

## JOB DESCRIPTION

### Head of Lower Prep (Y3 and Y4)

**REPORTS TO:** Senior Deputy Head

**DATE OF ISSUE:** February 2026

**HOURS OF WORK:** 47½ hours per week (Full Year)

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#### BACKGROUND

Dumpton School is a Prep School in the heart of Dorset near the thriving market town of Wimborne, which offers an outstanding education to children aged 2 to 13 years old. The school has undergone a prolonged period of stability and success, and boasts superb, modern facilities, a strong roll of over 340 pupils, and a forward thinking and ambitious approach to education, recognised by ISI as having a “significant strength” in our most recent inspection. In January 2026, Dumpton merged with Canford School, and together both schools have founded the Canford Schools Group, promising a bright future for independent education across the region.

Dumpton’s strength is built upon a brilliant staff team who work hard to create a superb environment for children to flourish and fulfil their potential, focusing on academic success, as well as character education.

Two core values – Be Kind and Aim High – lie at the cornerstone of Dumpton’s ethos and culture, and also sit at the heart of Dumpton’s vision: ‘a nurturing and aspirational environment where every child fulfils their academic and personal potential’.

#### PURPOSE:

Dumpton is thriving, and has been steadily growing in size in recent years. To ensure we can continue to offer the highest quality of pastoral care to all pupils, we are re-organising the pastoral side of school life in the Prep School to create Lower, Middle and Upper Prep sections. This creates an exciting opportunity for a new Head of Lower Prep (Y3 and Y4), who will teach a Y3 or Y4 class whilst providing leadership to ensure outstanding pastoral care to pupils across this section of the school.

#### HEAD OF LOWER PREP RESPONSIBILITIES:

- To play a key role in pastoral care of the Lower Prep pupils (Y3-4), working closely with form tutors, the Senior Deputy Head, and the Assistant Head (Wellbeing) to ensure that all pupils are well supported to fulfil their potential.
- To take responsibility for ensuring the highest standards of behaviour in the Lower Prep, ensuring our pupils live our values of Be Kind and Aim High through effective implementation of our behaviour policies.
- To play an active role in ensuring the Lower Prep culture is strengthened through praise and positivity, including overseeing the collation and awarding of merits and other suitable rewards and recognition.

- To lead the Lower Prep form tutor team, ensuring high quality pastoral support and outstanding form tutor provision throughout the Lower Prep.
- To be proactive in encouraging strong communication with parents in Lower Prep, ensuring that all parents are well informed about Lower Prep life through the weekly newsletters, and by establishing a culture of positive relationships and communications for all Lower Prep parents.
- To oversee and enhance the Lower Prep Co-Curricular provision, ensuring that a range of enjoyable and inclusive activities are on offer for pupils outside of their curriculum lessons, including break times.
- To liaise closely about pupils' progress with the Lower Prep Curriculum Coordinator, Head of EdX and Deputy Head Academic as required, to ensure that pupils academic progress in the classroom is carefully monitored, ensuring time and space for support and interventions where required.
- To join the School's Senior Management Team (SMT) and attend meetings, working collaboratively to support the effective day to day running of the school and contributing to whole school strategy.

#### **Dumpton Class Teacher Responsibilities:**

- To promote at all times the school values of being kind and aiming high, becoming an inspirational role model to the children you teach.
- To create a friendly, happy classroom environment where every child is valued, nurtured and supported, and provided with outstanding pastoral care.
- To plan and deliver inspirational teaching of the KS2 Curriculum, ensuring all pupils are encouraged to love their learning as well and achieve their full potential.
- To plan and deliver lessons in line with the school's focus on Quality First Teaching principles, ensuring an inclusive classroom environment where all children can achieve success.
- To monitor and track pupil progress efficiently and intervene effectively, ensuring all pupils are supported to fulfil their potential, both through stretch and challenge and early intervention for those requiring additional support.
- To build strong links with all parents, ensuring proactive communication about children's learning experiences, and regular feedback on children's progress and development.
- To embrace the school's commitment to character education and emotional literacy through 'The Dumpton Way' to ensure that all pupils can be supported to fulfil their personal potential.
- To show an ongoing commitment to professional development and reflective practice, engaging with the latest research and best practice in education.
- To attend Prep and Whole School Staff Meetings as required, as well as taking an active part in the school's internal CPD activities.
- To become a fully integrated member of a busy and mutually supportive staff team, working collaboratively with other staff in the school.
- To play an active role in Safeguarding Children and report any concerns or observations to the Designated Safeguarding Lead.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this at the discretion of the Headmaster

#### FURTHER INFORMATION:

- The school is inclusive and committed to achieving equality of opportunity for our pupils – and we feel the same about our staff. We would actively encourage candidates of all backgrounds, experiences and perspectives to work at Dumpton, contributing to a rich, diverse staff team where our unique talents can contribute to our collective success.
- Applicants must undergo a DBS check and all associated checks. As per the latest Safer Recruitment guidance for education, the school will request references in advance of interviews – please contact us if this is an issue.
- Candidates should send a completed application form to [recruitment@dumpton.com](mailto:recruitment@dumpton.com) or by post marked for the attention of the Headmaster, Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF
- All applications must be made using our standard application form.  
The role will commence in September 2026.
- The role will come with a competitive salary on the school's Responsibility Scale.
- Other benefits include an Employee Assistance Programme, a generous staff discount on school fees (75%) and cycle to work scheme.

*The closing date for applications is Wednesday 18<sup>th</sup> March (9am)*

*Interviews for short listed candidates are likely to take place on Tuesday 24<sup>th</sup> March*

*Dumpton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful job applicants will be required to undergo child protection screening.*