



# Appointment of **Assistant Headteacher** in the Primary Phase







# Contents

Role of Assistant Headteacher at CFS	3
The School	4
The Team	5
Our Values and Vision	5
Person Specification	6
Further Information	8





# Role of Assistant Headteacher at CFS

Sussex Learning Trust (SLT) and the Governors of Chichester Free School (CFS) are delighted that you are considering applying for the role of Assistant Headteacher at our academy. We are recruiting for this post due to an internal promotion. This role is offered on a full-time basis, although a reduced working pattern (for example, 0.8) will be considered for the right candidate.

**Sussex Learning Trust is a growing Trust whose work is predicated on the belief that collaboration is likely to enhance the performance of each person to the benefit of the children we serve.**

The Governors, Executive Principal and Head of Primary are seeking an outstanding educator with strong leadership skills and experience of contributing to a highly successful team. The successful candidate will be a skilled and committed professional with the ability and drive to secure the highest quality Primary phase practice within our all-through school.

Working closely with the Head of Primary, the existing Assistant Headteacher and the Primary SENCo, the Assistant Headteacher will take strategic responsibility for a key area aligned to the Academy Development Plan. They will play a proactive role in the leadership and management of the school, contributing both operationally and strategically, with a particular focus on the Primary phase.

The Assistant Headteacher will lead and inspire staff in the successful delivery of the school's values, vision and strategic priorities. They will hold staff to account through rigorous monitoring and proactive intervention, and will work closely with the wider senior leadership team to support the day-to-day running of the Primary phase. A key element of the role will be contributing to the continued development of teaching and learning and furthering the Primary team's shared vision for excellence.

The specific duties and strategic focus of the role will be agreed on appointment with the Head of Primary and Executive Principal, taking account of the strengths and experience of the Primary Senior Leadership Team. The post will be non-class based, with a 0.4 teaching commitment to be discussed on appointment.

We are seeking a Primary specialist with secure knowledge and expertise in current national developments and accountability measures for pupils aged 4–11. In addition, the successful candidate will demonstrate a willingness to develop an understanding and appreciation of Secondary assessment and approaches, supporting the school's commitment to a genuinely cohesive all-through model.

This is an exciting opportunity for an experienced middle or senior leader seeking a unique role within a thriving all-through school. While this is a Primary-based post, working in an all-through environment offers something distinctive and rewarding: the opportunity to collaborate creatively across phases and help shape a seamless and progressive educational experience for all learners.

CFS follows national pay scales; this role is offered at Leadership Pay Point 5. A formal contract will be issued upon appointment, subject to a satisfactory Disclosure and Barring Service (DBS) check and relevant pre-employment checks.

## The Recruitment Process

Visits to the school are encouraged. If you would like to arrange a tour around our school with our Head of Primary or arrange a confidential conversation about any aspect of the post, please contact Jemma Legg at [recruitment@chichesterfreeschool.org.uk](mailto:recruitment@chichesterfreeschool.org.uk) or 01243 792690.

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to [recruitment@chichesterfreeschool.org.uk](mailto:recruitment@chichesterfreeschool.org.uk) by 8:00am on Monday 16<sup>th</sup> March.





## The School

Chichester Free School (CFS) is entering its second decade and is fully established in state-of-the-art facilities on the historic Carmelite Convent site in the south of Chichester. The school has a Published Admission Number (PAN) of 60 in Primary and 120 in Secondary and is oversubscribed in almost all year groups, with waiting lists in place. In response to sustained demand, bulge intakes were introduced in September 2023 and in September 2025, with over 150 pupils currently on roll in each of these year groups.

In September 2023, CFS joined Sussex Learning Trust, reflecting a commitment to collaboration within a like-minded family of schools. The Trust is currently small with many of the schools based in Haywards Heath, with CFS well positioned to play a key role in developing a new Western Region of the Trust.

As a Free School, CFS operates in line with all state-funded academies and upholds the same exacting standards. The school follows the national curriculum and offers an ambitious, inclusive and varied curriculum across both phases, with pupils completing statutory assessments including SATs and GCSEs. In May 2024, the school received a strong, fully graded Ofsted inspection, achieving at least Good in all areas and Outstanding for Personal Development, and is now striving for excellence and above-average outcomes in both phases.

CFS is open to pupils of all abilities from age four and has no catchment area, ensuring a fair and inclusive admissions process. The school participates fully in the West Sussex County Council admissions system and benefits from a longer holiday structure, including extended breaks at October half term, Christmas and during the summer.



Chichester Free School is a vibrant and ambitious learning community. Pupils across both phases are highly engaged and committed to their learning. Outcomes are particularly strong in Primary and continue to improve rapidly in Secondary, while maintaining a balanced, holistic approach. Wellbeing and pastoral care sit at the heart of the school's ethos, recognised by the Outstanding judgement for Personal Development.



# The Team

Consisting of two classes per year group from EYFS to Year 6, the Primary team are a close, passionate, talented and fun-loving group. They have developed an exciting integrated curriculum, with strong foundations in English and Maths. Our collaborative approach to planning, and our supportive staff team lead to strong outcomes and high aspirations for every child.

The current focus for the Primary phase is expanding the opportunities in the wider curriculum, including the full development of our fantastic Forest School provision. The successful candidate will be joining a forward thinking, highly effective and happy Primary team.

As part of CFS, our staff are part of an all-though staff body as well as the cohesive Primary team. This provides opportunities for Primary staff to work with knowledgeable specialist teachers and use specialist rooms and resources to enrich learning for our primary pupils.

The successful applicant will also be a member of the CFS Senior Leadership Team who meet weekly. Current roles and responsibilities can be found on our school website here: [Senior Leadership Team](#)



# Our Values and Vision



At CFS, we create a safe, inclusive, environment through our **culture of kindness** where we **nurture**, **challenge** and **inspire** all learners.

Our team of passionate educators, working with our **community**, offer a broad range of **opportunities** and **experiences through cultural capital**, alongside **excellent**, evidence based, teaching.

As a result, our young people develop a **love of learning** and are empowered to achieve accelerated **academic progress**, to find personal fulfilment and to become **resilient**, responsible **global citizens**.

## Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

### Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Essential
Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management.	Essential
Effective and energetic in instigating and implementing change.	Essential
Able to see through complex strategies from concept to conclusion.	Essential
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
High level of classroom teaching skills.	Essential
Excellent written and spoken English.	Essential
Sufficient numeracy to interpret statistical data, and manage budgets.	Essential

### Knowledge Base

An awareness of recent important national educational developments.	Essential
A clear understanding of recent developments in teaching and learning.	Essential
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	Desirable

### Qualifications/Attainment

A well qualified graduate with QTS.	Essential
Postgraduate or educational leadership qualification such as NPQH.	Desirable

### Experience

Successful teaching experience across the Primary age range, with a track record of consistently enabling pupils to achieve high standards.	Essential
Substantial and successful experience of senior leadership and management.	Desirable
Some experience of strategic planning or of curriculum evaluation.	Desirable
Some experience of pastoral care and pupil management.	Desirable

### Attitude/approach

A sensitivity to the needs of young people.	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience and creativity.	Essential
A willingness to give generously of their time to support school events and activities.	Essential
Commitment to personal development and life long learning.	Essential
Ability to enthuse young people.	Essential
Enthusiasm for promotion of the School.	Essential
Tact and diplomacy.	Essential
Approachable and helpful attitude towards colleagues.	Essential
Ability to build relationships with all stakeholders, including pupils and their families.	Essential
Commitment to challenge underperformance and develop strategies and interventions to support colleagues and pupils.	Essential
Commitment to an all-through approach to learning.	Essential

### Safeguarding

Commitment to promoting the health and welfare of children.	Essential
Evidence of promoting equal opportunities across all aspects of the school.	Essential



## Further Information

**Follow these links to download further information about the role of Assistant Headteacher (Primary) at Chichester Free School.**

[Click here](#) to view the Job Description for the role of Assistant Headteacher at CFS.

Visits to the school are encouraged. If you would like to arrange a tour around our school with our Head of Primary or arrange a confidential conversation about any aspect of the post, please contact Jemma Legg at [recruitment@chichesterfreeschool.org.uk](mailto:recruitment@chichesterfreeschool.org.uk) or 01243 792690.

[Click here](#) to view and download a copy of the Sussex Learning Trust teacher application form.

[Click here](#) to view and download a copy of the Safer Recruitment Additional Information Sheet which is to be submitted along with your application.

To apply, download, complete and email both forms along with a supporting statement to [recruitment@chichesterfreeschool.org.uk](mailto:recruitment@chichesterfreeschool.org.uk) **by 8.00am on Monday 16<sup>th</sup> March 2026.**

Shortlisting will take place on Tuesday 17<sup>th</sup> March.

We thank you for taking the time to explore our recruitment pack and find out about our school.

**We look forward to hearing from you.**