



Appointment of  
**Deputy Head Co-Curricular**  
2023  
Candidate information





# The College

Hurstpierpoint College is one of the country's leading HMC co-educational schools and has a reputation for offering an excellent all-round education with a strong academic core for every child.

The College comprises a Sixth Form, Senior School and Preparatory School (Junior Prep and Senior Prep) with 1,300 pupils in all. 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 450 employees and an annual turnover of £30 million pa.

What particularly strikes visitors to the College is the vibrant dynamic of our community.

Situated within a 140-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. 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, the 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 three local primary schools, although it is envisaged it will grow to between six and seven schools over time.



We are ambitious for our pupils to achieve the best that they can in all that they do and we recognise and encourage both engagement and achievement.

In short, we aim to develop confident, successful, independent individuals with a good sense of themselves and the world around them, who will succeed in their lives whatever route they choose to take.



## Superb Facilities

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

In the last five years, major developments have included the New Bury Theatre which opened in 2018, Pelican House in 2020, two new science laboratories in 2021 and a complete overhaul of the College's catering facilities, completed in early 2022.

Future planned developments include a new swimming pool and expansion and upgrading of our boarding facilities, alongside the continued programme of refurbishment of the College's existing facilities.



# PRINCIPAL'S WELCOME

Hurst is a great place within which to work and to live. We have a clear sense of our educational values and a vision for our future based on those values. Fundamentally, we believe that school is not about the school itself but rather the development of all the individual pupils (and indeed staff) within strong communities. Our aim is to be ambitious for each pupil to achieve their very best and to grow and develop in such a way that they leave us ready and prepared for what comes next in their lives. They should then be able to make the most of the opportunities before them as well as the right choices. We also have a strong belief that our pupils' lives should be closely intertwined with the lives of others and that they should contribute positively to the lives of other people and the world in general as they follow their own particular journeys.

As a result, an education at Hurst is certainly holistic, to use a slightly pompous expression, and we believe that pupils develop through a full on engagement with every aspect of Hurst life (Academic, Co-Curricular and Pastoral) as well as just being a part of this place whether in the Houses, Teams, Casts, Activity groups or whatever. Being at Hurst is very much a way of life for those who attend either as a pupil or as a member of the staff team.

We are therefore looking for an individual to join us who will not only feel comfortable with the values and ethos of this place but will actually embrace them and thrive here. Over the past 15 years, the number of pupils at the College has doubled, our Academic and Co-Curricular output has risen dramatically and the reputation of the College has not just strengthened but also spread. Financially, too, the College has gone from a position

of less than strength to being one of the leading players in the region and able to have invested very heavily in facilities (£30m new buildings in the last 10 years).

Time spent at Hurst should be both worthwhile of itself but also of value for any individual's future. The College's core mantra is very simple: Work hard, do good and engage. It is not too trite to say that this applies to all of us who are here. We take a certain amount of pride but with, I hope, humility in what has been achieved thus far. We are looking for somebody to join us who will do the same.

As ever

**Tim Manly**  
*Principal*





## Deputy Head Co-Curricular Job Description

**Reporting to:** Head of College

**Responsible for:** Director of Sport; Director of Music; Director of Drama; Head of Dance; Director of Activities and Service; Senior Master (Calendar) and Activities Co-ordinators.

## The Role

The Deputy Head Co-curricular is a key member of the Senior Management Team and ensures the smooth management and running of the co-curricular programmes at Hurst across all ages, including the Junior Prep School, the Senior Prep School and the Senior School.

Their brief is to ensure that every pupil is provided with an outstanding range of co-curricular opportunities in line with the Hurst Strategic Vision.





# Responsibilities

## KEY RESPONSIBILITIES

- Oversee the day-to-day management of the co-curricular programmes across the College
- Directly lead and manage the Directors of these programmes
- Liaise with the Deputy Heads (Academic and Pastoral) in respect of the careful balancing of the co-curricular programmes within the academic and pastoral life of the College
- Ensure a fairness of load for each member of staff, taking into account their interests, skills and other responsibilities, and balancing these factors with

the overall needs of the College to ensure the best experiences for the pupils

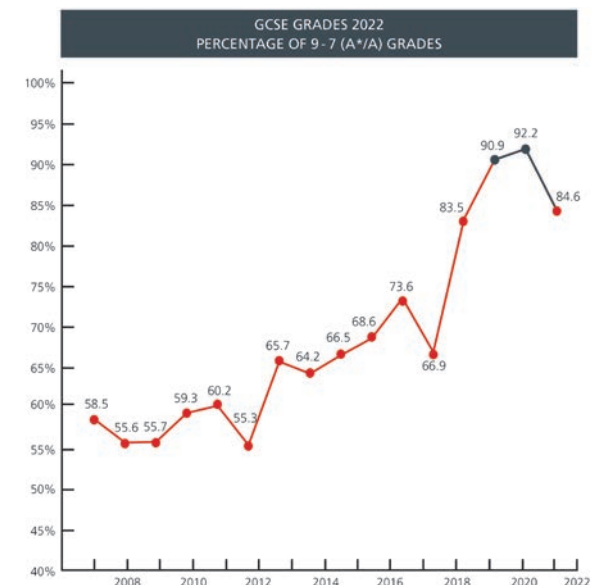
- Advise the Head of College and SMT on all matters relating to all aspects of the co-curricular programmes across the College
- Ensure that every pupil at the College experiences an enriching, challenging and rewarding co-curricular programme
- Adjudicate, where necessary, on the priorities of individual pupils in their co-curricular lives
- Advise the CFO on budget issues relating to the co-curricular programmes at Hurst

- Visibly support co-curricular activities, particularly by attending plays, concerts and matches, to be a presence and a support to pupils and staff as well as being a visible senior presence at the College throughout the working week, and particularly at weekends
- Work closely with the Deputy Head of College to oversee the College's termly calendars
- Oversee a broad and enriching programme of educational visits as the EVC (Educational Visits Co-ordinator)





- Play a key role in the interviewing and recruitment of teaching staff, and lead on the interviewing and recruitment of Graduate Assistants and Visiting Sports Coaches
- Assume overall responsibility for Gap Students and their utilisation at the College
- Promotion of the College for entry at 11+, 13+ and 16+ via the co-curricular programmes, including regular liaison with Prep Schools to showcase the co-curricular programmes at Hurst and drive pupil recruitment
- Assist the Admissions Department in the running of pupil recruitment events and to interview applicants to the College at 13+ or 16+ level as required by the Head of Admissions





# The Person

The successful candidate will have significant managerial and leadership experience, though they are not necessarily expected to have held an SMT position prior to taking on this role.

They will be aware of the bigger picture of how independent schools operate, and will want to play a key role in shaping the future direction of the College.

It is expected that the successful candidate will be in a position to move on to become a Senior Deputy Head or Head of an HMC school within three to five years of taking on this role.

In addition, they will:

- Share the Hurst vision to ensure that every pupil is able to experience an enriching, challenging and rewarding co-curricular programme
- Share the Hurst values of inclusivity within the co-curricular programme, embracing mantras such as "no-one on the bench"
- Thrive in a fast paced working environment, with the skills and temperament to reprioritise to meet the changing demands of the role
- Possess an extremely strong work ethic and a high degree of resilience and adaptability
- Possess a wealth of expert knowledge and skills across the breadth of the co-curricular programme of the College, with the ability to develop the creative and performing arts as well as sport
- Demonstrate strategic planning and thinking skills, along with the ability to anticipate problems and develop creative solutions
- Have the ability to inspire, challenge, motivate and empower others at all levels
- Demonstrate experience of developing individuals and teams in order to achieve both shared and personal goals
- Be ambitious for the pupils at the College as well as for the co-curricular programme itself





# Benefits

- Highly competitive salary scale
- Membership of the Teachers' Pension Scheme
- Remission of fees in line with the School Fees Discount Policy
- 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
- BUPA Health Insurance
- Cycle to work scheme
- Social Calendar of events
- Free on-site parking
- Accommodation may be available on-site







# Apply

## THE APPLICATION PROCESS

Interested candidates should submit a covering letter, CV and application form to [recruitment@hppc.co.uk](mailto:recruitment@hppc.co.uk)

Shortlisted candidates should bring with them their degree certificates and two forms of ID.

## 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 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. Our full equal opportunities policy is available in the Policy documents section of our website.

## FURTHER INFORMATION

For further information please see our website at [www.hppc.co.uk/about-us/work-with-us/](http://www.hppc.co.uk/about-us/work-with-us/)



