



Head of Infants

Job Description and Person Specification

POST:	Head of Infants (Prep 1 & 2)
TO WHOM RESPONSIBLE:	Head
CONTRACT	Permanent and full-time
RENUMERATION:	LBHS Leadership Scale L7 (£61,079 FTE) – L10 (£65,694 FTE) dependent on qualifications and experience
PENSION	Enrolment into the pension scheme (option to opt out if preferred)

This role requires the person also to be a Form Teacher in the Infant Department, albeit on a reduced timetable due to leadership responsibilities. Please see job description below.

MAIN TASKS:

To be a trusted and loyal member of the School's Leadership Team, supporting the Head, Deputy Heads, Assistant Head and other Heads of Department and leading staff in the department in the following ways:

- to lead by example, setting high standards in all areas of school life and reflecting the ethos of the school;
- to support, motivate and encourage staff and to foster positive attitudes in order to create a productive, happy environment;
- to be always looking for ways to improve and develop all aspects of school life;
- to promote and develop a sharing teaching atmosphere in which staff share good practice and learn from one another;
- to have a good working knowledge and understanding of GL assessments and standardised scores, in order to guide staff, pupils and parents through the process;
- to have a good working knowledge of the PiRA tests that are used on Scholarship Day including the marking portal
- to be able to create reports of results for GL tests taken in the Department and to

be able to set GL tests via the Testwise system for children who are being assessed for entry to the school

- to have a balanced overview of the department;
- to facilitate the smooth running of the department, deal with issues as they arise and, if necessary, bring them to the leadership meeting for discussion;
- to deal with pastoral care, academic and discipline matters within the department;
- to form positive working relationships with parents, liaising with them as required e.g. Infant discipline, academic or pastoral care issues;
- to manage the organisational aspects of the school year in which staff are involved e.g. year group assemblies, parent workshops;
- to monitor the implementation of the School's policies;
- to monitor, review and develop academic standards, in liaison with Subject Leaders, including Work Monitoring twice a year;
- to safeguard and promote the welfare of children at the School.

Leadership Team Shared Responsibilities

- Meetings – attend Leadership Meetings, including half-termly Teaching and Learning Meetings and Pupil Pastoral Meetings. To lead weekly teacher departmental meetings and, at least, half-termly teaching assistant meetings, providing minutes to the Senior Leadership Team (SLT) and other relevant staff.
- To oversee, and manage in line with the professional review schedule, the professional review process for teachers and teaching assistants within the Infant Department, including lesson observations;
- To oversee the CPD opportunities of the department, liaising with relevant staff.
- To manage teachers and teaching assistants within the Infant Department in relation to the Employee Handbook suite of policies (advice and guidance available from the Head of HR) by:
 - inspiring and promoting the School's shared vision for the future and align colleagues with that vision;
 - modelling the professional behaviours, effective communication and standards expected of others;
 - challenging absenteeism, underachievement, inefficiencies and low expectations to drive continual improvement;
 - empowering colleagues by distributing leadership, modelling and encouraging problem solving and fostering ownership;
 - encouraging and uplifting the team by promoting, recognising, and celebrating success;
 - encouraging and promoting professional development among staff.

- Remain informed and oversee all aspects of ISI regulations and departmental requirements.
- Organise internal tests and oversee collation of results.
- Ensure distribution and updating of all pupil records and tracking documents are completed by staff, as required, within the Infant Department e.g. Writing Tracker, Reading Tracker
- Organise year group / departmental assemblies.
- Organise the Infant Department contribution to the Christmas Fair.
- Confidently deliver talks to parents at Welcome Evenings and other events, as and when required.
- Assist with preparation of form lists, liaising with Form Teachers, Heads of Department and the Head.
- To carry out such other related responsibilities as may be reasonably allocated by the Head.

Responsibilities specific to the Head of Infants (Prep 1 & 2)

- Oversee assessment of prospective pupils into the Infant Department.
- Order stock annually and as required throughout the year.
- Organise department duty lists, including, but not limited to, assemblies, enhancement groups and School Days.
- Organise full extra-curricular programme for the department and ensure that provision is evenly spread across the academic year and involves all teaching staff.
- Oversee organisation of school trips within the department and visiting speakers.
- Organise charity events as set out in the school calendar.
- Oversee the Infant Christmas Shows.
- Oversee the smooth transition of pupils between departments: Reception to Prep 1, Prep 2 to Prep 3.

THE SCHOOL

Lady Barn House School is a thriving independent day preparatory school for boys and girls aged 3 to 11. There are currently around 480 pupils on roll. The school offers excellent teaching, traditional values and exceptional pastoral care. There is a strong academic legacy with an individual focus on strengthening each pupil's confidence and abilities. The school aims to ensure that each child is happy, challenged and empowered to take full advantage of the wealth of opportunities on offer at Lady Barn House School; leaving them equipped with the knowledge, skills and confidence to make a successful transition to Senior School.

The School has its own site on Schools Hill, Cheadle, enjoying its own superior facilities, including specialist classrooms, a fully equipped EYFS unit with exceptional indoor and outdoor facilities, a separate performing arts building, an extensive Woodlands School area, indoor gymnasium and two large floodlit astro-turfs. Lady Barn House School recognises that its staff are its most valuable asset and seeks to recruit and retain energetic, dedicated and creative staff with a passion for education. The aspirations of children and parents are high, and we are constantly striving to maintain and further improve our standards. Above all we are a happy and dynamic place in which to teach and work.

DETAILS OF THE POST

The Head of Infants at Lady Barn will provide strategic and inspirational leadership across the Infant Department, ensuring the highest standards of teaching, learning, and pastoral care for pupils in Key Stage 1. The post-holder will work closely with the Senior Leadership Team to shape and deliver a nurturing, ambitious, and child-centred educational experience that reflects the ethos and values of Lady Barn. They will lead and support staff in maintaining an engaging curriculum, fostering positive behaviour, and ensuring the wellbeing and development of every child in their care.

In addition to overseeing the day-to-day management of the Infant Department, the Head of Infants will play a key role in whole-school development, contributing to strategic planning, school improvement initiatives, and ongoing evaluation of teaching and learning provision. The successful candidate will build strong relationships with pupils, staff, and parents, demonstrating excellent communication, organisational skills, and a commitment to continuous improvement. This role provides an exciting opportunity for an experienced and dynamic educational leader to help shape the future of Lady Barn's pupils.

CONDITIONS OF SERVICE

This is a full-time and permanent role commencing from 1 September 2026. Lady Barn House School has its own pay scale. All colleagues are entitled to a free school lunch in the dining room in exchange for various duties. The salary is split by equal monthly instalments throughout the year.

BENEFITS OF WORKING AT LADY BARN

Lady Barn House School recognises that its staff are its most valuable resource and seeks to recruit and retain energetic, dedicated and creative staff with a passion for education. Above all we are a happy and dynamic place in which to teach and work. In addition to the major benefit of working alongside some of the most amazing people in education, we also offer a wide range of benefits for our employees, which are outlined below.

- Entry into the APTIS pension scheme, including employer contribution.

- All permanent colleagues can benefit from a generous discount on the fees for any of their children who attend the school, subject to availability of spaces.
- Individual private medical insurance.
- Excellent extended family leave in excess of statutory leave and pay.
- Professional development opportunities.
- A pro-active approach to flexible working, wherever possible.
- Employee Assistance Programme.
- Free annual flu jab.
- Cycle 2 Work Scheme.
- Free school lunch and daily refreshments during term time.
- Free on-site parking.
- Free Holiday Club entry for colleagues' children aged 3 to 11, for colleagues who assist as a Holiday Club Assistant in Barney's Breakout.
- 50% discount for colleagues' children if the colleague is not assisting in the Holiday Club.

PROCEDURE FOR APPLICATION

Applications should be received by **10am on Monday 23 February 2026** via a completed online application form. Interviews will take place on Tuesday 3 March 2026. A school tour is available at 4.30pm on Monday 9 February 2026. Please contact Kelly Gardner, Head of HR, at recruitment@ladybarnhouse.org if you would like to arrange an appointment.

For those shortlisted for interview, references will be requested and an online check in line with KSCIE (2025) will be carried out. Notice will be provided before referees are contacted and an online check is processed.

The appointment will be conditional, subject to all satisfactory pre-appointment checks being completed.

Person Specification – Head of Infants

	Essential	Desirable	Assessed
Qualifications and Experience			
Qualified teacher status.	✓		A, I
Relevant school leadership qualification or willingness to gain relevant qualification.	✓		A, I
Proven commitment to training and CPD in leadership, pastoral and teaching areas.	✓		A, I
Relevant experience in teaching in primary education.	✓		A, I
Experience of independent prep school education.		✓	A, I
Relevant experience of successful middle management or leadership level.	✓		A, I, T
Experience in whole school development planning and evaluation.		✓	A, I, T
Experience of leading on curriculum or other teaching initiatives that have contributed to raising educational standards.	✓		A, I
Experience of organising and leading staff training and development within specified area/s.		✓	A, I
Experience of using a number of assessment, recording and planning strategies.	✓		A, I
Experience of using a variety of resources and methods required to extend and deepen the learning of very able pupils.	✓		A, I
Experience of leading a curriculum subject or other post of responsibility.	✓		A, I
Experience of working in more than one Key Stage (e.g. EYFS, KS1, KS2).		✓	A, I
Special Knowledge and Skills			
Proven excellence as a classroom practitioner.	✓		A, I
Experience of meeting the needs of a range of learners, including SEN and EAL pupils.	✓		A, I
Ability to deliver a creative and inspiring curriculum to promote engagement.	✓		A, I
Be up to date and enthusiastic about innovative pedagogical practice.	✓		A, I
Knowledge of a range of strategies to encourage good and discourage poor behaviour.	✓		A, I
Particular strengths in Maths and English teaching.	✓		A, I
Particular expertise in any other curriculum areas.		✓	A, I
Advanced IT skills both in the classroom and in administrative aspects.	✓		A, I, T
Ability to build strong working relationships to lead a team and to develop and motivate staff.	✓		A, I
An excellent written and verbal communicator.	✓		A, I
Additional Attributes			
Child-centred approach	✓		A, I
High expectations of self and pupils.	✓		A, I
Resilience, reliability and drive.	✓		A, I
Warm and approachable manner and the ability to gain the support, trust and confidence of staff, pupils and parents.	✓		A, I
Excellent time and management skills; ability to analyse, prioritise and meet deadlines.	✓		A, I
Initiative and ambition.	✓		A, I
Team-player; willing to go the extra mile for children, colleagues and school.	✓		A, I
Positive 'can do' attitude.	✓		A, I
Commitment to the LBHS aims and the wider life of the school, including PTA events and extra-curricular activities and events, including residential visits.	✓		A, I

Other Requirements			
Satisfactory Enhanced DBS check, if appointed.	✓		A, I
Suitable to work with children.	✓		A, I
Commitment to promoting equality, diversity and inclusion.	✓		A, I
Willing to receive further training/development, including first aid training	✓		A, I
Flexible with working hours should the need arise for extra work on an 'ad hoc' basis.	✓		A, I

A = Application, I = Interview, E = Experience, T = Task, R= Reference