



## Heath Mount School Careers



**Job Title—Head of Pre-Prep**

**Start Date—September 2025**

### Overview

We are looking for an inspirational, ambitious and outstanding leader to take on our Head of Pre-Prep role. This is a unique opportunity for a dynamic and imaginative practitioner to lead a school of 180 pupils from Nursery – Year 2. The right person will be a passionate advocate for Heath Mount's 'whole child' educational ethos and will understand and value the importance of the early years in a child's life. The Head of Pre-Prep will be part of Heath Mount's Senior Management Team but will be responsible for creating an environment that provides outstanding learning opportunities every day. This means leading on safeguarding, teaching, planning and assessment, curriculum design and pastoral care as well as having responsibility for communications with parents, the Head and the Governing Body.

The Head will be responsible for cultivating the passion and enthusiasm of an outstanding team of 30 staff members as well as working closely with specialist staff members for Forest School, swimming, drama, music, art, sport and computing. Our Pre-Prep Team has been recognised for its achievements in obtaining the EYFS Herts for Learning Gold Award and the new Head of Pre-Prep would be expected to maintain and extend this excellence in teaching and learning for every pupil.

Heath Mount is an advanced user of the Learning Power Approach, which is embedded throughout our School Curriculum. Working at Heath Mount provides teachers and leaders with the opportunity to become pioneers in this innovative, hugely respected educational thought science. This unique and ground-breaking method makes even the best teachers better and we continue to work closely with our parents and wider community to embed it all of our pupils' learning opportunities.

We believe in exploring potential at every level, so if you have the ambition, imagination and energy to take on this role but may not feel you meet all the criteria we would like to hear from you and are happy to explore the opportunity through an informal chat in the first instance.

Working with our youngest pupils is an enormous privilege and great fun – we're excited to help shape children's first educational experiences and look forward to meeting people who share our passion and enthusiasm for Key Stage 1 and Early Years Education. We look forward to receiving your application.

## Our school

Thank you for your interest in working at Heath Mount. Set in 40 acres of glorious Hertfordshire countryside, Heath Mount is a leading day and boarding Preparatory School for 500 boys and girls aged 2 to 13. Described by *The Good Schools Guide* as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' the school delivers an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do. We provide a dynamic, supportive and friendly working environment underpinned by the School's family-feel ethos and values.

In our recent Independent Schools Inspection we achieved 'Excellent' in all areas of the Educational Quality Inspection.



## Core Responsibilities

### Staff:

- ◇ To lead and mentor Pre-Prep staff;
- ◇ To encourage staff to continue their professional development through courses and Inset opportunities and by keeping abreast of and disseminating current research and trends;
- ◇ Keep up-to-date with changes in educational theory and subject requirements, in particular with regard to the National Curriculum and EYFS regulations and best practice within EYFS settings, sharing this with colleagues through Inset, staff meetings, mentoring and the promotion of new initiatives that help raise standards;
- ◇ To oversee staff development and appraisals within the Pre-Prep, liaising with the Head of Professional Development and the HR team. Inset arrangements are determined by the Head of Professional Development, in consultation with the SMT. Where there are specific Pre-Prep / EYFS requirements, time will be allocated during Inset days for this;
- ◇ Work closely with the Head of Computing and other staff to ensure that technology plays an appropriate role in the delivery of the curriculum;
- ◇ Monitor the implementation of policies and procedures in the Pre-Prep, in particular, the academic policies, in order to ensure consistency of approach;
- ◇ Carry out supervisory duties as reasonably required, including provision of relief cover for absent colleagues, attending trips and carrying out playground duties;
- ◇ To chair regular Pre-Prep staff meetings which the Headmaster periodically attends;
- ◇ To assist in the selection and recruitment of high calibre teaching and support staff, working with the SMT and others to deploy, develop and retain staff;
- ◇ Assist in the induction of new teaching staff;
- ◇ Support staff where necessary with meetings within school, and with outside agencies and parents;
- ◇ Oversee the Pre-Prep reports to parents for accuracy and quality and the Head of Pre-Prep summary for each pupil.

## Core Responsibilities continued:

The duties include, but are not limited to:

### **Teaching and Learning:**

- ◆ To maintain an effective, high quality education across Pre-Prep in a safe, friendly, nurturing environment;
- ◆ To support the ethos and values of the School, maintaining high expectations and standards in children's behaviour and learning;
- ◆ To work closely with the Headmaster and the Deputy Head Curriculum in overseeing the Pre-Prep timetable, curriculum, schemes of work, policy documents and development plans;
- ◆ To work with the Deputy Head Curriculum and the Head of Professional Development in implementing a lesson observation cycle to support, feedback and challenge teachers to maintain high standards of teaching and learning within their classrooms / subjects;
- ◆ Develop and implement a work scrutiny cycle, assisting the Deputy Head Curriculum, Head of Professional Development, subject co-ordinators and Heads of Departments to analyse children's work and ensure consistency and progression between year groups to maintain excellent pupil outcomes;
- ◆ Develop and implement a planning scrutiny cycle to analyse the quality of planning and ensure consistency across the year groups;
- ◆ Have an excellent overview of the pupil assessment and tracking data and inform the Director of Curriculum of trends and areas for improvement;
- ◆ To maintain contact with pupils and oversee the tracking of the development and progress of all pupils, ensuring that reports are regularly presented to parents;
- ◆ To oversee the SEN provision in Pre-Prep, working closely with the Head of Learning Support to ensure it is consistent with SEN provision in the Prep School and that children requiring additional support are highlighted and tracked;
- ◆ To prepare all Pre-Prep pupils for their transition to the Lower School by working closely with the Head of the Lower School, the Deputy Head (Pastoral) and the Heads of the academic and Learning Support departments;
- ◆ Assist the Headmaster in the preparation of reports to Governors regarding teaching, learning and assessment;
- ◆ Oversee the provision of curriculum information provided to Pre-Prep parents, ensuring parity across year groups.
- ◆ To work closely with the Head of Professional Development and Deputy Head Curriculum to embed Learning Power Approach into all teaching practise.

## Core Responsibilities continued:

### Pastoral:

- ◆ Ensure pupils understand the School's values and what is expected of them;
- ◆ Manage discipline and rewards in the Pre-Prep, consulting with the Deputy Head (Pastoral) over more serious or recurring issues and trends;
- ◆ To act as a Deputy Designated Safeguarding Lead, working closely with the School's Designated Safeguarding Lead (Deputy Head Pastoral) and take particular responsibility for the Pre-Prep in this regard;
- ◆ Be a key member of the Safeguarding Team and attend welfare meetings;
- ◆ Lead Pre-Prep assemblies which enforce the School's values, promote a sense of community and celebrate success;
- ◆ To oversee and ensure excellent before and after school care and activity clubs;
- ◆ To maintain positive and helpful communication with parents via newsletters, parents' evenings, social media, the website and other informal opportunities.

### Other responsibilities:

- Work with the Bursar in preparing and managing departmental annual budgets for the Pre-Prep;
- To support the extra-curricular life of the school where appropriate. This may include, but is not limited to: marketing events; open days; parents' evenings; curriculum / information evenings and Governors' meetings;
- Work with the marketing team and the Registrar, together with the Headmaster, to maintain pupil admissions;
- Work with the Head of Marketing to ensure that areas of the website relating to academic, pastoral matters and Pre-Prep sections are regularly updated;
- To liaise with the Pre-Prep catering manager as necessary and the catering and lunchtime supervisor staff;
- To undertake any professional duties as are reasonably delegated by the Headmaster.
- Work with the Herts for Learning Advisors





## Core Responsibilities

### Person specification:

The successful candidate will ideally have:

- Experience of leading and managing a team as well as introducing new initiatives;
- An eagerness to participate fully in the life of the School;
- An ability to excite and inspire pupils;
- A sound knowledge of the theory and practice of providing effectively for the individual needs of all children;
- A good degree and teaching qualifications;
- A high level of computer literacy;
- A track record as an effective and successful teacher with a commitment to the highest professional standards in teaching and learning;
- Excellent interpersonal skills and be a first class communicator with staff, pupils and parents;
- A strong commitment to continuing professional development;
- An adaptable and creative approach to the role, with the ability to embrace and manage change effectively;
- Excellent organisational skills.



### General

The successful candidate must

- Adhere to and ensure compliance with the school's Safeguarding Policy at all times.
- Actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements.

*This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.*



## What We Offer

- Excellent salary package for the right candidate
- Staff lunches prepared by our award-winning catering team during term time.
- 17 weeks' holiday per year
- Free parking
- Use of school swimming pool and gym
- APTIS Pension with the school contribution of 22.33%
- Level One Westfield Health Cashback Scheme

**"Most independent schools have the odd tradition here and there, but Heath Mount has quirks in spades, and we love it for that. My personal fave is the Golden Pinecone award for building the best den, which is handed out at termly ceremonies (and is much anticipated!) I think this also sums up the value that the school puts in kids being kids – adventurous, happy and free – and the thrill of that continues well into Years 3 & 4, it's not just for the littlies."** Muddy Stiletto's School Review 2024



## How To Apply /Interviews

Further details and an Application Form can be downloaded from [www.heathmount.org](http://www.heathmount.org)

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

The closing date is 9.00am Monday, 24th February 2025

Please email your completed application form to: Caroline Morter at [HR@heathmount.org](mailto:HR@heathmount.org)

This is a full-time position.

Longlist Interviews, via Teams, will take place week commencing 3rd March.

Short list interviews will take place week commencing 10th March.

## Equal Opportunities Statement

As an equal opportunities employer the school genuinely welcomes all applicants. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.

## About Heath Mount

Heath Mount is one of the oldest Prep Schools in the country, originally founded in 1796 in Hampstead, North London and situated since 1934 in the Grade I listed mansion of the Woodhall Estate. While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speaks. The sports hall is fully equipped for gymnastics and indoor games and includes a professional standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool.

The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground. Lower School pupils, meanwhile, enjoy their own modern purpose-built block. Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.

The Heath Mount Nursery sits adjacent to the Pre-Prep building which houses the Reception classes. Our Nursery pupils enjoy their own modern, fully equipped building with two light and airy classrooms resourced with high quality learning materials and toys. The children have direct access to their own large outside play area with covered terrace and their own 'wild' area Three Bears Wood as well as our magical our magical forest school setting, Stumble Trip Wood. Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature. Our Forest School is an integral part of our holistic approach to education and emotional wellbeing in the Early Years and Pre-Prep Curriculum.

**Award-winning Early Years Provision:** In 2024 our EYFS team were awarded the Herts For Learning Early Years Gold Quality Standard in recognition of our outstanding provision. "The school have worked on fostering a love of learning within a happy community, with an emphasis on positive relationships and cooperation, in order to help the children flourish, feel valued and enjoy every day in school."

**Values and Pastoral Care:** During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being, ensuring different needs are supported. The school has a full-time school counsellor and a medical team.

**General:** Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the School's DSL or to the Headmaster.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."