



## RYDE SCHOOL JOB DESCRIPTION

**ROLE:** Head of Prep

**START DATE:** 01/09/2025

**LINE MANAGER:** Head Master

The Head of Prep is line managed by the Head Master and will work closely with the Deputy Heads and the Assistant Heads in Prep and Pre-Prep.

**ROLE SUMMARY:** *The Head of Prep has overall responsibility for the day-to-day running of the entire Prep School (ages 2-11) made up of the Prep, Pre-Prep and Nursery sections.*

*The Head of Prep is a member of the School's Senior Leadership Group and oversees all staff in the Prep School. As a senior member of staff at Ryde School the Head of Prep acts as a role model for both colleagues and pupils and should display a high level of professionalism, ambition and commitment to the School, its values and its aims. The post holder is expected to set an example to other staff in their teaching, co-curricular work and in supporting School events such as sports fixtures, concerts, plays etc.*

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### SPECIFIC RESPONSIBILITIES

#### LEADERSHIP AND MANAGEMENT:

- Contribute to and implement the School's Strategic Development Plan with particular focus on the Prep School.
- Promote the School's values in all aspects of Prep School life.
- Provide inspirational leadership to pupils, staff and parents.
- Maintain high morale within the Prep School and lead by example
- Attend relevant Governors' meetings and keep Governors and the Head Master fully informed on the state and progress of the Prep School.
- Contribute to termly reports to the Governing body and attend the Governors' Education Committee.
- Represent the Prep School on any appropriate and professional bodies.
- Liaise with educational bodies (DfE, IAPS, ISC etc.) as required.
- Promote self-discipline and proper regard for authority amongst the pupils and regulate the conduct of pupils. Ensure their proper behaviour both on and off site.
- Oversee all serious pupil disciplinary matters.
- Meet weekly with the Head Master to report on and discuss the progress in the Prep School.
- Meet weekly with the Assistant Head (Pre-Prep) and Assistant Head (Prep) to ensure continuity and consistency between the two junior sections of the School.
- Attend SLG meetings and chair Prep School Management Team meetings.
- Attend Senior Leadership Group meetings, Health & Safety Committee, Safeguarding and Pastoral Committee meetings.
- In liaison with the Compliance Officer, ensure all Prep School policies are reviewed as required and updated as needed in line with regulatory and statutory requirements.
- In liaison with the Deputy Head (Pastoral) and the Compliance Officer, ensure the Prep School remains well prepared for inspections by the ISI or any other Educational Body.
- Recognise and reward achievement and success amongst staff and pupils.

#### APPOINTMENTS AND STAFF:

- Lead, support and manage all Prep School teaching staff.
- Ensure staff expectations are clear and adhered to.



- Set an example of continuous professional development, participating in appropriate training to ensure awareness of trends in Prep School educational matters.
- Work closely with the Deputy Head (Academic) and the Assistant Heads (Prep) and (Pre-Prep and Nursery) on the timetabling of staff in the Prep School.
- In liaison with the Head Master and Finance Director, appoint teaching staff within the Prep School and oversee the allocation of duties to them.
- Manage and supervise the Prep School and ensure proper standards of professional performance are established, appraised and maintained.
- Maintain and develop continuity between the three sections of the Prep School.
- Organise and implement a staff development programme, including a system of annual review and work with the Senior Leadership Group to ensure the Prep School receives effective INSET and training.
- Line manage the Assistant Head of Prep, Assistant Head of Pre-Prep, the Nursery Manager, the Pastoral Assistant (Prep), the Head of Sport (Prep), the Prep School Secretary/PA and the Pre-Prep Secretary.

## **SAFEGUARDING AND PASTORAL CARE:**

Work with the Deputy Head (Pastoral) and Pastoral Assistant (Prep) to:

- Be a deputy DSL, part of the school-wide Safeguarding Team, taking guidance from the Deputy Head (Pastoral).
- Ensure there is an excellent culture of safeguarding in place.
- Ensure all Prep School staff are supported and well trained in delivering outstanding pastoral care.
- Ensure that all pupils feel safe coming into school and can thrive.
- Ensure that pupils with specific pastoral needs are supported in an effective and timely manner, as required, and that liaison with any external agencies works effectively.
- Ensure the Personal Development programme is delivered consistently and effectively.
- Promote a culture of kindness and respect among the pupils.
- Ensure a healthy balance for pupils between academic and co-curricular that enhances pupil wellbeing.
- Oversee the support programmes in place for pupils with more significant safeguarding or pastoral needs.

## **TEACHING AND LEARNING:**

Work with the Deputy Head (Academic) and Assistant Heads of Prep and Pre-Prep (Academic) to:

- Engender a love of learning.
- Ensure pupils develop independent learning skills.
- Ensure there is a high standard of teaching throughout the Prep School and that all pupils are challenged appropriate to their ability, including ensuring SEND is fully considered.
- Ensure the appropriateness and effectiveness of the curriculum.
- Ensure the subject leads and year group teachers develop and update schemes of work.
- Ensure there is an effective system of Assessment, Recording and Reporting in line with school policy.
- Ensure that pupils' academic progress is effectively tracked and monitored, and that this data is then used effectively.
- Ensure attractive and meaningful displays of pupils' current work in the classrooms and corridors, providing an interesting and stimulating environment.
- Maintain a clear awareness and understanding, for oneself and staff, of contemporary thinking, research and developments in Prep and Pre-Prep education.
- Be accessible and open to new ideas that may be effective.
- Coordinate the co-curricular programme in the Prep school.
- Coordinate any cover required in the Prep School.

## **PR, COMMUNICATIONS AND MARKETING:**

Work with the Head Master, Head of Marketing and Communication, Admissions Registrar to:



- Effectively promote the Prep School.
- Make an active contribution to Open Days, Marketing Days and other high profile occasions.
- Admit pupils in accordance with the School's Admission Policy and fill as many of the available places as possible.
- Cultivate and maintain the goodwill of past, current and prospective parents and pupils.
- Liaise with other schools on the Island.
- Organise advertising and publicity for the Prep School and keep the prospectus up-to-date.
- Liaise with the Friends of Ryde School group as required.
- Lead and oversee the assemblies across the Prep School and plan for visiting speakers.

**FINANCIAL MANAGEMENT AND MANAGEMENT OF THE PREMISES:**

- Prepare and administer the budget for the Prep School in liaison with the Finance Director.
- In consultation with the Estates and Operations Director, ensure that all Prep School buildings and facilities are maintained to the highest standards of health and safety.
- Ensure there are appropriate procedures in place for health and safety.
- Perform and review regularly health and safety checks and risk assessments within the department, with an eye to managing the safety of children at all times.
- Review and maintain policies specific to the three sections of the Prep School and contribute to the review of departmental and Whole School policies.

**GENERAL NOTE:** Job description cannot be prescriptive. The essential ingredient for the job is to work in a professional manner at all times; making sure it is the children who lie at the heart of what we do.