



SHEBBEAR COLLEGE

Job Description: Head of Prep

Strategic

- Work as part of the College's Senior Leadership Team to ensure the sustainable growth of the Prep School.
- Actively support the recruitment of pupils by working alongside the Marketing & Admissions department.
- Work as part of the SLT to ensure the College is "inspection ready".
- Overview of the academic and pastoral life of the Prep School.
- Line manage and appraise the Prep School staff team.

Academic

- Lead the Prep School teachers to ensure the educational offering includes all the benefits made possible by being an independent school.
- Ensure all schemes of learning are up-to-date across EYFS, KS1 and KS2.
- Work with Heads of Faculty to ensure a smooth curriculum journey from Year 6 into Year 7.
- Working with the Head of Assessment to ensure reporting on pupil progress to parents is timely and effective.
- Working alongside the Deputy Head Academic and Head to ensure the Prep School timetable is as effective as possible.
- Effectively using data to monitor pupil progress.

Pastoral

- Working alongside the Senior Deputy Head to ensure the effective pastoral care of all Prep School pupils.
- Deputy Designated Safeguarding lead with responsibility for Prep School.
- Oversight of the Prep School house system.

Operational

- Prep School handbook
- Maintain key daily lists: Bus, fire, pupil collection and activities.
- Alongside the Head of Sport & Personal Development, coordinate Prep Activities programme (and communicate to parents)
- Create and manage the Prep Staff duty rota
- Prep staff meetings and minutes
- All Prep sports fixtures – SOCS, Prep calendar, book transport and catering
- Prep calendar – coordinate all events, staff assembly programme, transport, parent copy of calendar, iSAMS, staff calendar
- Prep EVC and sign off events and trips on Evolve
- Oversee Prep budget and orders
- Organisation of Prep School events including end of term awards and prizes

- Effective handling of any parental complaints and concerns Weekly Prep assemblies
- Coordinate parents' evenings

College wide responsibilities

- Member of the Senior Leadership Team
- Working alongside the Head to ensure effective day-to-day and strategic success of the College
- Attend and contribute to appropriate committees: safeguarding, health & safety, academic and pastoral.

This list is not exhaustive and is subject to change. The Head of Prep will be expected to fulfil any reasonable request made by the Head.