



## JOB DESCRIPTION

<b>POSITION</b>	Pre-Prep Leader		
<b>LOCATION</b>	Jack and Jill School, Hampton		
<b>REPORTING TO</b>	Deputy Principal		
<b>HOURS</b>	Full Time/Part Time	<b>START DATE</b>	September 2018
<b>SALARY</b>	Competitive		

<b>KEY ACCOUNTABILITIES</b>	<ol style="list-style-type: none"><li>1. Leadership &amp; direction for Pre-Prep at Nightingale House</li><li>2. Class teacher at Nightingale House</li><li>3. Key member of the Senior Leadership Team</li></ol>
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## STRUCTURE CHART

Principal & Deputy Principal  
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Pre-Prep Lead Teacher

## SAFEGUARDING

Jack & Jill School is committed to safeguarding and promoting the welfare of all stakeholders. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

## THE SCHOOL

Jack & Jill School is an Ofsted 'outstanding', family-owned nursery and preparatory in Twickenham, Hampton and Hampton Hill with a sixty-five-year tradition of excellence.

## **JOB CONTENT**

*This job description may be amended at any time following discussion between the Headteacher and member of staff:*

### **Professionalism**

The Pre-Prep Lead Teacher will model punctuality, respect and professionalism.

### **Teaching**

The Pre-Prep Lead Teacher will teach and be an experienced class teacher at Nightingale House. This requires the post holder to plan, teach, assess and evaluate lessons, and to manage behaviour in accordance with agreed school procedures.

The Pre-Prep Lead Teacher will play a full part in the life of Nightingale House, participating in any meetings reasonably arranged for any relevant purpose, and attending and participating in all school events.

The Pre-Prep Lead Teacher will undertake supervisory duties as reasonably required, including registration of pupils, supervision of pupils and provision of relief cover for absent colleagues.

### **Developing Others**

The Pre-Prep Lead Teacher will regularly coach colleagues at Jack & Jill School.

S/he will hold training/coaching sessions for colleagues at Jack & Jill School.

The Pre-Prep Lead Teacher will run parents' workshops to develop our parents' understanding of how best to support their daughter(s);

### **Continual Professional Development**

The Pre-Prep Lead Teacher will participate in our quality assurance programme, appraisal process and professional development programme.

### **Safeguarding**

The Pre-Prep Lead Teacher will have due regard for safeguarding and promoting the welfare of children and young people and will be required to follow the child protection procedures adopted by the school's safeguarding policy.

### **Other Duties**

Other duties of an appropriate level and nature may be required. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

### **WHAT WE CAN OFFER**

The position of Pre-Prep Lead teacher is an exciting opportunity for someone with a genuine passion for teaching who is looking for their first leadership role, or an opportunity to develop their leadership.

We can offer opportunity:

- to teach bright, hard working and well behaved girls;
- to work with a dynamic and committed team;
- to work in a small school in Hampton;
- to learn from and develop some outstanding teachers.

### **THE PROCESS**

Apply for the post by completing the Application Form.

Deadline: Friday 6 April 2018.

Interviews will be conducted the week beginning 16 April 2018.

The interview process will include:

- A lesson with a Year One or Two class;
- Interview

### PERSON SPECIFICATION

The criteria below will be assessed by application (A), lesson (L) or interview (I); tasks will include a lesson observation with at KS1 class.

	ESSENTIAL		DESIRABLE	
<b>Qualifications</b>	Qualified to degree level	A		
	Qualified to teach and work in the U.K.	A		
<b>Safeguarding</b>	Commitment to safeguarding and welfare of all stakeholders	I		
<b>Experience</b>	At least three years' teaching experience	A		
	Excellent class teacher	L		
	Excellent behaviour management	L		
	Evidence of using IT to enhance learning	I		
	Evidence of interpreting pupil data to inform planning	I	Evidence of writing schemes of work	I
	Evidence of leading a team/subject area	A		
<b>Leadership</b>	Ability to lead, inspire and motivate colleagues. Excellent organisational, administrative and ICT skills.	I		
<b>Vision</b>	Supports our belief that a school curriculum requires focus, coherence and rigour	I		
<b>Behaviours</b>	Presents professional image	I		
	Works well independently and in a team	I		
	Committed to self-reflection and professional development	I		
<b>Communication</b>	Good oral communicator	I	Experience of leading parents' workshops	I
	Good written communicator	A		