



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Leader of the Pre-Prep Department at Surbiton High Boys' Preparatory School</b>
<b>Job Purpose:</b>	To lead on the school's provision for EYFS and KS1 pupils, providing opportunities to inspire, encourage and empower them to achieve their very best.
<b>Reporting Line:</b>	Head of School, Boys' Preparatory School
<b>Start Date:</b>	September 2020
<b>Tenure:</b>	Permanent
<b>Salary:</b>	United Learning Pay Scale

### Key Responsibilities:

To lead on the development of teaching and learning systems and practices within the early years, contributing to the School's aims and visions.

To lead on strategies to find the undiscovered talents and skills of every Infant pupil and to ensure that they flourish into well rounded, confident and happy pupils, ready to embrace learning and rise beyond any target set for them. To develop a lifelong love of learning which is developed through a meaningful, engaging and vibrant holistic education.

The Leader of the Pre-Prep Department at Surbiton High Boys' Preparatory School is a member of the Senior Leadership Team whose key purpose is to work collaboratively for the delivery of outstanding education that develops the individual. The position also includes taking on a form teacher role in either KS1 or EYFS.

### Principal Accountabilities:

- To develop teaching and learning initiatives within the EYFS and KS1 stages which improve whole school data, alongside the progress and attainment of every pupil. To analyse data and formulate action plans to further improve outcomes. This will include:
  - Having a clear understanding of what constitutes outstanding teaching and learning
  - Providing a challenging, broad, exciting and memorable curriculum leading to excellent academic outcomes for all pupils which are consistent and show progression
  - Providing outstanding opportunities for personal development that enable all pupils to become the very best they can be
  - Having a clear understanding of teaching and learning strategies in EYFS and KS1 and promoting these within the department
  - Developing a wide variety of stimulating approaches to teaching and learning such that all lessons are effectively paced, rigorous, and fully involve pupils in their own learning.
  - Taking a lead role in the monitoring of lessons, giving feedback and coaching and subsequent follow up as required
  - Leading on the assessment of Early Learning Goals, in collaboration with the Deputy Head, Teaching and Learning
  - Attend local Cluster groups and forums to develop an understanding of EYFS and KS1 practices, ensuring that the School adheres to local and national expectations
  - Showing a commitment to ensuring equality of opportunity for all learners



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- To support the induction and training of staff within the EYFS and KS1 team, finding the best in everyone and enabling colleagues to continually develop their professional talents and skills. To inspire, motivate and empower colleagues, whilst also having the ability to coach, develop and challenge staff when required.
- To use emotional intelligence to help to build and lead teams, holding yourself and others to account. To accept corporate collective responsibility for decisions made and ensure that such decisions are implemented through effective team work.
- To take an active lead in promoting the School to stakeholders, including:
  - Visible involvement at School events.
  - Participation in recruitment opportunities for both pupils and staff.
  - Supporting the Head of School in preparing and delivering communications about the School for internal and external stakeholders.
  - Taking a lead role in supporting the School's marketing strategy to ensure its attractiveness in the wider market and secure optimum pupil numbers.
  - Assisting the Head to develop amongst the staff an outward perspective and personal commitment to the promotion of the School.
- To work with the Head of School, Boys' Preparatory to manage the planning, implementation and closure of projects in the Preparatory School which relate to the implementation of the School's Strategic and Annual Operational Plans.
- To foster effective relationships with Preparatory School parents and pupils in relation to individual pupil performance, behaviour and wellbeing.
- To take an active lead on personal development and wellbeing for pupils and staff in the Boys' Preparatory School, supporting the Head in ensuring that all members of the School community understand the school's ethos and high expectations, such that all can prosper in a happy and supportive environment. Respect and cooperation are encouraged at all levels.
- To take an active lead on communication with parents of pupils, supporting the Head in ensuring:
  - Parental concerns are dealt with effectively;
  - Effective communications and relations with the Parental Forum;
  - Parents have the opportunity to be proactively involved with the ongoing life of the School
- To lead on Nursery/Infant transition in the Boys' Preparatory School, ensuring:
  - Timely and relevant advice to parents;
  - Pupils are well prepared for transition;
  - Appropriate liaison with feeder schools
- To provide challenging and supportive leadership and line management, including appraisal, to allocated staff, motivating them in developing opportunity and achievement for pupils in line with Surbiton High School's vision. To support subject leaders in their role, co-ordinating their responsibilities and ensuring quality outcomes
- To support the daily running of the School in a streamlined and efficient way, including timetabling, room allocation and cover plans where necessary.



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- To support the work of the *Assistant Principal (Compliance, Health & Safety)*, in ensuring there are compliant and effective policies and procedures in place.
- To take on whole class teaching as decided by the Head.
- To liaise with others in United Learning schools, Central Office and beyond to share ideas and develop best practice in leadership and teaching.

## **The Leader of the Pre-Prep Department will also:**

- Attend Prep Leadership Team meetings and represent the Head of School at various internal/external meetings as requested
- Contribute to whole School vision, strategy planning and review, ensuring that “May Love Always Lead Us” and “The Best in Everyone” remain central to decision making
- Build and maintain effective relationships with the wider community so as to develop the reputation of Surbiton High School
- Demonstrate and role model constructive leadership behaviours
- Play a full part in the life of the School community so as to support its particular vision and values
- Carry out such duties as the Principal may reasonably request

## **General Responsibilities:**

- To teach all subjects as required to a class of pupils, undertaking all of the duties expected of a class teacher
- To provide inspiring educational opportunities for all pupils
- To teach any required subjects to other groups and classes, as reasonably required
- To maintain a good up-to-date knowledge of the Key Stage 1 Curriculum and assessment procedures
- To be committed to academic excellence and develop and implement programmes of study to ensure that each pupil develops at a good pace through differentiated planning and teaching
- To use a range of ICT equipment and software appropriate to the year group
- To provide a stimulating learning environment through display, that is routinely maintained
- To maintain full and informative records efficiently
- To document planning for the short, medium and long term
- To undertake duties before, during and after school as required
- To participate in co-curricular school activities including clubs and residential field trips
- To develop effective professional relationships with pupils, colleagues and parents
- To keep the Head of the Preparatory Schools fully informed of any significant developments concerning any pupil in the Form



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## Person Specification

### Qualifications:

- Good First Degree
- Postgraduate teaching qualification (QTS desirable but not essential)
- Evidence of further relevant professional development in school leadership would be an advantage

### Experience:

- Record of excellent personal success as a classroom teacher and a passion for primary education, combining a knowledge of traditional pedagogy with innovative approaches, putting children at the heart of all you do.
- Highly developed knowledge and experience of strategies that impact on pupil progress, attainment and behaviour, whilst not losing sight of the whole child.
- Leadership and Management experience at a strategic level, having proven leadership skills of significant and sustained impact across the whole school would be an advantage.
- Experience of interpreting whole school data and leading whole school initiatives with positive impact on school ethos and attainment would be an advantage.
- Evidence of challenging and supporting colleagues to improve performance.
- Record of developing and sustaining positive working relationships with pupils, parents, staff and the local community.

### Skills and Abilities:

- Positive and open minded, with analytical problem solving skills and a drive to find solutions.
- An excellent communicator with strong interpersonal skills and the ability to work as part of a wider team.
- High levels of emotional intelligence, empathy and warmth towards children, colleagues and families and the ability to maintain good, robust relationships.
- High levels of personal and professional organisation, integrity, discretion and confidentiality.
- Ability to maintain a high work rate and juggle a range of issues and tasks at the same time.
- Ability to work effectively as a member of SLT, showing initiative and imagination and the ability to inspire others.
- Able to role model the high expectations we have all of members of our community, and the ethos of the School at all times.
- Impressive personal presence and presentation with a high degree of self-confidence, resilience, personal energy, dynamism and stamina.
- Commitment to personal development and lifelong learning.
- Sound judgement and the ability to take difficult decisions to resolve issues when under pressure.
- Ability to communicate concisely and sensitively both orally and in writing to a variety of audiences.
- Ability to promote the school to prospective and current parents and the local community, ensuring the attraction and retention of pupils and staff with high potential.
- Commitment to the use of current and emerging technologies to enhance the educational offering and administration of the School.
- A passion for excellence and a commitment to the ongoing development and implementation of the School's vision.



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## To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1859054?cid=1567>

**Closing date for Applications:**

8:00am, Monday 3 February 2020

**Interviews to be held week commencing:**

10 February 2020

*Please note that the School reserves the right to appoint at any stage during the recruitment process.*

*For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1450 pupils aged between 4 and 18. Our Junior Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*