

JOB DESCRIPTION: HEAD OF PRE-PREP

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose: To be responsible for leading the Pre-Prep department in all matters relating to the education, welfare, health & safety of the pupils and the day-to-day management of the staff

Immediately responsible to: Headmaster

Responsible for: Pre-Prep Staff

Hours of work: Full-time.

School Term time only (to include working days prior to the return and after the departure of pupils as may be necessary for the proper performance of your duties).

Commencement date: 1st September 2026

Notice Period: One full School term.

Overview

As a member of Senior Management Team, be responsible for leading the Pre-Prep department in all matters relating to the education, welfare, health and safety of the pupils and the day-to-day management of the staff.

Key Tasks

Leadership

- To lead the Pre-Prep department in all matters relating to the education, welfare, health and safety of the pupils and the day-to-day management of the staff
- To stand in for the Headmaster in his absence and in the absence of the Deputy Heads
- To be a member of the school's Senior Management Team (SMT) and work with the Head and SMT to contribute to, and implement the strategic view for the School
- To manage the day-to-day operation of the Pre-Prep department, including staff cover arrangements should they be required together with weekly staff meetings
- To co-ordinate the normal routines of the Pre-Prep (e.g. lunchtime arrangements, playground routines, assembly arrangements) including the preparation of staff duty rotas, subsequently monitored to ensure that duties are being undertaken correctly

- To effectively delegate functions and responsibilities to year group co-ordinators and subject co-ordinators
- To arrange assembly schedules in conjunction with relevant colleagues and in doing so support the whole school PSHE policy
- To communicate clearly, promptly and effectively with parents and resolve any problems or concerns they may have
- To organise parent/teacher evenings and ensure they, together with relevant Pre-Prep events and information are accurately detailed on the school calendar
- To participate in such school committees as determined by the Headmaster to represent the interests of the Pre-Prep department
- To take the lead in the co-ordination, organisation and management of the main Pre-Prep school events within each term
- To organise and promote the school Mentoring system, and (alongside the Deputy Head, Academic) organise the termly structures and themes for assemblies
- To prepare and manage the Pre-Prep budgets appropriately in liaison with the Bursar, and the Headmaster
- To support the Headmaster in marketing the School and with the recruitment and admission of new pupils through engagement in all relevant opportunities and events
- To assist the Headmaster in selecting and appointing new staff

Curriculum and Assessment

- To undertake a teaching workload as decided by the Head recognising the duties of the Head of Pre-Prep and in doing so be an example of excellence as a leading teacher, inspiring and motivating other staff
- To work closely with the Deputy Head, Academic, to ensure effective day to day practice and educational continuity (for example in Year 3 to 4 transition processes and procedures), and to ensure pupil academic profiles are both accurate and utilised to good effect
- To oversee the delivery of a balanced curriculum (EYFS, KS1, Y3) that will meet the needs of all children
- To manage the development of the curriculum (ensure that schemes of work and policies for each subject are maintained and updated)
- To monitor pupil assessment to ensure high standards of achievement
- To monitor classroom practice through observation of teaching and learning
- To oversee a rich programme of clubs and activities
- To keep abreast of educational innovation, changes in regulation and in inspection arrangements, and ensure appropriate liaison with colleagues
- To assist the Deputy Head, Academic in the preparation and implementation of the school's timetable, taking particular responsibility for the teaching timetable in the Pre-Prep
- To manage and oversee the preparation of the Early Years' Self-evaluation Form (SEF) for inspection and participate in the preparation of the SEF for the rest of the school. To ensure that all statutory polices specific to the Early Years are maintained up to date and in line with best practice
- To manage the implementation of the school's assessment policy (organise and co-ordinate examinations and testing and the collation of results for dissemination to interested parties)

Pastoral

- To work alongside the Deputy Heads in establishing the School *Behaviour Policy*, recording/reporting procedures associated with this
- To oversee the pastoral and disciplinary aspects of the Pre-Prep, supervising and guiding class teachers, administering the rewards and sanctions system and ensuring close co-operation and clear communication between staff and parents
- To ensure that child protection matters are managed correctly within the Pre-Prep Department, and to work closely with the DSL when safeguarding concerns arise.
- To ensure that matters of concern relating to the health and safety of both pupils and staff are raised appropriately and quickly

Development

- To attend relevant IAPS training and/or other appropriate/mandatory training to further both personal professional development and meet the requirements of the School
- To develop and monitor a structured induction programme for newly appointed members of staff, in association with the Deputy Head and Bursar
- To work with the Head in leading, motivating, challenging and developing all school staff, thereby sustaining high expectations and excellent practice across all aspects of school life
- To work with the Head in promoting the professional development, awareness and competence of staff by appropriate methods so as to achieve full development of potential in the context of personal and professional ambitions, monitoring their standards and being aware of their needs
- To work with the Head and other members of the SMT in the appraisal of teaching staff

Quality Assurance

- To promote the development of good practice within the Pre-Prep, ensuring that staff are aware of systems and procedures of the school and that they carry them out effectively
- To ensure, with other SMT members and relevant colleagues, that School policies are right up to date and that any changes are communicated effectively
- To liaise closely with the Catering and Domestic Staff to ensure that pupil expectations and responsibilities are met
- To monitor and evaluate the standards of pupils' all round achievements
- To monitor continued compliance with the regulations as required by government statute and/or by the Independent Schools Inspectorate
- To maintain and update the parents and pupil handbooks to reflect changes to procedure and policy
- In summary, to work alongside the Headmaster with a sharp eye and high level of attention to detail to ensure the best possible day to day workings and appearance of the School and, undertaking, where necessary, additional tasks and duties that bring this about

General

- The safety, well-being and discipline of all pupils.
- A full part in the life of the School community.
- To contribute to the wider life of the School.

Knowledge, Skills and Experience Required

Essential

- A passion, energy and enthusiasm for working with children, coupled with an ability to inspire.
- A strong and passionate understanding of education and of curriculum development at national and school levels.
- Strong and relevant academic qualifications.
- An excellent classroom practitioner, with evidence from current school appraisals or lesson observations to support this.
- Strong interpersonal and leadership skills that promote confidence in dealing with colleagues, pupils and parents.
- The confidence and ability to make successful decisions either autonomously or in consultation.
- Strong administration skills and the ability to manage time effectively to meet all deadlines.
- A high level of motivation, enthusiasm, energy and commitment.
- A flexible approach to the role, coupled with a strong commitment to the team ethic.
- A robust and resilient nature, coupled with a capability to work under pressure.
- A positive approach to learning in role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.
- A full and active commitment to the welfare and safeguarding of children and young people – pastoral care has a high priority in the School and, as with all staff, the successful candidate will be highly committed to this aspect of the job.
- Further interests and skills that allow for a strong contribution to other aspects of life in the School are equally important.

Desirable

- Experience of or a clear understanding of the requirements of Common Entrance.

Note

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.