

Part of the **Hurst** Family of Schools

PENNTHORPE
NURSERY PRE-PREP PREP

Head of Computing & IT
Candidate Pack



Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF HEAD OF COMPUTING & IT AT PENNTHORPE

We are delighted that you are considering joining Pennthorpe and becoming part of the community that makes our school such a special place to learn, work, and grow. At Pennthorpe, we believe childhood should be cherished and education inspiring. Our aim is to give every child a joyful, ambitious, and nurturing journey—one that builds confidence, curiosity, kindness, and resilience. We want pupils to leave us not only with strong academic foundations, but with the character and compassion to thrive in an ever-changing world.

Excellence here is defined by more than outcomes; it lives in the warmth of relationships, the vibrancy of classrooms, and the genuine care shown for others. Our staff bring energy, expertise, and a deep commitment to ensuring every child is known, valued, and inspired.

To join our team is to embrace school life wholeheartedly. We look for colleagues who bring enthusiasm, warmth, and a sense of fun, and who understand the privilege of helping children flourish. Pennthorpe is a place where everybody is somebody, and where teamwork, high expectations, and genuine care sit at the heart of school life.

I am immensely proud of our school and the people who make it such a rewarding place to work. If you would like to visit or discuss the role informally, please contact Lauren Manvell (recruitment@pennthorpe.com | 01403 822391). When you are ready, applications can be submitted via our online form.

Thank you for considering Pennthorpe. We appreciate the time invested in your application, and each one will be reviewed with care. I look forward to hearing from you.

Mr Jon Marler
Head of School

About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special community shaped by wonderful pupils, dedicated staff, and supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and want to make a meaningful difference in young lives.

We are a school with a strong sense of family. Every child is known, valued, and supported, and relationships sit at the centre of our culture. Kindness, openness, and respect underpin daily life, creating an environment where children feel safe, confident, and ready to learn. Staff work in a collaborative, caring environment where high expectations sit comfortably alongside warmth, humour, and mutual respect.

Pennthorpe offers a broad and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and creative, responsive teaching help pupils develop confidence, curiosity, resilience, and independence. Staff are encouraged to innovate, reflect, and contribute ideas that shape provision across the school.

Our curriculum is rich and varied, including Forest School, sport, swimming, the arts, trips, and a lively programme of clubs and enrichment. We believe every child is unique and brilliant, and we design learning that nurtures their strengths and character. Care sits at the heart of our ethos, with every child choosing a trusted adult Champion, and our motto, "Born not for ourselves alone," guiding daily life.

Pennthorpe is proud to be part of the Hurst Family of Schools, offering staff access to shared expertise, excellent professional development, and clear pathways for progression, while maintaining our distinctive identity.

This is a school full of warmth, energy, and optimism, where staff feel valued, trusted, and supported to grow.



Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

Pennthorpe – Part of the Hurst Family of Schools

From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe continues to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe's evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.



The Benefits

There are many reasons to join Pennthorpe, including:

- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Friendly and supportive team and a busy staff social calendar
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- An allocated mentor to help with all queries and concerns
- Support for working parents
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



Head of Computing & IT



This role requires an exceptional Head of Computing & IT who is passionate about technology, innovative in their thinking, and committed to preparing pupils for an increasingly digital world. You will develop a thorough understanding of Pennthorpe's distinctive culture, values, and educational approach, working closely with the Head, Bursar, teaching staff, and external IT partners to ensure technology enhances every aspect of school life. Combining excellent classroom practice, technical expertise, and strong organisational skills, you will lead the delivery of Computing across the school whilst ensuring staff and pupils benefit from reliable, effective, and forward-thinking IT provision.

At Pennthorpe, this role sits at the intersection of education and technology. You will play a pivotal role in developing and delivering an engaging Computing curriculum for pupils from Year 1 to Year 8, inspiring curiosity, creativity, and digital confidence. Alongside your teaching responsibilities, you will support the school's day-to-day technology needs, acting as a key point of contact for staff and pupils and ensuring that systems, devices, classroom technology, and digital resources operate efficiently and effectively. You will work collaboratively with colleagues to embed technology across the curriculum, support innovation in teaching and learning, and contribute to the ongoing development of the school's digital strategy.

You will also champion online safety and digital citizenship, helping to ensure that pupils, staff, and parents are equipped to navigate technology responsibly and confidently. Working closely with external providers and school leaders, you will help shape future technology developments, oversee technology resources, and support major school events through effective use of IT and audio-visual systems. The ideal candidate will be an outstanding educator with excellent technical problem-solving skills, strong communication abilities, and a collaborative approach. Equally comfortable leading a classroom or resolving a technical challenge, you will play a key role in enhancing digital learning, supporting operational excellence, and ensuring Pennthorpe remains at the forefront of educational technology.





Role Overview

We are seeking an outstanding classroom practitioner with excellent technical skills to lead Computing throughout the school and support the smooth operation of our IT provision. The successful candidate will teach Computing across Years 1-8, lead the development of the Computing curriculum, run technology-based clubs and enrichment opportunities, and act as the school's first point of contact for day-to-day IT support. The Head of Computing & IT will play a pivotal role in ensuring technology enhances teaching, learning and operational effectiveness throughout the school.

Head of Computing

- Lead the strategic development of Computing across the school, delivering an engaging and progressive curriculum from Years 1–8.
- Teach inspiring Computing lessons that develop pupils' digital literacy, creativity and problem-solving skills.
- Monitor standards of teaching, learning and achievement, driving continuous improvement and innovation within the subject.
- Develop and maintain curriculum documentation, schemes of work and assessment procedures.
- Assess, monitor and report on pupil progress, ensuring all learners are supported and challenged to achieve their potential.
- Support colleagues in the effective use of technology across the curriculum and promote best practice in digital learning.
- Lead Computing-related clubs, competitions and enrichment opportunities that inspire enthusiasm for technology.
- Contribute fully to the wider life of the school, including parents' evenings, Open Days and key school events.

IT Systems & Digital Infrastructure

- Provide timely resolution of hardware, software and user issues raised by staff and Governors.
- Liaise with external IT providers to resolve technical issues.
- Support and maintain classroom technology, printers, laptops, tablets and interactive displays.
- Manage user accounts, permissions, device deployment and replacement.
- Maintain the IT asset register and technology inventory.
- Support audio-visual requirements for assemblies, productions, events and presentations.
- Monitor technology resources and recommend improvements.
- Assist with technology procurement, supplier relationships and Engage billing administration, liaising with the Head of Finance and Operations.
- Work with the Head of Finance and Operations, IMS Computing and external providers to ensure the effective operation of school IT systems.
- Administer the school's MIS, ensuring pupil and staff data is accurate, secure and up to date.
- Alongside the Assistant Head of Operations, ensure class allocations, timetables, reports and student data are maintained accurately within MIS.
- Support technology projects, upgrades and the ongoing development of the school's digital strategy.
- Help ensure technology provision remains secure, effective and fit for purpose.
- Promote safe and responsible use of technology throughout the school.
- Deliver age-appropriate online safety education to pupils.
- Support staff and parents in understanding current online safety issues.
- Contribute to the review of online safety policies and procedures.
- Maintain awareness of emerging safeguarding risks associated with technology.
- Uphold the highest standards of safeguarding and child protection.

Person Specification

Qualifications

- Degree or equivalent qualification.
- Qualified Teacher Status (QTS) or equivalent teaching qualification.

Knowledge, Skills & Experience

- Successful teaching experience within Computing or a related subject.
- Experience of curriculum planning and assessment.
- Strong understanding of educational technology.
- Experience providing technical support in a professional environment.
- Excellent Computing subject knowledge.
- Strong troubleshooting and problem-solving skills.
- Ability to support a range of hardware and software systems.
- Excellent organisational and communication skills.
- Confidence working with pupils, staff and external providers.
- Commitment to safeguarding and pupil wellbeing.

This overview outlines the key responsibilities of the role, and candidates are encouraged to download the full job description from our website for a comprehensive understanding of the post. As Penwithorpe continues to grow and develop, the responsibilities of this role may be reviewed periodically to support both the evolving needs of the school and the post-holder's ongoing professional development.

How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: 8:00am-5:30pm Term time, plus 12 days in the school holidays
- Start Date: September 2026 or January 2027
- Application Deadline: Friday 21st August
- Interview Date: To Be Confirmed
- Responsible to: Head of School & Head of Finance & Operations
- Salary: £27,000 - £35,500 p.a. dependent on experience



Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability of age.

Safeguarding

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

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