

Job Description: Head of Pre-Prep (Assistant Head)

Wellington College International School Bangkok is fully committed to safeguarding and promoting the welfare of children and young people.

This Job Description should be read and understood in conjunction with the WCISB Class Teacher Job Description, the WCISB Teacher Standards, the Staff Handbook and the teacher's contract.

1. Purpose

- 1.1 In collaboration with the Head of Junior School, ensure and oversee delivery of the EYFS and the KSI curriculum, including both the core of the National Curriculum for England and appropriate enhancements from the IPC in wider areas.
- 1.2 In collaboration with the Head of Junior School, ensure that the Wellington Values and Identity are fundamental to everything that happens in the Pre-Prep
- 1.3 In collaboration with the Head of Junior School, lead the Pre-Prep staff, both indirectly by example and directly through meetings, presentations and other sessions, supporting and encouraging all to establish smooth flow of communication around the teacher - pupil - parents triangle
- 1.4 In collaboration with the Head of Junior School, ensure the maintenance at all times of a high level of creative, proactive and dedicated commitment throughout the Pre-Prep.

2. General Responsibilities

- 2.1 Be a member of the Junior School Leadership Team, reporting directly to the Head of the Junior School
- 2.2 In collaboration with the Head of Junior School, be responsible for the day-to-day management of teaching and learning in the Pre-Prep, through delegated structures where appropriate
- 2.3 Take an active part in the life of the whole Junior School, with a timetable of up to 40% contact time, and foster links within it for the benefit of pupils, parents and staff
- 2.4 In collaboration with the Head of Junior School, ensure that the personal, intellectual and developmental needs of every Pre-Prep child are met and monitored appropriately
- 2.5 Share in the delivery of the curriculum as necessary
- 2.6 In collaboration with the Head of Junior School, offer and develop a vision for the Pre-Prep as part of the whole-School development plan.
- 2.7 Represent the Pre-Prep to parents and prospective parents
- 2.8 In collaboration with the Head of Junior School, ensure appropriate and outstanding integration between the Early Years and Key Stage 1 and between the Pre-Prep and the Prep School
- 2.9 Play an active and constructive role in the School's Research and Development programme
- 2.10 Set an excellent example of professional standards and leadership
- 2.11 This Job Description is not exhaustive; any other reasonable requirements or requests from the Head of the Junior School or the Master are expected to be carried out

3. Key Responsibilities

3.1 Management and Administration

- 3.1.1 Manage elements of the budget of the Pre-Prep efficiently and effectively and liaise with the Head of the Junior School to this end



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- 3.1.2 In collaboration with the Head of Junior School, ensure that Health and Safety and Safeguarding regulations in the Pre-Prep are observed and regularly reviewed
- 3.1.3 In collaboration with the Head of Junior School, draw up, run and update a Development Plan for the Pre-Prep in line with the whole-school Development Plan
- 3.1.4 In collaboration with the Head of Junior School, oversee the design and implementation of the Pre-Prep curriculum and monitor progress, achievement and attainment against and within it
- 3.1.5 In collaboration with the Head of Junior School, ensure that all schemes of work, policies and procedures are updated and followed
- 3.1.6 In collaboration with the Head of Junior School, create, or directly manage the creation of, the Pre-Prep timetable, ensuring its suitability in all respects

3.2 Teaching and Learning

- 3.2.1 Monitor teaching responsibilities appropriately and effectively
- 3.2.2 In collaboration with the Head of the Junior School, oversee, and ensure the excellence of, curricular, extended-curricular and co-curricular provision, including visits, trips and other off-campus activities
- 3.2.3 In collaboration with the Head of the Junior School, ensure excellent standards of teaching and learning are maintained in all areas
- 3.2.4 In collaboration with the Head of the Junior School, ensure breadth, continuity and coherence of curriculum development
- 3.2.5 In collaboration with the Head of the Junior School, liaise with the Prep School as necessary on overlap teaching and mentoring
- 3.2.6 In collaboration with the Head of the Junior School, ensure provision is made for the full range of pupil abilities and aptitudes
- 3.2.7 In collaboration with the Head of the Junior School, ensure pupil assessment and tracking are accurate and ongoing and performance information is used effectively to inform planning and maximise pupils' progress, achievement and attainment
- 3.2.8 Teach a 40% timetable

3.3 Pastoral Care

- 3.3.1 In collaboration with the Head of Junior School and the Head of Educational Communication, ensure that all pupils in the Pre-Prep develop and share a practical understanding, and appreciation, of the Wellington Values and Identity so that, as a consequence, the happiness, safety and wellbeing of every child in the School are considered, addressed and maximised
- 3.3.2 In collaboration with the Head of Junior School, ensure that the behaviour expected of pupils is modelled by staff and understood clearly by pupils
- 3.3.3 Communicate and liaise closely and frequently with parents and develop excellent professional relationships
- 3.3.4 Liaise with the Head of Educational Communications on the implementation of the House system in Pre-Prep, ensuring that it supplies plentiful opportunities for vertical engagement as well as discussion and consideration of the Wellington Identity and Values
- 3.3.5 Co-ordinate Pre-Prep assemblies to reinforce the school's ethos and Values, promote a strong sense of identity and community, celebrate success
- 3.3.6 Liaise with the Head of the Junior School regarding Year 2-3 transition



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3.4 Staff

- 3.4.1 In collaboration with the Head of Junior School, lead, mentor and monitor the work of all Pre-Prep staff
- 3.4.2 Take an active part in the recruitment process for all Pre-Prep staff
- 3.4.3 In collaboration with the Head of Junior School, oversee the Reporting process, ensure all pupil reports are proofread effectively and add individual comments when appropriate
- 3.4.4 In collaboration with the Head of Junior School, organise and chair regular meetings
- 3.4.5 Ensure that appropriate cover work is set in the event of staff absence and that all classes are covered effectively; personally cover classes if necessary
- 3.4.6 In collaboration with the Head of Junior School, oversee the construction and running of staff duty rotas
- 3.4.7 In collaboration with the Head of Junior School, ensure that appropriate and serious consideration is given to the happiness, safety and wellbeing of Pre-Prep staff and that, where possible, appropriate action is taken and support given

3.5 Parents

- 3.5.1 Build, develop and maintain excellent relationships with parents
- 3.5.2 In collaboration with the Head of Junior School, oversee and monitor all communication with parents and others
- 3.5.3 In collaboration with the Head of Junior School, keep parents fully informed and respond to individual and general pastoral, academic, social and other issues in a timely, polite and effective manner