



Pate's Grammar School Foundation and The Richard Pate School ("the School")

Head of Pre-Prep (EYFS and Key Stage 1)

Information Pack

Title:	Head of Pre-Prep (EYFS and Key Stage 1)
Reports To:	Headteacher
Employment:	Employed (Permanent)
Hours:	Full Time
Salary:	Based on Experience
Start Date:	1 September 2026

About Us

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful co-ed independent day school (Monday – Friday) for 3-11 year olds. The School is set in a beautiful 11-acre semi-rural site in Leckhampton on the outskirts of Cheltenham. We offer children a broad education in modern, purpose-built facilities, which includes music, sport, art, languages and drama and a varied extra-curricular programme. The School has an excellent record of admissions to both grammar and independent schools, with 52% moving on to grammar schools and a large number gaining scholarships to independent schools.

Vacancy Details

This is a full-time post for an experienced, dedicated practitioner to lead the Pre-Prep from September 2026. As a member of the School Leadership Team (SLT), the successful applicant would be involved with leading the department from our thriving Nursery through EYFS and Key Stage 1. As with all our Senior Leadership Team the Head of Pre-Prep will also have responsibility for a Key Stage 1 class. The post involves responsibility for pastoral care and for the delivery of Teaching and Learning throughout the department. This includes tracking pupil performance, assessment and developing policies and procedures to guide the department.

Job Description

To lead a Pre-Prep Department of dedicated, enthusiastic professionals through an exciting phase of development under the direction of the Headteacher. To teach a KSI class.

A. Teachers' Standards

In addition to the School's general requirements and key responsibilities set out below, Teaching Staff must also have regard for the Teachers' Standards which are integral to the School's appraisal system.

B. Key responsibilities

- Being responsible for organising the planning, delivery, and monitoring of EYFS and Key Stage 1 curriculum to the highest possible standard supported by the Pre-Prep/EYFS team.
- As a member of SLT, to work collaboratively to ensure that the school is compliant with current regulations and ready for ISI inspection.
- Meeting all the standards expected of an effective class teacher to set an example of best practice within the department.
- Creating a climate of good attitudes to learning and positive behaviours in all children both within and beyond the classroom.
- Implementing the Early Years and Key Stage 1 assessments in collaboration with the Deputy Head Academic and the Headteacher.
- Communicating and implementing School policy within the department.
- Developing and implementing effective policies, procedures and risk assessments to guide positive work and appropriate and safe behaviour throughout the department.
- Contributing to the establishment and delivery of the School Strategic Plan and the School Development Plan in conjunction with the Headteacher and Deputy Heads with the focus of raising standards across the whole school.
- Monitoring the effectiveness and impact of the Strategic and School Development Plans with the Senior Leadership Team and the Trustees.
- Preparing an annual report for the Pate's Foundation Board detailing an overview and highlights of the Pre-Prep Department.
- Being involved in recruitment of staff so that the department has a balance of skills and expertise
- Being involved in appraising members of staff across the Key Stages in line with the whole school appraisal policy.
- Maintaining and extending personal professional development to remain abreast of the most current methodologies.
- Supporting the Headteacher in embedding a positive health and safety culture.
- Organising and arranging for staff to attend appropriate training courses.
- Communicating with parents regarding pupil disciplinary issues.
- Ensuring that the department is properly resourced and equipped within the agreed budget.
- Monitoring any special needs within the department and alongside the SENCo ensuring that these are met in accordance with the SEN Code of Practice.
- Planning and delivering departmental assemblies.
- Planning and delivering new parent introductory meetings and supporting Nursery Manager/Head of EYFS to oversee similar meetings.
- Supporting the delivery of admissions and other events; in particular, those designed to admit pupils to Year 3. This will involve occasional Saturday and evening events.
- Coordinating staff resources, e.g., productions, concerts, Christmas celebrations, themed days, etc.
- Coordinating lunchtime supervision in the department and overseeing the playground supervisors

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

Qualifications and Experience

- Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range.
- Applicants must have experience teaching KSI.
- Management experience would be an asset
- Experience of working with children across the ability spectrum
- Relevant training and professional development

Knowledge and Understanding

- Understanding of EYFS and Key Stage 1
- Up to date knowledge of the characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all pupils
- Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety
- Working knowledge of ICT both in supporting children's learning and effective management of the department
- Ability to effectively manage a budget to support the aims of the department
- Understanding of the local market and competition

Skills

- Able to teach pupils of all abilities and ages to a high standard, utilising creative classroom teaching skills to promote excellent pupil progress
- Promote the School's aims positively and use effective strategies to enthuse pupils with a love of learning
- Create a happy, challenging and effective learning environment
- Innovative in approach to teaching and learning
- Able to run effective and efficient meetings

Personal Characteristics

- Excellent sense of humour
- Professional in approach and appearance
- Strong interpersonal skills to effectively communicate with staff, parents, and pupils
- Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme
- Well organised, highly motivated, and comfortable with using own initiative or working in a team
- Committed to the protection and safeguarding of children and young people
- Understands and is willing to uphold, the core values of The Richard Pate School
- Well organised with high expectations of achievement and behaviour

In return, we offer you

- A positive working environment, with friendly and supportive colleagues.
- strong commitment to on-going professional development and lifelong learning
- Children who are enthusiastic to learn, with outstanding behaviour
- A fee-remission scheme
- Free parking on site and subsidised lunches during term time.
- Access to an Employee Assistance Programme

- Access to a Cycle to Work Scheme.

Salary Scale and Pension

The salary will be competitive and according to qualifications and experience. Pension options will be explained at interview.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safeguarding is underpinned by a range of policies and procedures which encourage and promote safe working practice across the School. We make sure that all our staff are trained and supervised to a high standard so they can provide safe, effective practice

All posts are subject to a safer recruitment process which includes the disclosure of criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Due to the nature of this role being a regulated activity, you will need to complete an enhanced criminal record disclosure (DBS check including Barred List check) and undergo our pre-employment screening. As a regulated sector we are required to undertake online checks and ask for references prior to interview, by applying for this role you are consenting for us to contact your referees. Please note that this role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

Equality Diversity & Inclusion

We are committed to creating and promoting a diverse and inclusive workforce that reflects our community. Applications are welcome from all suitably qualified candidates. We particularly encourage applications from under-represented groups.

Candidates who have a disability or any other special requirements should let the School know if there are any reasonable adjustments they would like the School to make as part of the recruitment process.

Further Information

Up to date information and policies (including 'Recruitment, Selection and Disclosure Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice') may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

How to Apply

To apply, please download an application form from our website. Please post completed forms to the following address: -

Mrs Lucy Cox
Bursar
The Richard Pate School
Cheltenham GL53 9RP

Or e-mail to: bursar@richardpate.co.uk

Applications must be received by 12:00pm on Wednesday 18 March 2026.

Interviews will be held on Wednesday 25 March 2026.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

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