



SEVENOAKS
PREPARATORY SCHOOL

Assistant Head Pre-Prep

Responsible to Head of Pre-Prep

The successful candidate will have the safeguarding of children as their highest priority.

The successful candidate will have a demonstrable record of excellence in teaching and school leadership at senior or middle management level, in addition to outstanding administrative and communication skills. They will have a track record of being a supportive, collaborative and empathetic colleague, with the ability to make decisions and manage development and evolution in areas of school life.

The appointee must subscribe fully to Sevenoaks Prep's "Way of Life", understanding and promoting how academic study, pastoral care and extra/co-curricular activities contribute equally within it.

The role is to assist in the overall leadership and management of the School, as part of the Pre-Prep leadership team and Senior Management Team (SMT), with overall responsibility for Reception and Key Stage One, for pastoral care within these year groups and to take a strategic lead in the development of teaching, learning, assessment and reporting; including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils. The role will also involve successful marketing of the school and meeting with prospective parents. A key part of this role will involve managing the successful transition between Early Years and Key Stage One as well as Key Stage One into Key Stage Two. The successful candidate will be expected to manage a class teacher role as well as undertake the assistant head teacher responsibilities.

Job Description

Strategic direction of the school

With the support of, and under the direction of the Head of Pre-Prep:

- support the vision, ethos and policies of the School in which all pupils have access to a broad, balanced and relevant curriculum and promote high levels of achievement throughout School;
- support the creation and implementation of the School's development plan, and take responsibility for appropriately delegated aspects of it;
- support all staff in achieving the priorities and targets of the School;
- gain an understanding of levels of achievement in all classes and their relationship to overall targets and aspirations of the School;
- support the evaluation of the effectiveness of the School's policies and developments and analyse their impact on standards;
- assist the Head of Pre-Prep and SMT colleagues in ensuring that the Pre-Prep is inspection-ready.

Organisation

- an outstanding class teacher and role model to your colleagues;
- perform those tasks necessary for the administration of the day-to-day life of the School;
- work alongside the SENCo to ensure the provision maps, transition document and IEPs are accurate, up to date and updated regularly;
- organise cover for absent colleagues within Reception and Key Stage 1, organise duty rotas, organise report deadlines etc.;
- organise clubs;
- assist the Head of Pre-Prep in mentoring new staff within Reception and Key Stage 1;
- assist the Head of Pre-Prep in interviewing and appointing new members of staff across the Pre-Prep;
- support the SMT and Admissions Department in marketing the School and meeting prospective families;
- working alongside the Head of Early Years to form a strong, cohesive leadership team in the Pre-Prep which supports the overall values and ethos of the School;
- advise staff about start of term and end of term arrangements in liaison with the Head and Head of Pre Prep.

Curriculum

- monitor the curriculum and its delivery throughout the Pre-Prep, focusing particularly on Reception and Key Stage 1;
- lead and manage a core subject (Mathematics, English or Science - according to the needs of the School at the time) across the Pre-Prep;
- work with subject co-ordinators to monitor the updating of schemes of work across the Pre-Prep;
- assist the Head of Pre-Prep with ensuring continuity of and the compatibility of curriculum matters between the Pre-Prep and Prep school;
- leading and managing of departmental / Key Stage meetings;
- lead the team in the School's formal testing system and teacher assessments using online systems to record and monitor progress;
- organise Pre-Prep standardised tests within Year 2;
- leading assessment across the Pre-Prep, ensuring that Early Years (Reception) and Key Stage 1 assessment and reporting arrangements (as per school assessment policy) are adhered to and carried out;
- producing termly assessment reports (3 x per year) for the Head of Pre-Prep and governing body;
- writing special timetables and making timetable adjustments for activity weeks, Reception and Key Stage 1 performances and other events as necessary;
- assist the Head of Pre-Prep in the administration and review of lesson observations and guidance.

Other

- assist the Head of Pre-Prep in the pastoral care and good discipline of pupils;
- take one assembly in the week;
- meet with the Head of Pre-Prep on a daily basis;
- run a weekly briefing for support staff;
- attend all relevant SMT meetings;
- jointly lead Pre-Prep, alongside the Head of Early Years, if the Head of Pre-Prep is absent;
- assist the Head of Pre-Prep in the pastoral care of the staff;
- support the Head of Pre-Prep in every reasonable way.

Pastoral

- provide strong moral guidance to pupils in line with the School's "Way of Life";
- work closely with the Head of Pre-Prep to oversee pupil well-being and welfare;
- work closely with teachers to ensure good staff interaction and discipline, bringing to the attention of the Head of Pre-Prep any areas of concern;
- keep a detailed electronic record of pupil behaviour and discipline on the School's management information system (EYFS / Key Stage 1);
- be aware of the well-being of staff providing support for colleagues offering appropriate praise and/or advice as necessary;
- organise and ensure the smooth running of events including (but not exclusively): Sports Day, Key Stage concerts, trips and visiting guests;
- promote the development and progress in the social, academic and extracurricular spheres of all the pupils in your class, as well as being the first point of contact for parents and colleagues on matters of these pupils' well-being;
- ensure a smooth and seamless transition between Reception class and into Key Stage One;
- attend whole school pastoral development meetings as requested.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.

Person Specification

The successful candidate will be expected to demonstrate evidence of the following skills, qualifications and experience:

- Qualified Teacher Status (QTS)
- ability to maintain confidentiality appropriate to the setting
- demonstrable and sustained success in a post as a curriculum lead or year group lead
- a track record of initiative and innovation
- a passionate commitment to the development of learning and teaching across the curriculum; an up-to date knowledge of new learning and teaching developments and strategies (including digital learning)
- to be capable of expressing an independent view and of working loyally as part of a team
- to be able to make a significant contribution to strategic planning; to debate and discuss constructively; to subscribe to the principle of collective responsibility for key decisions; and to show interest in all areas of School leadership
- to be willing to work effectively as part of the SMT, whose members are mutually supportive and complement each other through their diverse skills and abilities
- have an understanding and appreciation of the nature of independent education
- have the ability to work with calmness and efficiency when under significant pressure
- to be a cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents
- have outstanding communication skills (including effective public speaking), and relate very well and sensitively to pupils, staff and parents
- to be eager to learn and to attend (and at times lead) INSET/CPD as necessary
- have a strong commitment to the professional development of staff and staff welfare
- to be aware of the nature of the School and to commit to its all-round ethos, co-curricular activities and pastoral approach
- to maintain, along with other members of the SMT, a highly visible and professional presence around the School and at events within and beyond the school day, including at weekends where required
- outstanding administrative skills with an eye for detail
- be seeking a fresh professional challenge

- have an understanding of the importance of marketing and development together with the ability to promote the School with energy and enthusiasm for these purposes
- a “can do” approach
- awareness of the needs of others
- enthusiasm and a keen sense of humour