



Job Description

Head of Pre-prep – April 2026 or sooner

St Paul's Cathedral School is pleased to announce an opportunity for either an experienced candidate, or, a candidate seeking their first leadership promotion, to apply for the position of Head of Pre-prep. There is an opportunity for the right candidate for this role to sit on the Senior Leadership Team as an Assistant Head.

The successful candidate will be a confident, kind and knowledgeable practitioner and will lead a committed team of teaching and support staff within Pre-prep. Whilst the position is available from January 2026, we are seeking the best candidate for the post and will therefore consider an April 2026 start date.

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our 285 pupils are Day Pupils. We educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-built boarding house.

Roles and Responsibilities:

As Head of Pre-prep:

- Set the culture for the Pre-prep, ensuring that the department upholds the aims and values of the school and that all provision adopts a 'best practice' approach
- Lead EYFS (Reception only) by monitoring the curriculum and provision, and ensuring that the department meets and where possible exceeds statutory compliance requirements (including those set by the Department for Education and monitored by the Independent Schools Inspectorate), maintaining records as appropriate
- Establish expectations of excellence in behaviour and personal development and manage any behaviour issues proactively
- Communicate with parents, proactively engaging them in their children's education and ensuring that they are well informed about both their child's individual progress and community life
- Represent the Pre-prep as an ambassador at school and external functions, deputising for the Head as required
- Take responsibility for devising, maintaining and implementing Pre-prep policies, including EFYS (and Pre-prep specific contribution to whole school policies)
- Contribute to whole school strategic development planning
- Lead on Pre-prep Self Evaluation, development planning and inspection readiness
- Lead on Pre-prep Health and Safety matters, under the oversight of the Director of Finance and Operations, sitting on the Health and Safety Committee
- Ensure that the Head and Deputies are fully briefed on Pre-prep matters
- Support the Head with reports to Governors (at least termly and as required)
- Set, and monitor the spending of, the Pre-prep budget, in consultation with the Director of Finance and Operations

- Take responsibility for Pre-prep risk assessment and risk management, in consultation with the Director of Finance and Operations
- Make best use of resources, spaces and staffing, in consultation with the Director of Finance and Operations
- Handle enquiries, concerns and complaints (in consultation with Deputy Head)

Staffing:

- Enthuse, encourage and oversee wellbeing of Pre-prep staff
- Support the Head in the recruitment, training, guidance, performance management and motivation of Pre-prep staff
- Line manage Pre-prep and EYFS teaching staff
- Ensure Deputy Head is fully briefed on Pre-pre pastoral matters
- Lead the appraisal process for Pre-prep staff in consultation with Deputy Head
- Observe all Pre-prep teachers formally at least annually
- Set Pre-prep class lists, in consultation with form teachers
- Assign and monitor Pre-prep staff responsibilities and duties

Pupil progress, experience and monitoring:

- Oversee and develop Pre-prep curriculum, assessment and reporting, under the oversight of the Deputy Head Academic and in liaison with Prep Heads of Department
- Monitor all aspects of holistic pupil progress by using effective tracking measures, working with the DHA to identify any patterns and develop interventions as appropriate
- Oversee Pre-prep learning beyond the classroom, including acting as Educational Visits Coordinator for Pre-prep
- Liaise with the SENCO to support the progress of pupils with specific needs, ensuring pupils are appropriately supported, stretched and challenged
- Maintain awareness of all aspects of pupil experience in the Pre-prep
- Coordinate, record and respond to Pupil Voice in Pre-prep

Note: this is predominantly a leadership and management role. Some teaching in Pre-prep (up to 8 periods weekly) may be allocated.

Admissions and Transitions:

- Oversee 4+ Admissions process (and occasional places), in consultation with the Head
- Work closely with the Deputy Head Academic on transition from Pre-prep to Prep School (7+)
- Work with the Head of Marketing on all aspects of Pre-prep marketing and publicity
- Work with the Head of Boarding and Director of Music to identify potential Choristers (internal candidates) and support the application process
- Oversee induction process for new pupils and onboarding for new parents

DDSL:

Early Years: To act as DDSL with responsibility for Early Years, Year 1 and Year 2 (reporting in this capacity to the DSL).

Whole school: To support the DSL (Deputy Head) in co-ordinating and progressing pastoral and welfare needs and support across the school and, under the oversight of the DSL, to take particular responsibility (in addition to the general DDSL role description) for:

- Serving as Senior Attendance Champion (school lead on attendance matters)
- Collating safeguarding and wellbeing data and analysing to identify patterns, trends, potential issues and areas for focus and support, with a focus on Pre-prep
- Collating and analysing attendance data
- Reviewing and updating pupil related safeguarding risk assessments - and communicating with relevant parties
- Communicating specific and general safeguarding and welfare information to staff and parents, and around the school (including Circular updates and contributions to Head's letters to parents)

Person Specification:

Essential

The successful candidate will:

- be a qualified teacher, educated to degree level, with qualified teacher status (QTS)
- have experience of teaching in Early Years and or Key Stage 1
- have a confident understanding of best practice in early childhood education
- have (or be ready to undertake prior to commencing in post) Level 3 safeguarding training
- have (or be ready to undertake prior to commencing in post) Full Paediatric First Aid training
- have experience of handling pastoral and safeguarding matters in Early Years/Key Stage 1 and 2
- have experience of leading whole school or whole section initiatives
- have experience of leading and developing teams
- Understanding of and commitment to promoting and safeguarding the welfare of pupils
- Understanding of child development
- Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management
- Communicate effectively and confidently with children, colleagues and parents.

Safeguarding Statement:

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

Working Pattern:

Monday to Friday the school day is from 08:30-16:00 with after-school provision on most days. Attendance at termly INSET is also required, on a pro rata basis.

Terms and Conditions

A competitive salary is offered, commensurate with qualification and experience. Employees may also be entitled to discounted school fees on a pro rata basis.

Lunch is provided.

We are committed to supporting the professional development of all our team members; all staff may apply to the Deputy Head for support with relevant training courses.

The school has adopted many of the Cathedral HR policies, and provides a generous employer Defined Contribution pension scheme.

Application

Applications must be made using the **school application forms**, available on our website or on enquiry from tkeller@spcs.london.sch.uk.

The closing date for the post is: **Wednesday December 3rd at 09:00**

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.