



SPRATTON HALL

# HEAD OF PRE-PREP RECRUITMENT INFORMATION 2026



## GENERAL INFORMATION

Spratton Hall is an IAPS day school for girls and boys. Situated at the edge of the village of Spratton, seven miles north of Northampton, the school is surrounded by beautiful rolling countryside. The school was founded in 1951 by KC Hunter, as a boarding prep school for 20 or so boys. In 1974, girls were admitted. At present, there are 398 pupils in the school, 284 pupils in the Prep School (Years 3-8) and 114 pupils in the Pre-Preparatory Department (Reception to Year 2).

Set in 50 beautiful acres, Spratton Hall is blessed with exceptionally good facilities throughout. Whatever a child does in the school they can be assured of working in modern and well-resourced classrooms and buildings and wonderful grounds.





## PRE-PREP

The Pre-Prep Department comprises Reception, Year 1 and Year 2. It has its own purpose-built classrooms and its own Head. Usually, there are two classes in each year group but, currently, Year 1 has three classes. Each class has its own class teacher and full-time teaching assistant.

The children also receive specialist lessons in Music, PE, French, Drama, Dance and Computing.



## PREP

In the Prep School, there are three forms in each of Years 3 to 8, with an average of fifteen pupils per form. From Year 3, pupils are placed in sets by ability for Maths and English. From Year 7 the classes are streamed for ability and there are sets for English, Maths and Science.

Spratton Hall is fully co-educational, with a roughly equal split between boys and girls.

Most pupils leave the School aged thirteen, and proceed to their first choice of Senior School. The most popular destinations at present are Rugby, Uppingham, Oakham Kimbolton and Oundle. Usually, around 40% of our Year 8 leavers go on to board at their next school. Over sixty pupils have won Scholarships and Awards in the last four years.





## INSPECTION REPORTS AND AWARDS

In our last full Educational Quality Inspection in 2024, we were adjudged to be “excellent” in all areas. That report is [here](#). Our last review from the Good Schools Guide is [here](#) and our recent review from Muddy Stilettoes is [here](#). For three years running we have been shortlisted for ‘Prep School of the Year’ or ‘Pre-Prep of the Year’ in The Guide to Independent Schools.

Expectations at Spratton are high and we have a hard-working, supportive and totally committed staff. The school is a buoyant, thriving and happy place, with very healthy numbers of pupils.



# SAFE RECRUITMENT

The school is committed to safeguarding and promoting the welfare of children. To that end, we have a 'Recruitment and Selection of Staff Policy' which has been produced in line with the statutory guidance: 'Keeping Children Safe in Education' – 2020, the Equality Act 2010 and the 'Children Act 2004 – Information Sharing' 2015. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. The full policy can be viewed on our website [here](#).

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.



Applicants must be willing to undergo checks including child protection screening.

These include:

- verification of identity
- receipt of at least two satisfactory references, including one from the candidate's most recent employer
- a check at DBS barred list and a satisfactory DBS disclosure
- verification of professional status and qualifications (where appropriate)
- the person's right to work in the United Kingdom
- a check using the 'NCTL Teacher Service Employer Check'
- a 'Prohibition from Management' check, carried out for new staff involved in the management of the school
- where a candidate has worked or been resident overseas, further checks may be made as the Headmaster and Governing Body consider appropriate
- verification of medical fitness

# APPLICATIONS

Completed application forms, together with a brief letter of introduction, should be sent to the Headmaster, Mr S J S Clarke (c/o Miss L Parkes) by Thursday 21st May 2026. A curriculum vitae is not required but may be included if you wish.

Candidates can apply via the TES Jobs website or the application can be emailed to [ljp@sprattonhall.com](mailto:ljp@sprattonhall.com) or posted to:

HR Recruitment  
Spratton Hall  
Smith Street  
Spratton  
Northamptonshire  
NN6 8HP

Interviews will commence week beginning Monday 1st June 2026.



# CONDITIONS OF SERVICE

Spratton Hall has its own salary scale, which is above National Scales. The salary of the person appointed will be dependent on experience, but it will reflect the nature and importance of the post. A generous school fees discount is offered to children of members of staff.

# LEADERSHIP STRUCTURE

## **GOVERNANCE**

The Governors have a wide range of experience and skills along with an excellent understanding of the School's day-to-day operation. They act as the Trustees of the School, determining its strategy and policies. There are currently 12 Governors who meet as a full board once a term. Most members serve across sub-committees that oversee the key elements of the School's activities, including a governor responsible for the Pre-Prep.

## **EXECUTIVE TEAM**

Spratton Hall is led by the Headmaster, Mr Simon Clarke, who is supported by a Senior Management Team: Deputy Headmaster (Mr Rob Dow), Head of Pre-Prep (Mrs Fiona Sanchez), Head of Pastoral Care/Designated Safeguarding Lead (Miss Chloe Savage), Director of Studies (Mr Steve Bradnam), Senior Master (Mr Jeremy Roberts) and Senior Teacher (Mr Markus Wilson).

# JOB DESCRIPTION

## HEAD OF PRE-PREP

(Permanent, Full Time)

Start Date: January 2027  
Responsible to: Headmaster  
Other Responsibilities: Member of the school's Senior Management Team

### ATTRIBUTES OF THE ROLE

It is likely that the successful candidate will already be in a middle or senior leadership position in a school, perhaps as a Deputy Head of Pre-Prep or an existing Head of a Pre-Prep (or similar).

The successful candidate will need to be personable, warm and approachable. It is expected that the post-holder will have the following key skills: effective communication, emotional intelligence, critical thinking skills, dependability and a sense of humour.

### PURPOSE OF THE POSITION

The Head of Pre-Prep oversees the Pre-Prep Department at Spratton Hall from Reception through to Year 2. The post holder will work closely with the Head of Early Years to ensure that all areas of the EYFS framework are being implemented and achieved through continuous provision and teacher-led planning. The post holder will work towards achieving Pre-Prep Development Plan goals and continuously ensure outstanding practice is being achieved in all areas. The post holder will encourage and develop a collaborative and cooperative approach within the Pre-Prep team and be responsible for upholding positive relationships with parents across the Pre-Prep Department.

### RESPONSIBILITIES & DUTIES

In addition to those professional responsibilities, the post holder's key responsibility will be to focus on the pupils' behaviour management and attitude to learning, raising the standards of teaching, learning, achievement and attainment for pupils in Pre-Prep. The post holder will also ensure high standards of teaching across the Pre-Prep Department in the classroom environment, and the emotional well-being of pupils through oversight of the class teachers. The post holder is expected to fully support the vision, ethos, and policies of the school and to play a key role in the smooth running of the school systems and administration.

#### **The Head of the Pre-Prep Department is responsible for:**

- The day-to-day running of the Pre-Prep Department
- Leading and Managing the Pre-Prep team of teachers and teaching assistants
- Liaising with parents of Pre-Prep children
- Organising and planning the Pre-Prep curriculum, timetables and rotas

- Organising cover for absent staff
- Co-ordinating academic and pastoral matters within the Department
- Keeping up to date with current Department for Education and EYFS literature/guidelines and informing staff of any changes
- Liaising with Pre-Prep staff and the Learning Support Department for those pupils who need learning support
- Regularly reviewing Departmental Policies and amending as necessary – in full consultation with Pre-Prep teaching staff
- Oversee Professional Development within the department
- Liaising with the Prep School to arrange effective transition for the Year 2 pupils when they move into Year 3 and maintain regular links throughout the year
- The planning and organisation of Pre-Prep Speech Day, including leading and speaking at the event

### **It is the role of the Head of Pre-Prep to:**

- Provide effective leadership and management, enabling the department to enhance the quality of learning of the pupils, with a view to optimising the achievement of individuals and groups of pupils
- Support the stated principles of Spratton Hall as given in the Spratton Development Plan
- Be one of the Deputy Designated Safeguarding Leads in the school
- Carry out a share of school duties and extra-curricular activities, where appropriate, and to encourage other members of the department to operate in a similar fashion

### **Leadership**

- To maintain an innovative approach so that the department is forward thinking in its methods
- To inspire department members by personal example
- To ensure that the department provides a safe, stimulating and welcoming learning environment for all pupils
- To create a vision, sense of purpose and pride in the department
- To co-ordinate with the Admissions Registrar over the production and maintenance of the Pre-Prep Parents' Handbook
- To take responsibility for timetabling within the department, in consultation with the Director of Studies where necessary
- To allocate pupils to forms
- To identify and applaud areas of success for individual teachers and the department
- To chair department meetings and ensure minutes are recorded
- To assist in the process of recruiting new departmental colleagues
- To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject, including the recording and evaluation of standardised test results, when appropriate
- To oversee the provision of extra-curricular activities within the department

- To assist with the production of relevant departmental material for inclusion in the prospectus, newsletter, printed material and website
- To support and encourage in others the support of individual pupils and groups of pupils through attendance of Spratton events

### **Curricular/Departmental Development**

- To contribute towards continuity and progression within the whole school curriculum
- To represent the department in academic meetings when appropriate
- To oversee the Pre-Prep sections of the school's Development Plan and their implementation
- To take the initiative in identifying strategies to support consistency of practice and be a leading practitioner in the team

### **Stock/Resources/Budget**

- To identify in advance any projects for inclusion in future budgets in liaison with the DFO
- To manage the department stock, teaching resources and finances efficiently

### **Liaison/Communication**

- To meet regularly and develop effective departmental management
- To act as the initial point of contact regarding all issues relating to the department
- To liaise with subject Heads of Department
- To inform staff about meetings, new developments and ideas related to the subject and the department

### **Senior Management**

- To play a major role as a senior manager in the development of all aspects of the school, including its policies and their implementation
- To attend daily SMT meetings at 8am (except Wednesdays)
- To attend the full SMT meeting on a Tuesday at 4.20pm
- To attend meetings with Governors, particularly the Governor with responsibility for Pre-Prep, as necessary and as required
- To attend special school events, as directed by the Headmaster

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.