



BRIGHTON COLLEGE

NURSERY, PRE-PREP & PREP SCHOOL

ENGLAND'S INDEPENDENT SCHOOL OF THE YEAR 2019

THE SUNDAY TIMES

ASSISTANT HEAD (PASTORAL)



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THE SCHOOL

Brighton College Nursery, Pre-Prep & Prep School is a co-educational school for children aged 3-13. It is the main feeder school to Brighton College, one of England's leading schools. The College educates 1,000 pupils aged 13-18 alongside a Lower School, educating 100 pupils aged 11-13. The Nursery, Pre-Prep & Prep School educates 500 pupils aged 3-13.

Brighton College Nursery, Pre-Prep and Prep School provides an inspiring education that aims to prepare pupils for life in our College and beyond. We are proud to be part of a school which is one of the most innovative and forward thinking in the country.

The Nursery, Pre-Prep & Prep School helps all children to believe in themselves and to excel in their own individual way. The teaching philosophy allows pupils to be individual whilst enabling them to develop and progress at a rate above and beyond their own expectations. Within each year group teachers aim to give children the best possible start to life, both in their academic grounding and in developing their values and beliefs. The school motto is well known by pupils who pride themselves on trying to:

Be Good.

Be Kind.

Be Honest.

Be the Best You.

The school is based on two sites within the vibrant city of Brighton; our Nursery & Pre-Prep educates children from Nursery to Year 3, after which they progress on to the Prep site for Years 4 to 8. Pupils benefit from facilities at the College, including the Chapel, the new recital hall and the dining facilities. Sport is played at the Jubilee ground pitches located nearby in the South Downs.

Brighton College Nursery, Pre-Prep & Prep School is progressive and pupil orientated. Each individual is recognized for their own achievements, resulting in a happy, caring environment. The staff body is also a positive and vibrant one; equality, diversity and respect are championed and celebrated by all.

The Brighton College family of schools also includes St Christopher's and Handcross Park, educating a further 1,150 children aged 3 to 13. Overseas, the College has opened Brighton College Abu Dhabi and Brighton College Al Ain in the UAE, and Brighton College Bangkok in Thailand.

THE CITY

The College enjoys its location in Brighton, one of Britain's youngest cities and one of the most vibrant in Europe.

In 2017, a national survey identified Brighton as the 'happiest city in the UK'. It is close to the beautiful South Downs, within easy travelling distance of London (50 minutes by train), and 30 minutes from Gatwick Airport. Portsmouth, Newhaven and the Channel Tunnel provide accessible links with the Continent.

Brighton is also a university city, and the College has good links with both the University of Sussex and University of Brighton.



THE ROLE

The Nursery, Pre-Prep and Prep School is looking to appoint an Assistant Head (Pastoral) with effect from January 2020.

ABOUT THE ROLE

The successful applicant will be a key member of the Prep Senior Management Team (SMT), with responsibility for the pastoral oversight of Years 7 and 8 and for the assistance of pastoral management across Years 4 to 8.

KEY RESPONSIBILITIES

- To support the Deputy Head (Pastoral) with pastoral care in Years 4 to 8 with particular oversight of pastoral care in Years 7 and 8.
- To support the Deputy Head (Pastoral) on Health and Safety, discipline, rewards & sanctions and pastoral care.
- To act as Deputy Designated Safeguarding Lead (see additional job description) for Years 4 to 8.
- To produce and analyse the weekly rewards and sanctions reports.
- To line manage the Head of Environmental Sustainability (Nursery to Year 8) and the Head of PSHEE (Year 4 to Year 8).
- To oversee the role of form tutors, including meetings at the beginning of each year.
- To manage and oversee all themed weeks i.e. Respect Week and Green Week etc. in liaison with the Nursery & Pre-Prep SMT and relevant Prep staff.
- To be responsible for managing the Prefect team.
- To be responsible for pupil voice including pupil surveys and the One School Council.
- To organise charity and fundraising events in liaison with the Chair of the Parent Association.
- To manage our community engagement activity, including Make A Difference Day.
- To promote and manage alumni relations.

- To be responsible for allocated policies.
- To line manage certain allocated budgets.
- To mentor designated members of staff.
- To attend Prep SMT and BCNPPS SMT meetings.
- To perform all other duties required of all SMT members, e.g. playground check rota, rota in holidays to cover essential enquiries, supporting major events such as Speech Day and Open Mornings.

The Assistant Head (Pastoral) will teach a reduced teaching timetable; applications are welcome from teachers of any subject that is offered at Brighton College.

THE APPLICATION PROCESS

Candidates should complete an online application which is available at <https://bcollege.careers.eteach.com/> by **Monday 30th September 2019** with interviews anticipated to be held **Friday 4th October 2019**. Please note that you will be asked to give a five-minute outline of your vision for the role over the next three years.

Applications will be considered on a rolling basis and early application is therefore encouraged.

Any enquiries about the application procedure should be emailed to **recruitment@brightoncollege.net** or by calling the HR Department on 01273 704386.

SAFEGUARDING AND EQUAL OPPORTUNITIES

Brighton College 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 question, 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.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Our full equal opportunities policy is available on the 'Vacancies' link on our website.





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