

Information for Applicants

Head of Pre-Prep



About Heath Mount

Heath Mount is a leading IAPS day and boarding Preparatory School with over 490 pupils aged 3 to 13. Established in 1817 our school is a vibrant and forward thinking co-educational environment, valuing traditions of the past whilst embracing the very best of modern education. Heath Mount is located within the stunning Woodhall Estate in Hertfordshire.

Set in acres of woodland, we benefit from our own beautiful forest school and an all-weather astro turf. The spacious central plateau houses rugby, football and cricket pitches, netball courts and our pavilion and medical centre.

We have a well-equipped gymnasium, and our swimming pool offers the best of both worlds, with a retractable roof giving shelter in the winter and outdoor swimming in the warmer summer months, so our children really do have the opportunity to enjoy sport all year round.

Our three form entry Pre-Prep occupies a dedicated building and has its own library, ITC suite, music room and hall in addition to an inspiring and adventurous outdoor playground. Pre-Prep children also use many of the Prep School's facilities, such as the sports hall, astroturf, swimming pool, pottery room, music rooms and the Chapel. Inside, all classrooms are equipped with the latest interactive technology.

In September 2016, our new state-of-the-art classroom block for the Lower School (Year 3 and 4 pupils) opened. In June 2017 we opened our purpose-built Performing Arts Centre.

The School puts excellent pastoral care and the wellbeing of all pupils at the heart of school life. To that end, the School has a Head of Wellbeing, a full-time School Counsellor, a School Nurse and a nurture dog. The School was the winner of the BSA's Mental Health and Wellbeing Initiative Award in 2018.

Safeguarding

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. 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 DSP or to the Headmaster.

Head of Pre-Prep

Responsible to: Headmaster

Job description:

A rare and outstanding opportunity for the successful applicant to lead and develop Heath Mount School ('the School's) Pre-Prep from September 2019. The successful candidate will have a proven track record of excellent teaching and leadership.

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 ('SMT'), reporting directly to the Headmaster and working closely with the rest of the School, and in particular, our Head of the Lower School, Director of Curriculum, Head of Professional Development and Head of Learning Support.

As a member of the SMT, the Head of Pre-Prep is 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 successful candidate will be an outstanding teacher with extensive experience teaching children within the Pre-Prep age range. They will be passionate about early years and Key Stage 1 education. The Head of Pre-Prep may be expected to teach for a proportion of the week and provide occasional cover where necessary.

The following details are an outline of the main role and responsibilities which will be refined and finalised with the successful candidate. Over time, the job description may be modified through consultation between the post holder and the Headmaster.

Leadership and management responsibilities:

- To lead by example, providing inspiration and motivation for pupils, staff, Governors and parents and demonstrating high standards in all areas of school life;
- To create a learning culture which fosters first-class teaching leading to successful learning and achievement by pupils, both academically and in their pastoral and physical development;
- Attend and make a full contribution to SMT meetings, reporting back to staff where necessary and keeping the SMT informed of issues affecting the Pre-Prep;
- To work with the SMT and Governing body to help develop a strategic view of the Pre-Prep, analysing and planning its future needs;
- To work closely with the Deputy Head of Pre-Prep / Head of EYFS, delegating tasks as appropriate;
- To maximise the contribution of staff and improve the quality of education provided and standards achieved by ensuring that staff feel valued and constructive working relationships are formed between all staff, pupils and parents within the School's community;
- To monitor, evaluate and review the effect of policies, priorities and performance of the Pre-Prep, ensuring a consistent approach and taking appropriate action when necessary;
- To ensure pupils' progress is tracked, monitored and moderated to best inform teaching, planning and development;

- To ensure that the whole school is updated on Pre-Prep news so that successes can be celebrated and championed by the School community;
- To demonstrate a high degree of computer competence and ensure staff have regular training to develop high standards in this areas;
- Act as the line manager for all Pre-Prep teaching staff and a mentor for new staff;
- Keep up-to-date with the Independent School Regulations and assist the Headmaster in ensuring the School is 'inspection ready';
- To safeguard, at all times, the health and safety of all within the School, including attending the Health and Safety Committee meetings.

Head of Pre-Prep responsibilities:

The main responsibilities are as follows:

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 and the Director of Curriculum in overseeing the Pre-Prep timetable, curriculum, schemes of work, policy documents and development plans;
- To work with the Director of Curriculum and the Head of Professional Development in implementing a lesson observation cycle to support, feedback and challenge teachers to maintain high standards of teaching and learning within their classrooms / subjects;
- Develop and implement a work scrutiny cycle, assisting the Director of Curriculum, Head of Professional Development, 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;
- Develop and implement a planning scrutiny cycle to analyse the quality of planning and ensure consistency across the year groups;
- Have an excellent overview of the pupil assessment and tracking data and inform the Director of Curriculum of trends and areas for improvement;
- 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.

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 Development, 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 ICT and other staff to ensure that technology plays an appropriate role in the delivery of the curriculum;
- Monitor the implementation of policies and procedures in the Pre-Prep, in particular, the academic policies, in order to ensure consistency of approach;
- 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;
- 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:

- 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.

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:

- 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;
- 17 weeks’ holiday per year;
- Free parking;
- Use of school swimming pool and gym.

Further details and an Application Form can be downloaded from www.heathmount.org, or by calling 01920 830230.

The closing date for applications with interviews commencing the week beginning

Please complete the application form and return to HR@heathmount.org