

**JOB DESCRIPTION**

**Managerial Level:** College Leadership Team (CLT)

**Job Title:** Head of the Prep School

**Responsible to:** Headmaster

**Responsible for**: The Leadership and Management of the Prep School

**Frequent working**

**contact with:** The Headmaster, Prep School - Academic and Pastoral Deputy Heads, all teaching and non-teaching staff in the Prep School, the Dean, the Bursar and Senior School Leadership team, the Marketing & Communications Manager, College Admissions, HR Manager, Governors, parents and external bodies.

**Aims of the post**

* To nurture the Roman Catholic ethos of the Prep School in the tradition of the Brothers of the Sacred Heart, in order to promote the spiritual, moral, cultural, aesthetic, intellectual and social development of the pupils.
* To lead, implement and monitor Prep School Improvement Plans, reporting to the Headmaster and Governors on academic standards, the pastoral and spiritual life of the Prep School and budgeting and recruitment.
* To provide high quality curricular, extra-curricular and pastoral leadership for all students in the Prep School ensuring that every boy reaches his own best standard.
* To maintain and develop St Columba’s College as a seamless through school, 4-18.
* To be a visible, proactive presence around the Prep School supporting an ordered and structured environment.
* To make the Prep School the first choice Prep School option for the parents of boys in the area.

**Strategic Direction**

* Nurture the charism of the BSH as the modus operandi for all Prep School activity.
* Identify, in consultation with all interested parties, the overall aims and objectives of the Prep School and to set the Prep School improvement priorities in line with the overall College Improvement Plan.
* Determine Prep School policies in accordance with the 4-18 College vision, strategy and ethos.

**Teaching and Learning**

* Lead the development, planning, implementation and delivery of the curriculum with due regard to the range of abilities of all pupils.
* Quality assure the standards of teaching and learning.
* Ensure that appropriate assessment, tracking, reporting, homework and examination procedures are carried out according to Prep School policies.
* Implement assessment target-setting policies. Make effective use of data and monitor and evaluate the academic and pastoral attainment and development of pupils.
* Ensure that the pastoral care received by the pupils is of the highest quality.
* Monitor the personal appearance and behaviour of students and staff both in and out of the classroom to ensure the maintenance of discipline and good order in the school.
* The recruitment and testing of new pupils.

**Leading and Managing People**

* Inspire colleagues by personal example and create a sense of purpose and pride in the Prep School.
* Make recommendations to the Headmaster about the staffing requirements of the Prep School.
* Select and appoint staff within the limits laid down by the Instrument of Government.
* Allocate appropriate curriculum responsibilities and job description to all Prep School staff.
* Provide all Prep School staff, teaching and non-teaching, with high quality performance review and professional development opportunities.
* Support and maintain the financial management of the Prep School through careful budgeting.
* Work with the Bursar to establish effective financial controls and the efficient deployment of staff and resources.
* Chair Prep Leadership Team (PLT) meetings, ensuring agendas and minutes are provided and circulated.
* Lead, attend and participate in any other meetings necessary for the fulfilment of the post
* Engage in a planned and appropriate process of one’s own professional development, including the Coindre Leadership Programme.

**Safeguarding and Legal Responsibilities**

* Assist with the ongoing review and monitoring of College policies and documentation and the implementation of these in relation to the ISI Inspection process and framework, including regulatory compliance.
* Ensure full compliance with all Safeguarding, Health and Safety and all statutory legislative requirements.
* Assist in ensuring the College meets all its obligations as a Registered Charity.

**Marketing**

* Take the lead in the promotion and marketing of the Prep School and present it to the local community in a positive light, maximising positive marketing opportunities.
* Work with the Marketing & Communications Manager in order to promote the Prep School effectively in a highly competitive marketplace, to enhance its reputation and to ensure high levels of pupil recruitment.
* Ensure that communications with prospective parents are focused and responsive, acting at all times as an ambassador for the Prep School.
* To maintain good relationships with parents, pupils, staff, other interested groups and the wider community outside the Prep School.
* Maintain the links with the Brothers of the Sacred Heart, nationally and internationally and attend the US BSH Leadership Conferences.

**General College Leadership Team Responsibilities: -**

* Provide support to the Headmaster in respect of disciplinary, capability or grievance issues in line with the College grievance and disciplinary policies;
* Contribute to the College INSET programme;
* Attend all CLT and Governor Education, Strategy & Policy and Board meetings;
* Be available during the summer holidays to offer guidance and support post GCSE and A level results days;
* Represent the College at public events.
* Carry out all reasonable requests by the Headmaster.
* Be accountable to the Governing Body of St Columba’s College and Preparatory School

**Person Specification**

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| **Qualifications and Experience** | **Essential** | **Desirable** |
| A practising Roman Catholic in full communion with the Church. |  | √ |
| Able to provide spiritual leadership of the Prep School in the charism of the BSH with confidence and credibility. | √ |  |
| Honours Graduate with substantial school experience, particularly of leadership within schools. | √ |  |
| An excellent teacher and classroom practitioner who understands what outstanding teaching looks like and is able to model it. | √ |  |
| Experience of being responsible and accountable for the work of a sizeable team whose impact on their school has been outstanding. | √ |  |
| Up to date professional knowledge. | √ |  |
| **Leadership** |  |  |
| The ability to manage change and to enlist the support of a large number of people. | √ |  |
| Able to manage and focus the work of a large team(s) in order to have a positive impact on standards. | √ |  |
| Able to design and deliver outstanding staff training. | √ |  |
| Able to coach and mentor | √ |  |
| Able to work confidently and with credibility at Senior Leadership Team level. | √ |  |
| **Technical** |  |  |
| Able to interpret and use data for school improvement. | √ |  |
| Able to conduct lesson observation as a tool for improvement. | √ |  |
| An understanding of safeguarding and welfare responsibilities. | √ |  |
| Excellent ICT skills. | √ |  |
| **Personal** |  |  |
| An effective leadership style that inspires trust, confidence and collegiality in those lead. | √ |  |
| Capacity to manage a demanding and diverse workload. | √ |  |
| Creative in identifying and meeting challenges. | √ |  |
| Able to attend to detail. | √ |  |
| Strong interpersonal, written and oral communication skills. | √ |  |
| Able to challenge poor performance (students and staff) and offer constructive feedback. | √ |  |
| Personal and professional resilience and a sense of humour. | √ |  |
| Self-confident and calm under pressure. | √ |  |
| Able to work as part of a team | √ |  |
| An educational vision fully aligned with the Catholic ethos of the school in the Tradition of the Brothers of the Sacred Heart. | √ |  |

The Job description will be reviewed regularly and may be subject to amendment after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder’s responsibilities and duties.