BJ
Job Purpose:	Provide the leadership and management of the Preparatory school.
Reporting to:	Headmistress
Hours:	8am till 6pm term time 9am till 4pm during holiday periods
Salary & Package:	Commensurate with experience.
Line management responsibility for:	Responsibility for the teaching and support staff of the Prep school. To work with the SLT to ensure the smooth running of the school, including liaising with admin, maintenance and catering teams.

Managing the Prep School

- Ensure that the environment of the Prep school is maintained to a high standard so as to develop a sense of pride in the surroundings and as a part of Sherrardswood School.
- Developing a culture of pupil and staff personal responsibility and accountability.
- Direct effective and creative marketing of the Prep school and review plans regularly so that they are responsive to changes in the market place, ensure that the school has a high profile locally and that pupil numbers increase over the next five years.
- Maintain effective relationships with parents to ensure the school continually meets their changing expectations and meets their needs, sustaining their commitment to the school.
- Select pupils for admission via a fair and effective admissions process.
- Implement effective human resources policies and procedures so that a team of high quality staff are in place and up to date with national best practice. This will include effective recruitment, selection and regular performance reviews, ensuring continuous professional development takes place and adherence to safeguarding requirements.

Strengthening Communication and Community

- Ensure that the School's ethos, values and aims are effectively communicated to pupils, prospective and current parents, staff, former pupils and the wider community.
- Promote a culture that will take account of and actively support the diversity of the School's community.
- Collaborate with other organisations to ensure the intellectual, spiritual, social, moral and medical wellbeing of pupils.
- Work with the local community to share expertise and maximise the use of resources for the benefit of the pupils. This will include curriculum enrichment activities and the promotion and development of a range of community-based learning experiences.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	A well-qualified graduate with QTS or the equivalent gained through experience.		Production of the Applicant's certificates
Experience:	<p>Successful teaching experience with a track record of consistently enabling learners to achieve high standards.</p> <p>Substantial and successful experience of curriculum and/or pastoral leadership and management.</p> <p>Some experience of strategic planning or of curriculum evaluation.</p>	<p>Experience in developing an effective curriculum and a timetable that maximises the utilisation of the resources available to achieve the best academic results.</p> <p>Experience in managing an ISI and/or Ofsted inspection.</p> <p>Experience of sitting on a Governing Body and/or board of a company and some knowledge of the law associated with being a Trust.</p> <p>Experience in developing and overseeing marketing activities so that the candidate has an in depth understanding and appreciation of the principles and practices of marketing.</p> <p>An understanding of the independent education sector and the wider educational market within which it operates.</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>

Skills	<p>Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.</p> <p>Ability to work effectively as a leader and team member. To show initiative and imagination, to have vision and the ability to inspire others.</p> <p>First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Strong analytical and problem solving skills, combined with a proactive and positive approach to change management. Effective and energetic in instigating and implementing change.</p> <p>Able to see through complex strategies from concept to conclusion.</p> <p>Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.</p> <p>High level of classroom teaching skills.</p> <p>Excellent written and spoken English and the ability to articulate and communicate clearly.</p> <p>A high level of competency in numeracy to interpret statistical data and manage budgets.</p>	<p>Proven financial ability with concern for detail and an understanding of financial management to oversee the school's budget planning and management.</p> <p>With expertise to read management accounts and annual statements.</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
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Knowledge	<p>An awareness of recent important national educational developments.</p> <p>A clear understanding of recent developments in teaching and learning.</p> <p>Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.</p>		<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p>A sensitivity to the needs of young people.</p> <p>Enjoyment of working with and educating young people.</p> <p>Personal integrity, honesty, energy, stamina, enthusiasm.</p> <p>A willingness to give generously of their time to support school events and activities.</p> <p>Commitment to personal development and lifelong learning.</p>		<p>Application Form</p> <p>Interview</p> <p>Professional references</p>