



JOB DESCRIPTION FOR THE POSITION OF

HEAD OF PRE-PREP

Start Date	August 2021
Contract Type	Full Time
Location	King's College Riyadh

The Head of Pre-Prep is responsible for the overall leadership and management of the Pre-Prep School at King's College Riyadh. The Head of Pre-Prep's vision, initiative and leadership are central to enabling the school's founding team and community to flourish.

Key Responsibilities and Expectations

Leadership and Management

- Oversee the growth of King's College Riyadh Pre-Prep and communicate a clear, compelling vision for the school.
- Engage with the management group and School Board to contribute to a clear strategic direction for King's College Riyadh that builds on the initial vision.
- Build and develop a strong team of Pre-Prep staff, ensuring that the school's objectives are achieved.
- Implement the school's vision and aims with conviction and clarity and, in doing so, foster a strong and supportive pre-prep school community.
- Embed a commitment to high standards and success for all students.
- Develop and oversee the pastoral life of King's College Riyadh Pre-Prep ensuring that students and staff are cared for, supported and nurtured.
- Quickly establish King's College Riyadh as an excellent school.
- Be responsible for establishing and maintaining good discipline.
- Deploy resources effectively and efficiently to ensure high standards in the day-to-day running of the school.
- Lead, motivate and challenge staff to be reflective practitioners committed to continuous improvement and developing teaching and learning strategies.
- Ensure that robust policies and procedures are in place to enable the school to work efficiently and effectively.
- Ensure that pre-prep staff roles and responsibilities are clearly defined and communicated and that regular, professional staff appraisals are in place
- Ensure that budget targets are met and that pre-prep funds are expended wisely and productively.
- Remain alert and responsive to the local and wider external environment, adapting plans and strategies for pre-prep in response where necessary.



Teaching & Learning

- Develop and maintain an outstanding teaching and learning environment that enables all students to fulfil their potential.
- Ensure the highest standards of student safety and welfare at all times.
- Enrich all students' experiences by providing an extensive co-curricular programme.
- Assess, monitor and evaluate teaching standards in order to improve practice and maintain first-class learning throughout the school on a continuous basis.
- Ensure that teachers use appropriate methods of assessment and data to enhance student progress.
- The Head of Pre-Prep may be required to teach a small timetable as part of the founding team.

Stakeholder Relationships

- Ensure that strong partnerships are built and maintained with existing and prospective.
- Be highly visible and take responsibility for attending school events and activities.
- Develop and maintain links with the broader community to extend learning opportunities.

Recruitment & Public Relations

- Play an active role in the admissions of new students.
- Lead parent engagement, marketing and PR activities to promote the school and ensure outstanding communication with all stakeholders.
- Take responsibility for the recruitment of pre-prep staff, making sure that the school has a high-quality teaching team committed to the school's vision, ethos, values and standards.
- Ensure that all recruitment is carried out in line with the highest possible standards for safer recruitment.

Person Specification

Qualifications, Skills and Experience

You should have (essential):

- a relevant Bachelor's Degree
- a UK Postgraduate Certificate of Education (or equivalent) or Qualified Teacher Status
- a minimum of ten years relevant experience
- excellent working knowledge of the UK National Curriculum
- Successful teaching experience that illustrates a commitment to academic progress and the welfare and safeguarding of students
- Experience of the assessment, appraisal, guidance, support and professional development of all teaching staff
- Experience of curriculum development
- Knowledge and understanding of recent educational developments and best practice

- Experience of leading and managing staff and successfully building broader stakeholder relationships

You should have (desirable):

- Experience of working in a UK independent school environment
- Evidence of post-graduate study
- Experience of supporting the growth of student enrolments.
- Experience of working overseas
- Experience in teaching students for whom English is an additional language
- Experience of leadership within the context of an external inspection or accreditation process