



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION
HEAD OF PRE-PREP

01432 363511 | HEREFORDCS.COM



EXECUTIVE HEADMASTER'S WELCOME



Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.

While we are the sixth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

Yours ever
Michael

DR MICHAEL GRAY
Executive Headmaster



CLICK HERE TO VIEW HEREFORD CATHEDRAL
SCHOOL'S YOUTUBE CHANNEL

JOB DESCRIPTION: HEAD OF PRE-PREP

Salary: Competitive

Hours/weeks: Full-time

Start Date: September 2025 or January 2026

Location: Hereford Cathedral Junior School

OPPORTUNITY

We are seeking an experienced, enthusiastic, and visionary educational leader to join our team as Head of Pre-Prep. This key leadership role involves the strategic and operational oversight of the Pre-Prep Department (Nursery to Year 2), ensuring high standards of teaching and learning, pastoral care, and communication with parents.

The successful candidate will be an inspirational teacher and leader, dedicated to fostering a warm, engaging, and academically enriching environment where our youngest pupils can thrive.

OUR OFFER

- Join a highly talented and supportive team and governing body
- Competitive salary
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by pupils, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- School Fees Remission
- And finally, the chance to work with outstanding pupils

REPORTING LINES

The post holder reports to the Principal.

ACCOUNTABILITIES

- To Lead the Pre-Prep provision and run the Nursery.

CONTINUED OVERLEAF



THE ROLE: HEAD OF PRE-PREP

Key Responsibilities:

Leadership & Management

- Provide strategic and day-to-day leadership of the Pre-Prep Department.
- Foster a caring and stimulating environment aligned with the school's ethos.
- Lead, support, and appraise Pre-Prep staff, promoting high standards of teaching and professional development.
- Collaborate with the Senior Leadership Team (SLT) to contribute to whole-school planning and development.

Teaching & Learning

- Oversee curriculum planning, development, and implementation in the Pre-Prep.
- Monitor and evaluate teaching and learning to ensure continuous improvement.
- Model outstanding teaching practice and support the development of creative and engaging learning experiences.
- Track pupil progress and work with staff to implement appropriate interventions and support.

Pastoral Care

- Ensure the well-being and safeguarding of all Pre-Prep pupils.
- Promote a positive behaviour policy and a nurturing, inclusive culture.
- Liaise effectively with parents to foster strong home-school partnerships.

Administration

- Manage Pre-Prep budgets and resources effectively.
- Ensure compliance with all relevant policies, including safeguarding and health and safety. Maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date.
- Organise and support Pre-Prep events, performances, and extra-curricular activities.

It is not possible to present a definitive list of responsibilities for the role as it will be developed around the skills and experiences of the successful candidate.

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Qualified Teacher Status (QTS) or equivalent recognised teaching qualification.</p> <p>A relevant degree in Education or a related subject.</p> <p>Evidence of continued professional development, particularly in leadership, early years, and/or Key Stage 1 education.</p>	NPQSL (National Professional Qualification for Senior Leadership) or equivalent leadership training.
Experience and knowledge	<p>Significant and successful teaching experience within Early Years and/or Key Stage 1.</p> <p>Proven leadership and management experience, ideally within a Pre-Prep or primary school setting.</p> <p>Demonstrable experience of raising pupil achievement and improving teaching and learning.</p> <p>In-depth knowledge of the EYFS and Key Stage 1 curriculum and assessment frameworks.</p> <p>Understanding of safeguarding and child protection procedures and legislation.</p> <p>Experience of working effectively with parents, carers, and external stakeholders.</p>	Awareness of HR policies and procedures
Skills and abilities	<p>Excellent leadership, team-building, and interpersonal skills.</p> <p>Ability to inspire, motivate and support staff to achieve outstanding outcomes for pupils.</p> <p>Strong organisational and time management skills, with the ability to prioritise and delegate effectively.</p> <p>Confident in using data to inform planning, monitor performance and drive improvement.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to develop a nurturing, inclusive, and stimulating learning environment.</p>	
Aptitude	<p>A genuine passion for early years education and child development.</p> <p>Commitment to the school's vision, values, and ethos.</p> <p>Positive, proactive and solution-focused approach to challenges.</p> <p>High levels of emotional intelligence and empathy.</p> <p>Enthusiastic and resilient, with a growth mindset and commitment to personal development.</p> <p>Ability to lead by example and act as a role model for staff and pupils alike</p>	
Circumstances	Able to work flexibly, earlier starts, evenings and weekends will be required	

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Head. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the School and the professional development of staff.

HOW TO APPLY

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **10am on Friday 6 June 2025**. Early applications are welcome. The School retains the right to interview suitable applicants and appoint before the deadline.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

