



Acting Head of Pre-Prep

Caterham Preparatory School

To start 23 April 2019 or prior by
arrangement

Appointment Brief



The Preparatory School

Caterham Preparatory School is an IAPS co-educational day school that is an integral part of Caterham School. At the Preparatory School we cater for children from three to eleven years of age. Most of our pupils go on to join our Senior School, which in turn caters for pupils from eleven to eighteen years of age.

Caterham Preparatory School seeks to provide an inspiring education preparing all of our young people for the senior school. We believe that education should challenge pupils to be the best that they can be at all times, to instill in them the habits of learning that will see them succeed in any context, to provide opportunities for pupils to find success and fulfilment through achievement and excellence and to leave them with a love of learning and exploration that will stay with them throughout their lives. Learning to learn is a key facet of a Caterham education and our classroom experience encourages innovation, independence and collaboration. Wellbeing and pastoral care is at the heart of all we do and we firmly believe that children succeed when they feel safe, supported and secure and when their educational journey is built around what is right for each child.

As you will see as you explore our website, we offer a broad selection of subjects and activities. Our pupils benefit from a stimulating, supportive and challenging learning environment. Our commitment to investing in technology that supports the highest standards of teaching, together with our beautiful grounds and buildings, offers our pupils a unique learning experience as they develop through their formative years.



The Role

The Acting Head of Pre-Prep is a member of the Prep School SMT and is a key part of the strategic and operational decision making team. This is a temporary position that will last until the end of the summer term.

General responsibilities will include:

- Adhering to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead.
- Comply with Caterham School's Health & Safety policies, procedures and risk assessments.
- Ensure the provision of a safe and secure working environment, in keeping with legal requirements.
- Actively contribute to the continuous improvement process and the ongoing development of a quality culture, for example, changing behaviour and identifying and implementing improvements to processes and activities, and encourage others to do the same.
- Conduct from time to time, any other duties as may be required but within the scope of this job profile.



Duties and Responsibilities

The Acting Head of the Pre-Prep will assume day-to-day responsibility for:

- Supporting the Prep Headmaster by taking responsibility for the strategic management of the Pre-Prep department.
- The day-to-day running of the Pre-Prep.
- Overseeing EYFS & KSI compliance issues
- Liaising with the Prep Headmaster over timetable, curriculum and a programme of assessment for all Pre-Prep pupils.
- Taking the lead role in all Pre-Prep pastoral and academic issues.
- Taking responsibility for all Pre-Prep budgeting.
- Co-ordinating Pre-Prep staff development, training and Performance Management.
- Supervision of all Pre-Prep support staff including lunchtime helpers.
- Overseeing Health and Safety issues pertaining to the Pre-Prep.
- All Pre-Prep assemblies
- Parents' Evenings and Information Evenings.
- Assessing new pupils for entry to Pre-Prep classes.
- Overseeing theatrical productions, services (Christmas, Easter, etc.), Sports Day etc.
- Together with the Prep Headmaster, attending Form Reps and Suggestions Committee meetings.
- Teaching a reduced timetable and taking an active role in supporting the extra-curricular activities of the school.



Latest News

Caterham School is one of the leading co-educational HMC schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and wellbeing underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self awareness and resilience, self confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators,

confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

All round the campus you will see signs of our confidence in the future with newly refurbished facilities, new buildings and waiting lists for entry at every level. The most recent additions to our campus are a new Performing Arts Centre and a new Sports Pavilion, along with a recently acquired ancient woodland to house our outdoor learning programme.

Caterham School enjoys an enviable reputation for producing highly successful individual and team performances in a wide range of sports. Excellence is pursued wholeheartedly (with many pupils achieving county, national and international representative honours), but the aim is also to cater for every pupil, at his or her own level of ability and enthusiasm.

The co-curricular programme is extensive and outstanding, covering a huge range of activities.

We are a school that is recognised for excellence in education. In recent years we have won national awards for our work in Teaching and Learning, Technology and Innovation. We are also leading the way in our work in the areas of Wellbeing and Partnerships. We are an exciting and progressive educational community.



The Application Process



Please complete the application online via the school website at:

<http://www.caterhamschool.co.uk/about/careers/teaching-vacancies>

If you have any questions or queries, please contact Sonya Flaherty, HR Administrator

hr@caterhamschool.co.uk or call 01883 343 028

This appointment is temporary until the end of the summer term.

Applications will be reviewed as they are received.

The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

www.caterhamschool.co.uk

INSPIRING EDUCATION FOR LIFE

Benefits

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Continuous Professional Development

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students. Newly appointed teachers will experience a full and thorough induction programme with the additional support of a mentor as well as their department manager. We have a strong track record of supporting colleagues into Middle and Senior Management positions.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Pension Scheme

Teachers Pension Agency Scheme.
<https://www.teacherspensions.co.uk/>

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Free meals whilst on duty

Includes breakfast, lunch and dinner during term time, and where available during the school holidays.





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