



**DIOCESE OF CHICHESTER
ACADEMY TRUST**

**ST MARGARET'S CHURCH OF ENGLAND
PRIMARY SCHOOL**

HEAD OF SCHOOL



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WELCOME FROM THE CHIEF EXECUTIVE

Thank you for expressing your interest in the role of Head of School at St Margaret's Church of England Primary School.

This is a unique and exciting opportunity to lead St Margaret's which also benefits from a well-established Nursery and Special Support Centre – this is an inclusive, aspirational and deeply caring community shaped by the Christian vision of “Loving God, Serving Others and Fulfilling our Potential.” This vision is lived out daily and is evident in the strong relationships, nurturing ethos and high expectations that define the school.

The role of Head of School is well established within the Diocese of Chichester Academy Trust (DCAT) as a strong pathway for developing talented leaders into Headship. Those in the role are supported by an experienced Executive Leader, providing coaching, on-the-job development and the confidence to grow into successful Headteachers. The clear aim is that, within a couple of years, the Head of School will be ready to take on the substantive Headship of the school.

St Margaret's is one of the newer members of the Diocese of Chichester Academy Trust (DCAT) and is based in our West Region group of schools. As a Trust, we are proud of the school's welcoming culture, its commitment to inclusion and its determination to ensure every child flourishes.

We are now seeking an inspirational Head of School who will champion St Margaret's vision, lead with integrity and ambition, and guide the school confidently into its next chapter. This role offers an exceptional opportunity for a leader who is passionate about enabling both children and adults to reach their full potential within a values driven, supportive Christian community.

If our Trust values align with your own aspirations, and you bring the skills and experience needed to lead this wonderful school, we would be delighted to receive your application.

We look forward to hearing from you and thank you very much for your interest in working for DCAT.



Mark Talbot
Chief Executive

ABOUT ST MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL

A Place to Lead, Inspire and Flourish

St Margaret's is a proud and historic school, named after the patron saint of Ifield parish church and serving the Crawley community since 1955. Today, it is a vibrant, ambitious, and inclusive school that welcomes children from across Crawley and the wider areas of Surrey and Sussex.

Set within exceptional grounds featuring a pond, Forest School areas, and extensive playing fields, St Margaret's provides a safe, happy and stimulating environment where children and adults share a genuine love of learning. Outdoor learning is woven through the curriculum, making full use of the school's beautiful and spacious setting.

Over recent years the school has benefited from significant investment, including a new staffroom, a well-established Special Support Centre (SSC) for pupils with physical disabilities, and a permanent nursery building. Both the nursery and the SSC are supported by experienced and dedicated leadership teams.

As a Church of England school within DCAT, St Margaret's is rooted in Christian values that shape every aspect of school life. Our ethos underpins our culture of kindness, community, aspiration and service, and is reflected in the strong relationships we hold with families, the parish and the wider community.

The governing body is active, skilled and deeply committed to the school's success. Governors work closely with leaders, providing both support and strategic challenge to drive continual improvement. They bring a blend of community insight, professional expertise, realism and optimism—creating the perfect foundation for the next chapter of the school's journey.

ABOUT THE TRUST

DCAT is a thriving and growing Trust on the south coast of England, with 28 current schools, 9000+ children and 1300+ staff.

Our founding aims

Developing the whole child means pupils achieve and maximise their potential.

Continuing development of staff is valued and improves education for young people.

All schools are improving and perform above national expectations.

The distinct Christian identity of each academy develops and is celebrated.

- All Saints CE Junior Academy
- Chantry Community Primary School
- Christ Church CE Primary & Nursery Academy
- Dudley Infant Academy
- Heene Church of England Primary School
- Hurst Green CE Primary School & Nursery
- Lanesend Primary School
- Little Common School
- Newick Church of England Primary School
- Ninfield CE School
- Northiam C of E Primary School
- St Andrew's CE Infants' School
- St Blasius Shanklin C of E Primary Academy
- St Catherine's College
- St Columba C of E Primary School
- St Francis Catholic & Church of England Primary Academy
- St James' CE Primary Academy
- St John's Meads C of E Primary School
- St Joseph's Infant School
- St Joseph's CE Junior School
- St Leonards CEP Academy
- St Margaret's Church of England Primary School
- St Nicolas and St Mary CE Primary School
- St Paul's CE Academy
- Sedlescombe CE Primary School
- The Haven CE Methodist Primary School
- The March CE Primary School
- Tollgate Community Junior School

The Trust came into being in 2014 and strives to ensure that all children in our care reach their God-given potential. Our vision is to grow from strong foundations of clear aims, firm values, and positive relationships. We aim to bring together church schools, to drive and maintain improvement and to share economies to maximise resources for teaching and learning in the classroom.

Our vision is to provide every child in each of the academies with the very best education possible; inspirational, fully rounded and rooted in our Christian beliefs and values.

The Trust undertakes to ensure each academy delivers a high quality, broad and balanced curriculum for all. Each school within the Trust, however, is unique and encouraged to have their own identity. Our central team are there to support the schools, for example in Academy Improvement Reviews, governance support, HR, Finance and CPD offerings.

As part of our *Platform of Excellence*, every Head of School benefits from our highly-regarded **Excellence Review** – a supportive yet rigorous process designed to elevate leadership practice and celebrate success. This review provides an external lens on school improvement and is great professional development for all our leaders- it is a genuine opportunity for growth, reflection, and celebration. The process offers high-quality professional dialogue, real development for staff, and clear insights that support leaders in shaping the next phase of their school’s journey.

This is a unique development offer designed to empower you as a leader, strengthen your school, and amplify the great work taking place every day.

To find out more you can read our Every Child Strategy here: [The Every Child Strategy 2026–2028](#)

JOB DESCRIPTION

Position:	Head of School
Salary Scale:	Leadership Group Pay Range in the Fringe L15 – L19 (Fringe)
Terms & Conditions:	Head of School Terms & Conditions
Contract Type:	Permanent, Full Time
Benefits:	Teacher Pension Scheme Free Parking onsite Cycle to Work scheme Employee Assistance Programme
Responsible to:	DCAT Director of Education
Base:	St Margaret's Church of England Primary School The Mardens, Ifield, Crawley, RH11 0AQ

JOB PURPOSE

The Head of School will take overall day to day responsibility for the leadership and management of the school, including the Nursery and Special Support Centre. Initially the Executive Lead will be named responsible leader for things like Ofsted. This is to give the Head of School time and security to grow into the role. The new Head of School will be responsible for a building on and further developing a culture of outstanding teaching and learning within a Church school and community school environment. An ethos of high expectations and a nurturing yet rigorous approach to behaviour management is required.

Key Responsibilities

- To work with the Executive Lead, SLT, Trust Director of Education, Local Governors, and others to further develop the vision and strategic plan for the school.
- Establish and sustain the school's ethos and strategic direction, together with the governing body and through consultation with the school's community.
- Establish and oversee systems, processes, and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the schools' context communicated in the Self-Evaluation Form and the Academy Development Plan.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Initially with support from the Executive Lead, allocate financial resources appropriately, efficiently, and effectively.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct.

- Build positive and respectful relationships and promote the vision and values of the Diocese of Chichester Academy Trust with all stakeholders, including pupils, parents, staff, governors, parishioners, and the wider community.
- Serve in the best interests of the school's pupils.
- Hold and articulate a clear Christian vision for the school, ensuring this vision is clearly articulated, shared, and acted upon by all.
- To act as the Deputy Designated Safeguarding Lead for the schools.

School culture and behaviour

The Head of School will:

- Create a culture where pupils experience a positive and enriching academy life.
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the school.
- Use consistent and fair approaches to managing behaviour, in line with the schools' behaviour policy.

Teaching, curriculum and assessment

The Head of School will:

- Establish and sustain high-quality teaching across all subjects and key stages, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured, and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable, and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.
- To provide analysis of data for the LGB and the Trust.

Additional & special educational needs (SEN) & disabilities

The Head of School will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the schools work effectively with parents, carers, and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Safeguarding

The Head of School will act as the Deputy Designated Safeguarding Lead:

- The Deputy DSL will support the DSL in their responsibility for safeguarding and child protection across the school (including online and digital safety).
- Take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
- Advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
- Raise safeguarding awareness with all stakeholders.

- Ensure child protection files are kept up to date and any sharing information happens in accordance with KCSIE.

Professional development

The Head of School will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet needs.

Governance, accountability and working in partnership

The Head of School will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with the Trust, other academies, and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.



PERSON SPECIFICATION

Faith	
Be a practising Christian	D
Committed to the Church ethos and identity of each academy, Gospel values and the constant promotion of all pupils' spiritual and moral development.	E
Qualifications	
Degree educated	E
Qualified Teacher Status	E
Evidence of continuous professional development	E
Qualified to teach and work in the UK	E
Experience	
Successful experience of senior leadership	E
An outstanding classroom practitioner with the highest expectations for the welfare and progress of all pupils.	E
Proven experience in the analysis of performance data for the purpose of target setting and evaluation.	E
Experience of monitoring and improving the quality of teaching and learning.	E
Have a thorough understanding of curriculum development	E
Abilities, Skills & Knowledge	
Knowledge of the professional teaching standards.	E
Knowledge of performance management requirements in an educational context.	E
Ability to pursue challenging and rigorous questions and probe explanations.	E
Lead, manage and co-ordinate staff through an effective team-based approach.	E
Emotional intelligence.	E
Ability to monitor and evaluate the work of others; to offer support and intervention where necessary.	E
An understanding of current Statutory Inspection of Anglican and Methodist Schools (SIAMS) within which the school operates.	E
Experience of successful leadership of a Statutory Inspection of Anglican and Methodist Schools (SIAMS).	D

Personal Qualities	
Personal resilience and perseverance.	E
Positive and optimistic.	E
A constant drive for improvement.	E
Highly approachable, very grounded and makes sensible judgements	E
Relishes accountability and takes personal responsibility for their own actions.	E
Able to build trust and mutual respect between pupils, families and staff.	E
Strong interpersonal, written and oral communication skills.	E
Excellent communicator and team player.	E

HOW TO APPLY

If you are a senior leader and you'd like to know more about the Head of School role and/or would like to arrange a visit to the school, please get in touch with our Director of People, Karen Stant - hr@dcac.academy.

Please complete an application form and return to hr@dcac.academy by Monday 20th April 2026, by 9am. Application forms are available to download on the DCAT website - [DCAT](#). Please note that CV's will not be considered.

Close date: Monday 20th April 2026, 9.00 am.

Candidates to visit the school: Week commencing 23rd March and 13th April.

Interview dates: 2 days, Tuesday 29th April and Wednesday 30th April 2026.

References

All successful appointments are subject to receipt of three satisfactory references, and all applicants will undergo safer recruitment screening, including checks with previous employers and the Disclosure and Barring Service.

Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to safeguarding checks including an enhanced DBS check. All school-based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for school-based jobs must, therefore, disclose all spent and unspent convictions.

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form may be scanned or photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions.

Please do not attach a previously prepared CV as an alternative, as this will not be considered. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form, and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

Referees

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees. For leadership positions we will take up three references. As an applicant for a Head of School post, you should provide the name and address of your Director of Children's Services, or CEO of your Academy Trust, together with a second referee who should be the Chair of Governors or in the case of a serving Deputy, the Head of School of your current school. We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Head of Schools (NPQH) or any other professional qualifications e.g., National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement which will be assessed by our OH referral service.

DCAT and St Margaret's Church of England Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the school as the employer.

This disclosure will need to be approved by the school before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”)

The post of Head of School is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the preemployment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK.

The evidence required is one of the following documents:

- a full British passport (current or expired) or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Data protection

DCAT will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants at - [Trust Policies](#)

Self-declaration Form – Short-listed Candidates

All candidates short-listed for interview will be sent a self-declaration form. The purpose of this form is to determine the suitability of candidates to work with children. This process follows statutory guidance set out in the DfE publication Keeping Children Safe in Education 2022. We would like to take this opportunity to thank you for your interest in working for our schools and wish you all the best.

