



HEAD OF PREP

Job Description

Job Description: Head of Prep

School: Queenswood School

Position: Head of Prep (Founding)

Location: Queenswood School, Hertfordshire

Accountable to: Principal (Mrs Jo Cameron)

Key Relationships: Senior Leadership Team, Bursar, Governing Body, Admissions & Marketing Teams, Prep Staff, Parents, and Feeder Networks

Role Overview

This job description outlines the key areas of responsibility for the post of Head of Prep at Queenswood School. It provides a comprehensive indication of the scope of the role, though it is not exhaustive. The post-holder may be required to undertake other duties and responsibilities as determined by the Principal and senior management that fall within the general purpose of the position.

Queenswood School is embarking on a historic strategic expansion under the **Queenswood Reimagined** roadmap. As our founding Head of Prep, the successful candidate will play a pivotal, transformative role in establishing, shaping and leading our new bespoke girls-only preparatory school (Reception to Year 6) housed in the beautifully repurposed Stamp House, opening in September 2028. Reporting directly to the Principal, the Head of Prep will serve as an active, key member of the whole-school Senior Leadership Team (SLT) and take overall day-to-day responsibility for the educational, pastoral, compliance, operational, commercial, and strategic success of Queenswood Prep.

Key Responsibilities & Duties

1. Strategic Leadership, School Launch & Governance

- Lead and articulate a clear, inspiring vision for Queenswood Prep that reflects Queenswood's core ethos of empowering young women while addressing the needs of modern families.
- Drive the operational, pedagogical, and physical launch of Queenswood Prep for September 2028, including the repurposing of Stamp House into an inspirational learning environment.
- Oversee statutory compliance for the DfE Material Change application (extending the

school's age range to 4 - 18) and lead preparations for ISI Material Change inspections.

- Contribute fully as an active member of the Senior Leadership Team to whole-school strategic planning, policy development, estate integration, and decision-making.
- Report on educational standards, compliance, safeguarding, and operational metrics to the Education Committee, Compliance Committee and full Governing Board on a termly basis.
- Build strong professional networks within the primary and early years independent sectors to embed innovation and best practice.

2. Curriculum, Teaching & Learning

- Design and implement an ambitious, broad, modern Key Stage 1 and Key Stage 2 curriculum alongside a fully compliant Early Years Foundation Stage (EYFS) policy covering all core learning areas.
- Embed Queenswood's bespoke 'I Can' mindset programme into the prep culture to build early resilience, curiosity, confidence and technical fluency tailored specifically to how young girls learn.
- Establish robust baseline assessment and pupil progress tracking systems to maintain and extend Queenswood's renowned academic value-added standards from age 4.
- Progressively introduce subject-specialist teaching (e.g., Music, PE, Languages, Drama, Science) by deploying prep staff and collaborating with senior school departments across shared campus facilities.
- Maintain an appropriate, limited teaching commitment within the Prep School.

3. Pastoral Care, Safeguarding & Compliance

- Serve as the Designated Safeguarding Lead (DSL) for the Prep School and EYFS, ensuring the highest standards of child protection, welfare, and safeguarding policy adherence.
- Ensure strict compliance with statutory EYFS frameworks, including required staffing ratios, Paediatric First Aid (PFA) coverage, and mobile phone/camera regulations.
- Formulate and maintain detailed risk assessments regarding pupil "zoning", safe pick-up/drop-off procedures, and campus mobility across shared estate facilities.
- Foster an inclusive, restorative and nurturing pastoral culture where every girl is known, valued and supported throughout her educational journey.
- Ensure an unbroken, stress-free educational pathway from Reception through to Year 13, eliminating 11+ examination stress and transition anxiety.

4. People Leadership, HR & Team Development

- Recruit, appoint, line manage and mentor outstanding prep educators, EYFS practitioners and support staff.
- In partnership with the HR Department, oversee all safer recruitment processes, ensuring complete compliance with Single Central Record (SCR) and Childcare Disqualification checks.
- Drive continuous professional development (CPD) and deliver INSET sessions to foster a high-performing, collaborative and reflective teaching culture.

- Manage staff performance, line management structures and sensitive HR or professional challenges with tact, clarity, and firm leadership.

5. Operations, Commercial Acumen & Admissions

- Manage and oversee the Prep School operating budget in close collaboration with the Bursar.
- In partnership with the Admissions and Marketing teams, lead Open Days, candidate assessment processes and recruitment campaigns, driving registration from April 2027 onwards.
- Proactively build and sustain strong, positive relationships with prospective and current parents, guardians, local feeder nurseries and the wider community to secure optimal pupil recruitment and retention.
- Demonstrate strong commercial awareness of the independent school marketplace and develop initiatives to enhance Queenswood Prep's reputation locally and nationally.

Person Specification

We are seeking an exceptional, visionary educator who combines strategic ambition with genuine personal warmth, resilience, and high emotional intelligence. The successful candidate will bring deep primary/EYFS pedagogical expertise, a love for the vibrant energy of a prep environment and a commitment to girls' empowerment.

Category	Essential Criteria	Desirable Criteria
Qualifications & Professional Knowledge	• Qualified Teacher Status (QTS) with a high-quality degree from a respected Higher Education institution. • Deep knowledge of the Early Years Foundation Stage (EYFS) Framework, Key Stage 1, and Key Stage 2 pedagogy. • Expert understanding of statutory safeguarding procedures, ISI inspection frameworks, and Independent School Standards. • In-depth knowledge of effective assessment, baseline tracking, and high-value-added teaching strategies.	• Evidence of further postgraduate study or continuous professional development in educational leadership. • Knowledge of all-girls' single-sex educational pedagogy. • Understanding of local Hertfordshire and independent school markets.

Category	Essential Criteria	Desirable Criteria
Professional Experience	• Significant leadership experience in a prep, primary, or early years setting (e.g., Head, Deputy Head, or Assistant Head). • Proven track record as an outstanding primary/EYFS classroom practitioner. • Demonstrated experience in curriculum design, raising academic standards, and implementing new educational initiatives. • Experience in managing change, leading high-performing teams, and managing safeguarding/DSL responsibilities. • Experience in working at pace under multiple deadlines, managing budgets, and dealing with complex parent or HR situations.	• Experience of working within an all-through (4–18) educational setting. • Experience in launching a new department, phase, or school site. • Experience of reporting directly to Governors and Board Committees. • Experience of delivering impactful INSET to varied educational audiences.
Commercial & Operational Acumen	• Demonstrated ability to manage operating budgets and align resources with strategic priorities. • Active experience in supporting marketing campaigns, recruitment events, and admissions processes to drive enrollment and retention. • Proven ability to foster exceptional relationships with parents, prospective families, and feeder networks.	• Previous commercial experience within the independent education sector or private business ventures.
Personal Qualities & Leadership Style	• Outstanding communication and interpersonal skills; highly personable and commanding respect as a leader. • High emotional intelligence, authenticity, warmth, optimism, and a genuine sense of humour.	• Ambitious for continuous organisational improvement and personal leadership growth. • Enthusiastic about

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	- Resilient, hard-working, and adaptable with strong problem-solving capabilities. - Deep personal alignment with Queenswood's ethos of girls' empowerment, inclusivity, and holistic excellence. - Ability to balance strategic visionary thinking with a visible, approachable, day-to-day presence. - A demonstrable commitment to self-development through CPD/Leadership qualifications.	collaborating across an all-through SLT.

Key Selection Timetable & Process

Stage / Milestone	Date / Timeline
Application Closing Date	11th November 2026
Longlist Interviews	20th November 2026 (at Queenswood School)
Shortlist Interviews	w/c 23 November 2026 (at Queenswood School)
Prep Registration Opens to Parents	April 2027
Queenswood Prep Official Opening	September 2028

Queenswood School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. All post-holders are expected to share this commitment. The appointment is subject to an Enhanced DBS check, satisfactory references, medical clearance, Childcare Disqualification checks, and prohibition checks.