



BRYANSTON  
PREP

# Head Bryanston Prep

*Job Brochure*





Thank you for your interest in the role of Head of Bryanston Prep.

Formerly Knighton House, Bryanston Prep was established following a merger with Bryanston in September 2021. Initially known as Bryanston Knighton House, it was formally renamed in 2022. Since the merger, pupil numbers have increased by over 30%, reflecting our strong reputation and ambitious vision for the future.

Located on our own beautiful 30-acre campus, Bryanston Prep offers a unique learning environment. Positioned at the end of Bryanston's senior school driveway and less than a mile from its main campus, the Prep provides the best of both worlds – a small, nurturing setting with access to Bryanston's exceptional facilities.

At Bryanston Prep, we place great emphasis on cherishing childhood, embracing our rural surroundings while delivering outstanding educational opportunities. Younger pupils thrive through exploration and outdoor learning, while Years 7 and 8 benefit from additional specialist senior school teaching and take part in Art, Design & Technology and sports at the senior school. Whether performing in our state-of-the-art theatre, designing and crafting in our D&T workshop, joining our High Performance Sports Programme, or playing alongside older peers in a Year 9 football team, pupils enjoy a wealth of enriching experiences that support academic excellence and personal growth.

Bryanston Prep offers both day and boarding options, with increasing demand for flexible boarding solutions to support modern family lifestyles and ease the transition to senior school.

We are seeking an inspirational and dynamic Head to lead Bryanston Prep into its next phase of growth. This is a fantastic opportunity to shape the future of the school within the evolving independent educational landscape. The successful candidate will build upon the strong foundations already in place, working closely with myself, the Senior School leadership team, and the governing body.





This role presents a unique opportunity to shape the future of Bryanston Prep at an exciting time of expansion. The new Head will play a key role in the whole-school strategy, optimising opportunities both locally and further afield for growth. The Bryanston ethos is deeply embedded in the Prep, with Years 7 & 8 embracing the one-to-one tutor system and specialising in four key pillars of excellence: the Creative & Performing Arts, Sport, Entrepreneurship and Innovation, and the Digital World.

The ideal candidate will embrace the Bryanston ethos, cultivating a family-oriented community for both day and boarding pupils. They will inspire staff and pupils alike, drive growth and innovation, and strengthen ties with the senior school to ensure an outstanding all-through educational journey for pupils.

I look forward to the opportunity to discuss this exciting leadership role with you further.

**Richard Jones**  
*Head of Bryanston School*





# ROLE DESCRIPTION

The Head of Bryanston Prep will build on the strong existing platform of success and will lead the Prep School in its next stage of growth as we approach Bryanston's centenary in 2028. Working with the Governing Body and Executive Committee, the Prep Head will develop and implement an ambitious and innovative educational vision to ensure the Prep School continues to enhance and develop its reputation in a rapidly changing environment.

The Head of the Prep School is accountable to the Senior School, Head, for the strategic leadership and operational management of the Prep School, and for the delivery of excellent education and high-quality pastoral care.

More specifically, the main responsibilities of the Head of Bryanston Prep are as follows:





# Vision and Strategic Leadership

- To work collaboratively with the Senior School Head, and leadership teams at both the Senior School and Prep School to translate the vision which honours existing strengths and traditions while bringing new ideas to evolve the Prep School as an outstanding school for the future.
- Oversee the implementation of new and agreed curricular initiatives, seizing opportunities and responding to changes in the educational sector.
- To innovate and lead change in a collaborative and inclusive way, partnering with stakeholders across the Bryanston community to bring a bold and exciting educational vision to life for all pupils, parents and staff.
- To be an active and collaborative member of the Executive Leadership Team.

## Organisational Leadership

- Lead by example in developing and promoting an inclusive and welcoming culture, upholding an educational experience which exemplifies compassion, respect and a strong sense of community.
- To foster a culture of delegated leadership where leaders at all levels are empowered to take responsibility, drive forward new initiatives and realise their own potential.
- To build a strong, trusting partnership with the Senior Head, ensuring effective finance and resource management.
- To uphold the highest standards of pastoral care and safeguarding, ensuring that the well-being of pupils informs every aspect of life in the school.
- Devise development plans to ensure the school and its staff are forward thinking and performing as individuals and a team at the highest levels
- Work with staff to ensure the smooth and effective day to day running of the Prep school

## Educational Leadership

- To develop and maintain high quality educational programmes, both curricular and extra-curricular, with particular emphasis on developing digital learning and the use of technology.
- To uphold high academic standards and ensure effective assessment of the academic performance and progress of pupils so that all are supported and challenged to realise their full potential.
- Review schemes of work and ensure the teaching team have high expectations, focus on academic rigour and challenge and engage all children to achieve their individual ability level.
- Develop and implement a review process, incorporating schemes of work, classroom observations and data analysis to ensure high standards of teaching and learning are maintained and taking corrective actions where identified.
- Develop and maintain a culture of engagement linked to the sSchool's values and mission
- To hold in balance the academic, sporting and artistic aspects of a Bryanston education, ensuring continuous development and innovation in each area.



# Communications , Marketing and External Engagement

- Work with the Director of Marketing and Admissions to ensure the school's marketing strategies are developed and implemented successfully.
- Monitor and evaluate pupil recruitment to ensure Bryanston Prep is the choice off school for prospective parents.
- Responsible for events and activities which contribute to the growth of the school
- Establish communication channels with parents and address any concerns in a timely manner
- To be a highly visible, compelling, and communicative ambassador for Bryanston Prep to all internal and external stakeholders.
- To bring a fresh, creative approach to external engagement, ensuring the school relates to and connects with its stakeholders in ways which resonate with different audiences.
- To establish strong partnerships with current parents, using digital and social media creatively to build relationships with both existing and prospective members of the Bryanston Prep community.
- To forge strong relationships with the wider Bryanston community, including the OB network of alumni.

Operate in accordance with school's policies and procedures as detailed on the school's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the school's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.

*No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.*





# PERSON SPECIFICATION

The next Head of Bryanston Prep will be an inspirational and dedicated educator who combines strong natural leadership abilities with first-class interpersonal and organisational skills. They will possess all, or most, of the following experience, skills, knowledge and personal attributes:

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A good degree.</li><li>• Evidence of a considered, proactive and intentional commitment to consistent personal and professional development throughout your career.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• A proven track record of successful school leadership experience and most likely gained in a setting with some degree of comparability to Bryanston Prep.</li><li>• Experience of leading and developing high performing teams with a clear commitment to the continuing professional development of colleagues.</li><li>• Academic credibility demonstrated through both experience and personal presentation.</li><li>• Experience of a boarding school environment</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• A forward-thinking educationalist with an appetite for innovation, a willingness to challenge appropriately the status quo and to think creatively about opportunities to further develop Bryanston Prep.</li><li>• Outstanding relationship building skills across both the Prep and Senior Schools.</li><li>• An excellent understanding of marketing and positioning with the interpersonal skills, gravitas, and charisma to be a compelling internal and external ambassador for the Prep School.</li><li>• An appreciation and practised understanding of the business aspects of successful, modern, independent school headship.</li><li>• A broad comprehension of the rapidly evolving education sector and the ability to identify opportunities and challenges for the Prep School.</li></ul>
<b>Behavioural competencies and qualities</b>	<ul style="list-style-type: none"><li>• Evident appreciation of the value of Bryanston's approach to education and the ability to see how this might translate into a prep school context.</li><li>• Thrives in busy school communities and enjoys the 24/7 nature of prep schools with boarding.</li><li>• Evident enjoyment and interest in the development and education of children of pre-prep and prep age.</li><li>• The inner confidence, personal authority and sensitivity to lead Bryanston Prep forward to success.</li><li>• A highly visible leader with the energy and decisiveness to hold in balance the different aspects of headship.</li><li>• Strong judgement, decision making skills and strong levels of resilience.</li><li>• A collaborative, thoughtful and empathetic style of leadership, underpinned by high levels of emotional intelligence and a deep concern for the individual.</li><li>• A commitment to continuous self-improvement with the strength of character to be open to challenge and to invite and value constructive feedback.</li><li>• A first-rate communicator at all levels.</li><li>• Suitable to work with children.</li></ul>



Bryanston is committed to celebrating diversity and a culture of open-mindedness and inclusion. We welcome, respect and value people of different ages, gender identities and faiths; with different types of families, sexual orientations, cultural backgrounds and disabilities. We stand against everything to do with discrimination and promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance.

The welfare of Bryanston pupils is of paramount importance. The school is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment. The postholder for this position will be engaging in regulated activity and, as such, assumes a shared, though no less significant, responsibility for ensuring that our pupils are robustly and appropriately safeguarded at all times.

All successful job applicants will be required to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Candidates should be aware that, in line with Keeping Safe in Education guidance, Bryanston undertakes online searches on all candidates that reach the interview stage as part of our due diligence checks.





# Terms Of Appointment

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

## Appointment date

Ideally September 2025, though a later start date will be considered for the right candidate.

## Salary and Benefits

- A competitive remuneration package commensurate with the responsibilities of the role.
- The appointee will be eligible to join the School's Private Medical Insurance scheme, currently with WPA.
- The School offers a competitive defined contribution pension plan, with an employer's contribution of up to 18%, including flexibility with a part-cash option.
- Life assurance provided at 3 times salary.
- A staff benefits platform including perks and discounts, travel and lifestyle, cycle scheme and more.
- Employee assistance and wellbeing support programme.
- Free gym membership and access to our state of the art sports facilities including a 25m indoor swimming pool

## Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

## Criminal Background Checks

As a School, Bryanston requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Please note it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. The School's policy and procedures concerning safeguarding and child protection and the recruitment of ex-offenders and security of disclosure information can be found on our web site: [www.bryanston.co.uk/about/policies-inspections](http://www.bryanston.co.uk/about/policies-inspections).

In addition, all new employees are required to provide two satisfactory references, one of which should be from a current or previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.

Further information about the Disclosure and Barring Service may be obtained from [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/) and a copy of the Code is available upon request or from the Home Office web site: [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice)



# How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Bryanston School on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code TBSSA

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form. Candidates who are invited for interview with the Selection Committee will be asked to fill out an application form ahead of that interview.

The closing date for applications is noon on Thursday 6 March but early applications are encouraged.

\*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

## Data Protection

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





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