



**Head of Lower School**  
**Brookwood School – Manchester, Massachusetts**  
**July 2025**

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**About Brookwood**

Brookwood is a PreK-8 independent school of 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on fostering a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness, and academic accomplishment. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

**Position Summary**

Brookwood seeks an outstanding educational leader to serve as its next Head of Lower School (Early Childhood - Grade 4, 160 students). The Head of Lower School oversees all aspects of the division, including the curricular and co-curricular programs, faculty supervision and mentoring, student growth and well being, and daily operations. The position reports to the Head of School, serves as a key member of the senior leadership team, and works closely with the Assistant Head of



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School, the Head of Upper School, Director of Learning Skills, faculty, and department coordinators. The ideal candidate will have proven leadership skills, strong teaching experience, a deep knowledge of both early childhood and childhood development, exceptional written/oral communication and presentation skills, and an infectious sense of fun. Dedicated to graduating students with cultural competency, Brookwood actively pursues candidates with a strong focus on multiculturalism, equity, and inclusion. The candidate will be a community builder and a leader who develops strong relationships with students, families, faculty/staff and other constituents to foster a sense of belonging and enhance the supportive environment at the school. The candidate will put students' needs at the center of decision-making and will be an inspiration to a high-performing and experienced faculty.

### **Essential Duties and Responsibilities**

- Articulate a vision and clear expectations for the Lower School in alignment with the school's mission, values, and statement of commitment to diversity, equity, inclusion, justice, and belonging
- In partnership with the Director of Communications and Assistant Head of School clearly define and communicate the academic and instructional vision of the Lower Division to internal and external constituency groups
- Work closely with the Head of School and the Leadership Team to execute Brookwood's strategic plan
- Supervise and support faculty in meeting standards of excellence in teaching and learning
- Partner effectively and proactively with parents
- Lead Lower School meetings for staff & students
- Partner with the Assistant Head of School to recruit faculty and oversee teaching assignments; orient new faculty and support their transition to the school



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- Partner with the Director of Learning Skills to support and provide effective support to students and families working with student support resources (Learning Skills Department, Consulting Psychologist and outside professionals)
- Collaborate with Assistant Head of School and Division Head to ensure continuity and coherence across grades, including transitions between divisions
- Partner with the Assistant Head and Department Coordinators, to help evaluate, develop and implement curriculum; help oversee student assessment and the process and methods used by faculty to report student progress
- Partner with the Leadership Team to engage in professional development to advance diversity, equity, and inclusion goals at Brookwood
- Work closely with the Admissions Office to increase both recruitment and retention of students and families
- In partnership with the Director of Finance & Operations and other operational leaders manage the Lower Division budget, essential services, and facilities
- Serve on the Heads Team, Leadership Team and the School's Emergency Response Team
- Meet expectations as defined by the Brookwood Employees Handbook
- Partner with the Director of the Teacher Apprenticeship program to support early-career teaching apprentices and mentor teachers during their year-long residency program
- Lead by example to foster a caring and fun learning environment where both students and faculty thrive



**Requirements:**

- A master's degree in education or related field
- Administrative and education leadership experience and training
- At least 5 years of relevant teaching in EC-grade 4



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**A successful candidate will:**

- Demonstrate a clear love for the process that is educating early learners
- Genuinely connect with young children and embrace where each child is at developmentally and have a diverse skills set to help them grow
- Be knowledgeable about educational research and trends and have a deep understanding of best practices for working with elementary students
- Have experience fostering an inclusive and equitable school community
- Have the ability to lead strategic initiatives to completion while anticipating issues and identifying effective solutions
- Be a self-reflective educator who models a growth mindset
- Be a hardworking and resilient individual who is innately curious, courageous, and compassionate

**To Apply:**

Interested and qualified candidates should submit electronically, and as separate PDF documents, the following materials:

1. Current resume, including phone number and email address
2. Letter of intent
3. Statement of educational philosophy

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