



Director of Curriculum (Prep)

This is an exciting new role at the Prep School which will sit on the Prep Leadership Team, line managed by the Deputy Head Academic (Prep). The Prep School became an International Baccalaureate Primary Years Programme (PYP) Candidate School in May 2024 and all year groups are moving towards delivering the curriculum through the PYP Framework from September 2025, whereas Year 3 have already moved to the PYP in 2024-25. All staff are receiving in-depth training on the PYP Framework both through IB-led training and in-house training. Therefore, although experience in the PYP is desirable it is by no means essential and a strong understanding of curriculum design and change implementation is more important for this role. Staff at the Prep school enjoy being in regular dialogue about teaching practices and curriculum design. We plan collaboratively in order to continue our own professional learning and to bring about the best education possible for the pupils.

Job Purpose

The role of Director of Curriculum is responsible for overseeing the Prep school curriculum along with the Director of EYFS. The Director of Curriculum ensures the curriculum is aligned with the school's mission, meets the needs of pupils at different developmental levels, and is delivered effectively by teachers. This role requires continual collaboration with a range of staff to refine planning methods, and, alongside the Director of Timetable and Assessment analyses pupil data to evaluate pupil progress.

This role involves leading staff in designing and implementing an innovative curriculum that blends academic rigor with the dynamic principles of the International Baccalaureate's Primary Years Programme.

The Director of Curriculum along with the Director of Pedagogy and Staff Development (Prep) will guide teachers in integrating IB methodologies into everyday learning, fostering a classroom environment rich in inquiry, creativity, and real world application. They will also lead professional development, translate strategic vision into practical teaching practices, and ensure that curriculum innovations exceed national standards and uphold the school's tradition of excellence.

Passion for educational innovation and strong leadership skills are essential to inspire a lifelong love for learning in pupils and staff.

Hours

Full Time

Report to

Deputy Head Academic (Prep)

Contacts

Prep Senior Leadership Team, Prep Leadership Team, Academic Team, Heads of Year, Teachers, Teaching Assistants, Operational Staff.

Key Responsibilities & Accountabilities

The range of this role is significant, only the key elements are outlined here. All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility. All of our leaders teach whilst receiving a time remission to give the capacity to deliver their leadership remit.

Strategic Curriculum Leadership:

The Director of Curriculum will be responsible for developing and implementing a comprehensive curriculum strategy that aligns with the school's vision and Values. Through leading Heads of Year in the development and delivery of the Inquiry Units (Geography, History, RE, along with other subjects) and working with the subject leaders for English, Maths and Science (and others), the Director of Curriculum ensures the curriculum is not only coherent, but compelling. They ensure that all aspects of the curriculum promote academic excellence, nurture creativity, and foster holistic development, thereby setting the stage for a transformative learning experience.

PYP Coordination:

Continuing the implementation and ongoing development of the Primary Years Programme (PYP) across the school, ensuring that every aspect adheres to IB standards and practices. They work collaboratively with teachers to seamlessly integrate PYP concepts into

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classroom practices and assessment strategies. In addition, the role involves continuously monitoring and evaluating the effectiveness of these initiatives, making timely adjustments to enhance pupil learning outcomes.

Teacher Support and Development:

The Director will provide targeted professional development opportunities that enhance curriculum implementation, pedagogy, and assessment techniques. They will work collaboratively with other Directors and SLT, to enable teachers to refine teaching methods and ensure a consistent, high-quality delivery of the curriculum across all classrooms. Regular classroom observations and constructive dialogue is integral to fostering continuous teacher growth and excellence.

Curriculum Evaluation and Quality Assurance:

The Director of Curriculum regularly reviews and assesses the effectiveness of the curriculum through detailed data analysis, gathering teacher feedback, and monitoring student performance. They use these insights to drive continual improvements, while ensuring that the curriculum consistently adheres to national education standards, safeguarding policies, and accreditation requirements.

Resource Management:

Oversee the allocation and management of all resources essential to curriculum development, including digital tools, textbooks, and supplementary materials. They will also collaborate closely with the senior leadership team on budget planning and resource allocation to ensure that every curriculum initiative is well supported and aligned with the school's strategic goals.

Personal Specification

- An excellent teacher who facilitates deep learning
- Possess a thoughtful authentic leadership style, which includes having an ethical approach, the desire to develop others and the ability to be forward-looking
- Think strategically and creatively both within your own remit and contributing to the remit of others
- Display discretion and a dignified approach to interactions with all people
- Ambitious for the pupils, staff and school with the ability to inspire others
- Organised and diligent
- Be a capable practitioner in the use of IT and possess a strong understanding of management information systems
- Be a confident communicator (both orally and in writing) and able to collaborate with all members of the school community
- Have an approach to work and collaborating with others that is flexible and enthusiastic
- Display an absolute commitment to the highest standards of professional behaviour, at all times promoting the welfare and safeguarding of children

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

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