



# ST PETER'S

PREPARATORY SCHOOL

## HEAD OF LOWER SCHOOL

### Candidate Pack

**Start Date: Friday 29 August 2025**

**Application deadline: Friday 28 February 2025, 14:00**

Contents:

- Overview of vacancy
- Application process
- Job description
- History of the school
- Safeguarding information
- Information for shortlisted candidates
- Contact information



[www.stpetersprep.co.uk](http://www.stpetersprep.co.uk)

St Peter's Preparatory School, Harefield, Lympstone, Devon EX8 5AU







St Peter's Preparatory School sits on a beautiful rural site in East Devon surrounded by fields and enjoying unrivalled views over farmland down to the River Exe. It is one of the most successful and forward-looking independent preparatory schools in the South West, awarded a 'significant strength' in our most recent ISI Inspection (May 2024). We believe in nurturing young minds to become the leaders of tomorrow. Join our vibrant community, and embark on a journey of excellence, growth, and discovery.

### Overview of vacancy

An exciting opportunity has arisen for a dynamic leader to join our outstanding staff as Head of Lower School (Years 3-5). Alongside leadership duties, the role includes a teaching position within KS1/KS2 and the responsibility of managing a form group. You will oversee academic achievement, pastoral care, staff development and appraisals, and contribute to school-wide leadership. The ideal candidate will be an inspirational educator with excellent leadership skills, a passion for high standards, and a commitment to fostering a positive school environment.

Job descriptions for KS1/KS2 Teacher and the additional responsibilities as Head of Lower School can be found below.

### Salary and Benefits

**Position:** Full time, term-time only

**Hours:** Monday to Friday, 08:00-18:00

**Salary:** Competitive, dependent on qualifications and experience

**Probation period:** Two terms

### Additional benefits

Lunch (during term time)

Teachers' Pensions Scheme

Discount on school fees

Employee assistance programme

### Application process

Please [click here](#) to download an application form. Completed applications should be emailed to [recruitment@stpetersprepschool.co.uk](mailto:recruitment@stpetersprepschool.co.uk) or posted to Recruitment Team, St Peter's Preparatory School, Harefield, Lymstone EX8 5AU by **14:00 on Friday 28 February 2025**.

We encourage applications as soon as possible and the School reserves the right to appoint before the deadline for applications.

**Please note that applications will only be accepted on the School's own application form. We are unable to consider CVs.**

**Selection day: Monday 10 March 2025**

Shortlisted candidates will undergo an online check. The successful candidate will also be required to complete full child protection screening, including checks with past employers and the Disclosure and Barring Service.

Our 'Privacy Notice' and 'Recruitment, Selection, Disclosures and Induction Policy' are available to view on the [School's website](#).

*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*



## Job Descriptions (Head of Lower School & KS1/KS2 Teacher)

<b>Role:</b>	<b>Head of Lower School</b>
<b>Responsible to:</b>	Head through Deputy Head Teaching & Learning
<b>Responsible for:</b>	Pupils and staff in the Lower School (Year 3-5)

The Head of Lower School is a Middle Management Team (MMT) role and will be responsible for working with and supporting the Senior Leadership Team (SLT) in all key management areas of the Lower School. The Head of Lower School will promote the vision, ethos and policies of the School in order to secure and maintain the highest standards of academic achievement, behaviour and pastoral care. There is a Middle Management payscale and time will also be allocated for these additional responsibilities.

### Responsibilities

- Work with the SLT to manage, motivate, support, challenge, and develop all Lower School staff to secure continual improvement, fostering a feeling of teamwork, maintaining high morale and confidence among all staff and to set an example of high professional standards.
- Take a leading role in decision making and policy development across the school as part of the Middle Management Team.
- Support the SLT in the effective day-to-day management of the Lower School.
- Conduct appraisals for the Lower School tutors including lesson observations and subsequent feedback sessions. Take part in the organisation and delivery of appropriate weekly and termly INSET.
- Foster a spirit of teamwork across all staff within the Lower School and encourage their participation in whole School activities.
- Be an active member of the Middle Management Team, attending weekly meetings as necessary and attending all Lower School functions and other school functions as reasonably requested by the Head.
- Provide cover for evening front desk duty between 17:15 and 18:15 on an adhoc basis.
- Liaise with the Registrar and Marketing Manager and take a lead role in the assessment and admissions process at 7+ as well as for other ad-hoc admissions in the Lower School ensuring taster days are well run with appropriate feedback.
- Liaise with the Head of Co-curricular to ensure a good range of Friday, after school and lunchtime activities for Lower School pupils.
- Ensure transfer reports are written in a timely and quality manner for Lower School pupils leaving the school.
- Update Lower School staff on changes to school policy including the implementation and monitoring of whole-school initiatives.
- Ensure all duties are organised and attended for the Lower School.
- Ensure that Lower School lunch is supervised and runs smoothly. Attendance is required for all of Lower School lunch.
- Ensure availability to parents before and after school (Monday-Friday) to discuss any pastoral concerns or queries.

*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*



- Supervise pastoral care within the Lower School and create constructive links with the PSHCE programme, British Values and SMSC.
- Liaise with the Head over staff deployment and timetabling requirements, and the Head and Deputy Head Teaching and Learning over learning effectiveness including staff appointments.
- Organise Lower School parent-teacher meetings (academic and social).
- Ensure the Year Group Guides for Years 3-5 are maintained and reviewed annually.
- Ensure that Transition is clear and managed well into next year groups in the Lower School for staff, pupils and parents
- Manage the Lower School budget, using the PO process and exercise control over resources including estimates, expenditure and stock.
- Be involved with recruitment of new staff to the Lower School
- Ensure the Lower School produce a weekly bulletin for inclusion in the newsletter.
- Oversee the termly report-writing process, proof-reading all Lower School reports, raising any important issues with the Head or Deputy Head Teaching and Learning.
- Lead assemblies as required
- Run a weekly Lower School meeting with Lower School staff discussing an agenda of concerns and events, pupil attendance, ensuring that clear minutes are made and actions are followed up.
- Attend Board of Reference meetings as requested.
- Monitor pupil review processes and procedures in Year 3-5 to track the progress of individual pupils working closely with the Assessment Co-ordinator
- Be a first point of contact regarding behaviour of Lower School pupils and be committed to high standards of behaviour using necessary rewards and sanctions and making contact with parents as appropriate.

What is set out above amounts to a statement of what may be regarded as minimum expectations and should be read alongside the Staff Handbook. It is not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.





<b>Role:</b>	<b>Key Stage 1/Key Stage 2 Teacher</b>
<b>Responsible to:</b>	Head through Deputy Head Teaching & Learning
<b>Responsible for:</b>	Pupils and staff in the Lower School (Year 3-5)

**Primary purpose:** To plan lessons and teach and assess Key Stage 1/Key Stage 2 pupils across the full curriculum, including outdoor learning and possibly Games sessions.

### **Key Accountabilities**

- Plan lessons and deliver inspirational teaching of the Key Stage 1/Key Stage 2 curriculum, seeking to motivate, support and stretch pupils to achieve their full potential.
- Monitor and review pupil progress and attainment, managing any concerns in a timely manner and liaising with other staff and parents as necessary.
- Ensure teaching is appropriate to the educational needs of the pupils, including completion of provision maps for all pupils taught, demonstrating exemplary classroom practice.
- Provide regular feedback to pupils and their parents on effort, progress and attainment, including written reports and parents' meetings.
- Work collaboratively with colleagues, including other teaching staff, teaching assistants, faculty heads, learning success staff and the management team, to deliver units of work and ensure outstanding pastoral care.
- Act as a Form Tutor, taking responsibility for the pastoral care of the children.
- Adhere to the school's vision on wellbeing that supports the school's ethos and aims, demonstrating a deep commitment to promoting the wellbeing of children.
- Actively contribute to assemblies, productions and events as well as fulfilling assigned duties and participating in the running of clubs and activities which make up the co-curricular programme.
- Maintain positive relationships with colleagues, parents and other schools.
- Promote a positive climate, seeking to review and improve personal and whole-school effectiveness and efficiency and visibly supporting the ethos, aims, and objectives of the school.
- Comply with all school policies and procedures, contributing to their review as required.
- Expand knowledge, understanding and skills, keeping up to date with current educational thinking and practice, by undertaking relevant CPD.

### **Essential Qualifications, Experience and Skills**

- Qualified teacher with experience of teaching children in Years 1 to 6.
- Experience of form tutoring and pastoral care of children.
- Experience of taking outdoor learning.
- Excellent written and verbal communication, with both children and adults.
- Strong organisational skills, including prioritisation and finishing tasks to completion.
- Effective team-working, demonstrating loyalty and support to colleagues.
- Resilience and flexibility to manage diverse and conflicting demands.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.

*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*



## History of the School

St Peter's Preparatory School, located in Lymington, has a rich history spanning over a century. Founded in 1882, this prestigious preparatory school has played a significant role in the education and development of young students in the region.

### **Early Years (1880s-1930s):**

St Peter's Preparatory School was established in the late 19th century with the aim of providing a high-quality education for young boys in the Exmouth and Lymington area. Before relocating to Lymington in 1949, the school's original site was on Rolle Road, Exmouth. The school's founder, Rev. Alfred Wren, envisioned a nurturing environment that would prepare students for the challenges of future education and life. During these early years, the school was relatively small in size but quickly gained a reputation for its academic excellence and strong moral values.

### **Expansion and Growth (1940s-1970s):**

The school continued to flourish in the post-World War II era, expanding its facilities and curriculum. The 1950s and 1960s saw a significant increase in student enrolment, prompting the construction of additional classrooms, dormitories, and recreational areas. This period also witnessed the inclusion of a broader range of subjects and extracurricular activities, reflecting the changing needs of students and society.

### **Modernisation and Coeducation (1980s-2000s):**

As the school entered the latter part of the 20th century, it underwent a series of modernisation efforts. In the 1980s, St Peter's Preparatory School made a momentous decision to become a coeducational institution, welcoming female students for the first time. This change in policy reflected a growing awareness of the importance of providing equal educational opportunities to all students.

### **Academic Excellence and Community Involvement (2010s-present):**

In recent years, St. Peter's Preparatory School has continued to uphold its commitment to academic excellence while also emphasising community involvement and social responsibility. The school has adopted modern teaching methods and technology, remaining progressive and continuing to adapt in order to prepare students for their future. Various community service initiatives, environmental awareness programs, and extracurricular activities have been introduced to instil a well-rounded education.

Charlotte Johnston, the school's first female Head, joined the school in September 2016. Previously Deputy Head at Edge Grove in Hertfordshire, a large co-ed 3-13 prep school, and with a background in management consultancy, Charlotte's experience was perfectly placed to lead St Peter's. Charlotte sits on the Board of IAPS and has previously held the role of IAPS Vice Chair. Charlotte is passionate about a prep school education, where children have the chance to shine in all areas (Sport, Music, Art, Drama and Academics), as well as making the most of the school's 28 acres.

Today, St Peter's Preparatory School stands as a symbol of tradition and modernity, offering a holistic education to a diverse pupil body. The school is known for its unique and publicly recognised St Peter's School Baccalaureate®, and a curriculum that promotes academic achievement, personal development and a focus on learning beyond the classroom. Most pupils remain to 13 and go on to independent day and boarding schools in the South-West. A small number of leavers at the end of Year 6 go on mainly to the grammar schools at Colyton and Torquay.

Throughout its history, St Peter's Preparatory School has remained committed to its core values of academic excellence and personal growth. It continues to adapt to the changing educational landscape and the evolving needs of students.

*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*



## Safeguarding information

St Peter's Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.



***St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.***





## Information for shortlisted candidates

The School will carry out an online search on all shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

All candidates invited to interview must bring the following documents with them:

1. Valid passport
2. Photo driving licence (required, if you have one)
3. Birth certificate
4. Evidence of any name change since birth (e.g. marriage certificate, deed poll certificate)
5. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
6. Qualification certificates relevant to the role

**Please note that originals of the above are necessary. Photocopies or printouts from the internet are not sufficient.**

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## Contact information

If you have any queries or would like further information, please do not hesitate to contact Claire Harris, Office Manager, on 01395 272148 or email [recruitment@stpetersprepschool.co.uk](mailto:recruitment@stpetersprepschool.co.uk).



*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*