

# RECRUITMENT PACK



## Deputy Headteacher for Inclusion



**schools**  
**WORKS**

Academy Trust  
*Building children's  
futures together*

# Our Headteacher



Dear Applicant,

Thank you for your interest in this post at River Beach Primary School.

River Beach is a large Primary School consisting of 3 forms of entry and an average of 670 children on roll, plus our wonderful Nursery!

We are part of the Schoolsworks Academy Trust, which gives us the opportunity to collaborate and share good practice across the schools. Through this, by joining a Schoolsworks school, you will benefit from numerous CPD opportunities that will allow you to improve your teaching practice as your career progresses.

We are incredibly proud of our school and the children in it. Our school aim is to give *"Every Child, Every Chance, Every Day"*. We understand that every child is individual, unique and has a wide range of talents. It is our job is to bring out the best in them through support, challenge, giving them opportunities and not being afraid to learn from mistakes! Our curriculum is progressive, creative and exciting which enables not only our children to become successful learners but also, to have fun whilst they do it!

Our school was rated 'Good' by Ofsted in February 2025 and we are now on an exciting journey to make our school even better.

We would love you to come and look around the school and meet the children.

We look forward to receiving your application.

Yours Faithfully,

Dave Ayers  
Headteacher



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West Sussex BN17 6EW  
Tel: (01903) 725500  
[www.riverbeach.w-sussex.sch.uk](http://www.riverbeach.w-sussex.sch.uk)

# About Our School



Welcome to River Beach Primary School. We are a good school (OFSTED 2025) that is incredibly proud of our school and the children in it. We pride ourselves on the strong relationships that we create with children, parents and our wider community.

Our school aim is to give “Every Child, Every Chance, Every Day”. We passionately believe in this. We understand that every child is individual, unique and has a wide range of talents. It is our job to bring out the best in them through support, challenge and not being afraid to learn from mistakes. We want our children to have confidence, through a wide range of opportunities to explore, investigate, question and achieve.



We also want to prepare them, not only for the next steps in their education, but for the rest of their lives. Our curriculum is broad, creative and exciting which enables not only our children to become successful learners but also, to have fun whilst they do it!

River Beach is a large primary school of 670 children, with a 3 form intake and a nursery. We are based in a unique position in Littlehampton being within easy access of both the River Arun and the English Channel. We are part of the Schoolsworks Academy Trust as well as working with Littlehampton locality group of schools, sharing in collaborative learning developments across the area.

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



# Deputy Headteacher Advert

<b>Ref:</b>	<b>400154</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 8-12, £61,534 to £67,898 p.a.</b>

River Beach Primary School is a friendly, happy and caring three-form entry primary school in 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 to appoint an ambitious and inspirational Deputy Headteacher to join our friendly, caring and committed team and to inspire and motivate the children at River Beach Primary School to reach their full potential and achieve high standards.

The successful candidate will be a motivated middle leader / assistant headteacher who is now seeking promotion within senior leadership. They will be an outstanding classroom practitioner, who has the ability to share, model and demonstrate the key characteristics of high quality teaching and learning, together with a firm grasp of how to promote excellent behaviour.

As a Deputy Headteacher you will take responsibility for leading and managing inclusion across the school, line managing our SENCO and SEND Team. You will be ensuring that all children flourish under our care and guidance irrespective of their starting points. In return, we are committed to investing in you and providing excellent professional development opportunities both in and outside of school.

## **In return 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.

Applicants should clearly state on the application form their current expertise and previous experience. For a list of essential and/or desirable criteria please see the personal specification and job description available to download alongside this advert. Completed application forms should be sent to **recruitment@schoolsworks.org**

If you would like to have an informal chat about the role, or would like to visit the school prior to submitting your application please contact Julie Sampson, Office Manager Tel: 01903 725500, to arrange a suitable time for a chat and / or visit.

River Beach 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 and online social media searches. River Beach 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: Tuesday 12th May 2026**

**Interview date : Monday 18th May 2026**

# Deputy Headteacher Job Description

**Scale:** Leadership 8-12

**Responsible to:** 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:**

The deputy headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Lead on inclusion (SEND, More Able, EAL, PP and vulnerable groups)
- Line manage SEND team
- Monitoring progress towards the achievement of the school's aims and objectives
- If the headteacher is absent, the deputy headteacher will deputise, as directed by the headteacher and the Schoolsworks Board
- The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

## **Duties and Responsibilities**

Under the direction of the Headteacher:-

## **Qualities and knowledge**

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Lead assessment, ensure robust systems that are used to provide appropriate challenge in the classroom
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

## **Pupils and staff**

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

# Job Description Cont.

## **Systems and processes**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the SCC as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

## **The self-improving school system**

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

## **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 current UK and European law and Schoolworks Academy Trust's policies, procedures, requirements and standards January 2019

# Deputy Headteacher with Inclusion Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications and Training</b>	Qualified Teacher Status Good honours degree	Evidence of further study in the last 5 years
		Professional development in preparation for a leadership role
		National SEND award and / or Further specialist SEND qualifications
	DSL qualification or willingness to undertake	
<b>Experience</b>	Successful experience of teaching across two key stages	Experience of EYFS
	Previous recent experience as a middle leader / senior leader in a primary school	Experience as a middle or senior leader in more than one school
		Experience of working as a SENCO
	Experience of working with outside agencies	
	Experience of being a deputy DSL	Experience of being a DSL
	Experience of data analysis	
	Experience of leading and managing people	Experience of working with governors, parents and the wider community
	Experience of contributing to self-evaluation and school improvement	Experience of leading moderation of standards across schools
	Experience of leading training and other staff development activities, including appraisal	Experience of coaching and mentoring
	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 key stage
	Good knowledge of the National Curriculum for Key Stage 1 and 2 and the EYFS Framework	Subject leadership of either Literacy or Maths
	Sound understanding of assessment, recording and reporting, including analysing pupil progress	
	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
	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
	Understanding of how to meet the needs of all pupils through 'quality first teaching'.	
	A secure and well-rounded philosophy on how children learn.	

# Person Specification cont'd

	Essential Criteria	Desirable Criteria
<b>Skills</b>	Ability to positively influence others	Experience of effectively leading and supporting staff through change – including holding people to account.
	Ability to motivate, lead and manage people to work both individually and in teams	
	Ability to implement change and plan strategically	
	Outstanding communication skills, with a range of audiences both orally and in writing	
	Ability to prioritise, work under pressure and meet deadlines	
	Effective problem solving skills	
	Effective administrative and organisational skills	
<b>Personal Attributes</b>	Value all children and committed to the development of the whole child	
	Relate well to pupils, staff and parents and care about their individual needs	
	Positive, optimistic, and innovative, particularly in adapting to changing circumstances and new ideas	
	Deal with sensitive issues in a professional manner	
	Motivated, energetic, enthusiastic and caring	
	Expectation and evidence of high standards of self and others	

# 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)



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