

## DEPUTY HEAD OF PRE-PREP (SAFEGUARDING & PASTORAL)

### JOB DESCRIPTION

<b>Job Title:</b>	Deputy Head of Pre-Prep
<b>Line Manager:</b>	Head of Pre-Prep

#### Purpose of Job

- Act as a designated safeguarding lead for Pre-Prep working closely with the Head of School (HoS)
- Be responsible for leading pastoral within Pre-Prep including; behaviour, attendance and identification of vulnerable students
- To support inclusion and intervention activities, liaising with relevant members of staff to identify students highlighted as vulnerable or at risk who would benefit from intervention
- Lead the house programme within the Lower School to ensure high levels of participation and monitor the impact of the leadership and service curriculum
- Devise, monitor and review the curriculum programme for PHSE in Pre-Prep, reviewing and adapting activities in line with trends identified in pastoral and safeguarding monitoring

#### Duties and Responsibilities

##### Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student support
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

##### Leadership and Communication

- Be an outstanding role model, setting high personal expectations of safeguarding, pastoral support, teaching, curriculum planning, professionalism, professional development and administration
- Provide clear goals and targets that are consistent with and reflect the school mission statement, school-wide development targets and the annual teaching and learning priorities
- Produce information for parents, (including workshops and presentations), the school or marketing use as required in area of expertise
- Promote student independence, leadership and voice within the curriculum, implementing and reviewing approaches to enhance this at every opportunity

##### Teaching and Learning

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies developed by the School Leadership Teams (SLT)
- Responsibility for the development, organisation and implementation of the school's PHSE curriculum. Carrying out regular review to ensure relevance and contextual appropriateness
- To meet with the student council and house captains regularly to gather feedback and influence school initiatives

- To work with the Head of Pre-Prep/Assistant Head Whole School (where appropriate) to coordinate PASS assessments, student surveys and other relevant student voice tools. Use this data to influence whole school programmes where required.

### Child Protection

- Act as the Deputy Designated Safeguarding Lead to ensure full safeguarding provisions are in place
- Liaise closely with the Head of Lower School on all child protection and safeguarding matters
- Monitor and report safeguarding to the Head of Lower School and Assistant Head Whole School for governor reporting
- Commitment to Safeguarding and promoting the welfare of children and young people by ensuring that all staff, and those connected to the School, share this commitment and responsibility. To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm

### Leadership and Service

- To support the Assistant Head Whole school to monitor leadership and service activities within the lower school, to ensure that the programme is well balanced and caters to student need
- To devise appropriate plans for house activities within the lower school that complement those in the Upper School to ensure increased participation and engagement from lower school students
- To monitor rewards and awards in line with the leadership programme and implement initiatives to encourage increased participation by teachers and students
- To lead school assemblies in the area of responsibility including; PHSE, pastoral and leadership

### Pastoral and support

- To monitor student attendance in Pre-Pre to ensure that all students attendance meets expected levels, communicating with parents termly where this is not the case and taking appropriate next steps
- To monitor all behaviour incidents as reported via daybook and where appropriate, investigate and implement behaviour support plans for improvement, working with students, parents and teachers to monitor and review next steps
- Identify trends in the above data and devise appropriate initiatives and strategies to tackle these with the aim of improving student wellbeing
- Provide termly reports to the Head of Pre-Prep for attendance and behaviour
- To work with various staff within the school to identify vulnerable students and signpost support for them
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behavior in conjunction with Year Group Leaders and teachers
- Support the Head of Pre-Pre to co-ordinate the induction programme for new students and contribute to the induction programme for new staff
- Liaise with the Head of Pre-Prep, Head of EY and Head of Upper School regarding transition of students in the EY into Pre-Prep and transition of students from Pre-Prep to the Senior School
- Monitor Health and Safety matters within Pre-Prep with the Head of Pre-Prep and report any cause for concern

### Collegiality

- Ensure that staff commit to continuous curriculum improvement by establishing and maintaining effective

working relationships

- Attend and participate in network meetings with other professionals to enhance curriculum practice
- Seek opportunities to develop cross-curricular approaches and create continuity between curriculum delivery inside and outside the school
- Maintain a teaching load appropriate to the position, including participation in service training as appropriate, and as agreed with the HoS
- Coordinate and deliver staff training including, but not limited to; coaching and mentoring in line with the staff development programme and as agreed with the HoS

#### Other Responsibilities

- Stay up to date with pedagogical and curricular developments and offer recommendations and professional development as appropriate
- Undertake other reasonable duties as requested by the HoS and any duties that the Head Master deems necessary for the effective operation of the school
- To plan for (in conjunction with the HoS), manage and deploy effectively teaching and support staff, financial and physical resources to support teaching and learning
- Comply with and assist the HoS in the development of curriculum policies and procedures
- To assist the Headmaster, HoS and marketing team in whole school marketing initiatives and contribute to the continued growth of the school

#### Person Specification

##### Essential

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- At least 4 years teaching experience
- Experience of leading teams in relation to curriculum or pastoral matters
- Working knowledge of the National Curriculum of England including EYFS, KS1, KS2, KS3, IGCSE/GCSE and A Levels as appropriate
- Experience in highly effective relationship management with a variety of stakeholders
- Experience of effective coordination of extracurricular, house programmes or similar
- Experience in managing performance of staff, especially senior or middle level managers
- Evidence of relevant continuing professional development

##### Desirable

- SEN experience
- CELTA/DELTA or Equivalent
- International Experience
- Knowledge of EAL in the mainstream
- Proven ability to develop opportunities for parental involvement
- Use of Engage

##### Personal attributes

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Leadership for a better world
- Be a role model for the Harrow Staff Code of Conduct
- Be flexible and capable of managing change and instilling high standards
- Be highly motivated, ambitious and collaborative and willing to take the initiative
- Have high levels of honesty and integrity in aspects of their role



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INNOVATION LEADERSHIP  
ACADEMY  
哈罗礼德学校  
SHENZHEN QIANHAI 深圳前海



HARROW  
INTERNATIONAL  
SCHOOL  
哈罗国际学校  
SHENZHEN QIANHAI 深圳前海

- Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them
- Be able to think strategically and drive improvements in student welfare and their wider learning experiences
- Be flexible and able to manage change
- Have excellent organisational, communication and interpersonal skills

#### Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in China
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required