



BRIGHTON COLLEGE PREP
HANDCROSS

Join us:

Head of Pre-Prep

CLOSING DATE: 9.00am on Monday
18th May 2026

START DATE: September 2026
or January 2027



About the Role

Brighton College Prep Handcross is seeking to appoint an exceptional new Head of Pre-Prep to lead this thriving part of our award-winning school. The individual who we appoint will build on the fantastic achievements of the current post-holder, who is moving into an exciting new international role within the Brighton College group.



Brighton College Prep Handcross seeks an outstanding and inspiring Head of Pre-Prep and Nursery with the proven experience and qualities to lead this vitally important part of our thriving school. Reporting to the Headmaster, the successful candidate will be a key member of our well-established and experienced Senior Leadership Team and will help to lead the strategic vision of the school as a whole, as well as taking day-to-day ownership of our Pre-Prep.

The Head of Pre-Prep will benefit from the support of a committed and experienced Pre-Prep leadership team, consisting of Deputy Head, Head of Nursery, Head of EYFS and Head of Key Stage 1 as well as a team of highly professional and passionate teachers. Each class benefits from a full-time Teaching Assistant.

Known as 'The Secret Garden' our Pre-Prep enjoys a magical setting within a beautiful walled garden and an outstanding reputation for the education it provides. Our Pre-Prep is a very special part of our award-winning school and it offers children a nurturing start to their time with us, safe within their own dedicated area, whilst benefiting from the extensive facilities and expertise available across the wider school, and the Brighton College group more broadly.

Our 'Little Owls' Nursery is for children from the age of two, before they move up to 'Wise Owls' and then Reception and beyond. Pupils complete their time in our Pre-Prep at the end of Year 2 before an exciting and carefully managed transition to our Prep School for Year 3. In our Pre-Prep, we have two forms in each year group.

This position provides a rare and exciting opportunity to lead a vitally important and highly successful phase within one of the country's most well-respected prep schools, and one that places child-centered learning, individual progress and the provision of a magical childhood at the heart of its ethos. If you are passionate about EYFS and Key Stage 1 education and if you have what it takes to lead our Pre-Prep from strength to even greater strength, then we would love to hear from you!



Job Purpose:

- To be responsible for the day-to-day management, operation and administration of our Pre-Prep and Nursery.
- To manage and have an in-depth knowledge of the Early Years Foundation Stage.
- To work closely with the school's DSL to ensure excellent safeguarding practices in Pre-Prep
- To oversee our literacy and numeracy schemes.
- To keep abreast of the latest developments in the teaching of the National Curriculum and ensure that statutory requirements are met and exceeded.
- To ensure there is a high quality provision in all curricular and extracurricular activities.
- To work closely with the Learning Support department to identify and provide additional support for pupils where needed.
- To co-operate and liaise with fellow members of staff from each department for the good of the pupils and of the school.
- To manage the professional development of Pre-Prep and Nursery staff
- To contribute to the School's marketing strategies and social media, to participate in Open Mornings and to organise events as needed.
- To help ensure the effective recruitment and retention of pupils in the Pre-Prep, ensuring that it remains commercially successful.
- To effectively manage and maintain positive relationships with parents as they join and progress through the school.
- To take appropriate responsibility for the health and safety of the pupils, visitors and work colleagues in accordance with the requirements of legislation.
- To work with the Lower School to ensure a smooth transition of pupils to the Prep School
- As part of the Senior Management Team, to assist the Headmaster in planning and implementing school policies and to undertake any other duties that the Headmaster may from time to time require.
- To contribute to the overall life of the whole school.
- To maintain high professional standards in all areas at all times.

Key Responsibilities:

Pupils:

- To establish a safe and stimulating environment that supports learning, where pupils feel secure, happy and confident and where their all-round development can be nurtured.
- To provide a strong foundation for pupils' progress and to monitor it carefully.
- To share responsibility for the pastoral care, wellbeing and discipline of all pupils at Brighton College Prep Handcross.
- To set high expectations for pupil behaviour; establishing and maintaining a good standard of discipline through well-focused teaching and positive, productive relationships.
- To oversee the assessment and performance of pupils, recording their development, progress and attainment.
- To oversee and manage a rich and varied extra-curricular programme for the pupils including after-school and lunchtime clubs and encouraging children to take on new challenges.
- To identify any children with particular educational or emotional needs and to ensure that they are provided for.
- To welcome prospective and new pupils to Brighton College Prep Handcross, supporting them in this transitional stage of their education.

Colleagues:

- To liaise between the Headmaster and the Pre-Prep staff where appropriate.
- To manage the Pre-Prep Leadership Team
- To provide leadership to our team of Pre-Prep Teachers, Teaching Assistants, Nursery Assistants and admin staff in the Pre-Prep and to be responsible for monitoring their work and for ensuring the highest standards.
- To nurture Pre-Prep staff and encourage their continuing professional development through regular appraisal and inset.
- To facilitate communication between colleagues, including running weekly staff meetings
- To liaise, as appropriate, with other members of staff across the school, including Heads of School and SMT.
- To work effectively with staff from schools across the Brighton College group, including schools overseas.
- To attend Senior Management Team meetings.
- To assist in the appointment and induction of new staff.
- To ensure that the Pre-Prep is a happy, supportive and inspiring place to work and that it remains an area where staff are passionate about and take great pride in providing our youngest pupils with the best possible start to their education.

Parents:

- To ensure that positive communication is maintained with parents through reports, parents' consultations, letters and numerous informal opportunities.
- To be ready and enthusiastically available to parents, displaying approachability and professionalism at all times.

Academic:

- To ensure the continuing development of a broad, balanced and stimulating curriculum and to oversee its delivery.
- To ensure that schemes of work and policy documents are reviewed and updated regularly.
- To ensure that records are kept and that academic data is used to ensure all pupils are making progress and that data is used to inform planning and target setting.
- To keep abreast of current educational thought and practices.
- To liaise with the Head of Lower School and Year 3 teachers to ensure the smooth and successful transition from Pre-Prep to our Prep school at the end of Year 2.

Communication and Organisation:

- To keep the Headmaster, Deputy Heads and Bursar abreast of events in the Pre-Prep, through attendance at weekly meetings and other opportunities as appropriate.
- To coordinate the Pre-Prep timetables and calander.
- To deploy teaching and non-teaching staff in an efficient manner.
- To organise appropriate cover within the Pre-Prep in the event of staff absence.
- To monitor and oversee the ordering, maintaining and updating of resources within the Pre-Prep.
- To ensure the efficient management of the Pre-Prep budget.
- Through delegation where necessary and appropriate, to ensure that the Pre-Prep fulfils the requirements of whole school policies.
- To prepare class lists as required.
- To run assemblies with pupils and Celebration Assemblies with parents.
- To ensure that inspiring educational and recreational outings and visits from speakers take place for all year groups.
- To have responsibility for the organisation of Pre-Prep events such as Harvest Festival, the Nativity, induction meetings, parent consultations, weekly Celebration Assemblies, termly Prize Giving and the annual Sports Day.
- To produce newsworthy items for the weekly Newsletter, the School Magazine, website and social media in collaboration with the Head of Marketing.
- To oversee and monitor the use of Tapestry to communicate learning in the EYFS.
- To attend and support whole-school functions, including occasional weekend events.
- To attend termly meetings of the Friends of Handcross (FHX) committee.
- To carry out other duties that may reasonably be required by the Headmaster.



Person Specification:

The successful applicant will have the following skills and qualities:

- Graduate and a qualified teacher with a strong track record in teaching.
- Strong leadership and interpersonal skills.
- Current or recent experience of management in a primary or pre-preparatory school.
- Ability to communicate well with children and adults, orally and in writing.
- Experience of the management of safeguarding and a commitment to prioritise the safety and wellbeing of children at all times
- A fondness of children of all ages and a devotion to their wellbeing and education.
- Experience in using IT for education, administration and communication.
- Ability to work under pressure and a capacity for hard work.
- Lively and creative personality and strong interpersonal skills.
- A keen interest in ongoing pedagogical developments.
- Knowledge and understanding of assessment.
- Experience of implementing differentiated teaching strategies.
- Ability to strike the balance between understanding the needs of the whole School whilst also being a persuasive advocate for the Pre-Prep.
- Plenty of energy and a sense of humour!

Safeguarding

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.



The *Application* Process

A letter of application (no more than 2 typed pages) highlighting why you are the ideal candidate and a completed and signed application form should be addressed to the Headmaster, Jonnie Besley, as soon as possible. The application form can be downloaded from the school's website:

www.brightoncollegeprephandcross.co.uk/careers

Any enquiries and completed applications should be emailed to:

hr@brightoncollegeprephandcross.co.uk



The deadline for applications is **9am on Monday 18th May 2026** but we encourage early applications and reserve the right to interview and appoint earlier than the closing date if a suitable candidate is found. Selected candidates will have an initial interview and visit to the school and those who are selected for the final stage will be invited to school for a final interview and to complete a number of other tasks.

Remuneration and Benefits

Brighton College Prep Handcross offers a competitive salary, commensurate with experience. The successful candidate will be part of a generous defined contribution pension scheme. With a forward thinking and professional staff body, we offer continued professional development. Meals are provided for staff during term time and there is potential for fee remission for children, where relevant.



About the School



At Brighton College Prep Handcross, we are incredibly proud to be part of the United Kingdom School of the Decade: Brighton College.

Brighton College Prep Handcross is a happy and vibrant day and boarding school for girls and boys aged 2 to 13. We believe childhood is precious and want our pupils to enjoy this special time for as long as possible, within an environment that offers a wide range of stimulating opportunities for growth and development, both inside and outside the classroom.

Our school is purposeful, ambitious, forward-thinking and most importantly of all, it is kind. Set in 52 acres of idyllic countryside, ours is an exciting, bright and buzzing family school, where we are well known for our welcoming atmosphere, high academic standards, outstanding teaching and exceptional care for every child. We offer full, weekly and part-time boarding in our beautiful, home-from-home boarding house.

Academic excellence is at the very heart of a Brighton College education. We have the highest expectations for pupils, in terms of personal progress and academic attainment. This is achieved by fostering in each pupil a love of learning, curiosity about the world around them, and a deep intrinsic motivation to be the very best version of themselves.

We provide a superb, all-round education that stimulates, challenges and captivates young minds. When children leave our school at the end of Year 8, they are confident, resilient, academically curious and, most importantly of all, they are kind.





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Details of the post and application forms are also available on the school website www.brightoncollegeprephandcross.co.uk. Please download an application form and complete and return to HR@brightoncollegeprephandcross.co.uk Tel : 01444 400 526

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Brighton College Prep Handcross is committed to safeguarding and promoting the welfare of pupils. The successful applicant will be required to undergo appropriate child welfare screening including checks with former employers and the Disclosure & Barring Service (DBS).

The School is an equal opportunities employer. Registered Charity No. 307038