

THE UNICORN SCHOOL

20 Marcham Road, Abingdon, Oxfordshire, OX14 1AA
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Job Description: Head of the Preparatory School (HOPD)

The Head of the Preparatory School will assist the Headteacher of The Unicorn School in the provision of professional leadership for the prep department (Y3-Y8), as an integral member of the Whole School Senior Management Team.

The HOPD will help to ensure the smooth operational running of the school and have a pastoral remit across the prep department.

The HOPD will have high expectations for all children, as well as excellent organisational and inter-personal skills.

HOPD will work closely with the pupils, parents and staff and will have a teaching commitment up to a 50% timetable.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

Job Purpose:

- Oversee the day to day operation of the educational functions of the preparatory department (i.e. academic, pastoral and co-curricular).
- Manage, support, encourage academic and non-academic staff.
- Contribute to the regular review and monitoring of the structures and systems which underpin the effective and efficient running of the whole school, through membership of SMT and other committees.
- Assist with the on-going review and monitoring of school policies and documentation and the implementation of these, in relation to the ISI/OFSTED inspection process and framework, including regulatory compliance.
- Advise and support the Headteacher in the strategic development of the school.
- Promote the welfare of the school, its staff and pupils at all times.
- Act as the Designated Safeguarding Lead for the prep department.
- Represent the view of the staff to the Head. (The HOPD must have the trust of the staff without compromising his/her own independence as a leader in the school).

Responsibilities and Accountabilities:

- To promote the ethos of the school

The Unicorn School for the Dyslexic Child
Registered Charity No. 1070807
Company Registration No. 03588494
Head Teacher: Andrew Day BEd (Hons)



- To demonstrate a commitment to improving and developing the organisation's processes and facilities.
- To carry out such duties that may be reasonably required by the Headteacher.

Specific Roles will include:

- Maintaining a regular and frequent presence around the school throughout each week and at school events
- Teaching a Prep age Class (Y3-Y8)
- Co-ordinate the co-curricular involvement (running a weekly club)
- Oversight of pupil welfare including provision of behaviour management strategies, support and response to disciplinary issues where required
- Oversight of staff welfare including provision of support and response to disciplinary issues where required
- Contribute to the provision of effective CPD and the management of staff deployment and performance
- Contribute to the development of the school's academic performance, including use of data analysis, in conjunction with other Key Stage Leaders, Subject Coordinators, Director of Teaching and Learning, SENCO and SMT etc
- Contribute to the development of the school's pastoral support systems in conjunction with SMT, Class Teachers/Room Supervisors etc
- Contribute to the construction and on-going management of the calendar/games and clubs programme and the on- site visits, trips and outings programme with the other teachers
- Shared oversight of the ISI preparation process with other SMT members.
- Planning for and organisation of both regular and major school functions (eg Assemblies /Open Days/ Harvest and Remembrance Services/Carol Services/Drama productions/Visitation Day etc)
- Provide input into the recruitment of both staff and pupils to the school
- Assist and advise the Headteacher on broader strategic and developmental matters. This includes occasional attendance at Governors' committee meetings.

Salary will be dependent on experience. We follow the Teachers Pay Scale and the Head of the Prep Department will be on the Main Leadership scale.

At The Unicorn School, we recognise that every individual is responsible for promoting and safeguarding the welfare of children.

For an application pack please contact Diane Kenyon at office@unicornoxford.co.uk The deadline for all applications is Friday October 11th interviews will take place w/c October 14th.