



# Perrott Hill

## HEAD OF PRE-PREP

JANUARY 2023



### *Job description*

#### **Job title**

Head of Pre-Prep

#### **Responsible to**

The Headmaster

#### **Salary**

According to the Perrott Hill pay scale and according to experience. Staff receive a generous fee remission for any of their children attending the school, as well as a private pension.

#### **Hours of work**

This is a full-time position, and all Pre-Prep staff are expected to run two after school activities per week. There is the occasional Saturday for whole-school events and staff are required to attend InSET days, typically two preceding the start of each term. School holidays are generous, in line with the independent sector. As a member of the Senior Management Team, the post-holder is expected to be available outside of normal working hours where necessary.



### *Introduction*

We seek an engaging and energetic Head of Pre-Prep and Key Stage 1 classroom teacher for September 2023. The ideal candidate will have the ability to motivate staff and inspire children, as well as fostering a calm and happy environment where the children feel safe and understood. The successful applicant will support the Headmaster, governors and school management in ensuring the pupils and staff in Pre-Prep are supported both pastorally and academically, and in a manner that reflects the school's position as an award-winning and highly successful prep school. This is an outstanding opportunity for the successful applicant to further develop the provision in Pre-Prep and we very much hope you will want to apply to join our team.

## *The school*

Perrott Hill is an ideally sized Prep and Pre-Prep School of approximately 183 pupils aged 3-13, of which 85 are in Pre-Prep. The school was founded in 1946 and was registered in 2020 as a private company, with a Board of Directors and a Board of Governors. The school is a member of IAPS and the Boarding Schools' Association, and features regularly in the Good Schools Guide and the Tatler Schools Guide, among others. The school has won multiple awards in recent years, including Pre-Prep of the Year at the Independent Schools of the Year Awards in 2019 and the Supporting Junior Boarders Award at the BSA Awards in 2020. It was also named as a finalist for Prep School of the Year in 2020. In 2022 we were shortlisted for Best Prep School at the Tatler Schools Awards, Prep School of the Year at the Tes Awards, Prep School of the Year and Small Independent School of the Year at the Independent Schools of the Year Awards, and the Supporting Junior Boarders Award at the BSA Awards.

Perrott Hill is a co-educational, day and boarding preparatory school situated in beautiful rural surroundings four miles from Crewkerne in South Somerset. The original 19th century house is Grade II listed and forms the centre of the school, housing the Hoskyns Library, Grundy Hall, School Office, Marketing and Admissions Office, Headmaster's Study, Surgery and two classrooms. It is also home to the girls' and boys' dorms and common rooms. The majority of teaching takes place in purpose built classrooms to the west. The Pre-Prep sits securely within the converted stables of the main house and surrounds a soft play courtyard and covered outdoor play area. There are a multitude of facilities available, including a sports hall, theatre, forest school, climbing frame, all-weather surface and beautiful grounds and gardens. The emphasis is very much on an inclusive school for children aged 3-13.

The school site, which covers 28 acres, has been carefully developed over the past few years. As well as the usual sports pitches, there is an all-weather pitch, a large sports



hall with changing rooms, a heated outdoor pool and a 220-capacity theatre. In 2016, a new eco-build Music School was opened, followed by a new science suite and Tinker Lab. In recent years, the school buildings have been extensively refurbished in order to further develop the academic accommodation, and there are several acres of woodland which provide a home for our fully-equipped forest school.

There's no doubt that the school site helps to instil a very special sense of identity within the community, and the staff, parent and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth; the school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses in the main house, with five sets of staff and families living onsite, as well as three graduate residential assistants. Alongside this is a desire to achieve the very best and, as such, the school has an excellent record of academic and scholarship success. In short, Perrott Hill combines extremely high standards of academic and pastoral care to encourage and stretch children according to their individual needs and strengths.

## *The post*

The main points of the job description are listed below but this is not an exhaustive list of responsibilities. In many ways, much of what the post entails is intangible and, by setting the right example and tone, the Head of Pre-Prep will achieve this by their presence and actions.

The Head of Pre-Prep will be a member of the Senior Management Team and will attend weekly meetings of this body. The Head of Pre-Prep will attend a weekly meeting with the Headmaster to discuss pertinent issues and will prepare a written report to the Headmaster and the Governing Body on a termly basis (a Governor is assigned to take particular interest in the affairs of the Pre-Prep and will meet regularly with the Head of the Pre-Prep).



## *Specific responsibilities*

The successful candidate will be:

- Responsible for leading the Pre-Prep team and additional support staff, working closely with the Learning Support department and external staff where required;
- Working closely with the Deputy Head to provide a secure environment where the welfare and well-being of each child can be nurtured;
- Dedicated to providing a broad, balanced and stimulating curriculum for the children in Pre-Prep, which is continuously evaluated and developed in liaison with Heads of Departments and the Director of Studies;
- A dynamic and exciting classroom teacher with a genuine warmth for the children in their care, teaching them according to their individual educational needs;
- Experienced in using the relevant information technology for administrative and educational purposes;
- Responsible for liaising with the Director of Marketing and Communications regarding the promotion and marketing of the Perrott Hill Pre-Prep on the website and social media, inspiring other Pre-Prep staff to be actively involved;
- Motivated to provide a wide range of activities for the children in Pre-Prep, ensuring that such activities are well organised and delivered;
- Able to officiate at the weekly Pre-Prep assembly and at plays, concerts and gatherings as required;
- Determined to lead the Department forwards whilst retaining the ethos of the school.

## *Admin responsibilities*

The successful candidate will:

- Ensure that policy and procedure is in place and the relevant legislation is adhered to;
- Implement the requirements of the Early Years Foundation Stage and the National Curriculum as applicable;
- Report to the Governors' Educational and Pastoral Committee on a termly basis;
- Arrange and chair Pre-Prep staff meetings;
- Organise after-school care and activities;
- Organise cover for staff absences (in liaison with the Director of Studies);
- Plan and manage the budget for the Pre-Prep (in liaison with the Bursar; Head of EYFS and Heads of Departments);
- Ensure that the Pre-Prep is compliant and fully prepared for inspections by educational and other such executive bodies/inspectionates;
- Take responsibility for the day-to-day running of the Pre-Prep (including staffing and rotas);
- Oversee teachers' planning and preparation and check that work is marked and assessed (in liaison with Heads of Department and the Director of Studies);
- Take responsibility for the proof reading of termly reports;
- Liaise with the Deputy Head with regard to all pastoral matters;
- Communicate with parents as required (in person, by telephone, e-mail and letter);
- Welcome prospective families into Pre-Prep on Open Mornings and Taster Days, giving feedback to parents where required.



## *General responsibilities*

The successful candidate will be expected to carry out the following general responsibilities:

- Promote the aims, values and ethos of the school;
- Teach the pupils in their care according to their individual educational needs;
- Carry out the normal duties of all teachers as set out in the Staff Handbook and as directed by the Headmaster;
- Ensure the implementation of the school's policies;
- Oversee the use and storage of teaching materials;
- Supervise the work of classroom assistant(s);
- Take responsibility for teaching and marking work in accordance with departmental policies;
- Organise and attend Parent/Teacher Consultations and produce full written reports at the end of the academic year;
- Work closely with staff in the Pre-Prep to ensure the smooth transition between the Pre-Prep and Preparatory School;
- Plan efficiently for updating classroom resources;
- In liaison with the Deputy Head, plan and co-ordinate any relevant educational trips;
- Ensure all Health and Safety obligations are adhered to;
- Prepare for ISI Inspections as appropriate;
- Set a first rate example to all pupils within your charge;
- Ensure lessons are well planned with clear aims and objectives;
- Ensure lessons are in line with school Schemes of Work;
- Formulate and adhere to Medium Term Plans;
- Liaise fully with parents of children in your class;
- Encourage pupils to be actively involved in the learning process and in reviewing their own performance;
- Communicate clearly the purpose and framework of each lesson and check that subject matter is effectively communicated and understood;
- Keep careful records of pupils' progress, in line with school and departmental policies;
- Take responsibility for a high standard of display work in the teaching room and maintain a tidy and vibrant working environment within the classroom;
- Liaise effectively with the Learning Support Department in matters relating to children receiving Learning support;
- Bring any queries/concerns involving children to the weekly Pre-Prep and whole staff meeting;
- Set and mark exams and tests, placing the results on the school network by the specified date;
- To take part in regular school InSET and individual professional training as arranged by the Senior Management Team. This will include participation in the school's Professional Development and Review process and a two-day InSET course prior to the start of each term;
- Attend School assemblies unless withdrawing on religious grounds;
- Carry out any other duties as reasonably requested by the Headmaster.



**Person specification:**

- Applicants must have a good honours degree and qualified teacher status, with management experience;
- Applicants should be able to demonstrate a thorough understanding of the independent sector;
- Applicants must be able to work as part of a larger team, and have a well-developed sense of responsibility and self-motivation;
- Applicants must have excellent communication skills and be experienced in using the relevant information technology for administrative and educational purposes;
- Applicants must have a genuine sense of warmth for children of all ages.

The post begins in September 2023. The deadline for completed applications is 0900 on Monday 20th February, with interviews taking place on Thursday 2nd March.

Applications will only be accepted from candidates completing the school's own application form in full. CVs will not be accepted in lieu of a completed application form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an application form and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared;
  - Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post;
  - The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service;
- We will seek references on shortlisted candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their application form in the appropriate place if they do not want referees approached without their specific permission to do so;
  - If a shortlisted applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a shortlisted applicant is not currently working with children but has done so in the past, that previous employer/ organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a shortlisted applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons;
  - Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



## *How to apply*

Please email your letter of application, completed application form, the names and contact details of two referees and a recent passport style photograph to the Headmaster via his PA, Clare Tootill, on [ctootill@perrotthill.com](mailto:ctootill@perrotthill.com).



## *Invitation to interview*

If an applicant is invited to interview, this will be conducted in person, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

**All candidates invited to interview must also bring with them:**

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

**Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.**

## *Conditional offer of appointment: Pre-appointment checks*

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a clear check of the Department for Education's List 99;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of any professional status (such as QTS Status for teachers);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- A clear EEA check for those who have previously taught abroad within the European Economic Area;
- verification of medical fitness;
- signed a confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education (2022);
- completed a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.
- Online searches will form part of the recruitment process to comply with safer recruitment practices and in order for the school to select suitable employees.

For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

### **PLEASE NOTE:**

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
  - found to have provided false information in, or in support of, his/her application; or
  - found to be the subject of serious expressions of concern as to his/her suitability to work with children,
- the facts will be reported to the Police and the DBS/ NCTL.

