



# Highclare School

**Job Description: Assistant Head: Pre-Preparatory School**

**Line Manager: Head of Preparatory School**

**Remuneration: Highclare Leadership Scale L3-L6 depending on experience**

*(Please note, Highclare School does not mirror the national leadership pay scale)*

## **Personal qualities**

- QTS: this should be specific to the Foundation Stage age group. Where this is not the case, the applicant should be able to demonstrate training and recent experience of working at a leadership level with the Foundation Stage age group.
- Extensive experience of working with young children, particularly 2–5-year-olds
- Experience of leading teams in delivering high quality early education
- Experience of working with families, identifying support and working in partnership with them to promote learning
- Experience of working in partnership with other agencies and organisations when identifying and meeting the needs of children and families and in response to safeguarding concerns
- A thorough knowledge and understanding of the EYFS Inspection Framework (DfE/ISI) and relevant current legislation
- A strong understanding of what constitutes a quality early education environment
- A strong understanding of making accurate assessments of children's learning and development and devising appropriate next steps for their learning
- Ability to design and develop early education environments and programmes and built on the children's interests and the characteristics of effective teaching and learning
- Flexibility, initiative and the ability to vary and structure the curriculum according to children's needs
- Good observational skills and the experience to support staff in knowing when and how best to intervene to support children's learning, development and interactions.
- If not already trained for EYFS Senco role, a willingness to do so.
- Display a high standard of professional behaviour and integrity at all times.

## **Management**

- Support the Head of Preparatory School in managing the aims and objectives of the school in partnership with children, staff, parents and governors.
- Help maintain the positive ethos and core values of the school both inside and outside the classroom.
- Oversee and lead the Pre-Preparatory department across both Prep School sites.
- Support the Head of Preparatory School in all aspects of EYFS leadership, providing advice and practical support regarding EYFS regulations and guidance.
- Act as the EYFS Senco and liaise with KS1/ Prep School Senco as required.
- Attend Primary School Committee.
- To liaise with TOPS Manager fortnightly and also with the Site TOPS leads to ensure curriculum continuity across the day and holidays.
- To oversee the Pre-Preparatory provision for full-year pupils, working with the TOPS manager to ensure staffing is consistent and quality maintained during holiday time.
- To support full-year provision in person for 10 days during the holiday periods as agreed with the Head of Preparatory School
- To be a member of the site management team and attend briefings and meetings as required.
- Lead departmental meetings.
- Work closely with colleagues including Reception and KS1 staff
- Lead parent liaison meetings with class teacher.
- Organise rotas – staffing, assemblies, lunchtime, play time.
- Organise staffing arrangements on a daily basis e.g. staff absences, attending courses etc.

- Manage budget replenishing and ordering new resources across the Pre-Preparatory sites
- To oversee Health and Safety within the Pre-Preparatory sites.
- To ensure all EYFS statutory reporting is completed by the required deadlines.
- To ensure all Learning Journeys are correct and up to date.
- To represent the Pre-Preparatory phase in whole school issues as required.
- To manage Parent Log File for Early Years.
- To organise pupil grouping and Key Persons within the Pre-Preparatory Schools.

### **Inspection**

- Check compliance with ISI Regulations and Welfare requirements
- Responsibility for keeping abreast of new and existing early years' initiatives.

### **Policies**

- Responsibility for formulating EYFS policies and for reviewing policies if and when necessary.

### **Induction**

- Liaise with the Admissions Registrar re new starters, induction arrangements and session increases and update session grids as necessary.

### **Marketing**

- Lead on marketing initiatives such as 'Stay and play' sessions to boost Pre-Prep numbers.
- Organise Pre-Preparatory department for Open Mornings.
- Support the Admissions Department in completing paperwork for prospective children joining us on open days.
- Contribute to marketing initiatives as required.

### **Children**

- Oversee the pastoral care and general behaviour of children across the Pre-Preparatory Schools.
- To act as a Deputy Designated Safeguarding Lead (DDSL)

### **Curriculum**

- Liaise with Reception class teachers and the KS1 coordinators regarding the implementation of the Early Years' curriculum.
- Co-ordinate all seven areas of learning in Pre-Preparatory School.
- Monitor standard of planning across the Pre-Preparatory School.
- Conduct book/ work scrutinies to ensure high standards of progressions and presentation are evident.
- Liaise with Reception class teachers and the KS1 coordinators to ensure smooth transition into Reception.
- To teach in Pre- Preparatory School, to lead by example and deliver a high quality curriculum for all children in the Pre-Preparatory School.

### **Assessment**

- Analyse results throughout the Pre-Preparatory School – Aspects, PIPS & Profile.
- Organise and plan for any necessary interventions SEND or more able children and liaise with appropriate staff.

### **Staff**

- Lead and organise Pre-Preparatory PLD across sites.
- Reading, checking and correcting Pre-Preparatory reports.
- Take part in selection and induction of new staff within the Pre-Preparatory School.
- Plan and organise staff appraisals and supervisions and liaise with the Prep School leadership.
- To participate in the School's PLD programme and to be aware of training opportunities for EYFS staff.
- To be part of the recruitment process when employing any Pre-Preparatory staff members

### **Supervisions & Appraisals**

- Conduct supervisions and professional reviews on a rolling programme, liaising Prep School leadership on outcomes.
- Support staff in their professional development.
- Manage staff grievances and liaise with Prep School leadership as appropriate.

### **Quality Improvement**

- To identify, and lead any necessary changes to structure of our provision.
- Amending paperwork as necessary to improve quality e.g. altering Early Years' report to take note of Inspection recommendation.
- Establish effective relationships with specialists from outside agencies
- Contribute to School Development Plan and Self Evaluation.

### **Parents**

- Promote a positive partnership with parents.
- Organise and lead Curriculum evenings.
- Organise and lead Information Evenings and workshops
- Organise parent liaison meetings
- Manage parental grievances liaising with Prep School leadership.
- Organise and lead transition meetings for new parents into Pre-School and Reception.

**Please also see general 'EYFS/KS1 teacher' job description**

**The teaching requirement for this role is likely to be around 0.6 of full-time hours.**

*This list is intended to be as comprehensive as possible but is not exhaustive.*