



# Acting Head of Pre-Prep (Maternity Cover)





*The school's mission is to 'develop happy, confident and successful children who are well prepared for their future'.*

## Introduction to the school

Founded in 1892, Westbrook Hay is a thriving co-educational independent Prep school with 370 pupils from 3-13 years who enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed. There is a strong ethos to be a welcoming, all-inclusive family community that provides the best for, and expects the best from everyone. The school has recently been rated 'Excellent' by ISI and has grown to near capacity, waiting lists are in operation in most year groups and extra classes have recently been added. Our Nursery is oversubscribed and feeds our Reception year group which, like Year One and Year Two, consists of two parallel classes.

It is a place that inspires much devotion from those who know its ethos and it continues to have an important place in today's independent sector. It is a school which is clear about its focus on the individual, which places real importance on the value of strong pastoral care and its academic performance. Westbrook Hay is a place where pupils become confident and assured young people.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley, an environment within which children explore and enjoy all that childhood has to offer.

The teaching and learning facilities are excellent. For example, the school has a purpose-built Pre-Prep. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a science laboratory, DT workshop, sports hall, swimming pool, ICT suite and an art studio.







## Overview of the Role

We are seeking a candidate who has the experience and confidence to organise the day to day running of the Pre-Prep at Westbrook Hay and to lead our enthusiastic and talented team.

Those applying should have the personal qualities for leadership and, under the guidance of the Head, will lead by example, commanding the respect of pupils, colleagues and parents.

Applicants will be expected to show that they have relevant educational leadership and management experience. There are no set criteria for this, potential is important, however, someone who has held a responsibility in a Prep School or is an outstanding teacher with leadership potential would be well placed. A good understanding of, and a commitment to the ethos of, an independent school will be important but it is not essential to have worked in an independent school in the past.

This role will carry a greatly reduced teaching responsibility that will be based on timetable demands and the strengths of the successful candidate. The Acting Head of Pre-Prep will not have their own class but will teach some lessons to Pre-Prep classes.

Learning is at the core of everything that we do. Children receive teaching in small classes with older children being set by ability and taught by specialist teachers. The school achieves impressive results academically, with a highly successful record of children passing into senior schools of their choice. The foundation for this success starts in the all-important Early Years. The successful candidate should have a good basic knowledge of the EYFS Statutory Framework and the Key Stage One Curriculum.



## General

The purpose of this job description is to outline the main responsibilities of the Acting Head of Pre-Prep. It is not restrictive and includes any other reasonable requests that may arise.

The Acting Head of Pre-Prep will report directly to the Head and will act as line manager to all Pre-Prep staff. For purposes of clarity, the Pre-Prep constitutes Nursery to Year 2. The Acting Head of Pre-Prep will lead the Pre-Prep management team consisting of a Pre-Prep Academic Lead, Pre-Prep Pastoral Lead and Head of Nursery.

The safety and well-being of the children in School is paramount at all times. The Acting Head of Pre-Prep is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact.

The Acting Head of Pre-Prep will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Acting Head of Pre-Prep becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Safeguarding Lead for Child Protection or the Head.



## The Acting Head of Pre-Prep is expected to be:

### Personal Qualities

- Able to demonstrate high levels of interpersonal skills and emotional intelligence;
- Patient and kind, yet determined;
- Able to demonstrate integrity at all times;
- Loyal to the school and an embodiment of Westbrook Hay's values and its vision, mission and ethos;
- A lover of learning who is always willing to learn themselves;
- An excellent communicator, being willing to listen and make time for others;
- Empathetic to the plight/work of others and flexible enough to adapt their expectations to support others' needs and challenges whilst delivering the highest quality of education;
- In possession of a sense of humour, keeping professional challenges in perspective;
- Understanding of the impact of their own behaviours on others, being a personal and professional role model for the community.

### Professional Qualities

- Committed to putting our children first;
- A champion of the Westbrook Hay Charter;
- Courteous, professional and respectful to all, at all times;
- Discreet and professionally sensitive;

- To be a leading practitioner, modelling effective methodology and practice to inspire Pre-Prep team members;
- To teach, supervise, lead, manage and evaluate the delivery of high-quality teaching and learning in the Pre-Prep and ensure continuity and progression into KS2;
- An expert in the knowledge and understanding of how children learn in the Early Years Foundation Stage and Key Stage One and how learning at this stage affects pupils' future learning;
- An expert in the EYFS statutory framework and all compliance requirements;
- Passionate about the well-being of pupils, inspiring others through their expertise, care and enthusiasm;
- An outstanding leader who is keen to coach other teachers to reach the highest standards;
- Able to be at the forefront of modern thinking on how to provide the best education possible for Pre-Prep children;
- Organised, meticulous and a first-rate administrator;
- Resilient and able to recover quickly from professional setbacks;
- Proactive and creative when problem solving;
- Able to lead others with a flexible approach;
- Able to meet deadlines;
- Confident, articulate and willing to offer ideas;

- Hard working but able and willing to delegate effectively;
- Able to manage differences of opinion and bring disagreement to an effective, respectful conclusion, being accepting when in the minority;
- Competent in monitoring and evaluating the performance of individual teachers in providing first rate care for our pupils.

### Leadership: Vision, Strategy, Improvement and Innovation

- Committed to making Westbrook Hay a first-choice school;
- Open-minded to change, new ideas and shifts in strategy;
- Able to play their part in the completion of a strategic plan;
- Able to motivate and energise others to achieve the school's mission;
- Able to identify operational weaknesses and opportunities and suggest actions for improvement;
- Able to lead change and develop a culture of reflection, evaluation and improvement;
- Tenacious, yet tactful, when seeking the highest standards;
- A visible presence around school engaging with parents, colleagues and children;
- Be ambitious for the pupils' development in their learning.



## The Acting Head of Pre-Prep will:

### Leadership

- Ensure that Westbrook Hay pupils are happy, confident and successful young people;
- Be responsible for the construction of the Pre-Prep team's action plan and its link into the school improvement plan;
- Lead the provision for the pupils in the Pre-Prep;
- Be the visible leader for the Pre-Prep, known as such to parents, acting always as a bridge between them and the Executive Group;
- Deal directly with concerns from parents, staff and pupils in respect of all matters, that have been escalated above form tutors, advising before that stage and passing on to the Head, if unresolved;
- Actively promote the school and particularly the Pre-Prep provision to parents and prospective parents;
- Place as a priority, the safeguarding of children within their section, creating and maintaining an open safeguarding culture of 'it could happen here';
- Being at the forefront of the school's mission to provide the highest professional standards in both internal and external communication;
- Meeting and corresponding with parents on matters to do with the academic curriculum, reporting, pupil progress and performance;
- Nurture a strong team spirit within the Pre-Prep, team whilst promoting the benefits of being part of the wider whole-school team.

### Team Involvement

- Be available to represent the Pre-Prep at meetings of the school's Executive Group and Governors' Committees, if required;
- Ensure that the Pre-Prep events are entered correctly and in a timely fashion into the termly School Calendar and attend Calendar Committee Meetings;
- Probably be qualified as a Designated Safeguard lead, acting as a Deputy or be willing to become qualified;
- Chairing and setting the agenda for regularly meetings with the Pre-Prep Academic Lead, Pre-Prep Pastoral Lead and Head of Nursery;
- Chairing and setting the agenda for regularly meetings with the Pre-Prep Team;
- Work closely with the Registrar and SENCO regarding the assessment and admission of prospective pupils.

### Knowledge and Skills

- Have the ability to lead their own team (Pre-Prep) but also operate as a team player within the whole staff team;
- Have the ability to analyse, understand and interpret Early Years Foundation Stage and Key Stage One performance data;
- Have a deep understanding and knowledge of the curriculum and all aspects of child development specific to the Key Stage One and Early Years;
- Have an excellent level of knowledge of the EYFS statutory framework;
- Be proactive and interested in keeping the school up-to-date over the latest educational issues relevant to Pre-Prep, attending courses as appropriate.



## Management and Communication

- With the appropriate members of the Executive Group, coordinate representation from the Pre-Prep Staff on leadership groups: Academic Leadership Team, Pastoral Leadership Team and the Marketing Steering Group;
- Liaise with the Pastoral Intervention Practitioner when children within the Pre-Prep require emotional support;
- Liaise with the Head of Learning Support to ensure that those pupils requiring support due to learning challenges are identified and provided for;
- Manage the Pre-Prep Budget, allocating expenditure appropriately, taking advantage of any central purchasing arrangements, ensuring at all times that expenditure is within the agreed budget;
- Keep rigorous records of significant conversations with parents, conflict investigations and safeguarding concerns
- Be responsible for the behaviour management of children within the Pre-Prep, referring, where appropriate, to the Pre-Prep Intervention Leader;
- Organise the day to day running of the Pre-Prep, liaising with the Deputy Head regarding duties and cover;
- Organise the supervision of pupils within the Pre-Prep;
- Ensure that anti-bullying procedures are rigorously adhered to;
- Work with the Assistant Heads to ensure that the Pre-Prep timetable requirements and staffing needs are met;
- Track individual pupil progress, identifying any barriers to improvement and the liaising with the Head of Learning Support regarding the need for interventions;
- Work closely with the Assistant Head (Operations) on the Westbrook+ wrap around care service including care before and after school;
- Manage report writing and associated schedules.



## The Acting Head of Pre-Prep will be responsible for ensuring the successful completion of:

- All policies relevant to the role;
- Any risk assessments required for their section;
- Events and educational visits linked to the Pre-Prep;
- Positive links with the local community;
- School marketing events in their section;
- Campaigns to promote and publicise the Pre-Prep, both internally and externally, through social media and other publications;
- All 'Taster Day' pupil experiences, supporting the Admissions staff with prospective parent communication;
- Handover meetings between the end of the previous and start of the new academic years, within the Pre-Prep and for pupils moving to Year 3;
- The appointment and induction of new staff;
- The presentation of census data to relevant agencies.



## Application Process

**The deadline for the receipt of applications is 18:00 on Friday 13th October.** To apply for this position, please complete an application via the TES website.

Further information or any enquiries can be requested from our Bursar and Clerk to Governors, Miss Kelly Freeman ([kelly\\_freeman@westbrookhay.co.uk](mailto:kelly_freeman@westbrookhay.co.uk)). Unfortunately, we are unable to offer pre-application tours of the school.

**It is anticipated that interviews will be held on the week beginning Monday 16th October.** Although the programme is yet to be confirmed it will include an interview, the teaching of a lesson and other tasks. Candidates will be offered a tour of the school and lunch, if the timing is appropriate. Overnight accommodation is available on request.

The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.

**This appointment is for January 2024 and is a fixed term contract for three terms (Spring 2024, Summer 2024 and Autumn 2024), finishing at the end of term in December 2024.** Early applications are encouraged and the school reserves the right to make an appointment before the closing date.







*Happiness, Confidence, Success*

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