



HURLINGHAM SCHOOL

Job Description

Job Title:	SLT Position: Head of Pre-Prep
Accountable to:	Head, Deputy Head Pastoral & Operations and Deputy Head Teaching, Learning & Innovation
Role:	The responsibilities and duties of the Head of Pre-Prep are as follows:

General Description (as a member of the SLT)

1. Act as an exemplary role model to all staff in terms of outstanding teaching practice
2. Take responsibility for establishing a high performance culture in the school and the maintenance of exemplary professional behaviours
3. In leading change, to be innovative and forward-thinking in your approach
4. Support the appraisal system by acting as a coach and mentor to your appraisees
5. Be a strong presence in the school community as well in the wider community
6. Play an active role in supporting the wellbeing of all staff members
7. Promote a psychologically secure environment which brings about effective learning for pupils of all abilities, ensuring continuity and progression throughout the school
8. Support all staff, be available and approachable to ensure a happy, motivated and professional working environment
9. Ensure that all staff understand and carry out their respective roles and responsibilities
10. Implement school policies and guidelines for pastoral care, including anti-bullying, safeguarding and child protection, behaviour and sanctions
11. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views
12. Promote the ethos and reputation of the school at all times
13. Act as a “sounding board” and “critical friend” to the Head, and the rest of the SLT, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism
14. Play a full and active role in the wider life of the School
15. Sustain and develop positive relationships with parents, advisers and the local community
16. Contribute to establishing the core values of the Leadership team and their practical expression
17. Work alongside the Head to recruit high calibre teaching staff

Supporting Pupils

18. Lead on all pastoral matters across the section ensuring the provision provides for the physical and emotional welfare of pupils
19. Play an active role in promoting the personal and social development of all pupils in the section
20. Ensure systems are in place for monitoring pastoral matters, and ensure sharing of relevant information occurs as required across the whole staff
21. Meet with Form Teachers regularly to discuss their classes in terms of pastoral care
22. Monitor lateness and absences of pupils within section, and intervene as required
23. Ensure there is sufficient communication and education for parents, to assist them in supporting their children both academically and pastorally.
24. Ensure accurate, relevant and up to date records of intervention are kept on all pupils in section
25. Ensure celebration of children's achievements during section assemblies and provide a platform for children and staff to share interests and relevant information
26. Monitor and support reward/behaviour systems
27. Implement appropriate means of recognising and rewarding good pupil performance
28. Organise activities that promote cohesion of pupils across the year groups and sections
29. Ensure effective and timely communication with parents; oversee weekly letters
30. Liaise with SENCO and having a working knowledge of the children with special educational needs in the section and collaborate with SENCO to ensure that provision is working
31. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views
32. Overview of all records kept on CPOMS

Supporting Staff

33. Ensure a happy and professional working environment
34. Supporting staff and ensuring you are approachable.
35. Promote and play an active role in supporting wellbeing of staff
36. To line manage Head of Nursery, Head of Early Years, Lower School form teachers and teaching assistants
37. Support colleagues in the effective behaviour management of pupils and be a point of escalation for interactions with pupils and parents
38. Facilitate the smooth running of section concerts, productions, workshops, themed days and trips
39. Lead regular Section Meetings to ensure all staff are informed on Lower School business
40. Encourage sharing of good practice through regular dialogue and discussion forums within section and across sections
41. Disseminate information accurately to section from SLT and monitor that any required action is taken appropriately

42. Delegate responsibilities according to the strengths of the team ensuring a collaborative approach
43. Ensure inclusion of specialist staff in relevant meetings and communication and ensure feedback is given to other staff where appropriate
44. Ensure that all staff understand and carry out their respective roles and responsibilities
45. Represent the views of form teachers and other members staff at SLT meetings
46. Ensure all teachers are aware of how the behaviour management policy should be implemented
47. Support colleagues in the effective behaviour management of pupils and be a point of escalation for interactions with pupils and parents

Transition

48. Promote a psychologically secure environment which brings about effective learning for pupils of all abilities, ensuring continuity and progression throughout the Lower School and the Nursery.
49. Work effectively with the Head of Upper School to ensure smooth and effective transition into Year 3.
50. Preparation of the teachers for receiving children into new section
51. Organise activities that promote cohesion and collaboration of pupils across the year groups and sections
52. Encourage teamwork within section and across sections
53. Handover information to new year group
54. Oversee the creation of new classes for the new year, ensuring good balance of gender, ability and friendship

Other duties and responsibilities

55. In collaboration with the Deputy Head Operations and Pastoral oversee the timetable for the section with input from the form teachers
56. Create a digest of the results of parent evening meeting between teachers and parents within the section
57. Play a significant role in recruitment of Pre-Prep staff
58. Liaise with the Head of Admissions to assess and induct new pupils into the school.
59. Social Media - promote activities from within the section on social media
60. Promote the school by participating as needed in the making promotional videos and collaborating with other staff for the website

The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.