

Part of the **Hurst** Family of Schools

PENNTHORPE
NURSERY PRE-PREP PREP

Assistant Head Pastoral
(including DSL & Head of PSHEE)

Candidate Pack



Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF ASSISTANT HEAD PASTORAL 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.



Why Join Us?

I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

Charlotte Gallina Breese, Year 3 Teacher



PENNTHORPE IS MORE THAN JUST A WORKPLACE, ITS A VIBRANT, NURTURING COMMUNITY WITH AN OUTSTANDING PASSION FOR EDUCATION. WHETHER YOU ARE INSPIRING YOUNG MINDS IN THE CLASSROOM OR SUPPORTING THE SCHOOL'S WIDER MISSION, YOU WILL BE PART OF A TEAM THAT CELEBRATES CREATIVITY, COLLABORATION AND CONTINUOUS LEARNING.

Jessica Doodes, Head of Marketing & Communications



HAVING BEEN AT PENNTHORPE FOR A NUMBER OF YEARS, I CAN HONESTLY SAY THAT WORKING ALONGSIDE SUCH TALENTED AND PASSIONATE INDIVIDUALS TRULY FEELS LIKE A PRIVILEGE. THERE IS A REAL SENSE OF CAMARADERIE WITHIN THE TEAM, AND THE CHILDREN ARE GENUINELY AT THE HEART OF EVERYTHING WE DO.

Wendy Stanbridge, Teaching Assistant



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



Assistant Head Pastoral (including Head of PSHEE & DSL)

The ideal candidate will be a compassionate, perceptive, and dedicated pastoral leader, committed to supporting every pupil's wellbeing and personal development. You will bring a strong understanding of what young people need to feel safe, valued, and able to flourish, together with the confidence and clarity to contribute positively to a nurturing and inclusive school culture.

As Assistant Head Pastoral, you will be responsible for the leadership and management of all aspects of pastoral care at Pennthorpe, including pupil welfare, behaviour, rewards, and sanctions. You will play a central role in ensuring that pastoral systems and practices consistently support pupils to feel secure, encouraged, and well supported. Sitting on the Senior Leadership Team, you will work in close partnership with the Head and colleagues across SLT and SMT to help sustain a cohesive, caring, and forward-thinking pastoral ethos throughout the school.



In your capacity as Designated Safeguarding Lead and Head of PSHEE, you will champion the safety, wellbeing, and personal development of every child. You will bring integrity, sound professional judgement, and a current, in-depth understanding of safeguarding practice, supported by relevant CPD and professional training. You will manage safeguarding processes with clarity, sensitivity, and absolute confidentiality, while leading a PSHEE curriculum that is relevant, coherent, and empowering, supporting pupils' confidence, character development, and readiness for life beyond school.

You will demonstrate high emotional intelligence, a calm and reassuring presence, and a strong commitment to building trusting relationships with pupils, families, and colleagues. This role requires warmth, resilience, excellent communication skills, and a collaborative approach, alongside a wholehearted contribution to the wider life of the school. For the right candidate, there may be the opportunity for progression to a Deputy Head position with additional whole-school responsibilities.





Role Overview

The Assistant Head Pastoral is a key member of the pastoral and senior leadership team at Pennthorpe, responsible for leading and managing the school's pastoral provision, safeguarding culture, and personal development curriculum. Working closely with the Head of School, SLT, and SMT, the post-holder plays an integral role in ensuring pupils feel safe, supported, and able to thrive.

Key Responsibilities

- Lead on and have responsibility for all Pastoral and Safeguarding Policies
- Oversee Pastoral Care at Pennthorpe
- Oversee and lead PSHEE at Pennthorpe
- Act as the School's Designated Safeguarding Lead
- Serve as a member of the Senior Leadership Team (SLT)
- Report to governors on a termly basis regarding Safeguarding & Pastoral Care

Designated Safeguarding Lead

As DSL, the post-holder provides strategic oversight of all safeguarding and child protection matters, ensuring full compliance with statutory requirements. This includes:

- Leading the safeguarding team and managing referrals and multi-agency work.
- Ensuring accurate record-keeping and robust safeguarding procedures.
- Providing high-quality staff training and maintaining a culture of vigilance and professional curiosity.
- Leading Prevent, online safety, and monitoring emerging risks.
- A strong, up-to-date safeguarding knowledge base, with current and evidenced CPD, is essential.



Pastoral Care & Pupil Welfare

- Lead the school's pastoral vision, promoting pupils' wellbeing and personal development.
- Oversee pastoral systems including behaviour, rewards, sanctions, attendance, and anti-bullying.
- Monitor pastoral data and wellbeing trends to inform strategic action and reporting.
- Work closely with the Wellbeing Ambassador, counsellors, staff champions, and external professionals.
- Support and develop staff through training, INSET, appraisal support, and professional development.
- Ensure compliance with regulatory and inspection requirements, including policies, attendance, and off-site visits.

Head of PSHEE & RSE

- Lead the PSHEE & RSE curriculum from Early Years to Year 8, ensuring clear progression and age-appropriate delivery.
- Ensure statutory compliance with DfE RSE guidance and Independent School Standards, aligned with the school's values and safeguarding priorities.
- Monitor the quality and impact of PSHEE & RSE through planning reviews, lesson observation, surveys, and pupil voice.
- Provide training, guidance, and resources to support staff delivering PSHEE & RSE, including induction for new staff.
- Engage pupils, parents, and external specialists to enhance provision and strengthen pupil wellbeing, inclusion, and personal development.

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 Peauuthorpe 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: Permanent, Full time
- Start Date: September 2026 (preferred)/ January, 2027
- Application Deadline: Wednesday 22nd April, 2026
- Longlist Interview Date: Monday 27th April, 2026
- Shortlist Interview Date: Tuesday 28th April & Wednesday 29th April , 2026
- Responsible to: Head of School
- Salary: 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 or 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.

Part of the **Hurst** Family of Schools

PENNTHORPE
NURSERY PRE-PREP PREP

Pennthorpe
Church Street, Rudgwick
West Sussex, RH12 3HJ
01403 822391
enquiries@pennthorpe.com
www.pennthorpe.com