

HEAD OF PRE PREP JOB DESCRIPTION

Job Title :	Head of Pre Prep (Years 1 to 5)
Line Manager:	Head of Lower School

Purpose of Job

To be responsible for the day to day leadership of the Pre Prep Phase within the structure and management of the Lower School. The Pre Prep Phase of Harrow International School Bangkok is a large phase containing 22 classes and around 450 students. The successful candidate will support the Head and Deputy Head of Lower School in driving forward improvements and maintaining excellent outcomes for our students. Ideally, the successful candidate will already have experience as a Deputy Head/Headteacher or experience as an Assistant Head in a large school.

Duties and Responsibilities

Leading Learning and Teaching

- Liaise with colleagues across school to ensure smooth transition of pupils between year groups/phases
- Lead the development of a first class learning environment
- Co-ordinate the Pre Prep Leadership Curriculum and activities programme
- Set a model of excellence in classroom practice throughout the Phase
- Liaise with Lower School curriculum coordinators to ensure phase is well resourced
- Carry out all of the duties of a Pre Prep teacher when necessary

Phase Evaluation

- Monitor (in liaison with LS Leadership Team) the delivery of the curriculum
- Track student progress, monitor standards of learning and teaching and scrutinise assessment results in order
- Set realistic academic targets for pupils

Developing Staff

- Line manage Pre Prep Staff
- Lead appraisals of relevant staff members and facilitate CPD through providing training and support

Wider Responsibilities

- Coordinate curriculum timetables (in liaison with the Director of Studies) and rotas such as break times and assemblies and ensure staff follow the expectations and rules
- Be a point of reference for parental concerns and a channel of communication with Lower School Leadership Team
- Be an integral part of the Lower School Leadership Team assisting in the Leadership of the whole of Lower School
- Build strong relationships with Pre Prep parents and assist in the coordination and delivery of parent curriculum meetings and/or workshops as appropriate
- Lead assemblies
- Monitor the welfare of all pupils
- Co-ordinate Pre Prep admissions in partnership

- Arrange (and sometimes provide) cover for all classes and keep records of absence

Other Responsibilities

- Plus any duties that the Head Master deems necessary for the effective operation of the School

Required Qualifications, Knowledge, Skills and Personal Qualities

- Appropriate degree, with PGCE, or other teaching qualification giving the equivalent of QTS
- Minimum five years teaching experience
- A dynamic leader with high expectations and exceptional subject knowledge
- An inspirational teacher with an excellent understanding of how children learn
- A team player with good interpersonal skills and the ability to identify and lead change on a positive way
- A good communicator who can manage a large team
- Familiar with the UK curriculum
- An outstanding role model
- Well-organised and proactive
- A good coach/mentor
- Respect for all members of a school community, irrespective of position, gender, age, and ethnic background

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.