

HEAD OF PRE-PREP INFORMATION FOR CANDIDATES



TWYFORD SCHOOL

Start date negotiable



Application Closing Date

09:00am Monday 6th October

Interviews will be held during week of 13th October

Welcome



A very warm welcome to Twyford and I am delighted that you are considering an application to join our exceptional community as the Head of Pre-Prep.

Twyford is one of the oldest (possibly the oldest) and most prestigious prep schools in the country, with 400 children on roll. It is a dynamic and exciting place to work with a highly committed and talented staff body. We wholeheartedly believe in fostering a profound love for learning, nurturing lifelong passions in academics, arts, sports, health, and culture, while equipping our pupils to embrace the challenges that lie ahead in their academic journey.

If the prospect of this role excites you and you believe you possess the necessary skills, experience, and attributes, we wholeheartedly welcome your application and I wish you every success in the upcoming interview process.

Andrew Harvey

Headmaster

About Twyford

Through a narrow gap behind a high wall in the village, you encounter a vast horizon of rural beauty and a fabulous 18th century Queen Anne building. This is Twyford School, a co-educational day and flexi boarding prep school set in 30 acres of Hampshire countryside in the beautiful South Downs, three miles from the historic city of Winchester.

Twyford is one of the oldest prep schools in the country, possibly the oldest, having moved to the present site in 1809 after many years elsewhere in the village. We are proud of our heritage and the beautiful history and architecture around the School. The worn stone steps in the corridor to Upper School are a wonderful reminder of the hundreds of years of education provided at Twyford. We embrace Christian values and teach children from the earliest ages to be gracious, considerate and respectful of others. At Twyford a child that becomes adept at 'kindness' is celebrated as much as the academic, artist, budding actor, athlete or the musician. With so much on offer for all ages from 2 to 13, every girl and boy quickly finds something that they are good at and enjoy.

We are also proud of having some of the most modern facilities and forward thinking approaches to education. Classrooms are modern, bright and well-equipped with the latest technology. Our impressive facilities include music rooms, performance spaces, sports hall, swimming pool, science labs, DT labs, cookery school, 83 bed boarding facilities and much more besides, and our sports and outdoor facilities are simply outstanding.

Every teacher at Twyford shares a deep passion for the education and happiness of our children. Understanding that mental and physical development happen at different stages for different children is at the heart of a Twyford education. We shape and nurture each individual learning journey so children never feel overwhelmed, but maintain their confidence and enthusiasm for creative learning throughout their time here. Our outstanding teaching team draws on this belief to bring out the best in our children, inspiring a self-belief that serves them so well for life.

Our role here at Twyford is to give each child the most complete education – academic, cultural, emotional, physical – so that they, each and every one, can have the best start at living their best life, for themselves and for others. It is as simple as that.



Twyford Pre-Prep

The Pre-Prep at Twyford is the foundation block of the School, a magical and inspiring environment for 2 - 7 years olds, designed to nurture a love of learning and lay the strongest possible foundation for children to learn, thrive and grow. A thriving hub of activity full of energy, enthusiasm and laughter, 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 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 means that there is something for everyone.

The Pre-Prep staff are highly experienced, qualified, caring and inspiring professionals who go the extra mile to ensure the children get the very best out of their education, equipping them for their next step into the Prep school whilst also preserving the magic of childhood.

Prep-Prep make full use of the Prep facilities, pupils eat in the Prep Dining Hall and enjoy Music, Swimming, Gymnastics and Dance.

There are two Nursery classes, Little Acorns for 2-3 year olds and Oaks for 3-4 year olds. Wrap-around care is provided everyday and a range of after school clubs is also offered including Tag Rugby, Tennis, Cookery and Forest School – it really is all here.

This is a rare opportunity for an ambitious and innovative teacher to join the team to lead the Twyford School Pre-Prep.



Job Description

Reports to:

The Head of Pre-Prep reports to the Headmaster.

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
- Work closely with the Deputy Head Operations and Deputy Head Academic to ensure the Pre-Prep and Prep departments are integrated
- Advise the Headmaster on policy making and development planning with particular regard for the EYFS
- Assist the Headmaster in the regular monitoring and updating of all the School's Policies and risk assessments with particular attention given to those specific to the Pre-Prep, such as the Early Years Policy and undertake any other duties that the Headmaster may require
- Support the Heads of EYFS by contributing to strategic leadership and operational oversight of early years provision, ensuring that all children in the EYFS receive a high-quality, developmentally appropriate education in a safe, nurturing and stimulating environment
- Take an active participatory role, and leading role where appropriate, in all whole-school teacher learning opportunities and training, including INSET
- Identify opportunities for the development of the Pre-Prep facilities and resources and ensure these are updated regularly on the School Development Plan.
- Pioneer initiatives and innovative pedagogy in the Pre-Prep, leading the development of outstanding, inventive teaching and learning, to maintain and further raise academic standards
- In collaboration with the Deputy Lead Pastoral, ensure high levels of pupil welfare, pastoral care and behaviour are nurtured in Pre-Prep
- Grow 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
- In collaboration with the Deputy Lead Academic and Heads of EYFS, 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
- Ensure that the Pre-Prep satisfies all regulatory/mandatory requirements issued by the DfE and relevant to the Independent School Standards including the EYFS Statutory Framework
- Manage the Pre-Prep site and have oversight of Health and Safety, ensuring that concerns are swiftly identified and escalated in accordance with relevant policies.



This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and it will be reviewed annually by the Headmaster.

Job Description

Leadership Priorities (continued):

- As Deputy Designated Safeguarding Lead (DDSL) lead all safeguarding matters within Pre-Prep whilst reporting directly to the DSL and contribute to the development of safeguarding procedures across the School
- Deliver a Pre-Prep report, via the Head, to the termly Governors' Trustees meeting as well as the termly Academic and Pastoral Committee meeting and attend Governing Body sub-committee meetings as appropriate to the role.

Management Responsibilities:

- Ensure the smooth running of the Pre-Prep, including Nursery on a day-to-day basis and have oversight of special occasions and events, such as parents' evenings
- Ensure effective financial management of the Pre-Prep and Nursery budgets, maintaining expenditure within allocated limits
- Support the Pre-Prep SENCo in working closely with the Head of Learning Support to provide the best possible provision for pupils with a specific learning difficulty or additional learning requirements
- Work closely with 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.
- In collaboration with the Deputy Lead Academic have insight into the academic tracking and monitoring of pupils within the Pre-Prep. Oversee the Pre-Prep assessment and reporting framework

Management Responsibilities (continued):

- Manage cover for absent staff in the event of illness or planned absence
- Take an active part in providing supply cover for absent staff and share in the pastoral duties e.g. break duties and wraparound care
- Liaise with the catering manager regarding catering for special events as well as the Pre-Prep menu, taking into account nutrition regulations for Early Years children
- Have oversight of the various channels of communication to Pre-Prep parents including the weekly newsletter and the School website
- Take a leading role in the recruitment of new staff in the Pre-Prep
- Conduct professional reviews of the Pre-Prep team, ensuring development of CPD opportunities
- Line manage all members of the Pre-Prep team including: Nursery Practitioners, Teaching Assistants, Teachers and the Pre-Prep Secretary
- Fulfil the role of Induction Co-ordinator for new Pre-Prep staff and conduct probationary reviews
- Organise and manage the Pre-Prep extra-curricular offering, including after school clubs
- Support the Camp Leader with the organisations and management of the holiday camp programme
- Lead and organise Pre-Prep assemblies, ensuring a broad range of themes that represent cultures around the world.



This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and it will be reviewed annually by the Headmaster.

January 2025

Job Description

Management Responsibilities (continued):

- Take a key role in the promotion of the School in terms of prospective parent tours and speaking at a variety of events including Open Days and New Children's Day
- Fulfil the role of ECT mentor/tutor for staff completing their ECT training
- Foster and further develop links with the local community and key external stakeholders, other education providers and local businesses.

School Responsibilities :

- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive relations with pupils, parents, and colleagues
- Promote and safeguard the welfare of children and young people, adhering to the School's Child Protection Policy
- Support and promote the School's ethos, aims, and objectives
- Share in the corporate responsibility for the pastoral care, well-being and discipline of all pupils
- Be available to parents, displaying approachability and professionalism at all times.

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 Human Resources Manager
- The Finance Manager
- The Estates Manager
- The Catering Manager
- The Matrons
- The Head of Marketing
- The Compliance Officer

Person Specification

Qualifications :

- Degree or equivalent
- A Postgraduate Certificate in Education (PGCE) or equivalent teaching certification is preferable but not essential
- Qualified Teacher Status (QTS) preferred, but not essential
- Recent participation in relevant training.

Knowledge and Experience:

- Leading and inspiring others
- Strong track record in teaching in a primary, infant or independent pre-prep school
- Understanding of best practice in a variety of settings, including the Early Years
- Awareness of curriculum development
- Awareness of appropriate learning and teaching strategies
- A good knowledge of safeguarding procedures in line with KCSiE
- A secure understanding of the EYFS, Development Matters, the statutory framework, regulations and best practice.
- Appreciation of the ethos of an independent boarding school.

Skills :

- 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.



Person Specification

Personal Attributes:

- 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
- Excellent listening and communication skills
- Excellent interpersonal skills
- Ability to prioritise time effectively and plan ahead
- Ability to motivate and inspire pupils and colleagues
- Commitment, enthusiasm, integrity, and reliability
- Flexibility and willingness to learn
- Caring, kind, and approachable attitude
- Willingness to contribute to extra-curricular activities
- Love of working with young children
- Stamina, emotional intelligence, and resilience.
- Able to act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build relationships.

What we offer:

- 34 week school year (including INSET days) across 3 terms, with extended school holidays throughout the academic year
- A competitive salary commensurate with the seniority of the position and the experience of the successful candidate
- Staff fee remission (following successful completion of the probationary period and subject to the School's usual admission criteria being met)
- Generous pension provision
- Private medical insurance for the post holder.
- Income protection
- Life Assurance
- Access to extensive professional development opportunities
- Freshly cooked lunch, snacks and tea and coffee at no cost during term-time
- Staff swimming sessions in our indoor swimming pool
- Cycle to work scheme
- Employee Assistant Programme
- Free parking.

Additional Information:

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.

The start date is negotiable.



The Application Process

We hope, having read the recruitment brochure and researched our School, that you will now be ready to apply. Application forms can be found on our website: twyfordschool.com/school-information/vacancies/

Closing Date and Interviews:

Closing date: 9.00am Monday 6th October

Interviews will be held during week beginning 13th October.

Applications will be reviewed when they are received and interviews may take place at that time, therefore this vacancy may close prior to the stated date and early submission of applications is recommended.

Applications should be sent to:

recruitment@twyfordschool.com and applicants should provide:

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

Applications should include the names and contact details of two people who we may contact for references. References will be taken up from all shortlisted candidates before interview.

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.

Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment. The School has a responsibility to ensure that all employees are eligible to live and work in the UK and will undertake a social media search on short-listed candidates.

If you have any questions regarding the role or your application, please contact Mrs Vanessa Chapman, HR Manager. Telephone: 01962 712269.

If you would like an informal discussion with the Headmaster regarding the role, please contact the Headmaster's PA, Mrs Lynne Mohring, to arrange a convenient time.
Telephone: 01962 712269.

