



HEAD OF PRE-PREP AT TWYFORD SCHOOL



Twyford School is a successful co-educational, independent day and boarding prep school for 400+ pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 26 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

The Pre-Prep at Twyford is the foundation block of the School; full of energy, enthusiasm and laughter, it is a thriving hub of activity where every day offers the children new experiences and challenges.

Nestled within the School's grounds, the Pre-Prep buildings are surrounded by lots of outdoor space and boasts unparalleled play facilities in the recently refurbished playground. A fleet of pedal cars can be raced around the racetrack; an orchestra of outdoor instruments provide great noise and climbing frames, balancing bars and a large open games area mean that there is something for everyone.



JOB DESCRIPTION

JOB TITLE Head of Pre-Prep (Nursery to Year 2)

REPORTING LINE Headmaster

LOCATION Twyford, Winchester, Hampshire

ROLE SUMMARY The Head of the Pre-Prep is responsible to the Headmaster for the leadership and management of the Pre-Prep and for making a significant contribution to the success of Twyford School as a whole.





LEADERSHIP PRIORITIES

- Lead the Pre-Prep and support the Headmaster as a member of the Senior Leadership Team in the overall organisation and development of the whole School.
- Ensure the Pre-Prep is a distinctive and successful part of the School.
- Be responsible for the assessment of pupils in Year 2, subsequently advising the Headmaster on their suitability to move on to the Prep School.
- Advise the Headmaster on policy making and development planning.
- Assist the Headmaster, as part of the Senior Leadership Team, in planning and implementing both Pre-Prep and, where relevant, whole-school policies and undertake any other duties that the Headmaster may require.
- Take an active participatory role, and leading role where appropriate, in all whole-school teacher learning opportunities and training.
- Take a leading role in identifying opportunities for the development of the Pre-Prep facilities and resources.
- Pioneer initiatives and innovative pedagogy in the Pre-Prep, leading the development of outstanding, inventive learning and teaching, to maintain and further raise academic standards. Ensure high levels of pupil welfare, pastoral care and behaviour are in place in the Pre-Prep.
- Further awareness and implementation of new teaching and learning methodologies across the Pre-Prep and ensure that creative use is made of resources, including new technologies.
- Communicate the vision for learning and teaching at Twyford School in a clear and coherent way to a variety of audiences.
- Review and develop the Pre-Prep curriculum in the context of whole-school priorities and initiatives, liaising with Prep School staff to ensure consistency of curriculum delivery across the whole School.
- Assist the Headmaster in the regular monitoring and review of all the School's Policies with particular attention given to those specific to the Pre-Prep.
- Ensure that the Pre-Prep satisfies all regulatory/mandatory requirements issued by the DfE and relevant to ISI inspection, including EYFS elements, this involves both updating of School policies and the oversight of daily practice.
- Ensure the School's policies are adhered to including any issues regarding Health and Safety.
- AS Deputy Designated Safeguarding Lead (DSL) assist the DSL within the Pre-Prep and contribute to the development of safeguarding procedures across the School.
- Deliver a Pre-Prep report, via the Headmaster, to the termly Governors' Trustees meeting.
- Attend Governing Body sub-committee meetings as appropriate to the role.





MANAGEMENT PRIORITIES

- Ensure the smooth running of the Pre-Prep on a day-to-day basis and have oversight of special occasions and events.
- Work closely with the Head of Learning Support in the Prep School to provide the best possible provision for pupils with a specific learning difficulty or additional learning requirements.
- Work closely with other Heads of Department in the Prep School, whose departments are particularly relevant in providing support to the Pre-Prep including, but not exclusively, Sport, PE, Music etc.
- Oversee the academic tracking and monitoring of pupils within the Pre-Prep.
- Oversee the Pre-Prep assessment and reporting framework alongside the organisation of parents' evenings.
- Manage the Pre-Prep Teacher and Learning Support Assistant's supply cover rota
- The Head of Pre-Prep will take an active part in providing supply cover and share in the pastoral duties on a rota basis, e.g., playtime and lunchtime duties.
- Have oversight of the various channels of communication to Pre-Prep parents.
- Take a leading role in the recruitment of new staff in the Pre-Prep.
- With support from the Head of Early Years, prepare Learning Support Assistants timetables.
- Manage the Pre-Prep After School Club programme.
- Organise and manage the holiday club programme.
- With support from form teachers, organise the Pre-Prep extra-curricular programme.
- Have an oversight of the professional review programme including the development of CPD opportunities for Pre-Prep staff.
- Lead and organise Pre-Prep assemblies.
- Take a key role in the promotion of the School in terms of meeting prospective parents and speaking at a variety of events including Open Days.
- Foster and further develop links with the local community and key external stakeholders, other education providers and local businesses.

LIAISON WITH OTHER STAFF

In addition to working closely with all members of the Senior Leadership Team, the Head of Pre-Prep will be expected to liaise with the following in terms of the leadership and management of the Pre-Prep:

- The Registrar
- The Bursar
- The Human Resources Manager
- The Finance Manager
- The Estates Manager
- The Catering Manager
- The Matrons





PERSON SPECIFICATION

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| Qualifications | <ul style="list-style-type: none"> • Degree or equivalent, PGCE/QTS preferred. |
| Experience | <ul style="list-style-type: none"> • Leading and inspiring others. • Strong track record in teaching in a primary or independent pre-prep school. • Understanding of best practice in a variety of settings. |
| Skills | <ul style="list-style-type: none"> • Demonstrate an enthusiastic and imaginative approach to learning and teaching. • Ability to lead and also be a part of a team. • Ability to prioritise and be well-organised. • A good level of IT skills. • Excellent listening and communication skills to a wide range of audiences both orally and in writing. • Excellent interpersonal skills. • Emotional resilience and ability to work under pressure. |
| Knowledge | <ul style="list-style-type: none"> • Awareness of curriculum development. • Awareness of appropriate learning and teaching strategies. • A good knowledge of safeguarding and pastoral issues. • A good knowledge of EYFS. • Appreciation of the ethos of an independent boarding school. |
| Personal competencies/qualities | <ul style="list-style-type: none"> • A commitment to lifelong learning. • Flexible, adaptable and persuasive. • Commitment to professional development. • Calmness under pressure. • Warm and personable. • Resilience, commitment and confidence. • Both independent and happy within a team. • Able to act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build relationships. |





TERMS AND CONDITIONS

SALARY AND BENEFITS

- A highly competitive salary, commensurate with experience and the importance and standing of the job.
- Contributions will be made to the Twyford School Pension Scheme and a death in service benefit is included.
- The School will provide for private healthcare for the successful candidate.
- Use of a laptop.
- School phone.
- Staff fee remission will be offered to the children of the successful candidate, subject to the School's usual admission criteria being met.
- Lunches, biscuits, tea and coffee are provided during your working day.
- Parking is provided onsite.

WORKING HOURS

- The role is a Senior Leadership Team position and as such, will be expected to work hours required to fulfil the duties of the post, over and above the normal working week, which for the avoidance of doubt may include evenings, weekends and School holidays.
- A formal contract detailing the terms and conditions will be drawn up on appointment.



APPLICATION PROCEDURE

We hope, having read the brochure and researched our School, that you will now be ready to apply. Applications should be emailed to hr@twyfordschool.com.

Applicants should provide:

- A fully completed application form.
- A letter of application addressed to Mr Andrew Harvey, Headmaster.

Applicants must be willing to undergo pre-employment safer recruitment checks in accordance with the Department for Education's Guidance on Keeping Children Safe in Education.

All applications will be acknowledged by email. If you have not received an acknowledgment within two working days of sending, please contact Carolyn Godrich, HR Manager by telephone on 01962 670734.

Shortlisting will take place following the closure of the advertisement and long-listed candidates will be notified by 15 October.

THE DEADLINE FOR APPLICATIONS IS 0900 ON MONDAY 11 OCTOBER 2021.

First stage interviews will be held at the School week commencing 1 November 2021 and will include an opportunity to tour the School.



The School:

- Values diversity and is committed to equality of opportunity.
- Has a responsibility to ensure that all employees are eligible to live and work in the UK.
- Will take up references on shortlisted candidates.



All staff are expected to:

- Follow the School's safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
- To comply with the School's Health & Safety Policy.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To carry out any other reasonable duties as requested by the Headmaster or Bursar.

Twyford School

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