



Warden Park

'The Best From All'



Information for Prospective Candidates

For the post of

Assistant Headteacher - Attendance and Safeguarding Lead

Pay scale: L15-L19 £73,105-£80,655 FTE

(Required from September 2026)



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January 2026

Dear Potential Candidates

Thank you for your interest in this vacancy and I hope that the information contained in this pack helps answer your questions about the post and the academy, and that this leads to an application from you.

The most important thing you need to know is that Warden Park Secondary Academy is a fantastic school to work in! The academy is very well respected in the local community, has a long tradition for excellence and our students' outcomes are very strong. Our students are excellent - generally above average ability on intake they have an excellent work ethic, standards of behaviour are very high and they are enthusiastic in their support of the academy evidenced, for example, by the very high numbers who engage in extra-curricular activities. You will therefore not be surprised to hear that the academy is significantly oversubscribed for the 330 places on offer in Year 7 each year. Places in our excellent Special Support Centre (SSC) which caters for 24 students with Education Health and Care Plans are equally sought after.

Warden Park Secondary Academy and Chichester Free School, along with four primary schools, Warden Park Primary Academy, Northlands Wood Primary Academy, Woodgate Primary Academy and Billingshurst Primary Academy, make up the Sussex Learning Trust. The six Headteachers work closely and opportunities for partnership work across the curriculum are evolving as the Trust develops.

There is excellent pastoral care in the school coordinated by a very experienced team of colleagues who oversee our five Communities - Africa, Americas, Asia, Europe and Oceania - and who contribute to ensuring that, even in a large academy such as ours, every student is known and well-cared for.

There is a strong focus in the academy on developing excellent teacher practice. We are a research driven learning institution and our professional development is focused on reviewing best practice and carrying out our own research in order to improve the quality of teaching in our classrooms. Being professionally curious and keen to build strong professional relationships with colleagues are important characteristics that we seek and these are evident in the teachers that thrive here. It is equally important that teachers are able to capture and excite the imagination of students through their subject teaching, role modelling academic excellence and good character.

Through our curriculum we aim to personally empower students by developing in them the ability to act in pursuit of positive personal fulfilment. Our approach is underpinned by a belief that:

- Strong academic outcomes provide students with the foundation to excel in the next and future stages of their learning.

- Highly developed character virtues provide students with the means to develop positive emotions, build and sustain positive relationships, find purpose and meaning in their lives and feel a sense of accomplishment.

By achieving this, we ensure that our students leave well-equipped to be successful in the next phase of their learning and, beyond that, to be confident and empowered with the character virtues, skills and capabilities to go on to be successful employees, citizens, partners and parents. These are equally important life-long outcomes for us.

Further details about our values, culture, ethos and ambitions can be found on our website.

Job Description

In addition to the requirements of a class teacher and any other agreed responsibilities

Pay range: L15-19

Accountable to: Headteacher

Core purpose: To be defined following the appointment of the successful candidate.

Overarching responsibilities:

1. Support the Headteacher in ensuring that the vision for and identity of the academy and the Sussex Learning Trust is clearly articulated, shared, understood and acted upon effectively by all
2. To assist with the day-to-day running of the academy
3. To articulate and model the academy's vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous academy improvement
4. To work with the Leadership Team and other colleagues to monitor, evaluate and further improve outcomes for students
5. To act as line manager for a nominated group of middle leaders, ensuring that effective communication and accountability are maintained
6. To play a role in the recruitment and appraisal of staff
7. To fully support the ethos of the academy through attending academy events
8. To lead by example and consistently model good practice
9. To review and reflect on own practice, setting personal targets, participating in continuing professional development and engaging in professional learning relevant to the post of Assistant Headteacher
10. To oversee policy in relation to specific responsibility areas
11. To manage own workload and that of others to allow an appropriate work/life balance.
12. To work in partnership with and to support colleagues across the Sussex Learning Trust
13. To undertake any other tasks or duties reasonably assigned by the Headteacher
14. To support on equality, diversity, inclusion and wellbeing across the school

Specific responsibilities:

To be defined following the appointment of the successful candidate.

Person Specification

Applicants should have the following essential qualities, skills and experience:

Qualifications

Essential	Desirable
Educated to degree level	
Has qualified teacher status as defined by the DfE	
Evidence of recent relevant professional development	
Experience of subject/faculty/year/Key Stage leadership	
Experience of teaching in more than one school	
Current enhanced DBS clearance	

Professional Experience

Essential	Desirable
Experience of being an innovator and catalyst for new ideas	
Experience of developing others into better teachers and support staff	
Experience of monitoring, evaluation and review processes leading to improved standards	
Effective line management of others, including appraisal	
Experience of the effective use of assessment, data and analysis in raising standards, particularly for disadvantaged students	
Successful experience of promoting equality, diversity and inclusion	
Experience of translating vision and values into practice	
Has a strong track record of effecting improvement in themselves and others	

Knowledge, skills and understanding

Essential	Desirable
Understands the needs of students and how to remove barriers to learning	
The ability to contribute to the operational control and smooth running of the school on a daily basis	
An ability to lead in strategic planning and school development	

Personal qualities and attributes

Essential	Desirable
Is robust, resilient and relentlessly optimistic	
Has well developed emotional intelligence and can get people on board easily	
Can lead, motivate, enthuse and inspire colleagues and students, and win the confidence of parents and other stakeholders	
Can plan, organise and delegate effectively	
Can make tough decisions and have courageous conversations	
Has the ability to think strategically with imagination, vision, creativity and originality	
Is an excellent administrator with an eye for detail	

Ability to lead, provide clear vision and command respect from all stakeholders	
Ability to communicate clearly to a wide range of stakeholders	
An ability to remain calm and perform well when working under pressure	
	An aspiration for Deputy Head/ Headship

In Conclusion:

Securing the best possible outcomes for the young people in our care is the absolute priority for me and in applying for this vacancy you will be seeking to join a highly professional and supportive team of colleagues committed to achieving exactly this. As an individual you will possess a growth mindset, be relentlessly optimistic, enthusiastic and determined with an unwavering energy and determination to make a significant contribution to the on-going success of the academy.

We look forward to meeting you!

Dan Wynne Willson

Headteacher



Warden Park

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Candidate information

Individual visits:

We would be delighted to organise individual visits with any potential candidate who wishes to visit the Academy prior to applying for the post, and similarly we hope that the successful candidate will visit the school prior to taking up the post. Please contact our Reception staff on **01444 457881** to arrange a tour.

Submitting your application:

If you would like to apply for this post:

- Please complete an application form, available on the Warden Park website
- Also submit a letter of application, no longer than two sides of A4. In your letter please focus on the following:
 - ***The skills, expertise and character that you will bring to the role evidenced through examples of your experience and successes to date.***
 - ***How you meet the wider person specification.***

Your completed application along with a supporting letter should be emailed to jobs@sussexlearningtrust.co.uk by 9.00am Monday 26th January 2026. Please note that we will be considering applications as they are submitted up until the closing date. Our HR Director, Julie Keylock will be happy to answer any questions you may have about this process or vacancy (hr@sussexlearningtruat.co.uk).

Safer Recruitment:

Warden Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks

Short listing:

The selection panel will contact successfully shortlisted candidates as soon as possible. Shortlisted candidates will be notified by telephone and/or email giving them as much notice of the date of interview as possible. If shortlisted, please bring with you your passport, driving licence (both parts) and a recent bill or statement less than 3 months old along with your degree/educational certificates when you attend the interview. This is for DBS purposes and will save time later should you be appointed.



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Local information

Location:

The school is ideally situated in the lovely Sussex village of Cuckfield, in a rural location, yet within easy reach of excellent facilities and communications. There are a good range of local amenities, including restaurants, boutiques and pubs found in Cuckfield and the nearby town of Haywards Heath. Haywards Heath lies in the centre of the Mid Sussex District of West Sussex, surrounded on all sides by stunning countryside, which is less than a five-minute drive in any direction from the town centre.

The vibrant seaside city of Brighton (15 miles) offers first-rate shopping, restaurants and cultural facilities.

Transport:

There are regular trains from Haywards Heath to London and the South East (London Bridge/Victoria from 42 minutes). Gatwick airport (14 miles) has a fast rail connection to London (Victoria 30 minutes).

www.southernrailway.com

There is very easy access to the A23/M23 and in turn the M25 and national motorway network.

Schools:

There are a number of highly regarded primary schools in the area. Warden Park Primary Academy and Northlands Wood Primary Academy are part of Sussex Learning trust.:

www.wardenparkprimary.co.uk

www.northlandswood.co.uk

www.harlandsprimaryschool.org

www.holytrinity-cuckfield.w-sussex.sch.uk

www.bolnorevillage.w-sussex.sch.uk