



— Est. 1859 —

# THE ORATORY PREP SCHOOL

— Cor Ad Cor Loquitur —



Head of Pre-Prep

Nursery - Year 2

# Letter to Candidates

Dear Candidate,

**Thank you for your interest in the role of Head of Pre-Prep at The Oratory Prep School.** This is a fantastic opportunity to join a dedicated and talented team during an exciting time for the school.

The Oratory Prep School is a co-educational day and boarding school for children aged 2 to 13. Set in 65 acres of beautiful Oxfordshire countryside, we offer an enriched education that blends tradition with innovation. As part of the Bellevue Education group, we are committed to high standards, outstanding teaching, and helping every child thrive.

We're looking for someone who is keen to learn, listen and make a impact in our school, with a mindset that our school will be the very best version of Preparatory Education in the UK. In return, you'll join a warm, supportive school community where curiosity, confidence and kindness are nurtured.

To apply, please send a covering letter and a short statement including why you are interested in the role how you meet the Job Description and Person Specification (addressed to Mr Andrew De Silva, Headmaster) along with a completed application form to [humanresources@oratoryprep.co.uk](mailto:humanresources@oratoryprep.co.uk).

We will seek references for all candidates and we may interview early, so please don't wait to apply. If you would like to speak to us before applying, we'd be happy to hear from you.

*Mr De Silva*  
Mr Andrew De Silva  
Headmaster



# Why The Oratory Prep School?

Welcome to The Oratory Prep School. We're a busy, happy school where children are at the centre of everything. Our school is a co-educational independent day and boarding school for children aged 2 to 13, set within extensive countryside in South Oxfordshire. Pupils join us from Nursery and continue through to Year 8, with boarding available from Year 3.

With 65 acres of space and outstanding facilities, there's space to learn and room to grow. We have a 25m indoor swimming pool, astroturf, cricket pitches, woodland learning areas and generous outdoor space. More importantly, we give children the emotional and intellectual space to develop confidence, resilience and character.

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The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community.

Current Parent.

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We combine academic ambition with a deeply nurturing pastoral culture. Small class sizes allow staff to know every pupil well. We aim for excellence, while ensuring childhood remains rich and balanced.

Pupils leave us well prepared for senior schools, having developed independence, strong learning habits and the confidence to contribute positively to their communities.

In our [February 2025 ISI inspection](#), inspectors recognised the strength of our teaching, the quality of relationships across the community and the highly effective safeguarding culture that underpins school life.





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Children in the early years benefit from an interesting and stimulating curriculum, leading them to become motivated and successful learners.

ISI Inspection Report, February 2025

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## Pre-Prep

The Pre-Prep sits at the heart of our school. It is where children first discover that learning is exciting, relationships matter, and school is a place where they are known and valued. It is where confidence takes root, independence begins to flourish and good habits are gently formed. Our class teachers lead outstanding learning, inspiring curiosity and nurturing each child's potential from the very start.

Our Pre-Prep includes Nursery, Reception, Year 1 and Year 2. It is a vibrant, welcoming environment where structured learning sits alongside purposeful play.

Specialist teaching in areas such as Swimming, Sport, Music, French and Dance enriches the curriculum from an early age.

Outdoor learning is central to our approach. Forest School sessions are woven into the curriculum and our youngest pupils benefit daily from fresh air, exploration and hands-on experiences. We believe children develop best when exposed to breadth as well as depth.

The Pre-Prep works in close partnership with the Prep School to ensure smooth transition into Year 3. Pupils move forward with confidence because the foundations have been thoughtfully laid.

# Head of Pre-Prep

The **Head of Pre-Prep** is accountable to the Headmaster for the leadership, development and day-to-day management of the Pre-Prep.

The successful candidate will ensure that the Pre-Prep delivers outstanding teaching and learning, exceptional pastoral care and a joyful start to school life.

They will be a visible presence, an inspiring teacher and a thoughtful strategic leader.

## Key Responsibilities

### Leadership and Vision

- Shape and articulate a clear vision for the Pre-Prep that reflects the school's values of curiosity, kindness and wisdom.
- Ensure the Pre-Prep remains a distinctive and highly regarded part of The Oratory Prep School.
- Contribute actively to the Middle Leadership Team and whole-school strategic planning.
- Champion a cohesive Nursery to Year 8 journey, ensuring strong continuity in curriculum and pastoral care.

### Safeguarding and Pastoral Care

- Take responsibility for safeguarding within the Pre-Prep, ensuring robust systems and consistent practice.
- Promote a culture where every child feels safe, valued and understood.
- Work closely with the Designated Safeguarding Lead and pastoral leaders to maintain high standards of wellbeing.
- Be trained as a Deputy Designated Safeguarding Lead (DDSL)
- Foster positive behaviour through clear expectations and warm, consistent guidance.

### Partnership with Parents

- Be approachable and visible to families.
- Communicate clearly and proactively through meetings, reports and events.
- Handle concerns with professionalism and sensitivity.
- Support admissions & marketing activity, including meeting prospective families and contributing to Open Mornings & tours.

## Key Responsibilities continued

### Teaching and Learning

- Model excellent classroom practice through a reduced teaching commitment.
- Ensure high-quality planning, assessment and curriculum delivery across Nursery to Year 2.
- Oversee academic tracking and early identification of additional needs, working closely with the Learning Support team.
- Promote imaginative, engaging and purposeful learning experiences.
- Encourage outdoor learning and experiential opportunities, including Forest School.

### Staff Development and Team Leadership

- Lead, support and inspire Pre-Prep staff, creating a culture of collaboration and professional growth.
- Oversee appraisal and performance development processes.
- Lead regular staff meetings and maintain clear communication.
- Participate fully in recruitment and induction of new staff.
- Ensure smooth daily operations, including timetabling and staff deployment.

### Operational and Strategic Management

- Manage the Pre-Prep budget effectively, ensuring thoughtful allocation of resources.
- Ensure compliance with EYFS statutory requirements and inspection frameworks.
- Oversee risk assessments, policies and regulatory documentation.
- Contribute to marketing and reputation-building initiatives.
- Organise key Pre-Prep events such as performances, celebrations and transition activities.



# Person Specification

Skills and Qualifications	
A strong academic background with relevant teaching qualification.	Essential
Significant leadership experience within an Early Years or Pre-Prep setting.	Essential
A proven record of excellent classroom practice.	Essential
Deep understanding of EYFS and Key Stage 1.	Essential
Inspirational leadership style grounded in warmth and integrity.	Essential
Clear communicator with excellent written and verbal skills.	Essential
Strategic thinker who can balance vision with practical implementation.	Essential
Strong organisational and administrative skills.	Essential
Commitment to safeguarding and child wellbeing.	Essential
Resilient and calm under pressure.	Essential
Collaborative, yet confident working independently.	Essential
Fully aligned with the values and ethos of The Oratory Prep School.	Essential

**Salary:** commensurate with qualifications and experience.

**Benefits:**

- Generous fee remission
- Lunches are provided free of charge
- Continuing Professional Development (CPD)
- Pension with Scottish Widows
- Perkbox - rewards and benefits platform
- Swimming sessions in the school pool (free)

**Type of Post:** Permanent, full time role

**Expected Start Date:** September 2026

**Advert Closes:** Midday 14th March 2026

**Interview Date:** 24th March 2026

# Equal Opportunities

## **Rationale:**

The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.

## **Purpose:**

To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.

To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics.

## **Guidelines:**

Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job. No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.

## **Applications:**

To apply, or for further information, please send a completed application form via email to [humanresources@oratoryprep.co.uk](mailto:humanresources@oratoryprep.co.uk)

The Oratory Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.





THE ORATORY  
PREP SCHOOL