

# Candidate Brief for the position of Head of Pre-Prep from September 2018



St Martin's School

40 Moor Park Road

Northwood

Middlesex HA6 2DJ

Tel 01923 825740

[www.stmartins.org.uk](http://www.stmartins.org.uk)



## St Martin's School

### **The School**

St Martin's is a Preparatory School for 400 boys aged 3 to 13. It is a dynamic, friendly and caring community, which is set in 12 acres of grounds and within easy driving distance from Northwood, Rickmansworth, Watford, Pinner, Ruislip, Harefield, Bushey and Oxhey but a number of boys travel from further afield.



Facilities include a Performing Arts Centre, two new Science laboratories, an Early Years Centre, a computer room, three libraries, a Sports Centre with indoor swimming pool and outdoor pitches.

St Martin's offers a wide range of core and specialist teaching. Class sizes are small to ensure each pupil benefits from the best possible attention and support. We know that academic success is very important and we strive to ensure that every boy achieves his best.



Pastoral care is given a high priority with all teachers nurturing the social development of the boys. There is a community atmosphere within the School, which is reinforced when boys join Patrols in Year 3. Our popular Inter-Patrol activities encourage teamwork and introduce the boys to the responsibility of supporting their peers. The School values the qualities of courtesy, sportsmanship and consideration of others.

Music, ICT, Art and DT are regarded as important aspects of the curriculum for all boys, and a large proportion of boys in the School learn a musical instrument. Boys play football, rugby,



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hockey and cricket; they also take part in cross-country running, swimming and athletics. The School has a fine reputation in inter-school matches.

A wide ranging extra-curricular programme is offered and all classes participate in an integral programme of visits, workshops and field trips.

Our teachers are motivated, inspirational and creative. They are focused on bringing out the talents and abilities of each boy, fostering his strengths and stimulating his appetite for learning. Effective communication between the School and home ensures that there is a positive working partnership.

Before School Care is available from 8am and After School Care until 6pm for all boys.

The boys in Kindergarten and Reception enjoy learning through play. They are guided to listen, observe and ask questions to harness their curiosity. We also encourage boys to initiate some of their own learning. Boys absorb the basic principles of language, begin reading and commence number work.



St Martin's develops the boys' inter-personal skills as they learn to collaborate and co-operate with their peers. Our experienced teachers also help instil a sense of responsibility and respect.

The dedicated Early Years facilities include bright, spacious classrooms, a playground, kitchen and library. Information technology is an integral part of the teaching. French is introduced in the Kindergarten.

Building on the Early Years Foundation Stage, boys move on to study the core subjects of English, Maths and Science. We nurture their increasing curiosity about the world around them and introduce a broader curriculum, such as Art, Computing, Music and the Humanities.

Boys are encouraged to join in more than just classroom activities. Team, musical and extra-curricular opportunities extend the boys' experience of school life.

A caring and respectful attitude towards adults and peers is cultivated through effective personal skills. St Martin's boys learn to be well-mannered, confident and articulate



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individuals in a happy environment.

Year 3 boys benefit from working in smaller classes, allowing a greater focus on the individual. Learning encompasses a wider range of skills and is more formally subject based.



As they progress into Year 5, boys gain greater independence and take responsibility for personal organisation. Specialist subject teachers provide the academic rigour to meet the extra challenges of the Entrance and Scholarship examinations.

St Martin's prepares boys for a large number of Independent Senior Schools which include Merchant Taylors', Haberdashers' Aske's, Harrow, John Lyon and Aldenham Schools. The school has an excellent record in recent years of academic, sporting, music, DT and all-rounder scholarships.

St Martin's boys have achieved great success, gaining outstanding scholarships and places at prestigious senior schools. This reflects the dedicated commitment of teachers and boys alike. Our boys are welcomed into their new environment where they uphold the St Martin's reputation as well-educated, socially adept and rounded citizens.

In the senior year groups the boys gain experience of holding positions of responsibility. They may be chosen for leading roles in sports teams, musical activities or the school play.

The vibrant curriculum is enriched by a range of after school activities, educational trips and residential visits.

Our teaching programme is designed to create happy, considerate young people with the confidence to make intelligent decisions and seize opportunities. Involvement in community projects expands their sense of responsibility and compassion for others.

Throughout their time at St Martin's, boys are prepared for the challenges that lie ahead. They leave the school as well-equipped, collaborative learners, with an excellent work ethic and ready for the next stage of their education.

Further details about the School are on the website [www.stmartins.org.uk](http://www.stmartins.org.uk)



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### **The Pre-Prep**

The Pre-Prep is made up of 40 boys in the Kindergarten and two classes of up to 22 boys in Reception, Years 1 and 2. The Kindergarten is housed in the Stanley Building which is adjacent to the main Pre-Prep building.

Boys start in our Kindergarten in the September after their third birthday. Prior to this they are invited to come for an informal visit/assessment accompanied by a parent in November of the preceding year. The boys visit in small groups of up to eight. During this time they are observed and monitored while they join in with activities and mix with some of the current Kindergarten class.

At the age of 4 boys will be assessed for entry into Pre-Prep Reception classes. This takes place at the beginning of January preceding September entry. The tasks in the assessment are play-based, assessing learning behaviours such as listening and attention, conduct and interaction with peers. There are 44 places available in Pre-Prep Reception (two classes each with a teacher and classroom assistant). Kindergarten usually fills a considerable the majority of these places.

The boys in Kindergarten and Reception follow the Early Years Foundation Stage with a balance of pupil and teacher initiated activities. They are guided to listen, observe and ask questions to harness their curiosity. Boys absorb the basic principles of language, begin reading and commence number work.

All boys' achievements are celebrated through our culture of praise, the display of work throughout the school and the public presentation of awards.

The curriculum is enriched with visitors and wide-ranging educational visits and extra-curricular activities.

From the age of three there is a Before and After School Care facility, which is available from 8.00am until school starts and then from 3.00pm to 6.00pm. There is an extra charge for boys who attend these sessions. The boys take part in a variety of activities which include outdoor play, bikes and trikes, short tennis, cookery, arts and crafts, board games and story time.



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***JOB DESCRIPTION - HEAD OF PRE-PREP***

Title: Head of Pre-Prep

Responsible to: Headmaster  
Deputy Head

Responsible for: Deputy Head of Pre-Prep, Head of Kindergarten  
Kindergarten, Reception, Year 1 and 2 boys  
Kindergarten staff, class teachers, classroom assistants  
Learning Support Teacher  
Pre-Prep Secretary  
Before and After School Care staff

Role Objectives

- Ensure the smooth running of the Pre-Prep and take a lead role in the development and delivery of the pastoral and academic curriculum
- Provide a supportive, safe and learning environment for boys and staff
- Promote and maintain the working relationship with boys, staff and parents
- Implement, develop and review the aims in the mission statement and school development plan relating to the Pre-Prep

Key Roles

The Head of St Martin's Pre-Prep is responsible for all aspects of the general management and day to day organisation and direction of the Pre-Prep:



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### Leadership and Management

- Support the ethos and aims of St Martin's
- Prepare and monitor the Pre-Prep Development Plan
- Work closely with the Leadership Team to establish, communicate and implement a strategy for the on-going development of the Pre-Prep and take responsibility for its implementation.
- Inspire dynamic and inspirational teaching, an excellent work ethic and a culture of high expectation
- Recognise and reward achievement and success
- Maintain a practice of outstanding pastoral care, ensuring the pupils feel safe and are confident in themselves
- Ensure that communication with all stakeholders is clear and effective
- Ensure that the Pre-Prep is prepared fully for all inspections
- Attend Leadership Team Meetings, Senior Management Meetings, the Health & Safety Committee and other meetings as appropriate

### Appointment and Management of Staff

- Work closely with the Head of St Martin's in appointing teaching staff who will enhance and add to the quality of provision in the Pre-Prep
- Lead, support and manage all staff who teach in the Pre-Prep
- Provide opportunities for Pre-Prep staff to develop their teaching through CPD
- Work closely with the Director of Studies through lesson observations and work scrutiny to ensure that the teaching and learning opportunities in the Pre-Prep are of a high standard
- Appraise staff who work within the Pre-Prep, including supporting NQTs as appropriate
- Chair Pre-Prep Staff meetings



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### Financial Management and Management of the Premises

- Prepare an annual budget submission and ensure that Pre-Prep budgets are administered with care, ensuring that resources are used appropriately
- Liaise with the Bursar to ensure that the Pre-Prep buildings and facilities are maintained to a high standard, paying particular attention to Health & Safety
- Take responsibility for Health & Safety checks and Risk Assessments, as appropriate, ensuring the welfare and safety of children at all times including the welfare requirements of the EYFS.
- Review and maintain policies specific to the Pre-Prep and contribute to whole school policies.

### Marketing and Communications

- Maintain excellent communications within the Pre-Prep and across the school community, including representing the Pre-Prep with prospective parents on visits and at Open Days and other events as appropriate
- Work closely with the Head and Head's PA/Registrar in the recruitment and admission of pupils in accordance with the School's Admissions Policy
- Review and update relevant sections of the Parents' Handbook and the Staff Handbook
- Work closely with the Junior School staff to ensure the effective transition of pupils from Year 2 to Year 3
- Liaise with and report to parents regularly, responding to concerns as appropriate

### Administration and Planning

- Organise any cover within the Department
- Liaise with Heads of Department and the Director of Studies on a regular basis and ensure that schemes of work are in line
- Organise and oversee assemblies, visiting speakers, excursions and activities
- Attend the annual IAPS Heads of Pre-Prep conference and other relevant CPD courses
- Be responsible for Pre-Prep staff training and allocate CPD appropriate to staff and school needs



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- Organise parents' evenings and consultation afternoons
- Monitor the planning and execution of the curriculum within the Pre-Prep including the Early Years Foundation Stage and Key Stage 1
- Ensure that there are appropriate systems for assessment, standardised testing, pupil-tracking and differentiation to ensure that all pupils make appropriate progress including the administration of the Early Years profiles and submission to the LEA
- Organise and monitor the reporting process in line with the school's policy
- Plan and coordinate all major Pre-Prep events and activities such as sports day, drama productions, concerts and special days

### COMMITTEES

Be a member of the following committees:

Senior Leadership Team	(once/week)
Senior Management Team	(once/week)
Heads of Department	(once/term)
Pre-Prep Staff meetings	(fortnightly)
Health & Safety	(once/term)

The Senior Leadership Team comprises the Headmaster, Deputy Head, Director of Studies, Bursar and the Head of Pre-Prep. The Senior Management Team is made up of the Headmaster, Deputy Head, Director of Studies, Head of Pre-Prep, Head of Junior School, Head of Middle School and Head of Senior School.

### LIAISON

Head	All matters
Deputy Head	Induction of new staff Yearly and termly calendar Use of facilities
Bursar	Budget and financial matters
Section Head (Juniors)	Transfer of Year 2 boys to Year 3
Head of Department(s)	Teaching subject(s)
Teaching Staff	as required



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### Personal Specification

Manage time effectively and show ability to

- empathise with boys, staff and parents
- be a good administrator and able to work to deadlines
- communicate competently and effectively with boys, staff and parents both orally and in writing
- be a good listener
- be warm and welcoming as the public face of the Pre-Prep
- have a working knowledge of all aspects of pastoral and academic work
- be flexible, resilient, well organised and professional
- lead and contribute to a team
- be involved in all aspects of the school

The Head of the Pre-Prep will be expected to teach a proportion of the timetable to all classes in the Pre-Prep.

### **Remuneration**

The successful candidate will receive an attractive salary package according to experience and expertise.



## St Martin's School

### **How to Apply**

The application pack contains the following:

- Head of Pre-Prep Briefing Pack
- An application form

If you would like to apply for this post, please complete the application form and return to the School by **Monday 29 January 2018**. Short-listed candidates will be invited for interview on **Monday 5 or Tuesday 6 February**. You may like to add a curriculum vitae but this will not be accepted in place of the form. You should include a short letter to develop and expand upon your suitability for the post. If you have any questions, please do not hesitate to contact us.

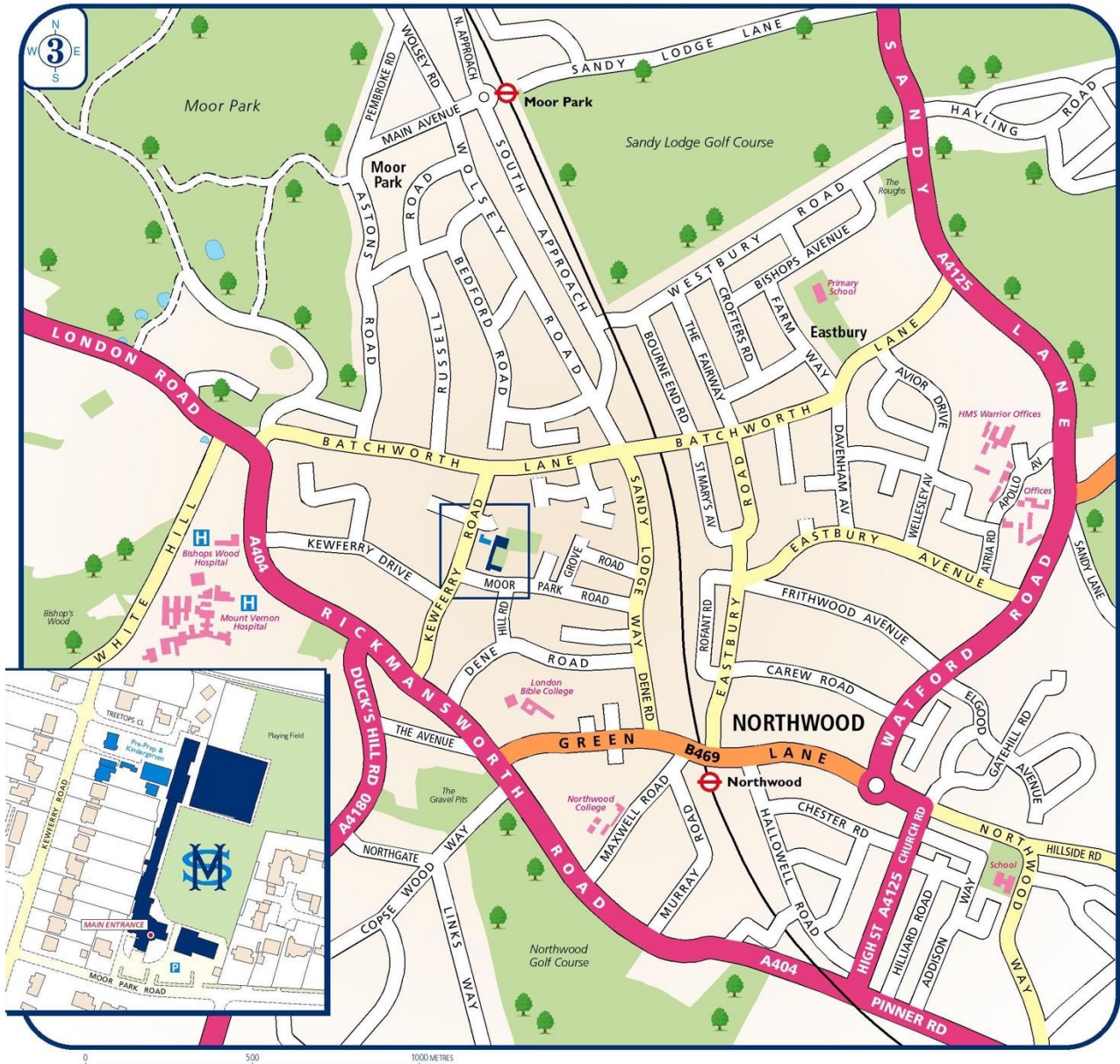
Your application may be submitted by email to [headpa@stmartins.org.uk](mailto:headpa@stmartins.org.uk) or by post to the following address:

Mr D Tidmarsh  
Headmaster  
St Martin's School  
40 Moor Park Road  
Northwood  
Middlesex  
HA6 2DJ

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.



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### Travelling to St. Martin's School, Northwood

**By Air:** Heathrow (30 minutes by road), Gatwick (70 minutes by road) and Luton (40 minutes by road) are within easy reach of Northwood via the UK motorway network. All have regular scheduled flights to all parts of the UK, Europe and International destinations.

**By Rail:** The nearest underground stations are Northwood and Moor Park on the Metropolitan Line. Both of which have regular connections to Central London and are a short taxi journey away from the School.

**By Road: From the North via the M25:** Leave the M25 at Junction 18 and join the A404, signposted Rickmansworth. Continue along the A404 skirting Rickmansworth, turning right at the first roundabout and straight across the next two roundabouts. At the fourth take the second exit continuing on the A404, London Road, signposted Northwood. Travel for approx 2 miles and turn left onto Batchworth Lane. Take the first turning right onto Kewferry Road and the entrance to the Pre-Prep and Kindergarten can be found just after Treetops Close, which is the first turning left. For the Main School entrance take the second turning left onto Moor Park Road and St. Martin's School will be seen after 200 metres on the left-hand side.

**From the South via the A40:** If travelling from the South or West via the M25 exit at Junction 16 and join the M40 eastwards which becomes the A40. If travelling from Central London and the East head for and join the A40. From all directions, leave the A40 at the Polish War Memorial Junction and join the A4180 northwards, signposted Ruislip. Continue on the A4180 for approx 8 miles, passing through Ruislip, following signs for Northwood. At the T junction with the A404 turn right onto the A404, Rickmansworth Road. Take the second turning left onto Kewferry Road and then the second turning right onto Moor Park Road. St. Martin's School will be seen after 200 metres on the left-hand side. For the Pre-Prep and Kindergarten entrance continue along Kewferry Road and enter the gate on the right between the two houses just before Treetops Close.

**On arrival:** Visitors are requested to report immediately to reception. Visitor car parking may be available in front of the main entrance.