



Candidate information for

Head of Junior Prep School

From Summer Term 2026

Hurst



“Pupils of all ages
appear happy, healthy
and active and they
are very positive about
their school.”

Independent Schools Inspectorate

Hurst

Hello + Welcome

Welcome from the Head of College

Hurst is a wonderful place to work and to live. We have a clear sense of our educational values, which underpin our vision for the future. Our mission and purpose as staff is based on a wholehearted commitment to ensuring that every pupil experiences an outstanding all-round education. Through this educational experience we seek to prepare the children in our care for life beyond Hurst.

Our educational philosophy is about far more than just exam grades; a Hurst education is genuinely holistic and rounded. We believe that pupils develop through a full-on engagement with every aspect of school life, whether in the classroom, in boarding and day Houses, or in sports teams, choirs, orchestras, casts, activity sessions, DofE groups and so much more. As such we seek to recruit staff who not only buy into this culture, but who will actively support and coach the pupils in these areas, as well as be role models for the Hurst values in the way that they lead their own lives.

In the same way that we care about the personal development of every single pupil, we also care about the development—personal as well as professional—of every member of staff. This requires a significant degree of commitment, and it comes with huge rewards for those who embrace the challenge. Our 'Teach Hurst' and 'Lead Hurst' programmes are proof of our commitment to our staff, and offer a unique and exciting way to develop a career in teaching. If you have got the potential and the willingness to work hard to fulfil it, then we will provide you with the training, the support and the opportunities to help you get there. You will not be the first to walk down that path, and you certainly won't be the last.

Before you even reach for the application form, I hope that you get a strong sense that being a member of the Hurst community is very much a way of life—not just for the pupils who attend Hurst, but also for the talented, inspirational and dedicated staff who work here. It's more than just a job. It's a vocation. If that appeals to you, then we would love to hear from you and I look forward to meeting you here at Hurst.



Dominic Mott



An Introduction to the College

Hurstpierpoint College is one of the country's leading HMC co-educational schools and has a reputation for ensuring that every pupil experiences an outstanding all-round education that prepares them for life.

The College comprises a Sixth Form, Senior School, Senior Prep and Junior Prep with 1,300 pupils in total. Over half the pupils in the Senior School are boarders (weekly or flexi). Hurst is a significant medium-sized enterprise in Mid Sussex with around 480 employees and an annual turnover of £35 million.

What particularly strikes visitors to the College is the vibrant dynamic of our community. Situated within a 100-acre campus, surrounded by beautiful countryside, Hurst lies on the border of the South Downs National Park, close to the village of Hurstpierpoint in West Sussex.

This superb location is also just 20 minutes from the city and beaches of Brighton and Hove, whilst London train stations can be reached from Hassocks or Haywards Heath in under an hour.

The central campus is thoughtfully laid out and planned with zones for the Academic, Co-Curricular and Pastoral

areas of school life. These all lie at the centre of a superbly equipped broader campus.

Hurst has an excellent academic track record and the vast majority of pupils go on to Russell Group universities including Oxford, Cambridge, and various London Universities, as well as large numbers to Exeter, Bristol and Durham.

Founded in 1849 by Nathaniel Woodard, Hurst is a Church of England College. The Christian ethos underpins College life but we are a diverse community; we welcome those of other faiths, or no faith, and pursue an inclusive approach in all that we do.

The College is a co-sponsor, together with the Diocese of Chichester, of the newly formed Hurst Education Trust, a local multi academy trust. The Trust currently has nine local primary schools, and we envisage that it will grow over time.



Superb facilities

The College has invested heavily in campus developments, including substantial new academic and sports facilities, in addition to an extensive programme of day and boarding house refurbishments.

Major developments have included the New Bury Theatre which opened in 2018, Pelican House in 2020, two new science laboratories in 2021, a complete overhaul of the College's catering facilities—completed in 2022—and an extension to Eagle House and refurbishment of Woodard House in 2023.

The College's new swimming pool opened this term, in September 2025.

Future planned developments include upgrading our boarding house facilities, alongside the continued programme of refurbishing the College's existing facilities.





The Junior Prep School

Hurst provides a safe and homely setting where everyone is welcomed, respected, and valued for who they are.

The Junior Prep School at Hurst College caters for children from the age of four (Reception) to 11 (Year 6). The majority of our pupils transition into the Senior Prep School (Years 7 and 8), and then into the Senior School (from Year 9).

At Hurst, we believe that childhood is a precious time and we have a responsibility to make our pupils' time at school as special as possible. As such, we nurture each individual so that they flourish and make the most of every opportunity to learn and grow.

We are ambitious for every pupil to achieve their full potential and we foster a love of learning beyond the classroom by encouraging children to explore and discover the world around them.

Excellence at Hurst is defined by the progress and success of all pupils. Throughout the College, pupils strive towards achieving their personal bests, both inside the classroom and out.

Hurst is a happy, vibrant and welcoming community and our core mantra is 'Work Hard, Do Good and Engage'.

Pupils in the Junior Prep School are allocated to one of four houses and this fosters healthy competition and collaboration, which is evident throughout the year in house competitions and charity fundraising.

In Year 6, pupils can apply to be a School Guardian and House Captain, thereby taking on leadership roles to support their younger peers. School Guardians work across year groups to foster a welcoming playground space, and support the College's wider mission to be an openly inclusive school, in collaboration with the Equity, Diversity, and Inclusion (EDI) group.

As a through school, pupils in the Junior Prep School benefit from the outstanding facilities across the College campus. Every pupil is encouraged to engage with all of the Co-Curricular opportunities available to them. Whether it be part of our thriving Sports, Music, Drama, Dance, or Outdoor Education departments, our hope is that each of our pupils will discover a passion that stays with them for the rest of their lives.

Head of Junior Prep School

Reporting to:
Deputy Head of College

Responsible for:
Heads of Year in the Junior
Prep School

Committees:
SMT, Prep Leadership Group, Prep
School HoDs, Prep School HoYs,
Education

The Head of Junior Prep School is responsible for the day-to-day leadership and management of the Junior Prep School pupils and staff (including EYFS) to ensure that our pupils achieve their personal bests and experience an excellent Hurst education.





Principal Duties and Responsibilities

Refine, articulate and deliver an ambitious Vision for the future of the Junior Prep School (JPS)

Day-to-day leadership of the Junior Prep School pupils and staff to ensure that every pupil experiences an outstanding all-round education

Day-to-day management of the Junior Prep School so that timetables, staffing and systems operate efficiently and effectively

Inculcate the Hurst ethos in every aspect of our pupils' lives through assemblies, meetings and day-to-day contact with pupils and staff

Be a visible and tangible presence around the Prep School, setting the tone, leading behaviour and positively influencing the feel of the community

Market the College to prospective parents and pupils, and be responsible for the recruitment of pupils into the JPS

Liaise with the Deputy Head of College to ensure the smooth running of the whole College

Play a key role in the formation and delivery of the Strategic Development Plan

Direct leadership and management of Heads of Year and Tutors to ensure that every pupil achieves their academic best and engages constructively with Hurst life

Share responsibility with the Deputy Head Academic for analysing and tracking standardised assessment data across the Prep School.

Oversee the academic progress of pupils within the Junior Prep School, in partnership with the Deputy Head Academic and Heads of Year, and ensure the setting of appropriate targets for individual pupils and the effective management of Challenge Grade Reviews.

Collaborate closely with the Deputy Head Academic and Director of Professional Development and Performance to support staff in delivering academic programmes effectively and efficiently.

Oversee the delivery of a broad programme of academic enrichment initiatives, including the Sparks Programme, to inspire curiosity and extend learning beyond the curriculum

Responsibility for all Junior Prep School pupil disciplinary issues (including the 'Big 12' rules) and behaviour management

Oversee all aspects of EYFS provision, including compliance and Inspection and responsibility for the learning and progress of all EYFS pupils

Oversee the provision of pastoral and academic support for all pupils within the Junior Prep School, working with the Heads of Year and Performance Improvement Practitioner ensuring appropriate systems and staff are in place to meet pupils' needs effectively

Play a key role in the JPS safeguarding team as a qualified DDSL and remain up to date with current safeguarding practices and legislation, including EYFS

Lead the coordination and promotion of the school's rewards system in collaboration with Heads of Year.

Champion pupil voice initiatives, including the development of the School Council.

Oversee pupil leadership roles such as Wellbeing Champions, prefects, and playground supervisors, ensuring meaningful engagement and responsibility

Contribute to the annual appraisal process for JPS staff, including an effective programme of lesson observations to ensure high-quality teaching standards

Collaborate with other senior colleagues to ensure the effective delivery of staff training initiatives, including INSET days and ongoing Continuing Professional Development (CPD) programmes including the new staff induction programme

Deal with parents over complaints and issues of concern

Ensure effective and efficient staffing and timetabling across the Junior Prep School including allocation of staff responsibilities and duties in the Prep School in conjunction with the other Heads of Section and the Deputy Heads

Manage the Junior Prep School departmental budget effectively, ensuring resources are allocated strategically to support academic, pastoral, and operational priorities.

Ensure that the Junior Prep School remains inspection-ready, maintaining compliance with regulatory standards and preparing documentation and evidence as required.

Organisation of special events throughout the year including Prize Day, Special Services, including Open Mornings and 'one off' special events alongside the Deputy Head of College

Advise the Head of College on all matters relating to the Junior Prep School.

Play a key role in the interviewing and appointment of new academic staff



Skills, Experience and Attributes

Leadership and Management

- Proven experience in leading and managing teams, ideally across EYFS and Key Stages 1–2.
- Proven ability to inspire, motivate, and support staff and pupils to achieve their personal best.
- A visible, approachable and engaging leadership style with the ability to positively influence behaviour and the JPS community.
- Strong organisational skills with the ability to manage multiple responsibilities and events effectively.
- This role may suit an experienced Head or a confident and ambitious Deputy Head looking to take the next step in their career.

Strategic Thinking

- Ambitious and driven, with a clear appetite for the development and continued success of the Junior Prep School.
- Experience contributing to or leading strategic planning and school development initiatives.
- Collaborative approach to working with other school leaders and departments.
- Ability to communicate confidently and effectively with Senior Leadership on all matters relating to the Junior Prep School.





Teaching and Learning

- A proven track record of teaching success, with evidence of raising academic standards and pupil outcomes.
- Understanding of curriculum development, pupil progress tracking, and target setting.
- Commitment to continuous improvement in teaching and learning practices.

Pastoral Care and Wellbeing

- Genuine interest in, and commitment to the wellbeing and academic development of children.
- Experience in working closely with parents to resolve concerns and build strong relationships.
- Excellent interpersonal and communication skills, with the ability to engage effectively with pupils, staff, parents, and external stakeholders.

Your Benefits



Membership of the Teachers' Pension Scheme or our generous alternative scheme, APTIS (the College will double the employee's pension contributions up to 7.5%, resulting in a total contribution of up to 22.5%).

Free dining and refreshment facilities during term time.

Extensive professional development programmes, together with career opportunities across the College and Hurst Education Trust.

Free use of extensive sports and leisure facilities.

Comprehensive health and wellbeing offering including an on-site mind clinic, wellbeing MOTs, Employee Assistance Programme and Chaplaincy.

Contributory BUPA Health Insurance.

Electric Vehicle Scheme.

Cycle to work scheme.

Social calendar of events.

Free on-site parking.

Remission of fees throughout the College in line with the School Fees Discount Policy.

How to Apply



The application process

Please visit hppc.co.uk/about-us/careers-at-hurst to submit your application.

For an initial informal conversation about this role, please contact Victoria Foster, Talent Acquisition Manager at Hurst, on 01273 836562

Closing date: Sunday 28 September 2025

First stage interviews: Week commencing 6 October 2025

Final stage interviews: Week commencing 13 October 2025

Start date for this role: Summer Term 2026

Information



Further information

For further information please see our website at hppc.co.uk/about-us/careers-at-hurst

Terms and conditions

The salary will be competitive and reflect the importance of the role as well as the experience and qualifications of the successful candidate.

Applications will be considered as they are received.

Safeguarding and equal opportunities

Hurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim. Our full equal opportunities policy is available in the Policy Documents section of our website.