

HEAD OF PRE PREP JOB DESCRIPTION

Job Title:	Head of Pre Prep
Line Manager:	Head of Lower School

Purpose of Job

- Responsible for ensuring that students benefit from the highest quality of teaching and pastoral care, setting the highest expectations for student progress and achievement.
- Leading the development of the curriculum and assessment in subjects in which CLIL methodology plays a key role, with the aim of improving teaching and learning.
- Contributing to the continued professional development of Class Teachers and Bilingual Teachers.

Duties and Responsibilities

Leadership and Communication

- Be an outstanding role model, setting high personal expectations of teaching, curriculum planning, professionalism, professional development and administration
- Support teaching staff in developing their skills in response to CPD targets set as part of the Lower School quality assurance cycle.
- Prepare curriculum information for parents (including workshops and presentations), staff or marketing use as required.
- Promote student voice, choice and agency, contributing to ongoing school development.

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 Lower School Leadership Teams (LSLT).
- To lead the development of differentiated and personalised learning (including effective use of resources) across the school.
- Identify priorities for curriculum improvement and implement plans to achieve this in conjunction with the Head of Lower School (HoLS).
- Contribute to the performance management cycle in support of the HoLS, identifying and sharing good practice whilst supporting and developing areas for improvement across the Lower School.
- Coordinate and deliver CPD sessions including, but not limited to; coaching and mentoring in line with the staff development programme as agreed with the HoLS.

Reporting and assessment

- Establish systems for identifying, assessing and reviewing student learning progress and set targets for raising learning achievement.
- Collect and interpret assessment data for students and provide analysis data on their progress and attainment.
- Ensure all reports on student performance are quality assured before submission to HoLS.

Collegiality

- Ensure that staff commit to continuous 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 in service training as appropriate, and as agreed with the HoLS.

Pastoral

- The development, organization and implementation of the school's Ethos and Mission Statement for the personal and social development of pupils including pastoral care and guidance
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behavior in conjunction with Grade Leaders
- Co-ordinate the induction programme for new students and contribute to the induction programme for new staff.
- Liaise with the Head of Lower School, Little Lions Principal 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 and report any cause for concern to the Head of Lower School
- 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.

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 HoLS and any duties that the Head Master deems necessary for the effective operation of the school
- To plan for (in conjunction with the HoLS), manage and deploy effectively teaching and support staff, financial and physical resources in order to support teaching and learning.
- Comply with and assist the HoLS in the development of curriculum policies and procedures
- To assist the Headmaster, HoLS and marketing team in whole school marketing initiatives and contribute to the continued growth of the school.

Person Specification	
Essential	Desirable
<ul style="list-style-type: none"> • Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies • Proven ability to develop good personal relationships within a team • High level of IT competence • Degree plus a teaching qualification • Good working knowledge of the English National Curriculum (including National Curriculum assessment) • Excellent classroom practice 	<ul style="list-style-type: none"> • Leadership training • CELTA/DELTA or Equivalent • International Experience • Knowledge of bilingual education in China • Knowledge of EAL in the mainstream • Subject Leadership experience • Proven ability to develop opportunities for parental involvement • Use of iSAMS

Personal attributes

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible

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

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. 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 during the appraisal process, and will be varied in the light of the business needs of the school.

Harrow is committed to the safety and protection of children.

All employees are expected to comply with our School Child Protection and Safeguarding Policy.