

RECRUITMENT PACK



Assistant Headteacher



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Academy Trust
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futures together*

Our Headteacher



Dear Applicant,

Thank you for showing an interest in the vacancy at Medmerry Primary School. Medmerry is situated in the beautiful coastal town of Selsey and is at the heart of the community. We are an oversubscribed one form entry primary school.

About the post

We are looking for a positive, caring and well-motivated Assistant Headteacher to work within this friendly and supportive school. This is a good opportunity to develop professionally in a forward looking learning environment and offers the chance to become part of a successful and developing team.

About the application process

Visits to the school are warmly welcomed. Please contact the school office at office@medmerryschool.co.uk or telephone 01243 602738 to arrange this. Please note, the school will also be open to visits from Monday 30th March to Wednesday 1st April.

Applications should be emailed to recruitment@schoolsworks.org and all applications received will be acknowledged within 24 hours. If you do not receive confirmation that your application has been received, please do contact us by telephone to check.

Should you have any query about the application process or the role, please do not hesitate to contact me via the school office. We are very aware that recruitment is a two way process, and that it is also important that we are the right match for you. I am very happy to help with any queries you have that will help you in making that decision. We look forward to receiving your application.

Yours sincerely,

Dave Lott
Headteacher



High Street, Selsey
Chichester, West Sussex
Tel: (01243) 602738
www.medmerryschool.co.uk

About Our School



Medmerry Primary School is situated in the beautiful coastal town of Selsey and is at the heart of the community. Our pupils attend school from Selsey itself and from various neighbouring villages and other nearby towns. We are a one-form entry school ranging from Early Years through to Year 6.



Selsey takes its name from Saxon 'Seals-ey' which translates to Isle of Sea Calves (Seals). It is on the furthest tip of West Sussex and as a result it can have an almost island remoteness about it. There is a very strong sense of community within the town, which we aim to reflect in our school.

We have designed our curriculum to capitalise on and celebrate all our local environment has to offer; the beach with its lifeboat station and local fishing industry, the nature reserve etc. However, our curriculum is also designed to reach beyond the closeness of this community and to give our pupil experiences and knowledge about life beyond the peninsular.

We want our pupils to be good citizens and to be able to live happily in a world growing in complexity. Our pupils are encouraged to take on responsibilities such as Peer Mediators and school councillors. They learn to work together and to support each other and have a strong pupil voice.

Our high expectations allow our children to believe in themselves, take risks and learn from mistakes and successes. We aim to develop life long, confident, happy, independent learners with a strong sense of right and wrong who will be equipped with life skills for their whole future ahead of them.



The Trust Safeguarding information can be found [here](#).

Assistant Headteacher Advert

Ref:	400146
Required:	September 2026
Contract:	Permanent
Hours:	1 FTE
Salary:	Leadership 1- 5, £51,773 - £57,137 p.a.

Located less than 20 minutes from Chichester and Bognor Regis, Medmerry Primary School is a friendly, happy and caring one-form entry primary school in Selsey, West Sussex, which has a fantastic and supportive staff team and is well respected within the local community. We have high expectations and a school-wide commitment to improve children's learning and staff expertise and professional development.

We are seeking an ambitious and highly effective middle or senior leader ready to develop in their career as Assistant Headteacher at Medmerry. The successful candidate will be an outstanding classroom practitioner with a proven track record of delivering high-quality teaching and learning, as well as demonstrating the ability to improve standards beyond their own classroom. You will have the ability to inspire, coach and develop others by sharing best practice, modelling excellent pedagogy, and demonstrating the key characteristics of excellent teaching. You will possess a strong understanding of behaviour management strategies and a commitment to creating a positive, inclusive learning environment where all children can thrive.

As Assistant Headteacher, you will play a pivotal role in our school's leadership, taking responsibility for ensuring every child flourishes academically, socially and emotionally under our care and guidance. You will help shape the future direction of our school while maintaining a strong connection to classroom practice through your teaching commitment.

In return, we are committed to investing in your professional growth and career development. You will benefit from a comprehensive range of development opportunities, including, opportunities to work with experienced senior leaders, access to high quality CPD, mentoring and coaching support and a supportive and collaborative leadership team culture.

The successful applicant will already be an effective middle or senior leader and is able to:

- Engage and motivate children to do their best.
- Be emotionally intelligent and a positive, enthusiastic and supportive colleague.
- Strive to attain high standards and have a desire to improve their practice.
- Provide an excellent learning environment that promotes high expectations.
- Work successfully with parents and the community.
- Have a passion and desire to want the very best for all children, whilst having a belief that every child can succeed.

We can offer you:

- A supportive environment where staff and children learn alongside each other.
- Friendly and enthusiastic children who enjoy learning in a happy and secure environment.
- An excellent staff team, who work highly effectively with each other whilst having high aspirations and standards.
- A supportive academy trust which provides excellent professional support and development opportunities across a range of local schools.

For a list of essential and/or desirable criteria please see the personal specification and job description available to download alongside this advert. Application forms should be sent to the school by email to recruitment@schoolsworks.org

Visits to the school are warmly welcomed. If you are interested in applying and would like to visit the school please contact Anna Soffe, Office Manager Tel: 01243 602738. We do recommend that you also visit our school website <https://www.medmerryschool.co.uk/> for further information about our school.

Medmerry Primary School is committed to safeguarding and promoting the welfare of our children. This post is subject to rigorous pre-employment checks, including references, qualifications, health, enhanced DBS checks. Medmerry Primary School is part of the Schoolsworks Academy Trust and the Trust is fully committed to supporting the career development of all its staff.

Closing Date: Friday 24th April 2026

Interview Date: Friday 1st May 2026

Assistant Headteacher Job Description

Scale: Leadership 1– 5

Responsible to: Leadership Team, Headteacher & Schoolsworks Academy Trust

This job description and allocation of particular responsibilities may be reviewed following consultation. Such a review will take place as part of the performance management cycle and at any other time on request.

Main purpose of the job:

- To lead aspects of the school's functions as required
- To work as an active member of the Leadership Team
- To line manage staff as appropriate

Main functions:

Strategic Direction and Development

- Be a pro-active, visible and approachable member of the School Leadership Team, being available for staff and parents before and after the teaching day, taking the responsibility for managing the whole school such as prepare rotas, organise activities and participate in events some of which may take place outside of the normal school day
- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning
- Ensure that the Leadership Team, Headteacher and School Community Council are well informed about policies, plans, priorities and targets for the assigned responsibility areas and are properly incorporated into the school development and improvement plan
- Lead through example in creating a climate where distributive leadership is encouraged, regardless of position within the school structure
- Contribute towards SIP/Self-evaluation processes to enhance standards of achievement for all pupils
- Be the lead professional in aspects of the school's work/curriculum area providing and organising continuing professional development opportunities for teaching and learning.

Teaching and Learning

- Lead through example in creating a positive learning climate incorporating elements of Emotional Intelligence, personalised learning, thinking skills, brain gym etc.
- Be a lead practitioner in embedding creativity and enrichment into the school curriculum whilst maintain a high achievement expectations
- Be an exemplary role model for other teaching staff both in classroom practice and through maintaining an exemplary learning environment that both celebrates children's learning and inspires other adults
- Play a key role in supporting, guiding and motivating all staff and the wider community to embrace creativity and enrichment as a means of allowing pupils to enjoy learning whilst embracing high standards
- Take a lead part in various teams to coordinate provision for creativity, enquiry and problem solving in the school curriculum, whilst also ensuring key learning skills and knowledge are embedded in the schemes of work
- Monitor, evaluate and review planning produced by staff across the school
- Through data analysis and observing teaching and learning, to evaluate progress towards targets to inform future strategic direction

Assistant Headteacher Job Description Cont.

- Provide support to staff to maximise pupil attendance as required
- Contribute to the spiritual, moral and social, cultural, mental and physical development of pupils
- Provide support to all staff by promoting high standards of behaviour both in class and around the school
- Contribute to preparing pupils for the opportunities, responsibilities and experiences of adult life
- Ensure IT is integral to planning and teaching and learning
- Take a lead role in supporting, guiding and motivating staff, parents/carers and pupils in reviewing and amending opinions and attitudes towards the importance of personal development, cultural diversity and wellbeing issues including sex and drug education
- Take a lead role in ensuring the transition for children between phases is a positive experience

Leading and Managing Staff

- Provide professional leadership and management for all aspects of the curriculum to secure high quality teaching, effective use of resources and improved standards of achievement for all pupils
- Play a key role in supporting, guiding and motivating staff
- Lead, manage and support a specific staff group on a day to day basis to ensure Trust policies and procedures are fully implemented
- Have classroom line management for a nominated group of Teaching Assistants
- Be Team Leader for Performance Management for a nominated team of staff

Other Professional Requirements:

- Be the named link between school and outside agencies as required
- Communicate effectively with PTA and attend meetings as required

Maintenance of Professional Standards:

- Remain fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the School and the staff for which you are responsible
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the School
- Ensure the development and maintenance of a team culture that enables all members of the team to be effective in their respective roles
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders
- Undertake any other reasonable professional task as directed by the Headteacher

Other Information:

- The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of this employment the post holder may be required to undertake various other duties as may reasonably be required without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.
- The post holder must carry out their duties in accordance with Schoolsworks Academy Trust's policies, requirements and standards.

Assistant Headteacher Person Specification

	Essential Criteria	Desirable Criteria	
Qualifications and Training	Qualified Teacher Status Good honours degree	Evidence of further study in the last 5 years	A
Experience	Varied experience and understanding of teaching and learning across the primary age range	Recent experience of teaching in Key Stage 2	A/L
	Previous recent experience in a senior leader or middle manager role in a primary school	To have had experience in more than one school	A/L
	Experience of data analysis		A/L
	Experience of leading and managing people	Experience of working with governors, parents and the wider community	A/L
	Experience of contributing to self-evaluation and school improvement		A/L
	Experience of leading training and other staff development activities, including appraisal	Experience of coaching and mentoring	A/L
	Understanding of the safeguarding requirements in primary schools	Child Protection training	L/I
Teaching, Learning and Assessment	Teaching judged to be consistently 'good' or better using Ofsted criteria	Evidence of highly effective teaching in more than one year group	I/R
	Good knowledge of the National Curriculum for Key Stage 1 and 2 and the EYFS Framework	Subject leadership of either Literacy or Maths	A/I
	Sound understanding of assessment, recording and reporting, including and Assessing Pupil Progress		A/I
	Understanding how analysis of school performance data, including the effective use of target setting, can help raise standards	Evidence of using data or trends to generate school improvement activity	A/I
	Up-to-date knowledge and understanding of current educational issues		I
	Understanding of how to meet the needs of pupils with SEND and G&T		L/I
	A secure and well-rounded philosophy on how children learn.		L/I
Skills	Ability to positively influence others		R/I
	Ability to motivate, lead and manage people to work both individually and in teams		R/I
	Ability to implement change and plan strategically		R/I
	Outstanding communication skills, with a range of audiences both orally and in writing		L/I
	Ability to prioritise, work under pressure and meet deadlines		R/I
	Effective problem solving skills		L/I
	Effective administrative and organisational skills		L/I
Personal Attributes	Value all children and committed to the development of the whole child		A/L
	Relate well to pupils, staff and parents and care about their individual needs		A/L
	Positive, optimistic, and innovative, particularly in adapting to changing circumstances and new ideas		L/I
	Deal with sensitive issues in a professional manner		L/I
	Motivated, energetic, enthusiastic, caring, with a sense of humour		I
	Expectation and evidence of high standards of self and others		I
	Drive, ambition and passion for education		R/I

Criteria to be assessed through:
Application (A), Supporting Letter (L), Interview (I) and References (R)

Employee Benefits

Continuous Professional Development and Secondments: We are committed to providing the highest quality professional development to all our employees. This includes a variety of CPD opportunities from ECT induction sessions and continuous support during the 2 year ECT programme to leadership development sessions and opportunities for further study i.e. NPQSL, HLTA or similar courses. We also aim to provide opportunities for collaboration and networking to learn from each other and embed outstanding practice in their own schools as well as secondment opportunities across all our schools.

Flexible Working: We are committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. Schoolsworks recognises that there are sometimes occasions when employees may be able to work flexibly without compromising the needs of the organisation. In these circumstances this can help Schoolsworks to deliver high quality education and enable employees to achieve a healthy work-life balance.

Mental Health First Aiders: Our mental health first aiders are here to support all our employees, connecting with colleagues who understand and promote well-being within our organisation.

Employee Assistance Programme: Access confidential counselling and support services through our free Employee Assistance Programme which supports employees and their families with a number of different, challenging situations they may be experiencing at any time. The Wisdom wellbeing app, available to all employees, is designed to support mental and emotional health.

Long service recognition: We are proud to celebrate our staff members reaching service milestones such as 10 and 20 years and to show our appreciation we endeavour to award service certificates, gifts / gift cards and wellbeing days off, which vary according to length of service.

Pension Scheme: Our pension schemes ensure that you can plan for a secure financial future. All employees are automatically enrolled on either the Teacher's Pension Scheme (TPS) or the Local Government Pension Scheme (LGPS) pension scheme.

AVC's Salary Sacrifice: Additional Voluntary Contributions (AVCs) provide an opportunity for employees who are members of the LGPS to pay additional contributions in order to increase their pension benefits at retirement. AVCs are an efficient way to save for retirement because they attract full tax relief.

Vivup: Enjoy exclusive discounts and offers. Employees can access a wide variety of lifestyle benefits, e-vouchers and reloadable cards including discounts on travel bookings, high street vouchers, gift cards, restaurants, cinema tickets, days out, leisure activities and day to day spending. We've also secured local offers such as discounted gym memberships.

Our **Staff Information Guide** and our **HR Policies** can be viewed online at www.schoolsworks.org where you can find information on family friendly policies, flexible working, wellbeing and attendance procedures as well as other employee policies.

CONTACT: HR@SCHOOLSWORKS.ORG

The Schoolsworks Academy Trust

Schoolsworks Academy Trust is a growing multi-academy trust based in Littlehampton, currently working with ten schools along the West Sussex coast :-

- Downsbrook Primary School
- East Preston Junior School
- Edward Bryant School
- Hawthorns Primary School
- Medmerry Primary School
- River Beach Primary School
- Rose Green Junior School
- Rustington Primary School
- Summerlea Primary School
- Whytemead Primary School

We educate over 4000 pupils and employ over 550 brilliant staff.

In creating Schoolsworks, our aim has been to create a partnership of schools that work together to ensure all our schools deliver a high-quality education to our young people.

Our school leaders collaborate closely, combining their skills and knowledge to tackle challenges and find solutions. Sharing what works well and jointly developing good practice makes our schools stronger and more effective.

We have an excellent shared services team which supports our schools with school improvement, finance, HR, IT, premises and legal issues. This enables school leaders to focus more on developing teaching and learning in their own schools.

For more information see the Schoolsworks website: www.schoolsworks.org



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