

#BEMOULSFORD

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 **MOULSFORD**

*be our new...*  
**HEAD OF PRE-PREP**

TO START SEPTEMBER 2024 OR JANUARY 2025





# WELCOME

Thank you for your interest in the role of Head of Pre-Prep at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 370 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development, with a new state-of-the-art Pre-Prep building, which opened in September 2022 and became co-educational from September 2023 from Pre-School to Year 2. We remain all-boys from Years 3 to 8.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

I look forward to welcoming you to Moulsford soon.

*Ben Beardmore-Gray.*

**Ben Beardmore-Gray**

Headmaster





# THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

Our Prep School (age 7 – 13) delivers an outstanding all-boys education. In September 2023, our Pre-Prep (age 3 – 7) became co-educational, giving girls of pre-prep age the opportunity to benefit from a Moulsford experience.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey and cricket.

There are currently 370 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but has a boarding house for up to 35 boys; mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the boys go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward's (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, Chair of District 10 of the Independent Association of Prep Schools (IAPS), a Director of the Independent Schools Examination Board (ISEB) and a mentor and coach to other Heads.





# THE ROLE

## HEAD OF PRE-PREP

**LINE MANAGER:** DEPUTY HEAD

**HOURS OF WORK:** Full-Time

**SALARY:** Dependent on experience & qualifications, commensurate with industry standards

This is an exciting opportunity to join a thriving Prep School as our Head of Pre-Prep.

The Head of Pre-Prep will be directly responsible to the Deputy Head for the leadership, management, organisation and oversight of the Pre-Prep pupils and staff and will work closely with the Head and Deputy Head on strategic initiatives. The Head of Pre-Prep will also work very closely with the Assistant Heads Academic and Pastoral in these respective areas.

The successful candidate will have very strong leadership skills, be a wonderful teacher, have excellent subject knowledge, nurture kindness, courage and curiosity and be passionate about supporting staff to achieve the best possible outcome for each child.

The Head of Pre-Prep will be a member of the Senior Management Team (SMT), and will play a very important role in the School's strategic planning. The SMT have collective responsibility for the encouragement and maintenance of high professional standards of the Moulshford staff.

The Head of Pre-Prep will also have a teaching timetable.





# MAIN RESPONSIBILITIES



## LEADERSHIP & MANAGEMENT:

- Leading the Department
- Promoting the Pre-Prep and School to prospective parents, feeder schools and current parents.
- Strategic planning in all areas but specifically relating to the structure of the Pre-School.
- Keeping up to date on Inspection and Regulatory requirements, with particular regard to EYFS.
- Overall responsibility for EYFS and meeting regulatory requirements, although areas of this may be delegated to a Head of EYFS.
- Qualified as Designated Person for safeguarding.
- Ongoing development of the new building to ensure its use as an outstanding facility is maximised.
- Leading by example and being an exemplary practitioner in the classroom and beyond.
- Instilling the highest standards of teaching and care throughout the Pre-Prep.
- Through very close liaison with the Assistant Heads Academic and Pastoral, ensuring a smooth and natural transition to Year 3.
- The continual review of the Department's schemes of work and policy documentation.
- Monitoring and developing the programmes of study which are appropriate to the differentiated needs of children in each age group.
- Managing the Departmental budget.
- At all times promoting Moulsoford as one school, and ensuring that the Pre-Prep maintains, develops and fosters very close links with the Prep School.

- Ensuring there is full transfer of information when pupils move from year to year, and very close liaison when pupils transfer to Year 3.
- Organising regular departmental meetings and professional development for all staff.
- In conjunction with the Assistant Head (Academic), overseeing the department's record-keeping as well as the setting and marking of internal assessments and the writing of reports and other assessments; analysing and acting upon the results of assessments.
- Liaising closely with the SENCo to ensure children with learning difficulties are identified and supported both in and out of mainstream lessons as appropriate.
- Overseeing the organisation of the timetable within the Department.

## STAFF:

- Overseeing the deployment of teachers and classroom assistants, in conjunction with the Deputy Head and the Headmaster.
- Ensuring each member of the Department shares an understanding of what constitutes effective teaching and that it is implemented, and developing teaching styles and techniques.
- Formally appraising members of the Department.
- Organising an ongoing training programme for staff.
- Assisting the Headmaster and the SMT in the recruitment, selection and induction of Departmental staff.

## OTHER RESPONSIBILITIES:

- Communicating with the Headmaster, Governors, Staff and parents on the work of the Department.
- Organising and hosting Departmental events.
- Liaising with the SMT to provide an annually updated whole school development plan inclusive of the Pre-Prep.
- Overseeing and developing all the department's educational resources and managing the budget.
- Taking responsibility for all departmental Risk Assessment and Health and Safety issues.
- Timetable – liaising with the SMT for cover for absentee teachers.
- Liaising closely with the Admissions and Marketing departments to organise and assist in all events to promote the Pre-Prep, including facilitating taster days for prospective pupils.
- Liaising with the departmental in-house catering team.

The post holder should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as requested by the Head and Deputy Head. The job description may be amended to meet the needs of the School, in consultation with the post holder.

# PERSON SPECIFICATION



CRITERIA		MEASURED BY
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experienced teacher across Pre-Prep school age groups</li> <li>• Excellent knowledge of all relevant curricula</li> <li>• Experienced in pupil and staff management</li> <li>• An understanding of and empathy with the independent school sector, together with a commitment to the School community and its purpose and future prosperity.</li> </ul>	Application & Interview
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• A passionate, inspirational, and highly effective leader dedicated to achieving the best possible outcome for each child.</li> <li>• Excellent listening and communication skills and ability to build close working relationships with all members of the school community.</li> <li>• Excellent assessment and record keeping skills with keen attention to detail.</li> <li>• Ability to devise and implement systems and structures to support staff.</li> <li>• Ability to inspire and support staff to consider new and more effective ways of helping the children to learn.</li> <li>• Willingness to research, train and network to stay abreast of developments.</li> <li>• A strong work ethic.</li> <li>• Ability to work independently, as well as being a team player able to work in the wider school team.</li> <li>• The desire and ability to promote the School at all times.</li> <li>• The ability to connect with parents.</li> </ul>	Application & Interview
<b>EDUCATION &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• QTS or equivalent educational qualification</li> </ul>	Application
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• A professional, flexible and proactive attitude.</li> <li>• A team player.</li> <li>• Extremely supportive of Moulsoford's value of Kindness, Courage and Curiosity and of the School's strategic objectives.</li> <li>• Supportive of Moulsoford's ethos and strategic objectives.</li> <li>• Readiness to receive constructive feedback and a willingness to ask for assistance.</li> <li>• Ability and willingness to go beyond own responsibilities to help others at busy times and to work outside normal hours as required.</li> <li>• As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies.</li> </ul>	Interview





# STAFF BENEFITS AT MOULSFORD

## LOCATION

Moulsford is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

## PENSION

All employees are eligible to join a staff pension scheme.

## IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moulsford. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

## FEE REMISSION

Fee remissions are available for teaching staff. Please ask for further information.

## THE BARN FITNESS CLUB

The School offers complimentary full gym membership for all employees at The Barn Fitness Club in Cholsey.

## WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moulsford. Many staff are trained in Mental Health First Aid and a culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

## CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.



# APPOINTMENT PROCEDURE AND KEY DATES



Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise.

To download a copy of our application form, please [click here](#).

## KEY DATES

**Closing Date for applications is 29<sup>th</sup> April 2024**

**Initial Interviews will take place week commencing 6<sup>th</sup> May 2024.**

Moulsford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.



