



# ROSE HILL SCHOOL

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## Head of Pre-Prep

We are seeking an experienced and inspiring individual to appoint as Head of Pre-Prep at Rose Hill School. The successful candidate will be an experienced professional with a sound knowledge of the complexities of teaching, learning and pastoral care with particular regard for Key Stage 1.

Rose Hill School is an independent, co-educational, non-selective, day prep school educating approximately 310 children from 3-13 years. The School is set in the heart of Royal Tunbridge Wells in Kent with good transport links to central and outer London.

The successful candidate will join a thriving school and will be an enthusiastic contributor to the wider life of Rose Hill.

The position is a full-time, permanent role and offers a highly competitive salary.

For more information about Rose Hill School, the role of Head of Pre-Prep and the application process please visit [www.rosehillschool.co.uk](http://www.rosehillschool.co.uk).

The closing date for this post is midday 20 February 2018

First Interview held on 8 March 2018

Final interview 14 March 2018

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS and employment references.

## Background

Rose Hill School is an independent, co-educational, non-selective, day prep school educating approximately 310 children from 3-13 years. The Head is a member of IAPS. Founded in 1832, Rose Hill is one of the oldest Prep Schools in the country and yet it is housed in modern facilities, having moved to its present site in 1966.

The School offers an exceptional all-round education and is filled with happy, busy, enthusiastic children. In recent years, the School has benefited from the addition of an all-weather astroturf pitch, a 220 seat theatre, an impressive new teaching block and state-of-the-art technology, music and art departments. The School is completing a new indoor swimming pool.

Rose Hill offers superb facilities in beautiful grounds. The School has an enviable reputation locally, as a first choice for parents who are looking for small class sizes, excellent teaching, a broad curriculum and outstanding pastoral care.

The School aims to:

- enable every child to achieve his/her full academic potential (including Special Needs and Gifted and Talented provision) in small classes.
- help all pupils to develop their individual personalities within the framework of a stimulating environment.
- provide a strong pastoral system which responds to the needs of the individual.

- develop a partnership between home and school by communicating the social and academic progress of each child to parents through regular parents' evenings, mid-term assessments, detailed end of term reports and personal contact.
- foster as many possible talents of the individual - sporting, artistic, musical, dramatic or other - by providing an environment which motivates each child to explore the wide range of activities available at Rose Hill.
- encourage positive relationships, good manners, social awareness, and a sense of responsibility and discipline in a supportive Christian community.

The aims are underpinned by the ethos whereby Rose Hill offers the highest quality of teaching and learning and it supports all pupils in the pursuit of academic and personal excellence. The School has high expectations of all of its pupils and strives to ensure that each and every pupil can take part in the whole school curriculum. The diversity of the school community is valued and Rose Hill appreciates the value that children with specific special educational needs (SEN) or disabilities contribute. The School has an ethos where it is 'all right to be bright'. The curriculum encourages all pupils to be independent learners and goes far beyond the requirements of the National Curriculum, especially for the Gifted and Talented.

### **The Pre-Preparatory School**

The Pre-Preparatory School is based next to Preparatory School sharing the wonderful grounds and facilities. The Head of Pre-Preparatory is overseen on a day-to-day basis by the Head of the School. The postholder will provide a positive influence on the learning strategy in the Pre-Preparatory School, and ensure that any pupils who starts their education at the Pre-Preparatory carries with them the ethos and values of Rose Hill education throughout their learning journey.

## Job Description: Head of Pre-Prep

### Responsible to: The Head

#### Leadership & Management

- Build on the whole school development plan to champion an education based on academic excellence and one which reflects the School's aims and values.
- Work collaboratively with colleagues across the Management Team with the aim of influencing whole School strategic leadership and management.
- To undertake Staff Performance Development and Annual Reviews
- Ensure there are strong, reciprocal links between the Prep and Pre-Prep Schools at all times.
- To be aware of all health and safety issues which arise and make appropriate provision to resolve problems
- To be involved with appointments of new staff including Pre-Prep teachers, Teaching Assistants, and Playtime Supervisors etc.
- To attend Governors' meetings including Academic and Welfare committees (and appropriate Governors' functions)
- Ensure that the Pre-Preparatory School is inspection-ready at all times and closely monitor teaching standards, and academic and personal development of pupils.
- Collaborate closely with other members of the Management Team to guarantee the successful day-to-day running of the Pre-Preparatory School.

#### Key Responsibilities:

- To monitor the personal, social and academic progress of children in the department
- To monitor teaching provision throughout the department advising on initiatives and development in KS1, through meetings, lesson observations and work scrutiny
- Set, monitor and continuously improve standards of teaching and learning across the Pre-Prep by effective management and collaboration
- Foster a culture of improvement and ensure consistency and an inter-connection between the Prep and Pre-Prep schools.
- To facilitate re-deployment of staff as required
- To liaise closely with Learning Skills teachers and Head of Learning Skills (SENCo)
- To oversee KS1 assessments
- To oversee all Pre-Prep reports, including Head of Pre-Prep comments
- To oversee all Pre-Prep Parents' Evenings
- To be responsible for teaching a Key Stage 1 class 3 days each week and liaise closely with the teacher responsible for the other 2 days
- Ensure that all resources in the Pre-Preparatory School are fit for purpose and are used in with regards to all matters of health and safety, supported by the Bursar
- To make annual budget submissions to the Bursar and monitor expenditure of the pre-prep budget
- To ensure the smooth running of the Pre-Prep Department on a daily basis – including cleaning routine
- To arrange cover for absent staff (Later Years / Cleaners / Playground Supervisors etc)
- To work closely with Head of Early Years – including policies / budgets / appointments
- To up-date playtime / lunchtime duty rotas in collaboration with Head of Early Years
- To convene and chair Pre-Prep weekly staff meetings in the absence of the Head
- To liaise closely with Year 3 teachers and Head of Lower School and organise transition opportunities for Year 2 pupils
- To attend relevant courses and meetings and promote courses to other staff (being CPD lead teacher) and cascade
- To make sure the is clear and timing communication with parents including up-dating the department Handbooks
- To foster positive relationships with parents, colleagues and children

## The Person

The successful applicant will understand and represent the values of Rose Hill School. All applicants must demonstrate energy and vision, excellent leadership and communication skills, a record of successful school management and a positive enjoyment of all aspects of school life.

### PERSON SPECIFICATION: Head of Pre-Prep

<b>Qualifications and Professional Development</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status or equivalent</li> <li>• A relevant degree or equivalent qualification (BA or BEd)</li> <li>• Evidence of regular, recent and relevant professional development.</li> </ul>
<b>Professional skills, experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Substantial experience of creative curriculum innovation and development that has demonstrably improved the quality of teaching and learning.</li> <li>• Commitment to developing the co-curriculum to enrich the learning experience of all pupils.</li> <li>• A sound knowledge of what constitutes excellent classroom practice and effective learning.</li> <li>• Understanding of, and a commitment to, using new technologies to improve personal effectiveness, staff efficacy and pupil outcomes.</li> <li>• A commitment to promoting the welfare of the children and staff and knowledge of appropriate structures and processes.</li> <li>• An ability to develop strategies to engage all parents and guardians and encourage them to support their children's learning.</li> <li>• The ability to understand and meet the needs of all pupils within a diverse community.</li> <li>• The ability to promote a positive and caring ethos, pride in the school and its physical environment, together with high standards of achievement and behaviour.</li> <li>• Knowledge and understanding of current and relevant educational issues.</li> <li>• Experience in the recruitment, development and retention of staff.</li> <li>• Experience of analysing a range of data and using this analysis to inform and improve planning and practice.</li> <li>• The ability to develop, communicate and implement a strategic vision for the advancement of the School to achieve even greater success within the whole School's ethos and values.</li> </ul>
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• An open, approachable, energetic and strong leader who will inspire, listen and collaborate.</li> <li>• Excellent verbal and written communication skills.</li> <li>• The ability to connect effectively with the whole School community and to listen to, reflect upon and be responsive to the points of view and opinions of other people.</li> <li>• The ability to self-manage, including time utilisation, professional direction and development.</li> <li>• The ability to work effectively as part of a team sometimes under pressure.</li> <li>• To be a role model for the balance of work/life commitments.</li> <li>• A passion for achieving the very best education for every child</li> </ul>

	<ul style="list-style-type: none"><li>• A fair, firm approach whilst also exuding a sense of fun and enjoyment.</li><li>• An exemplar of the values of the School, with a strong sense of accountability for fulfilling the requirements of this post.</li></ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"><li>• An understanding and empathy with the school's aims</li><li>• A commitment to safeguarding and promoting the welfare of children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li><li>• Strong support for the strategic direction of the school</li></ul>