

|  |
| --- |
| Job Description - Head of Pre-Prep(Nursery, Reception, Year 1 and Year 2) |

The Head of Pre-Prep is responsible to the Headmaster for the leadership, management, organisation and oversight of the Pre-Prep pupils and staff. She/he reports and is responsible to the Deputy Heads Academic and Pastoral on these respective issues. He/She will be part of the Senior Management Team (SMT). This will entail weekly SMT meetings and involvement with the strategic planning of the school. The SMT have collective responsibility for the encouragement and maintenance of very high professional standards amongst the staff. The Head of Pre-Prep will also have a teaching timetable.

**In addition to the ‘Subject Teacher’ job description the specific responsibilities of the Head of Pre- Prep includes:**

## Leadership and Management of the Department

* Leading the Department
* Promoting the Pre-Prep and School to prospective parents, feeder schools and current parents.
* Keeping up to date on Inspection and Regulatory requirements, with particular regard to EYFS.
* Overall responsibility for EYFS and meeting regulatory requirements, although areas of this may be delegated to a Head of EYFS.
* Qualified as Designated Person for safeguarding, although the Lead Designated Person is the Deputy Head (Pastoral).
* Transition to the new Pre-Prep site, trouble shooting and development of the new building to ensure it becomes an outstanding facility.
* Leading by example and being an exemplary practitioner in the classroom and beyond.
* Ensuring consistency and continuity within the curriculum. (Nursery to Year 2).
* The continual review of the Department’s schemes of work and policy documentation.
* Monitoring and developing the programmes of study which are appropriate to the differentiated needs of children in each age group.
* Managing the Departmental budget.
* At all times promoting Moulsford as one school, and ensuring that the Pre-Prep maintains, develops and fosters very close links with the Prep School.
* Ensuring there is adequate transfer information when boys move from year to year, and very close liaison when boys transfer to Year 3.
* Organising regular departmental meetings.
* In conjunction with the Deputy Head (Academic), overseeing the department’s record-keeping as well as the setting and marking of internal assessments and the writing of reports and other assessments; analysing and acting upon the results of assessments.
* Liaising closely with the SENCo to ensure children with learning difficulties are identified and supported both in and out of mainstream lessons as appropriate.
* Overseeing the organisation of the timetable within the Department.

## Staff

* Overseeing the deployment of teachers and classroom assistants, in conjunction with the Deputy Head (Academic) and the Headmaster.
* Ensuring each member of the Department shares an understanding of what constitutes effective teaching and that it is implemented, and developing teaching styles and techniques.
* Formally appraising members of the Department.
* Providing members of the Department with information on suitable training courses.
* Assisting the Headmaster and the SMT in the recruitment, selection and induction of Departmental staff.

## Other responsibilities

* Communicating with the Headmaster, Governors, Staff and parents on the work of the Department.
* Organising and hosting Departmental events
* Liaising with the SMT to provide an annually updated whole school development plan inclusive of the Pre-Prep.
* Overseeing and developing all the department’s educational resources and managing the budget.
* Taking responsibility for all departmental Risk Assessment and Health and Safety issues.
* Timetable – liaising with the Deputy Head (Academic) on cover for absentee teachers.
* Liaising with the Admissions and Marketing departments to organise and assist in events to promote the Pre-Prep.

**September 2019**