



Heath Mount School

Head of Pre-Prep Candidate Information Pack



WELCOME

Thank you for your interest in the role of Head of Pre-Prep at Heath Mount. This is an exciting and rare opportunity to play a key part in our pupils' educational journey as they begin their time at Heath Mount School.

Shortlisted by Tatler Magazine as one of the five best Prep Schools in the UK, Heath Mount is a leading day and flexi-boarding school that's home to around 500 boys and girls between the ages of 2 and 13. The school was founded in 1796 and has been situated in the Grade I listed mansion of the Woodhall Park Estate near Hertford since 1934.

Nestled in 40 acres of glorious countryside, Heath Mount provides an inspiring, dynamic and supportive working environment underpinned by the School's family-feel ethos and values.



OVERVIEW

We are seeking to appoint a dynamic, enthusiastic and engaging individual to lead our Pre-Prep and EYFS department.

The successful candidate will have a proven track record of outstanding teaching within the Pre-Prep and EYFS age range, leadership experience, as well as a passion for the early years and Key Stage 1 education.

The Head of Pre-Prep will be responsible for leading, managing and growing the Nursery to Year 2 provision at the School, assessment and monitoring, providing daily support to pupils, staff and parents across all areas of life at the Pre-Prep.

The Head of Pre-Prep is a key member of the Senior Management Team, reporting directly to the Headmaster and working closely with the rest of the School, and in particular, our Deputy Head Pastoral, Deputy Head Curriculum, Head of Professional Development and Head of Learning Support.

As a member of the SMT, they are expected to create a climate of high expectations, continuous improvement and excellent pastoral care. In addition, they should be able to present a clear vision for the Pre-Prep.

The Head of Pre-Prep will be expected to teach three-days per week and provide occasional cover where necessary.

Heath Mount is a supportive and inclusive school and we aspire to attract colleagues who can reflect our diverse and brilliant School community – we encourage all aspirational and enthusiastic people who meet the minimum criteria to apply.



OUR SCHOOL

Described by The Good Schools Guide as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' we deliver an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do.



Children are valued as individuals and we seek to develop the talents of every child whilst preparing them for the exciting and dynamic challenges that lie ahead. We foster a love of learning whilst encouraging skills of initiative, determination and independence that will last a lifetime. Our pupils look outwards from a secure and happy start.

Chris Gillam, Headmaster



The school celebrates the successes of every individual on a regular basis. This results in all pupils being able to identify the areas of school life at which they excel. As a result, they maintain high levels of self-knowledge, self-esteem and self-confidence which successfully confirm their general sense of worth and purpose.

The school is effective in perpetuating a culture of high levels of achievement in all subjects, reflected in the results of external assessments... at a range of selective senior and secondary schools. These include the wide variety of scholarship awards which are typically gained by the majority of the school's oldest cohort of pupils each year. This is a significant strength of the school.

ISI Report 2025



ROLE DESCRIPTION

Core Responsibilities



The duties include, but are not limited to:

Teaching and Learning:

- To maintain an effective, high quality education across Pre-Prep in a safe, friendly, nurturing environment;
- To support the ethos and values of the School, maintaining high expectations and standards in children's behaviour and learning;
- To work closely with the Headmaster in overseeing the Pre-Prep timetable, policy documents and development plans;
- To work with the Deputy Head Curriculum and Head of Professional Development in implementing a lesson observation cycle to support, feedback and challenge teachers to maintain a high standard
- To support Pre-Prep staff development alongside the Head of Professional Learning and Deputy Head Curriculum, assisting with implementing a lesson observation cycle to support, feedback and challenge teachers to maintain a high standard and implementing a work scrutiny cycle, along with subject co-ordinators and Heads of Departments to analyse children's work and ensure consistency and progression between year groups to maintain excellent pupil outcomes;
- To maintain contact with pupils and oversee the tracking of the development and progress of all pupils, ensuring that reports are regularly presented to parents;
- To oversee the SEN provision in Pre-Prep, working closely with the Head of Learning Support to ensure it is consistent with SEN provision in the Prep School and that children requiring additional support are highlighted and tracked;
- To prepare all Pre-Prep pupils for their transition to the Lower School by working closely with the Head of the Lower School, the Deputy Head (Pastoral) and the Heads of the academic and Learning Support departments;
- Assist the Headmaster in the preparation of reports to Governors regarding teaching, learning and assessment;
- Oversee the provision of curriculum information provided to Pre-Prep parents, ensuring parity across year groups.
- To demonstrate outstanding practise within the classroom when teaching.



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Staff:

- To lead and mentor Pre-Prep staff;
- To encourage staff to continue their professional development through courses and Inset opportunities and by keeping abreast of and disseminating current research and trends;
- Keep up-to-date with changes in educational theory and subject requirements, in particular with regard to the National Curriculum and EYFS regulations and best practice within EYFS settings, sharing this with colleagues through Inset, staff meetings, mentoring and the promotion of new initiatives that help raise standards;
- To oversee staff development and appraisals within the Pre-Prep, liaising with the Head of Professional Development and the HR team. Inset arrangements are determined by the Head of Professional Learning, in consultation with the SMT. Where there are specific Pre-Prep / EYFS requirements, time will be allocated during Inset days for this;
- Work closely with the Head of Computing and other staff to ensure that technology and digital literacy plays an appropriate role in the delivery of the curriculum;
- Carry out supervisory duties as reasonably required, including provision of relief cover for absent colleagues, attending trips and carrying out playground duties;
- To chair regular Pre-Prep staff meetings which the Headmaster periodically attends;
- To assist in the selection and recruitment of high calibre teaching and support staff, working with the SMT and others to deploy, develop and retain staff;
- Assist in the induction of new teaching staff, ECTs and work experience students;
- Support staff where necessary with meetings within school, and with outside agencies and parents;
- Oversee the Pre-Prep reports to parents for accuracy and quality and the Head of Pre-Prep summary for each pupil.

Pastoral:

- To provide a warm, welcoming environment to all our children and parents;
- Ensure pupils understand the School's values and what is expected of them;
- Manage discipline and rewards in the Pre-Prep, consulting with the Deputy Head (pastoral) over more serious or recurring issues and trends;
- To act as a Deputy Designated Safeguarding Lead, working closely with the School's Designated Safeguarding Lead (the Deputy Head Pastoral) and take particular responsibility for the Pre-Prep in this regard;
- Lead Pre-Prep assemblies which enforce the School's values, promote a sense of community and celebrate success;
- To oversee and ensure excellent before and after school care and activity clubs;
- To maintain positive and helpful communication with parents via newsletters, parents' evenings, social media, the website and other informal opportunities.

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Core Responsibilities



Other responsibilities:

- Work with the Bursar in preparing and managing departmental annual budgets for the Pre-Prep;
- To support the extra-curricular life of the school where appropriate. This may include, but is not limited to: marketing events; open days; parents' evenings; curriculum / information evenings and Governors' meetings;
- Work with the marketing team and the Registrar, together with the Headmaster, to maintain pupil admissions;
- Work with the Head of Marketing to ensure that areas of the website relating to academic, pastoral matters and Pre-Prep sections are regularly updated;
- To liaise with the Pre-Prep catering manager as necessary and the catering and lunchtime supervisor staff;
- To undertake any professional duties as are reasonably delegated by the Headmaster.

Person specification:

The successful candidate will ideally have:

- A great deal of ambition to make Heath Mount a leading educational provider in the 2-7 year old setting.
- Experience of leading and managing a team as well as introducing new initiatives;
- An eagerness to participate fully in the life of the School;
- An ability to excite and inspire pupils;
- A sound knowledge of the theory and practice of providing effectively for the individual needs of all children;
- A good degree and teaching qualifications;
- A high level of computer literacy;
- A track record as an effective and successful teacher with a commitment to the highest professional standards in teaching and learning;
- Excellent interpersonal skills and be a first class communicator with staff, pupils and parents;
- A strong commitment to continuing professional development;
- An adaptable and creative approach to the role, with the ability to embrace and manage change effectively;
- Excellent organisational skills.



WHAT WE OFFER

- Excellent salary package for the right candidate
- Staff lunches prepared by our award-winning catering team during term time
- Free parking
- Use of school swimming pool and gym
- APTIS Pension
- Westfield Foresight Health Cash Plan Cover



Working Hours

This is a full-time position to start from April or September 2027.

All posts are subject to the terms and conditions as laid out in the contract of employment issued by Heath Mount School Trust.

The role includes attendance at all Inset days and other days, such as Open Day and Speech Day, as agreed with the Headmaster/Director of Sport

How To Apply/Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or email HR@heathmount.org

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

Please email your completed application form to: HR@heathmount.org

Closing date: 9.00am, Monday 28th September 2026



EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer the school genuinely welcomes all applicants. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join our school.

SAFEGUARDING

- Employees must adhere to and ensure compliance with the school's Safeguarding Policy at all times
- Employees should actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements

This job description is not exhaustive and the successful candidate will be expected to undertake additional duties as required that are broadly consistent with the job description.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she 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, he/she must report any concerns to the School's DSL or to the Headmaster.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."



GROUNDS & FACILITIES

While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool.

The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground.

The Lower School sits adjacent to our Pre-Prep and Nursery building and the Performing Arts Centre. Our year 3 and 4 pupils enjoy their own modern, fully equipped building with light, airy classrooms. They also use the science, art, and DT rooms in the main building as well as the dining facilities for our award winning lunches.

Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.



VALUES & PASTORAL CARE

During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being, ensuring different needs are supported.

A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature.

INTEGRITY, INDUSTRY, RESILIENCE, RESPECT AND ACCEPTANCE