




Hurst
EDUCATION TRUST



 **DIOCESE OF
CHICHESTER**
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Appointment of **Headteacher**
From **January 2027** | Candidate information



Co-Chairs of Governors' Welcome

Dear Candidate,

Thank you for your interest in the Headteacher role at St Wilfrid's C of E Primary School.

St Wilfrid's is a school with a strong sense of purpose and community, rooted in its Christian ethos, where relationships are central and there is a clear ambition for every child to succeed and flourish. Our pupils are motivated and enthusiastic, and relationships are strong.

This is a school with a long and proud heritage: its history reaches back to the opening of St Wilfrid's Day School in 1857, and we have recently celebrated 75 years on our current site. That sense of history matters to us, but so too does the future. We are looking for a Headteacher who can honour the school's foundations while bringing the vision, energy and clarity needed to shape its next chapter.

This is a particularly exciting moment in the school's development. St Wilfrid's is a securely good school with

many strengths and is well positioned for its next phase. With a new strategic plan to be developed by summer 2027, we are seeking a Headteacher who can work in close partnership with governors and the Trust to define an ambitious vision for the school's future and turn that vision into sustained, practical improvement.

We are ambitious to build on the school's strong foundation and to secure consistently strong practice and outcomes across all areas of school life. We want every child not only to achieve well, but to flourish and experience education at its very best: academically rich, personally nurturing, inclusive, inspiring and full of opportunity. We are looking for a leader who can see the full potential of St Wilfrid's and help the whole school community move confidently towards it.

The school benefits from excellent facilities, including generous outdoor space and, unusually for a primary school in the local area, a dedicated stage and performing arts facilities. These provide significant potential to enrich the wider curriculum, strengthen pupil confidence and creativity, and further develop the school's offer beyond the classroom. We are keen to appoint a Headteacher who recognises these opportunities and can bring coherence, ambition and imagination to how they are used for the benefit of pupils now and in the future.

The years ahead will be both exciting and challenging for education. Schools are operating in a changing world, and children need the knowledge, character, confidence and values that will help them thrive within it. At St Wilfrid's, we believe this creates a powerful opportunity: to combine the school's heritage, Christian ethos, community strength and facilities with a compelling educational vision for the future.

We are looking for a Headteacher who will lead with integrity, warmth and clarity, and who will inspire staff, pupils and the wider community. Strong partnership working will be key, particularly with governors, parents and the Trust, as we continue to develop the school's provision and ensure the very best outcomes for all pupils.

We hope, having read this pack, that you will want to learn more about our school and the opportunity to lead it. St Wilfrid's is a school with deep roots, strong foundations and significant future potential. We are excited to appoint a Headteacher who will help us realise that potential for the children, families, staff and wider community we serve.

With best wishes,

Co-Chairs of Governors



School overview

St Wilfrid's C of E Primary School is a welcoming and inclusive school at the heart of the Haywards Heath community. As part of Hurst Education Trust and within the Diocese of Chichester, the school combines a strong Christian ethos and sense of purpose with a clear commitment to providing high-quality education for every child.

At St Wilfrid's, relationships matter. The school places great importance on care, respect and a strong sense of belonging, creating an environment where pupils are known, valued and supported. Classrooms are calm and purposeful, reflecting the school's high expectations for behaviour and learning. Staff work collaboratively and are committed to high expectations, continuous improvement

and positive partnerships with families, the Church, the Trust and the wider community. The school currently serves 420, with a diverse and inclusive intake and is committed to ensuring that all children are able to thrive academically, personally and spiritually. Inclusion is central to the school's ethos, we are proud of the strength of our inclusive practice, particularly in supporting pupils with SEND and additional needs, ensuring that all children are able to thrive both academically and personally.

Our curriculum is broad, engaging and rooted in the school's values. It enables pupils to **discover, explore and create**, developing secure knowledge and skills while fostering curiosity, independence and a love of learning. Pupils benefit from a wide range of enrichment opportunities that support their personal development and enrich their experience beyond the classroom.

St Wilfrid's is a securely good school with many strengths, including a strong sense of community, enthusiastic children and staff, and a focus on the performing arts. Outcomes at the end of Key Stage 2 are in line with National for expected and above National for above expected, and the school is continuing to build on this foundation as it looks to strengthen provision and outcomes in all areas.

With a secure platform already in place, this is a genuine opportunity for a new Headteacher to shape the next phase of the school's development. The successful candidate will have the opportunity to work with committed staff, supportive governors, the Trust, families and the wider community to develop an ambitious vision for St Wilfrid's and lead the school confidently into its next chapter.



Vision and Values

Our Vision

Our vision is for all pupils to grow and succeed through our school values, supported by staff, governors and the wider community.

Rooted in Christian faith we will deliver a broad education of the highest quality, enabling pupils to be their best.

We are a school where every child is supported to flourish—academically, personally and spiritually—within a safe, family environment.

“Shine as a light in the world” (Matthew 5:16)

Our Values

Our school values are expressed through CHARIS, the biblical word for grace:

Care | Hope | Aspire | Respect | Inquire | Share

Our values are at the heart of school life and everything we do. They shape our curriculum, our relationships and the way we work together as a school community, enabling all to grow, succeed and be their best.



Headteacher

School

St Wilfrid's C of E Primary School

Start Date

January 2027

Pay range:

L18: £78,702 p.a. – L24: £90,254 p.a.

Responsible to:

Hurst Education Trust
and Local Governing Body

Role overview

To provide professional leadership, working collaboratively and in partnership with the Trust Director of Education and CEO.

To ensure high quality education is delivered to meet the needs of all pupils.

To develop and lead a clear Christian vision, rooted in the school's ethos and values.

To ensure the school remains successful through on-going improvement, aiming for excellent teaching and learning. With pupils inspired and motivated to achieve their best holistically, across the curriculum and contributing to the life of the school generally.

To work with and delegate to others to maintain the school's effectiveness and to be outward looking, securing mutually beneficial relationships with the wider community.

To promote and safeguard the welfare and wellbeing of pupils, staff and visitors to the school.

To ensure the smooth day-to-day running of the school.



Main tasks

1. Leadership

- i. In conjunction with the Trust's Director of Education and the Local Governing Body, ensure that the vision of the school is clearly articulated, shared, understood and acted upon effectively by all and in line with the shared Hurst Education Trust vision, ethos and values and the Church of England's Vision for Education.
- ii. Lead in line with the Hurst Education Trust values and ethos, in line with The Church of England's vision for education.
- iii. In partnership with the Director of Education, work with the Local Governors and staff, in consultation with other interested parties, to formulate the

- iv. aims and objectives of the school and to establish policies for their implementation.
- iv. Ensure that all members of the school community are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success.
- v. Collaborate with the Director of Education to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement.
- vi. Ensure that strategic planning is rooted in Christian values, including those of diversity and equality reflecting the experience of the school and community at large.

- vii. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

2. Pupils and staff

- i. Ensure a consistent and continuous school-wide focus on pupils' all round development, wellbeing and achievement. Using data and benchmarks to monitor progress in every child's learning.
- ii. Work with the Director of Education to ensure that learning is at the centre of strategic planning and resource management and establish creative, responsive and effective approaches to learning and teaching.

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| <p>iii. Promote a positive culture and ethos of challenge and support where everyone is valued, and all pupils can flourish, achieve success and be engaged in their own learning.</p> <p>iv. Demonstrate and articulate high expectations and set stretching targets for the whole school community.</p> <p>v. Co-create with the Director of Education and staff a rich, diverse, flexible curriculum which meets the needs of all pupils, prioritising SEND and all vulnerable pupils, and implement an effective assessment framework.</p> <p>vi. Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement and ensure the best outcomes for pupils.</p> <p>vii. Coach and develop staff to maximise impact on effective teaching and learning. Challenge under-performance at all levels and ensure effective corrective action and successful follow-up.</p> <p>viii. Plan, allocate, support and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities.</p> <p>ix. Use a range of data sources to set targets for children, analysing outcomes for individuals and groups; use this information to implement appropriate pathways and priorities for the school.</p> <p>x. Ensure effective policies are in place for the care, personal and spiritual development, mental health and well-being of pupils and staff.</p> <p>xi. Co-create and promote strategies to ensure equal opportunities and inclusion for all members of the school community. Where everyone in the community is valued and respected; having a voice, being listen to and able to participate and contribute.</p> | <p>xii. Work with schools and colleges in other key stages to ensure suitable transfer and progression of pupils.</p> <p>xiii. Ensure individual staff accountabilities are clearly defined, understood and agreed and are regularly reviewed and evaluated.</p> <p>xiv. Implement effective strategies and procedures for staff recruitment, onboarding, induction, professional development and performance review.</p> <p>xv. Lead a collaborative learning culture within the school and play a key role in the learning communities across the Hurst Education Trust.</p> <p>xvi. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.</p> <p>xvii. In conjunction with the Director of Education, report to the chair of local governors annually on the professional development of all teachers at the school and advise the governing body on the adoption of effective procedures to deal with underperforming teachers.</p> <p>xviii. Review own practice regularly, set personal targets and take responsibility for own personal development through training and coaching and by participating in arrangements made for appraisal.</p> <p>xix. Manage own and others workload to allow an appropriate work/life balance.</p> | <p>communicating the associated accountability. Develop approaches to its review and evaluation, enabling staff to carry out their roles and achieve high standards, and take appropriate action when performance does not meet the standards required.</p> <p>iii. Ensure that trainee and newly qualified teachers are appropriately trained, coached, supported, monitored and assessed.</p> <p>iv. Manage the schools resources efficiently and effectively as follows:</p> <ul style="list-style-type: none"> • Human Resources, including recruiting, retaining and deploying staff appropriately to manage their workload and achieve the school's goals and priorities • Financial Resources, including effective administration and control in line with budget plan • Accommodation and other resources, taking account of curriculum needs and health and safety requirements <p>v. In partnership with the Director of Education present the school's vision, aims, performance and goals in a manner appropriate to a range of audiences including the trustees, local governing body, pupils, parents, the Local Authority, the Diocese and the local community, to enable them to play their part collaboratively and effectively. Also to communicate key school information effectively to school inspectors.</p> <p>vi. Provide information, objective advice and support to the local governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement and good value for money.</p> |
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3. Systems and processes

- i. In partnership with the Director of Education create and develop an organisational structure which reflects the school and Hurst Education Trust values and enables the management systems, structures and processes to work effectively in line with statutory and legal requirements.
- ii. Support staff in understanding and taking ownership when appropriate and clearly



- vii. Ensure the range, quality and use of all resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provides value for money.
- viii. Work with governors to recruit and retain staff of the highest quality.
- ix. In conjunction with the Director of Education produce and implement clear, evidence based self-assessment improvement plans and policies that are robust in relation to the expectations and requirements of the Trust, Ofsted and a Section 48 inspection/SIAMS.
- x. Ensure the school operates within agreed Hurst Education Trust, Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority and the Diocese of Chichester.

- xi. Promoting and safeguard the welfare of children and young people.

4. School improvement

- i. Contribute to rigorous self-evaluation.
- ii. In partnership with the Director of Education produce clear, evidence based improvement plans for the development of the school.
- iii. Support the development of the school within the Hurst Education Trust and beyond in a climate of mutual challenge, championing best practice and securing excellent achievements for all pupils.
- iv. Promote the school and develop effective relationships with the wider community, including the parish churches and other local churches.

- v. Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school.
- vi. Ensure that parents, pupils and the local governing body are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.



Person specification

Education and training

1. Undergraduate degree and qualified teacher status.
2. Successful track record of working with others and outstanding practice as a primary teacher.
3. Evidence of continuing professional development.
4. Significant leadership experience.

Leadership qualities and knowledge

1. Hold and be able to articulate clear values and moral purpose, focused on providing an outstanding education for all pupils.
2. Able to articulate and lead a vision rooted in the school's Christian ethos and values, ensuring it remains at the heart of all aspects of school life.
3. Hold and communicate a clear vision for the school, inspiring others to share this vision, and ensuring a sharp focus on the provision of an excellent education for all the children.
4. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
5. Lead by example – with integrity, creativity, resilience, and clarity – drawing on scholarship, expertise and skills, and that of those around them.
6. Sustain current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
7. Work with careful judgement and financial awareness, within a clear set of principles centred on the school's vision, supporting the translation of local and national policy into the school's context.
8. Strong understanding of what constitutes outstanding teaching and learning, with the ability to both recognise and deliver it across all age groups.
9. Proven ability to lead and manage with empathy and compassion, while remaining confident and decisive.
10. Comprehensive knowledge and understanding of SEND, with the ability to manage, deliver, and monitor effective provision throughout the school.
11. Thorough understanding of safeguarding principles and practices, ensuring they are implemented, managed, and monitored consistently across the school.



12. Ability to build strong links between the school, the local community, and the wider world.

Pupils and staff

1. Require ambitious standards for all pupils, overcoming needs and disadvantage. Advance equality. Instill a strong sense of accountability in staff.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice drawing on and conducting relevant research and robust data analysis.
4. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
5. Hold all staff to account for their professional conduct and practice.

6. Excellent communication skills to engage effectively with pupils, staff, governors, and parents.

Systems and processes

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Implement rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Actively support the governing body to understand its role and deliver its functions effectively.
5. Ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

6. Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

School improvement

1. Knowledge and experience of school self evaluation and ability to work collaboratively to develop school improvement plans.
2. Commitment and ability to raise standards for all pupils.

Personal qualities and attributes

1. Inspirational and able to motivate others.
2. Demonstrates integrity and high ethical standards.
3. Shows initiative and proactive problem-solving.
4. Resilient and able to cope under pressure.
5. Ambitious for the school and its pupils.
6. In sympathy with and supportive of the Christian ethos and values of the school.



Hurst Education Trust

The Hurst Education Trust (HET) is a Multi-Academy Trust set up by Hurstpierpoint College in collaboration with the Diocese of Chichester. It exists to provide a unique offer to local schools in the Mid Sussex area.

Academic excellence is the foundation of a HET education, because we believe it opens doors to the future. Therefore every child is challenged and supported along the way in our friendly and warm community.

We are ambitious for each of our pupils and who they can become and we encourage each pupil to engage and enjoy all aspects of school life.

We want our pupils to learn the importance of certain values: a sense of duty, an awareness of right and wrong and a respect for others. We want pupils to be ambitious with a clear sense of purpose, to acquire a balanced view of life and develop into independent, mature individuals.

Schools within the Hurst Education Trust receive a high quality education support package focused on the journey to “Exceptional”. There are also opportunities for HET Schools to work together on a range of areas from curriculum, SEN and teaching to sport, the arts etc. as well as to access some of the Hurst College facilities. Importantly, schools retain their individuality, including their name, uniform and branding.

The Trust and its schools are open, welcoming and inclusive, embracing pupils of all faiths and none, committed to the flourishing of all of its pupils.

Diversity will be celebrated and equal opportunities available to all. It is our belief that there are core common values universally recognised across faith boundaries, dignity, compassion, the removal of disadvantage and discrimination, empathy and encouragement which help foster and create a positive school environment in which all individuals can thrive and grow.

As ever

Tim Manly

CEO Hurst Education Trust



Apply

The application process

Prospective candidates are encouraged to make contact to discuss the role.

Visits to the School are warmly welcomed and highly recommended. If you would like to see the School or discuss the post prior to application, then please contact the school on 01444 413707 or email office@stwilfrids-hh.school

Interested candidates should submit a covering letter and completed application form to: recruitment@hppc.co.uk

The closing date for applications is:
Wednesday 8 July 2026

Interviews will take place:
The week commencing 13 July 2026

Safeguarding and equal opportunities

Hurst Education Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Terms and conditions

National School Teachers' Pay and Conditions apply.

St Wilfrid's C of E Primary

Eastern Road, Haywards Heath, West Sussex, RH16 3NL

Hurst Education Trust

College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS



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IN PARTNERSHIP WITH



Together we will be our best

