



St Peter's

Church of England Primary School
Henfield

Unlocking the potential in everyone

Hurst
EDUCATION TRUST



Appointment of
Assistant Headteacher (EYFS and KS1)

Candidate information | March 2026



St Peter's

Church of England Primary School
Henfield

Unlocking the potential in everyone

Post

Assistant Headteacher (EYFS and KS1)

School

St. Peter's Church of England Primary School,
Henfield

Salary

L2–6 (£53,068–£58,569)

Contract Type

Full-time, permanent

Start date

September 2026

Responsible to: The Headteacher

Responsible for: EYFS and Key Stage 1
Teachers and Teaching Assistants

Role overview

The Assistant Headteacher will support the Headteacher in:

- Communicating the school's vision and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Providing strong leadership focused on raising attainment and progress across the Key Stage
- Establishing a challenging and supportive learning environment where all members of the school community can flourish and realise their educational and personal potential

The Assistant Headteacher will also have a timetabled teaching commitment of 3 days a week, complying with the Teachers' Standards and modelling best practice for others. They may also be required to undertake any of the duties delegated by the Headteacher.



Main tasks

Leadership and Management

1. Support the Headteacher in providing a clear vision and direction for the development of the school.
2. Promote the Christian ethos of the school and the school values.
3. Take a leading role in specific project(s) to be decided with the Headteacher.
4. Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.

5. Assume responsibility for the management of the school in the absence of the Headteacher.
6. Attend Leadership Team meetings and report back to staff when necessary.
7. Champion school improvement and be a strong advocate for change when needed.
8. Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
9. Organise school timetables, e.g. playground rota.
10. Plan, organise and chair EYFS and KS1 meetings as required.
11. Liaise with teaching assistants timetabled within EYFS/ KS1 and outside agencies.

12. Support EYFS/KS1 staff to meet Performance Management targets.

13. Cover break and lunch duties when required.
14. Lead assemblies.

Teaching and Learning

1. Lead by example as a teacher, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. Be responsible to the Headteacher for co-ordinating the work of the Key Stage, supporting and advising where appropriate.
3. Support subject leaders in the development and implementation of their curriculum areas.

4. Monitor the quality of teaching and learning in EYFS/ KS1 in line with the school policy. This may include learning walks, lesson observations, monitoring of planning and scrutiny of pupils' work.
5. Review long term planning across EYFS/KS1 to ensure coverage, progression and a range of learning experiences.
6. Ensure EYFS/KS1 planning is adapted to meet pupils' individual need.
7. Monitor the standards of achievement across EYFS/ KS1 to ensure continuity and progression.
8. Set appropriate expectations for EYFS/KS1 staff and pupils in relation to standards of pupils' achievements and the quality of teaching and learning in accordance with agreed policies and guidelines.
9. Liaise with the KS2 Leader to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from KS1 to KS2.
10. Liaise with pre-schools and nurseries to promote effective transition arrangement for pupils starting school.

Recording and Assessment

1. Contribute to the school's target setting process for raising achievement for EYFS/KS1 and feedback to the Headteacher.
2. Monitor and report progress and attainment in EYFS/KS1
3. Oversee statutory assessments (Reception Baseline Assessment and Phonics Screening Check).
4. Oversee Termly assessment.

Pupil Wellbeing and Behaviour

1. Monitor CPOMS daily to keep abreast of SEND, Safeguarding, attendance and behaviour needs in EYFS/KS1.
2. Keep up to date with the pastoral care of pupils in EYFS/KS1.
3. Oversee student behaviour management strategies and promote a positive school climate.
4. Encourage moral and spiritual growth and civic and social responsibility amongst pupils.
5. Ensure the safeguarding and well-being of all students, acting as a Deputy Designated Safeguarding Lead (DSL).
6. Implement strategies to promote positive behaviour and student engagement across the school.
7. Coordinate pupil leaderships opportunities, e.g. School council

Community Engagement

1. Foster strong relationships with parents, carers, governors and the wider community to promote pupil progress.
2. Communicate regularly with parents to encourage their involvement in school activities and their child's education.
3. Attend and participate in open/parent evenings.
4. Represent the school at events and engage with external stakeholders to promote the school's achievements and initiatives.
5. Manage and develop effective working relationships with all staff in the school.
6. Promote and continue to develop links with Hurst Education Trust, Governors, LA, Diocese and locality schools

Staff Development

1. Support the professional development of staff through coaching, mentoring, and training opportunities.
2. Contribute to the audit of staff development and training needs and the provision of effective INSET.
3. Facilitate support and training during the induction of new EYFS/KS1 staff and for trainee teachers.
4. Attend team and staff meetings and participate in Continuing Professional Development.
5. Lead professional development sessions focused on improving teaching practices and student outcomes.
6. Foster a culture of continuous improvement and collaboration among staff.
7. Participate in recruitment and performance management processes, including team appraisals.

General Expectations:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Person specification

ESSENTIAL	DESIRABLE	EVIDENCE/SOURCE
Qualifications and experience		
• Qualified teacher status • Degree • Recent classroom experience • Leadership of a significant area including responsibility for raising standards across the whole school • Experience of working successfully as a senior or middle leader	• NPS SL or LT • EYFS classroom experience	• Application • Reference • Documentation • Interview
Teaching and Learning		
• Exemplary classroom practitioner • Understanding of the primary curriculum and assessment procedures • Understanding of how children learn • Ability to inspire, engage and motivate all children • Knowledge and understanding of effective teaching and learning practices • Ability to adapt teaching to meet pupils' needs • Ability to plan for a creative, skills-based curriculum at all levels (long, medium and short term) • Experience of working effectively with support staff • Effective classroom organisation and behaviour management • Understand how to raise levels of achievement through the use of assessment and progress tracking	• Understanding of the wider perspectives of home/school liaison • A willingness to develop own practice • A strong commitment to CPD	• Application • Reference • Interview

ESSENTIAL	DESIRABLE	EVIDENCE/SOURCE
Knowledge and Understanding		
• A developing and clear understanding of how children learn best with an emphasis on first-hand experience and provision for all learning styles • An understanding of the importance of the emotional wellbeing of the child • Works in partnership with Parents and external agencies • Up-to-date knowledge of statutory regulations and guidance relating to the post • Good ICT skills for teaching, learning, planning and assessment • Knowledge of guidance and requirements around safeguarding		
Professional Skills		
• Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement • Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements • Lead and manage a school team/s to successfully achieve agreed goals • Be an effective team player that works collaboratively and effectively with others • Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate) • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate) • Demonstrate high quality teaching strategies • Support, motivate and inspire both colleagues and pupils by leading through example • Contribute effectively to the work of the Headteacher and Leadership Team • Deal successfully with situations that may include tackling difficult situations and conflict resolution • Work successfully with a range of external agencies		• Application form • Reference • Interview

ESSENTIAL	DESIRABLE	EVIDENCE/SOURCE
Other		
• Commitment to: » Equalities » Promoting the School's vision and ethos » High Quality, stimulating learning environment » Relating positively to and showing respect for all members of the school and wider community » Ongoing relevant professional self-development » Safeguarding and Child Protection		• Application form • Interview

This job description may be amended at any time in consultation with the postholder.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head teacher.



Apply

The application process

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

To arrange a visit to the school please contact the school office on **01273 492447** or email **office@stpetershenfield.org.uk**

Interested candidates should submit a covering letter and application form to **Denise Maurice, Headteacher** at **office@stpetershenfield.org.uk**

Closing Date: **Wednesday 15th April 2026, 9.00am**

Shortlisting: **Wednesday 15th April 2026**

Interviews: **Wednesday 22nd and Thursday 23rd April 2026**

Safeguarding and equal opportunities

St. Peter's Church of England Primary School is an equal opportunities employer, and is committed to safeguarding and promoting the welfare of children and young people, expecting all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.

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. Peter's Church of England Primary School
St. Peter's Church of England Primary School, Fabians Way, Henfield, West Sussex, BN5 9PU

Hurst Education Trust

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



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 who are part of the Hurst Education Trust receive a high quality education support package focused on the "Good to Outstanding" journey and access to Hurst College's facilities, including sports and academic provision together with specialist facilities including the theatre, farm and chapel. Importantly, schools retain their individuality, including their name, uniform and curriculum.

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

www.hurst.education



St Peter's

Church of England Primary School
Henfield

Unlocking the potential in everyone

St. Peter's Church of England Primary School

Fabians Way

Henfield

West Sussex

BN5 9PU

01273 492447

office@stpetershenfield.org.uk

www.stpetershenfield.org.uk

www.hurst.education

IN PARTNERSHIP WITH

