**St Christopher’s School**

A Brighton College School

****

**Job Description**

**Job Title: Head of the Pre-Prep**

**Responsible to: The Headmaster**

**Head of Pre-Prep (Reception, Year1, Year 2 and Year 3)**

* Contribute to the management of the School as part of the Senior Management Team
* Manage the day to day affairs of the Pre-Prep, including cover, in consultation with the Senior Deputy Head
* Contribute to the School Development Plan and S.E.F in consultation with the Headmaster
* Act as line manager and provide a professional lead to Pre-Prep teachers and teaching assistants
* Appraise Pre-Prep teachers and assistants biannually as directed by the Headmaster
* Establish close links with feeder nursery schools and other childcare groups
* Support the Headmaster in establishing a clear marketing strategy for the whole school, with particular responsibility for marketing the Pre-Prep
* Co-ordinate, develop and lead INSET for Pre-Prep teachers and teaching assistants in consultation with the Senior Deputy Head.
* Co-ordinate closely with the Early Years Co-Ordinator to ensure that the transition from Reception to Year 1 is a smooth one
* Liaise with Pre-Prep parents as required ensuring that communication is timely and professional.
* Monitor the effectiveness of teaching and learning in the Pre-Prep in order to raise the attainment levels of all pupils, using available data to inform and improve.
* Develop and co-ordinate the Pre-Prep Curriculum, assessment, and reporting procedures
* Chair regular Pre-Prep meetings and keep Agendas and Minutes of them
* Prepare a Pre-Prep handbook, to include appropriate schemes of work, which incorporate the use of ICT and details of policies, procedures and routines applicable to the Pre-Prep
* Co-ordinate the collective worship and assemblies of Pre-Prep as part of the overall School programme
* Provide effective control and management of the Pre-Prep budget
* Liaise with the Deputy Head (Academic), the SENCO and subject specialist teachers about the progress and welfare of Pre-Prep pupils, making special provision for those with learning support needs and the gifted and talented
* In consultation with the Deputy Head (Academic) and the Early Years Co-Ordinator develop and maintain a tracking system from Reception to Year 3 which feeds into the tracking of Middle School
* Ensure that the Headmaster is kept informed about Pre-Prep developments and the welfare, behaviour and progress of Pre-Prep pupils
* Ensure all policies relating to Pre-Prep and EYFS are reviewed and, where necessary, updated annually, in line with statutory requirements
* Prepare and submit the pages of the Year Book that relate to the Pre-Prep School
* Act as a designated member of staff for Child Protection, to include record-keeping and keeping up-to-date with relevant legislation
* Support evening events for the Pre-Prep

This job description is not necessarily a comprehensive definition of the role and the Headmistress of the Pre-Prep may be directed to undertake other such tasks or duties which may reasonably be given to them by the Headmaster from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.