



Head of the Pre-Prep Job Description

The School

Vinehall is a co-educational day and boarding preparatory school for children aged 7 to 13 which includes a nursery and Pre-Preparatory department for children aged 2 to 6. The school upholds high standards of academic achievement as well as a very full range of co-curricular opportunities. It is a vibrant, busy and happy school with high expectations in all areas.

It is set within 47 acres of beautiful Sussex countryside, hosts a number of impressive facilities and offers an outstanding working environment.

Job Purpose

- To liaise closely with parents and children, responding to their concerns;
- To be a trusted, approachable, knowledgeable colleague, who leads by example;
- To create and implement a development plan, providing vision for the department, yet remaining sensitive to the needs of the whole school strategic plan;
- To have exceptional interpersonal skills, encouraging a team approach and acting with integrity and fairness with all members of the school community.

Key Relationships

- Headmaster;
- Deputy Head;
- Bursar;
- Senior Management Team;
- Head of Departments;
- Pre-Prep staff;
- Head of Learning Support and outside agencies;
- Pupils;
- Parents;
- IAPS schools and nurseries.

Leadership

- Manage Pre-Prep staff (teachers and TAs) in consultation with the Head.
- Lead the departmental self-evaluation and planning and ensure the SEF is up to date;
- Create development plans that link with SEF and budget proposals;
- Promote good communication between Pre-Prep and the wider community - written and electronic;
- Liaise with the Bursar in planning, adhering to and managing the annual budget;
- Familiarise with compliance and policy, including updates (Staff Handbook);
- Update key documents including 'An Introduction to Pre-Prep' (Parents' Handbook) and the Pre-Prep magazine material in liaison with the editor;
- Meet regularly with the Head and/or SMT;
- Contribute to the termly report to Governors;

- Organise a programme of assemblies and be respectful of the Christian ethos within the school, as well as other faiths;
- Liaise with the marketing and admissions departments.

Children

- To be responsible for a class and to teach approximately 50-70% of the timetable;
- Ensure each child is safeguarded in line with Vinehall policy and to liaise with the DSL;
- Promote a nurturing and welcoming environment throughout Pre-Prep;
- Promote a joy of learning through inspiring curriculums within Pre-Prep;
- Ensure that the provision best meets each child's needs;
- Ensure there is a consistency in the approach to discipline throughout the Pre-Prep and that high standards are maintained;
- Ensure good transitions within the school, to maintain and increase links with the Prep School including Year 3 staff and the Head of Juniors.

Staff

- Support, encourage and motivate the staff team;
- To be appraised and to assist in appraising Vinehall staff;
- Work with the Head as a member of SMT with regard to appointing new staff;
- Support the induction of new staff;
- Organise and chair staff meetings once a week;
- To be a part of the lunch duty rota, sitting with and serving the children;
- Write references as required.

Parents

- Promote good relationships with parents;
- Become involved in issues not managed by class teachers and liaise with the Deputy Head and/or Head over major issues;
- Ensure good communication by a variety of means;
- Show parents around Pre-Prep and/or meet (as required).

The Curriculum

- Oversee the teaching of classes in line with our National Curriculum based SoW in liaison with HoDs;
- Ensure that a stimulating and relevant programme of study is followed and high standards are achieved;
- Have overall responsibility for assessment in Pre-Prep in liaison with Head of Nursery and Assistant Head Academic, ensuring that there is continuous, formative assessment;
- Ensure that records, system entries and reports are in hand. Read Pre-Prep reports and write a comment on the annual reports to parents;
- Oversee inspections within Pre-Prep in liaison with SMT;
- Keep up to date with changes in primary education and how they affect Pre-Prep;
- Support and liaise with the Learning Support and outside agencies as required;
- Develop resources for curriculum areas.

The post is paid according to the Vinehall scale, which is based on the government pay scale for teachers. Pay is calculated according to qualifications and experience.

Person Specification

- Good honours degree or equivalent with teaching qualification.
- A proven track record of successful middle or senior leadership.
- Excellent performance as a teacher.
- Evidence of active involvement in whole school developments.
- Evidence of continuing professional development.
- A knowledge of the process of strategic planning and school self-evaluation.
- Experience in communicating and translating a vision into practice.
- Experience of leading the management of change to achieve excellence.
- The ability to understand and appreciate the school's current strengths and address its areas for development.
- A knowledge of the national policy framework and current educational legislation and initiatives, particularly Early Years and KS1.
- A thorough working knowledge of child safeguarding procedures and practice.
- The ability to promote positive engagement with pupils that reflects appropriate boundaries.
- Understanding of what motivates, challenges and engages young people in an educational context.
- Understanding of what promotes high academic achievement.
- Understanding of pastoral issues in a Pre-Prep environment.
- Knowledge and experience of a range of monitoring and evaluation strategies.
- Understanding and experience of conducting appraisals.
- Understanding and experience of assessment and pupil progress.
- Outstanding teaching, presentational and communication skills, with an eye for detail.
- Leads by example and motivates others.
- Pro-active, and able to work independently.
- A strategic thinker.
- Shows unfailing resilience, enthusiasm and good humour and an ability to work well under pressure.
- Excellent time management and personal organisational skills.
- A good level of ICT and excellent grammatical and proof-reading skills.
- A commitment to equal opportunity.

INDUCTION

New members of staff are allocated a mentor with whom they meet on a weekly basis. All teachers are part of a performance management system to help set targets for continuing professional and personal development.

OTHER

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the DSL or to the Head.