



Elstree School

Woolhampton, Reading, Berkshire
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Candidate information pack for the position of
Head of Pre-Prep (Maternity Cover)
To Commence January 2024



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Welcome from the Headmaster

Thank you for your interest in working at Elstree Pre-Preparatory. We hope the following information is useful for you.

Elstree Pre-Prep consists of eight classes catering for boys and girls from 3-7 years old. It was founded in 1993 with just eight pupils and now caters for around ninety children. It is located alongside the Prep School allowing us to take full advantage of the wonderful grounds and facilities at Elstree. The children are taught in classes by their class teacher for the majority of the day but have specialist teachers for Music, French, Drama and PE.



We are a close community and pride ourselves on the very special, warm environment that has evolved since our inception, influenced largely by the family principles of Elstree School. We are often the first experience of school life and understand how important these initial steps on the educational road are. We understand each parent's desire for their child to feel happy and secure and consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at the Pre-Prep. All children are valued as individuals and are encouraged to explore and develop their talents to the full.

It is our aim to maintain high academic standards within a strong pastoral community where traditional values and innovative thinking go hand in hand.

I would be delighted to welcome you to Elstree Pre-Prep and to give you the opportunity to see it for yourself.

I look forward to meeting you.

Sid Inglis
Headmaster



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About the Pre-Prep

Early Years

Nursery and Reception classes follow the Foundation Stage Framework, learning through play and practical activities, both in the classroom, in our outdoor play areas as well as in the extensive grounds of Elstree School. Flexible sessions, including lunch if required, are offered to children in the Nursery on days to suit both children and parents.



The teachers in Nursery and Reception work closely together, often exploring the same themes or stories with the pupils. In addition, they both have access to the Early Years Garden and take it in turns to plan outdoor activities for the children.

During Reception, teaching follows the Development Matters Document. Lessons and learning experiences are stimulating and fun and the children's interests are put first. It is our aim for our children to love their time at school and to develop a love of learning.



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Years 1 & 2

Year 1 sees children make the transition from the play based learning of the Early Years Foundation Stage curriculum to the more formal lessons of Key Stage 1. The introduction to the year is a gentle one and helps the children become settled into the new routines. There is close liaison with the Reception staff to ensure that the transition is well managed and that staff are aware of each child's strengths and characteristics of learning.



There is a strong emphasis on literacy and numeracy during these two years, whilst still ensuring that the children enjoy a broad and balanced curriculum and have the opportunity to learn by doing and being involved. Our teaching follows the National Curriculum and we aim to maintain the level of excitement and enjoyment in learning that is fostered in the Early Years. There is a balance between individual, group and whole class work.





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The role

Head of Pre-Prep (Maternity Cover)

We are seeking to appoint a qualified and experienced Head of Pre-Prep from January 2024 to cover the current Head of Pre-Prep's maternity leave. The successful candidate will teach in Year 1 or 2, and manage a team of teachers and assistants across Nursery, Reception, Year 1 and Year 2.

The Pre-Prep is a close community and prides itself on the warm and friendly atmosphere which embraces the family principles of Elstree School. Our committed and enthusiastic staff work in partnership with parents throughout a child's time at the Pre-Prep and they ensure that children have a smooth transition into the prep school. All children are valued as individuals and are encouraged to explore and develop their talents to the full. It is a special environment in which the children can be nurtured and inspired.

Small class sizes allow us to celebrate the individuality of each child and we guide them through a carefully considered curriculum that makes full use of the grounds, the prep school facilities and the Pre-Prep. Our main aim is to maintain high academic standards within a strong pastoral community where traditional values and innovative thinking go hand in hand.

Job Description

Appointed by and reporting to: The Headmaster

Main responsibilities/duties

Leadership and Strategy

- Responsible to the Headmaster for the day to day internal management, organisation, operation and administration of the Pre-Prep Department
- Manage the organisation, assessment and administration of the curriculum in conjunction with the Deputy Head Academic
- Member of the Senior Management Team (SMT) with particular responsibility for the Pre-Prep
- Contribute to devising appropriate strategies to develop the school and support their successful implementation
- Responsible for preparing pupils for a smooth transition into the prep school
- Deputy Designated Safeguarding Lead
- Manage the EYFS and Key Stage 1
- Attend weekly meetings with the Headmaster
- Draw up a duty rota for the Pre-Prep and carry out a reasonable share of those duties
- Liaise, as appropriate, with other members of the Prep School staff, e.g. Senior Management Team, Heads of Department, the Bursar and support staff
- Delegate as necessary to ensure that the Pre-Prep fulfils the requirements of the whole school policies
- Ensure Pre-Prep policies are updated and compliant with regulations
- Attend Inset days, staff meetings and pastoral meetings as required
- Organise appropriate cover within Pre-Prep in the event of illness/absence
- Monitor and oversee the ordering, maintaining and updating of resources within the Pre-Prep
- Maintain evidence folders for inspections
- Write termly report for the Governors
- Ensure the efficient management of the annual budget for the Pre-Prep
- Provide written reports for parents at regular intervals as directed by the Headmaster
- Proof read all reports for the Pre-Prep
- Organise educational and recreational outings and visits from speakers



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- Organise Pre-Prep events such as the Pre-Prep play, information meetings, summer concert, Year 2 Celebration and Family Fun Day

Teaching and Learning

- Lead and manage the development of the Pre-Prep curriculum and ensure that continuity is maintained between the Pre-Prep and the prep school
- Monitor the quality of teaching and learning in the Pre-Prep and offer support and guidance to teachers as appropriate.
- Evaluate the effectiveness of the curriculum and ensure that a sound system of assessment and record keeping is maintained by class teachers
- Responsibility for the teaching of a year group, displaying a high level of professional ability as an example to new teachers, pupils and others
- Identify any children with educational or emotional needs and, where necessary, to make provision for them with close liaison with the Learning Development Department.
- Maintain close links with the Heads of Departments at the prep school in all subject areas
- Take appropriate responsibility for the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation

Marketing

- Contribute and participate in Open Mornings, New Pupils' Days and other school events as required
- Oversee Pre-Prep intranet and website pages
- Maintain Pre-Prep presence on social media and contribute regularly to school Twitter and Instagram accounts
- Organise various promotional events to help increase uptake of places
- Develop links with local feeder nursery schools and Pre-Prep schools
- Be the 'public face' of the Pre-Prep and deal with parental concerns in appropriate cases
- Give tours of the school to prospective parents
- Ensure that the Pre-Prep sections of the school website are both vibrant and up to date
- Write regular newsletters to parents
- Contribute to school publications – Salvo and Echo
- To ensure a wide range of activities for pupils
- Attend events outside of normal school hours, such as Open Mornings, former pupil events, London receptions, schools' fairs and SMT away days.

Staffing and Resources

- Assist the Headmaster in the employment of new staff
- Oversee procedures to induct new staff
- Be responsible for the professional development (appraisal) of staff



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Person Specification

Education and Qualifications	Essential	Desirable
Qualified teacher status		✓
Good honours graduate	✓	
Commitment to personal/professional development	✓	
Teaching and Learning Experience	Essential	Desirable
Experience of leading and managing teams	✓	
Inspirational, committed teacher dedicated to ensuring each pupil achieves their best outcomes	✓	
Committed to ensuring excellent standards of behaviour at all times	✓	
Excellent communication and classroom management skills	✓	
Committed to role of tutor for a group of pupils and the benefits of pastoral care	✓	
Knowledge and Understanding	Essential	Desirable
Excellent subject knowledge and understanding of the concepts and skills	✓	
Clear understanding of the curriculum and its assessment	✓	
Ability to employ a range of effective teaching, learning styles and assessment methods	✓	
Ability to use assessment and baseline testing data to inform planning and set targets	✓	
Experience of leading and managing a department		✓
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Demonstrably good communication skills both oral and written	✓	
Excellent role model for staff and pupils	✓	
Innovative approaches to curriculum delivery	✓	
Ability to generate ideas and drive initiatives	✓	
Willingness to contribute to extra-curricular activities	✓	
Strong ICT skills and confidence in the use of ICT to deliver excellent lessons	✓	





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Hours of work

Hours of work are term time only, Monday to Friday. In addition, you will be required to work Saturday mornings for Open Mornings, Assessment and Induction mornings and attend events outside of normal school hours, such as Open Mornings, former pupil events, London receptions, schools fairs and SMT away days.

Holiday

You are entitled to all normal School holidays in accordance with the published dates in the School calendar, you will be required to work three days before the start of a new term in order to attend INSET days and fulfil any duties at the end of term as discussed with the Headmaster. Holidays must not be taken during term time.

Probationary period: 1 term

Salary

According to experience, to be discussed at interview.

How to Apply

If you would like to be the next Head of Pre-Prep at Elstree, please complete an application form which is available on our website, [Recruitment - Elstree School](#) and send together with a short, handwritten covering letter to rpither@elstreeschool.org.uk. We would like to see your curriculum vitae but this will not be accepted in place of our application form. In line with Keeping Children Safe in Education 2022, short listed candidates will be required to undergo online searches to determine your suitability to work in a school. If you have any questions, please do get in touch.

Your application may be submitted by email to rpither@elstreeschool.org.uk or by post to the following address: -

Rachel Pither, Head of HR, Elstree School, Woolhampton, Reading, RG7 5TD.

You are welcome to come and visit our school, please call or email Rachel Pither, rpither@elstreeschool.org.uk (0118 971 0604) to arrange an informal tour or for more information about the post.

Applicants are encouraged to apply at their earliest convenience as applications will be reviewed on a rolling basis. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made. The closing date for receipt of all applications is 9 a.m., Monday 7th August 2023

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.