

RECRUITMENT PACK



Head of School



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Academy Trust
*Building children's
futures together*

Letter from CEO Schoolworks Academy Trust

Dear Applicant,

On behalf of the Board, I would like to thank you for your interest in the post of Head of School at Hawthorns Primary School.

As you will see from our advert that we are seeking an enthusiastic and inspirational leader to take this friendly and inclusive school to the next stage in its journey in developing high quality provision. We believe that this is an exciting opportunity for someone who has proven leadership qualities and is looking for their first headship.

The appointee to this post will become part of our whole school community which includes positive and motivated children, a committed staff team, supportive parents and a school trust who all work in partnership as part of an effective team.

If you feel that you have the skills, experience and enthusiasm we are looking for, then we would very much welcome to hear from you.

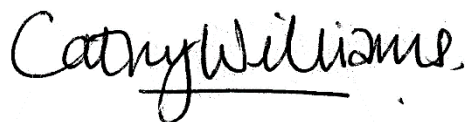
In your application, please address the Person Specification enclosed within this pack and provide evidence of impact from your current/past experience in your supporting statement. This should not exceed 1500 words

The closing date for applications is 9am, Tuesday 15th September 2026 and interviews will be held on Thursday 24th and Friday 25th September 2026. Please send your completed application to: recruitment@schoolworks.org

We highly recommend you to make an informal visit to the school to find out more. To arrange a visit, please contact Lynn Wood, HR Manager on 01903278205 or recruitment@schoolworks.org to find a mutually convenient time if you wish to do so.

We look forward to receiving your application.

Yours sincerely,



Cathy Williams

CEO Schoolworks Academy Trust



Poplar Road, Durrington
Worthing, BN13 3EZ
Tel: (01903) 268174
www.hawthornsprimaryschool.co.uk

About Our School

Hawthorns Primary school opened in 1977, originally as a First School for children aged 5 -8. In 2015, the school expanded to become a one-form entry primary school and in February 2024, Hawthorns became the 9th school to join Schoolsworks Academy Trust. The school also has its own nursery for children aged 2 -5. This provision feeds into the school and supports excellent transition and early learning experiences.



This small one-form entry primary school lies in beautiful grounds where nature is abundant and so there are plenty of opportunities for children to take their learning outdoors and we actively encourage this. We are fortunate to have our own enclosed pond area and forest school site as well as a small field and separate playgrounds.

Staff at Hawthorns are incredibly welcoming and supportive of each other. As a small team, everyone chips in to help which opens up lots of opportunities to gain new experiences. Our school is diverse and fully inclusive. We work hard to empower everyone with the skills and mind-set they need to be their best. We have a high percentage of pupils with SEND across the school and pride ourselves on the inclusive provision we offer and the close working partnerships with parents.



Our progressive Nursery to Year 6 curriculum supports every child's unique educational journey. Driven by the needs of our pupils, our curriculum provides exciting enrichment opportunities, meaningful community links and outdoor learning for all. We also plan curriculum theme weeks throughout the year to allow pupils to fully immerse themselves in a curriculum area. These weeks ensure every child has the chance to flourish in their area of interest and expertise.



We are able to use our partnership with other schools in the trust to share experience and practice, and to provide opportunities for career development.

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

PRIDE RESPECT SUCCESS

Head of School

Ref:	400180
NOR:	176 (36 in Nursery)
Required:	January 2027
Contract:	Permanent
Salary:	Leadership Range 10 -14 £ 64,691 to £71,330p.a.
Reporting to:	Director of School Improvement and CEO

Hawthorns Primary School are looking to appoint a Head of School from January 2027. The post is suitable for those looking to take their first steps into headship.

Hawthorns is a single-form entry primary school, consisting of six classes plus nursery. It serves a diverse community in the Durrington area of Worthing, with the proportion of children with SEN and EHCPs significantly above the National Average.

In 2024 the school joined Schoolsworks Academy Trust, following an Academy Order from the DfE, after two consecutive Ofsted judgements of Requires Improvement. Since then, there have been considerable improvements to the teaching, curriculum and provision that the school offers, as well as significant investment to improve the internal fabric of the building and learning environment.

We are looking for an enthusiastic and ambitious Head of School to inspire our children and staff, to lead the school on its next stage in its exciting journey of improvement. The Head of School role would suit an ambitious senior leader, looking for their first headship. Through this model we would provide the successful candidate with high quality mentoring and extensive strategic support.

We can offer:

- A welcoming small community school
- A friendly and committed staff team
- Enthusiastic children who enjoy learning
- Extensive support from our Trust

Can you offer:

- A passion for delivering high quality education in order to continue to raise standards?
- Leadership and management skills that are compatible with the Trust's vision and values?
- A strong track record of success in your current role?
- Creativity in curriculum development?
- Excellent interpersonal and people management skills?
- A commitment to safeguarding and well-being?

We are very happy to arrange for you to visit the school; please contact Lynn Wood, HR Manager on 01903 278205 or lynn.wood@schoolsworks.org to arrange a mutually convenient time if you wish to do so.

Head of School Advert

How to Apply:

A full information pack is available to download from this advert, along with our application form.

Applicants should clearly state on the application form and in their supporting statement, their current expertise and previous experience. For a list of essential and/or desirable criteria please see the personal specification and job description within the full information pack. Completed application forms and supporting statements should be sent to **recruitment@schoolsworks.org**

Hawthorns Primary School is committed to safeguarding and promoting the welfare of our children and there is an expectation of all staff and volunteers to share this commitment. This post is subject to rigorous pre-employment checks, including references, qualifications, health and enhanced DBS checks.

Hawthorns Primary School is part of Schoolsworks Academy Trust, an employer fully committed to supporting the career development of all its staff.

Closing date for applications: 9am, Tuesday 15th September 2026

Interview Dates: Thursday 24th and Friday 25th September 2026

Head Of School Job Description

Head of School Job Profile

As this is a Head of School post, the successful candidate will receive regular and personalised support from the Trust's Director of Teaching and Learning (DSI).

Job: Head of School

NOR: 176 1 Form Entry Primary School

Pay Range: Leadership 10-14 (£64,691.a. to £71,330p.a.)

Reporting to: Director of School Improvement and CEO

Main purpose of the job:

- To be responsible for the day-to-day leadership, internal organisation, management and control of the school
- To promote and safeguard the welfare of the children and young persons for whom she/he is responsible
- Additionally, to carry out the duties identified in Part IX of the Teachers' Pay and Conditions Document

1. Vision

- 1.1 To help create and have a strong commitment to a clear vision for an effective school
- 1.2 To work within the school community to help translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- 1.3 To demonstrate the vision and the values in everyday work and practice
- 1.4 To motivate and work with others to create a shared culture and positive climate
- 1.5 To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence

2. Leading Teaching and Learning

- 2.1 To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- 2.2 To work with the DSI to ensure learning is at the centre of strategic planning and resource management
- 2.3 To ensure a culture of challenge and support where all pupils can achieve success and become engaged in their own learning
- 2.4 To be the lead professional on Teaching and Learning and CPD
- 2.5 To work with the DSI to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- 2.6 To monitor, evaluate and review classroom practice and promote improvement strategies
- 2.7 To challenge underperformance at all levels and ensure effective corrective action and follow-up

3. Safeguarding

- 3.1. To ensure the health, safety and well being of all of our children
- 3.2 To ensure the Trust's Children Protection Policy is fully implemented
- 3.3 To liaise with and attend meetings with other agencies
- 3.4 To ensure high standards of behaviour throughout the school
- 3.5 To ensure that school policies and practices, including risk assessments are in line with Trust and national requirements and are updated where necessary
- 3.5. To promote high levels of attendance from pupils

Job Description Cont.

4. Developing Self and Working With Others

- 4.1 To treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture.
- 4.2 To help to build a collaborative learning culture within the school and to actively engage with other schools to build effective learning communities
- 4.3 To develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- 4.4 To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- 4.5 To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- 4.6 To report to the DSI termly on the professional development of all teachers at the school and advise on any competency issues
- 4.7 To regularly review his/her own practice, set personal targets and take responsibility for own personal development through appraisal
- 4.8 To manage her/his own workload and that of others to allow appropriate life/work balance

5. Manage the Organisation

- 5.1 To develop the School Improvement Plan following consultation with the staff and discussion with the DSI regarding strategic direction
- 5.2 To implement strategies for the efficient day to day operation of the school within the policies determined by the Trust
- 5.3 To work with the DSI to ensure that the school is fully staffed
- 5.4 To work with the DSI to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities
- 5.5 To achieve the school's educational priorities through effective and efficient use of the school's financial and human resources, work with the DSI and the Trust's Financial Team to produce an annual budget
- 5.6 To assist in the completion of the SEF
- 5.7 To work with the DSI to manage and organise the schools environment effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations
- 5.8 To promote effective communication to various stakeholders through newsletters, website, prospectus

6. Securing Accountability

- 6.1 To develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- 6.2 To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- 6.3 To work with and be part of the School Community Council (the school's advisory body) providing information, objective advice and support to enable the SCC to meet its responsibilities.
- 6.4 With the DSI, to develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including the Trust Board, School Community Council, parents and carers

Head of School Personal Specification

Criteria	Essential	Desirable
Qualifications and Experience		
Qualified teacher	√	
Honours degree or equivalent		√
Senior leadership experience as an Assistant headteacher, deputy headteacher or Headteacher	√	
Appropriate evidence of continuing professional development which may include	√	
Appropriate experience across primary age range	√	
Evidence of dynamic leadership, strong communication, negotiating, influencing and analytical/problem solving	√	
Shaping the Future		
Understand and discuss local, national and global trends		√
Think strategically by generating innovative ideas and building, communicating and implementing a shared vision of excellence, equity and high standards for	√	
Effectively communicate (using strong verbal and written skills) and model vision and values both within and beyond the school	√	
Inspire and lead change – create, innovate and motivate so that others can carry the vision forward	√	
Set and achieve ambitious, challenging goals and targets as part of the culture of high expectation and excellence	√	
Understand and use new technologies competently and keep abreast of new developments	√	
Understand and practice educational inclusion so that all have the opportunity to be the best they can	√	

Head of School Personal Specification cont.

Leading Teaching and Learning		
<i>Knowledge of and commitment to:</i>		
Raising achievement and excellence for pupils and staff	√	
Assessment for Learning	√	
Good behaviour throughout school	√	
Lead, develop and review curriculum design and management	√	
Develop Self and Working with Others		
<i>Knowledge/commitment and able to:</i>		
Promote effective CPD (continuing professional development)	√	
Promote individual and team development throughout the staff	√	
Manage change, conflict and empower individuals in school and beyond	√	
Network and develop partnerships in the community	√	
Successfully promote your own CPD	√	
Managing the Organisation		
<i>Knowledge of or commitment and ability to:</i>		
Promote school improvement by managing the staff team	√	
Plan and manage projects for implementing change	√	
Carry out strategic financial planning, budgetary analysis according to the principles of best value		√
Use new technologies to maintain an effective organisation	√	
Manage day-to-day operations of the school efficiently and effectively on a daily basis	√	
Delegate management tasks and monitor their implementation	√	

Head of School Personal Specification

Securing accountability		
<i>Knowledge of or commitment and ability to:</i>		
Lead the team effectively and efficiently towards the academic, spiritual, moral social and cultural development of all pupils	√	
Hold other relevant staff members to account for pupil learning outcomes	√	
Safeguarding		
Demonstrate solid awareness of safe recruitment and child protection procedures	√	
Able to motivate young people	√	
Able to form and maintain appropriate relationships and personal boundaries with children	√	
Emotional resilience in working with challenging behaviours and attitudes, to use authority appropriately and maintain discipline	√	

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. Schoolworks 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 Schoolworks 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.schoolworks.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 Schoolworks Academy Trust

Schoolworks 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 Schoolworks, 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 Schoolworks website: www.schoolworks.org





Academy Trust

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