

Finborough School job description

Post: Head of Prep School

Responsible to: Principal

Direct reports: Prep school teachers and early year's co-ordinator

Leadership and followership

1. Responsible for the effective performance of all prep school teachers
2. Maintain and develop effective relationships with prep school parents in relation to individual pupil performance
3. Co-ordinate all pupil leadership positions and appointments within the prep school.

Academic Performance

1. Responsible for delivery of academic performance within the prep school
2. Liaise with head of senior school on delivering academic excellence
3. Read through and sign off all prep school reports
4. Attend all prep school parents evenings
5. Make recommendations to SLT on prep school curriculum development
6. Co-ordinate the prep school enrichment programme
7. To keep abreast of all areas of the education of prep school students and report to your team on a regular basis
8. Responsible for managing the prep school budget in liaison with the Principal.

Standards

1. Uphold the schools standards of conduct and ensure all prep school pupils and staff adhere to it
2. Maintain and update the school's policies and procedures
3. Coordinate the delivery of health and safety policies
4. Contribute to staff development activities
5. Complete duty rota for prep school.
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