




St Peter's
Church of England Primary School
Henfield
Unlocking the potential in everyone



Hurst
EDUCATION TRUST



**DIOCESE OF
CHICHESTER**
TO KNOW · LOVE · FOLLOW JESUS

Appointment of **Deputy Headteacher**
From September 2026 | Candidate information



Headteacher's Welcome

Dear prospective Deputy Headteacher,

Thank you for your interest in the role of Deputy Headteacher at **St Peter's CE Primary School**. We are delighted that you are considering joining our dedicated and nurturing school community. We are seeking an inspirational and committed leader who will further strengthen our leadership team and help us continue to provide an exceptional education for every child in our care.

At St Peter's, our vision is rooted in our Christian ethos and lived out through our strapline: **"Unlocking the potential in everyone."** We believe wholeheartedly that every child is unique, valued and capable of flourishing. Supported by our skilled staff and engaged governing body, our children grow academically, physically, emotionally and spiritually in an environment where they are known, loved and encouraged to shine.

Our school values of **Respect, Resilience, Resourcefulness and Always Aiming High** shape all aspects of school life. These values guide our children to treat others with kindness, persevere through challenge, think creatively and strive to excel. They underpin our

broad and ambitious curriculum, where children are encouraged to ask questions, explore ideas and develop as confident, compassionate learners.

The St Peter's community is at the heart of our school. Staff, governors, parents, volunteers, our parish church and local organisations work together with a shared commitment to ensuring that every child thrives. As Deputy Headteacher, you will play a pivotal role in nurturing these relationships and leading our school forward on the next stage of our journey.

We warmly welcome visits to our school so that you can experience our vibrant, happy community firsthand. Please contact the school office to arrange a mutually convenient visit time.

St Peter's CE Primary School is committed to safeguarding and promoting the welfare of all children, and all appointments are subject to an enhanced DBS check. Further details can be found within this recruitment pack.

We can offer you:

- A talented, caring and dedicated staff team who put children's wellbeing and education at the centre of all they do
- A positive, supportive and inclusive school community
- Excellent resources and a welcoming, well-maintained learning environment
- Opportunities to continue developing your leadership skills at a strategic level
- A committed governing body who work in partnership with the school and wider community

Please use your Supporting Statement to share your personality, professional ethos, strengths, experience and aspirations.

On behalf of the children, staff, parents, governors and the whole St Peter's community, thank you once again for your interest. We look forward to receiving your application.

Yours sincerely,

Mrs Denise Maurice

Headteacher

St Peter's CE Primary 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 Hurst 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



Deputy Headteacher

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

Post: Deputy Headteacher
Permanent, 5 days a week

Start Date: September 2026

Salary: Leadership Scale L5 to L9

Responsible to: The Headteacher

Number on roll: 360

Role overview

Purpose of the job

Deputise for the Headteacher and ensure the smooth running of the school in their absence. This job description is to be performed in accordance with the provisions of the School Teachers' Pay and conditions document, and the National Standards for Headteachers.

Main purposes of the job

School Culture

To assist the Headteacher to:

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism

Teaching

To assist the Headteacher to:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment

Curriculum and Assessment

To assist the Headteacher to:

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

Behaviour

To assist the Headteacher to:

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the school model and teach the behaviour of a good citizen

Additional and special educational needs and disabilities

To assist the Headteacher to:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice

Professional Development

To assist the Headteacher to:

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational management

To assist the Headteacher to:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

Continuous school improvement

To assist the Headteacher to:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Working in partnership

To assist the Headteacher to:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

Governance and accountability

To assist the Headteacher to:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationship with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Person Specification: Deputy Headteacher

The following criteria will be used for shortlisting and selection purposes.

EXPERIENCE	SUPPORTING STATEMENT	INTERVIEW	TASK
Qualifications and General Experience			
Successful and varied teaching and learning experience in the Primary Phase – minimum of 5 years	✓		
Recent, relevant and successful Leadership Team experience across the Primary Phase	✓	✓	
Curriculum subject development and leadership leading to high pupil standards across key stages	✓		
Experience of managing budget allocation in a curriculum area or other responsibility	✓		
Experience of leading, motivating and developing staff	✓	✓	
Experience of effective use of assessment, data and analysis in raising standards			✓
Experience of school self-evaluation and first-hand experience of helping to develop and implement a school development plan	✓		✓
Experience of monitoring, evaluation and review processes leading to improved standards			✓
Experience of staff appraisal as a team leader	✓		
Awareness of current development in education and the implications of this		✓	
Knowledge and understanding of the implications of equality and inclusion issues		✓	

EXPERIENCE	SUPPORTING STATEMENT	INTERVIEW	TASK
Thorough knowledge of effective curriculum provision and skills based learning		✓	
Knowledge and understanding of strategies for school improvement and raising standards			✓
Experience of translating vision and values into practice	✓		
Ability to lead, provide clear vision and command respect from all stakeholders	✓		
Ability to communicate clearly to a wide audience, including disaffected parents		✓	✓
Ability to deliver high quality learning experiences		✓	
Knowledge of a curriculum subject, development and leadership leading to high pupil standards	✓		
Knowledge and understanding of strategies for improving the quality of learning and teaching, including regular monitoring of teaching			✓
Ability to identify and promote innovative and effective teaching strategies	✓		✓
Knowledge of how to maintain high expectations of behaviour, standards of attainment and achievement			✓

EXPERIENCE	SUPPORTING STATEMENT	INTERVIEW	TASK
Knowledge of effective behaviour management in all key stages and how behaviour impacts on learning			✓
A commitment to inclusive education and willingness to respond to the needs of individual learners			✓
A willingness to challenge underperformance at all levels, and knowing how to provide sensitive support			✓
Ability to lead, motivate and develop staff	✓		
Is an innovator and catalyst for new ideas	✓		✓
Have a good understanding of whole school management, including appraisal		✓	
Ability to work independently as well as collaboratively, manage initiatives and lead by example		✓	
Ability to analyse, prioritise and meet deadlines	✓	✓	✓
Communicate effectively and with professional integrity	✓	✓	✓
Know what action to take to build and maintain effective teamwork		✓	
Able to mentor and coach staff and students		✓	
Able to deal with difficult people and challenging situations			✓
Able to use assessment information, data analysis and the target setting process to effectively raise standards			✓
A knowledge of how to hold others to account sensitively and constructively			✓

EXPERIENCE	SUPPORTING STATEMENT	INTERVIEW	TASK
Able to use monitoring, evaluation and review processes to improve teaching and learning standards			✓
A knowledge of the role of Governors or experience of working with a Governing Body		✓	
Able to form good relationships with all stakeholders			✓
Ability to listen to and respond sensitively and constructively		✓	
Knows how to, and is able to, be aware of staff concerns and worries		✓	
Knows the appropriate steps to take to manage a situation, keep the Headteacher informed and know when to delegate or seek advice			✓
A positive and resilient individual with drive, integrity, independence and an approachable disposition		✓	✓
An ambitious and diligent professional who can motivate and inspire others			✓
Commitment to high standards, equality of opportunity and continuous improvement			✓
Commitment to safeguarding and promoting the welfare of children		✓	
Ability to reflect on own practice as a teacher and as a leader		✓	
Commitment to developing skills and experience as a senior leader		✓	



Apply

The application process

Please complete an application form and submit a Personal Statement (for this please refer to page 11 - *Guidance for Applicants: Your Personal Statement*).

Please ensure that **all gaps** in your education or work experience are explained on your application for safeguarding reasons. This is a shortlisting criteria. Your completed Application Form, Safer Recruitment Form and Personal Statement should be returned by: **4.00pm on Thursday 30th April 2026** to:

Mrs Denise Maurice, Headteacher
St. Peter's CE Primary School, Fabians Way, Henfield, West Sussex, BN5 9PU

You may email your application to:
office@stpetershenfield.org.uk

Visiting the School

A visit to the school can be booked through the School Office.

Telephone: 01273 492447

Email: office@stpetershenfield.org.uk

Shortlisting

Shortlisted candidates will be contacted by phone and the interview process will be confirmed by an emailed letter. Thank you for taking the time to apply; we know how much work and effort goes into an application. We are only able to provide general feedback for applicants who are not shortlisted.

Interviews

Interviews will be held at the school on **Thursday 7th or Friday 8th May 2026**. Applicants are asked to advise their employers of a potential interview on either of these date.

If invited to interview, please bring photocopies of the following documents with you:

- Current Criminal Disclosure Certificate (CRB/DBS)
- P60/P45
- Birth Certificate/Marriage Certificate
- Driving Licence
- Original proof (certificates) of qualifications
- A utility bill as proof of address (less than 2 months old)
- A bank or building society statement (less than 2 months old)

Data held for candidates who are not appointed will be shredded following the interviews.



Appointments are subject to satisfactory references and we will be taking these up immediately following shortlisting. It is therefore important that you inform your referees of your application. It is essential that your main referee is your current Headteacher. Please note that we are only able to offer general feedback to candidates who are not appointed.

Medical Examination

The successful candidate will be required to complete an online medical questionnaire and may be required to attend a medical examination.

Criminal Record Checks

The successful applicant will be asked to complete an online enhanced DBS disclosure application requesting personal information in a number of areas. An offer of appointment will be subject to satisfactory DBS clearance.

Appointment

The successful candidate will be appointed from **September 2026**.

Safeguarding and equal opportunities

St. Peter's CE Primary School and the Hurst Education Trust are 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 CE Primary School, Fabians Way, Henfield, West Sussex, BN5 9PU

Hurst Education Trust

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



Guidance for Applicants

Application Forms

For the application forms, please access our website at <https://stpetershenfield.org.uk/staff-vacancies/>

Your Personal Statement

Your Personal Statement should tell us about your approach to leadership, teaching and learning, and how it matches our ethos and vision.

It needs to reflect your commitment to our vision and our aim for excellence.

Your personal statement must include actual examples of how you have demonstrated that you can fulfil the job description requirements and personal specification. It must be no longer than two sides of A4 paper.

Further conditions

Please note that applications with poor spelling and grammatical errors will not be shortlisted.

We also cannot accept any application that comes in as a CV.

Late applications cannot be considered.

Contacting us

You can contact us (during term time only) in the following ways:

Telephone: 01273 492447

Email: office@stpetershenfield.org.uk



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