

# RECRUITMENT PACK



## ASSISTANT HEADTEACHER



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Academy Trust  
*Building children's  
futures together*

# Our Headteacher



Dear Applicant

Thank you very much for your interest in the post of Assistant Headteacher here at Whytemead School.

We are looking for a positive and enthusiastic person to join our fantastic staff team. We all work hard so that our children can achieve their best. Whatever the role of the member of staff, we all have a responsibility to make sure our school is a great place to be for both children and staff. Our values are contained in our school motto, which is: 'Through curiosity, collaboration and determination we are Growing Minds' and all our staff and children are expected to carry this out on a daily basis.

It is important to us to create an enjoyable and welcoming environment in which children can learn and develop. You would be expected to help us achieve this aim – we all recognise the importance of a smile!

If you would like to come and visit the school before applying for the role, we would very much encourage this. We want our school to be the right place for you as well as you being the right person for us. To book a visit, contact our Office Manager, Miss Charley George, at [cgeorge@whytemead.school](mailto:cgeorge@whytemead.school) or call 01903 202639.

We think our school is a great place to be, but do come and see for yourself.

We look forward to hearing from you.

Yours faithfully,

Richard Waddington  
Headteacher



**Dominion Road, Worthing**  
**West Sussex, BN14 8LH**  
**Tel: (01903) 202639**  
**[www.whytemead.w-sussex.sch.uk](http://www.whytemead.w-sussex.sch.uk)**

# About Our School

Whytemead is a small and friendly school located in East Worthing. We are a single form entry primary school, having previously been a one and a half form entry school and before that an infant school.



We are set up to be a very nurturing school where children can flourish and achieve their best. All of the staff get to know the children well and we encourage our parents to become involved in the life of the school. We are able to alter our curriculum for the needs of individuals and ensure that children are encouraged to be independent as they make progress through their primary education.

We focus on developing the basic skills of the children and make sure that through all their subjects they are developing skills that they will require in future life. We have a large focus on teaching local knowledge within our curriculum so that the children grow up knowing about their immediate environment. We also try to bring our curriculum to life by organising local visits as well as having visitors come and work with the children.

We have two pet Pygmy Goats that the older children love to look after through the day and families sign up to care for them at weekends and holidays.

The Year 6 children are able to attend a residential trip where they aim to really challenge themselves.

Although our site is not large, we are also able to use the facilities at Downsbrook School, which is directly opposite us as they too are part of The Schoolworks Academy Trust.



If you would like to find out more about the school, please have a look at our school website or contact the school directly.

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

# Assistant Headteacher Advert

<b>Ref:</b>	<b>400156</b>
<b>Required:</b>	<b>September 2026</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Hours:</b>	<b>1 FTE</b>
<b>Salary:</b>	<b>Leadership 1 - 5, £51,773 - £57,137 p.a.</b>

Whytemead Primary School is a 1-form entry Primary School with a fantastic, friendly and supportive staff team. We have high expectations and a school-wide commitment to improve children's learning, with enjoyment being key to all we do. As part of Schoolsworks Academy Trust we see staff professional development as a high priority.

We are seeking an ambitious and highly effective teacher ready to develop in their career as Assistant Headteacher at Whytemead. 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. You may have experience of middle leadership, but this is not essential.

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 a highly effective practitioner and will be able to:**

- Engage and motivate children to do their best.
- Be emotionally intelligent and a positive, enthusiastic & 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 [recruitment@schoolsworks.org](mailto: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 Charley George, Office Manager Tel: 01903 202639 or email her at: [office@whytemead.school](mailto:office@whytemead.school). We do recommend that you also visit our school website <https://www.whytemead.w-sussex.sch.uk/> for further information about our school.

Whytemead 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. Whytemead 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: 9am on Friday 15th May 2026**

**Interview date: Thursday 21st May 2026**

# Assistant Headteacher Job Description

<b>Post:</b>	<b>Assistant Headteacher</b>
<b>Scale:</b>	<b>Leadership Scale Points 1-5</b>
<b>Responsible to:</b>	<b>Headteacher &amp; Schoolsworks Academy Trust</b>

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 work as an active member of the Leadership Team, including being part of the Safeguarding team
- To be a lead practitioner for others to observe and learn from
- To lead a core curriculum area
- To line manage a staff group

## **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 phase and/or curriculum area and that these 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 a key player in a phase team/curriculum area providing and organising continuing professional development opportunities for teaching and learning strategies such as preferred learning styles, thinking styles and climate for learning

### **Teaching and Learning**

- Lead through example in creating a positive learning climate.
- Be a lead practitioner in embedding creativity and enrichment into the school curriculum whilst maintaining 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
- Monitor, evaluate and review planning produced by staff within an assigned phase
- Through data analysis and observing teaching and learning, to evaluate progress towards targets to inform future strategic direction
- Monitor and improve whole school attendance and support other staff in maintaining better attendance for individuals

# Job Description Cont.

- Contribute to the spiritual, moral and social, cultural, mental and physical development of pupils
- Support all staff with 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 within the assigned phase
- 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
- Support staff with promoting high standards of behaviour both in class and around the school
- Be Team Leader for Performance Management for a nominated team of staff

## **Other Professional Requirements:**

- Be the named link between school and outside agencies for your designated phase.
- Carry out lunch duties as required

## **Maintenance of Professional Standards:**

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the School and the Team 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.

# Person Specification

	Essential Criteria	Desirable Criteria	
<b>Qualifications and Training</b>	Qualified Teacher Status Good honours degree	Evidence of further study in the last 5 years	A
<b>Experience</b>	Varied experience and understanding of teaching and learning across the primary age range	Evidence of teaching across the primary age range	A/L
	Experience of data analysis	Previous recent experience in a senior leader or middle manager role in a primary school	A/L
		Experience of leading and managing people	A/L
		Experience of working with governors, parents and the wider community	A/L
		Experience of leading moderation of standards across schools	A/L
		Experience of contributing to self-evaluation and school improvement	A/L
		Experience of leading training and other staff development activities, including appraisal	A/L
		Experience of coaching and mentoring	A/L
		Understanding of the safeguarding requirements in primary schools	Child Protection training
<b>Teaching, Learning and Assessment</b>	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 Literacy	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	Evidence of keeping up-to-date with change in educational practice and implementing changes in a school setting	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
<b>Skills</b>	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
<b>Personal Attributes</b>	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](http://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](http://www.schoolsworks.org)



schools  
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