



Slindon Church of England Primary School



Headteacher Recruitment Pack



Slindon Church of England Primary School
Meadway, Slindon, Arundel, West Sussex, BN18 0QU
Tel: 01243 814330
Email: office@slindonprimary.co.uk
Website: www.slindonprimary.co.uk
Facebook: [\[click to view Facebook page\]](#)





Letter from the Chair of Governors

Dear Applicant

We are delighted that you are interested in our vacancy for a Headteacher.

Our small school is an exciting place to learn and work. Set within the South Downs National Park, in the idyllic National Trust village of Slindon, near Arundel, in West Sussex, we take every advantage of our beautiful grounds and the adjoining countryside. Indeed, Learning Outside the Classroom is at the heart of our curriculum.

Our Christian Values, being a Rights Respecting School and our therapeutic approach to behaviour all contribute to a calm and happy environment where each individual child feels safe and is able to thrive. We are exceptionally proud of our children's enthusiasm for learning, with fantastic behaviour for learning evident around the school.

We have a friendly, dedicated and supportive team of staff, currently led by an Interim headteacher who is with us for this academic year. Our children and their families appreciate being part of a unique, caring community, and we have a strengthening Parent & Friends Association who work with the school to provide child centred fund-raising opportunities.

We are looking for a leader with a passion for small-school life – someone who is ready to build relationships with our children, families, staff and the local community. Our new Headteacher will be open to new ideas and able to lead and inspire staff to be the best that they can. This is an excellent opportunity to build on the successful leadership of the previous Headteacher and the recent insights of the Interim. The Local Authority and the Diocese will provide mentors to support the Headteacher in their new role.

Make sure you use your application and Supporting Statement as an opportunity to reflect your personality, leadership style, strengths and creativity. Please read the information in the later sections of this pack carefully before making a start. You will find full details of how to apply and



the selection process at the end of this pack. Please note that the closing date for applications is **12 noon on 27 February 2023** and all applications must quote job reference number **16400**.

If you need any support to enable you to participate in the recruitment process, please contact us.

This information pack cannot do justice to all that Slindon has to offer. We warmly invite you to contact Karen Cooper at the school office (01243 814330 or office@slindonprimary.co.uk) to arrange a visit so that you can get a real feel for our school and its location. More information can also be found via our website and Facebook pages.

Thank you for your interest in applying for this exciting opportunity. We are looking forward to welcoming you to Slindon CofE Primary School and receiving your application.

Yours faithfully

Philip Johnson

Chair of Governors

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must undertake a DBS criminal record check and will also be required to sign a form declaring that they are not disqualified from undertaking this work under the "Childcare (Disqualification) Regulations 2009".

Unique child | Positive relationships | Learning & development | Enabling environments



Slindon Church of England Primary School at a Glance

Type of school	Church of England (Voluntary Controlled) Primary School
Age range	4 to 11 years old
Number on roll	83 (PAN is 84)
Arrangement of year groups	4 classes: Reception & Year 1; Year 2; Years 3 & 4; Years 5 & 6 <i>This arrangement is reviewed annually to take into account the needs of the school.</i>
Children groups	SEN 11 EHCP 1 PP 24
Management structure	Headteacher (there is no senior leadership team)
Staffing	In addition to the Headteacher there are: 4 Teachers (full-time) PPA Teacher (part-time) 5 Teaching Assistants (3 full-time, 2 part-time) SENCO (part-time) Business Manager School Secretary Premises Manager (part-time)
Latest Ofsted: GOOD	Click here to view the report
Latest SIAMS: GOOD	Click here to view the report
School website	Click here to view the website



About Us

We are a small, rural primary school in the village of Slindon, near Arundel in West Sussex. Just off the A27 or A29, we are easily accessible and our children come from beyond our catchment area, as far as Angmering to the east, Bognor Regis to the south, and Chichester to the west.

In addition to our four classrooms, we have 'The Glade', newly refurbished and superbly fitted out as a well-stocked library, which we also use for small group work. Directly opposite the school is the village hall which we use periodically for Collective Worship and for PE in the winter.

The school has superb grounds with many amenities including the willow structure, forest school area, nature garden, pond for dipping, and raised beds for growing vegetables and flowers.



Although many of our children live outside the village, we have excellent relationships within the local community, including St Mary's Church, The Forge, Coronation Hall and Gaston Farm.

What the children say about the grounds.....

"We have a beautiful willow structure where we can pray or just sit and relax. We are so lucky and thankful"



“Our magnificent oak tree provides us shade in the summer and shelter from the rain, we think it’s magical”

“Our fabulous forest school area has a fire circle where we can toast marshmallows and drink hot chocolate on a cold day”

“I really love playing with my friends on the bank”

“We enjoy making hedgehog houses out of fallen leaves and twigs on the field”



Our values

The Fruit of the Spirit is *love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control*; against such things there is no law.

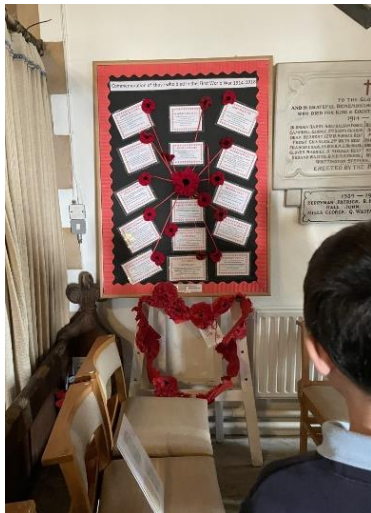
Galatians 50; 22-23

As a Christian school, the Christian values that guide us every day are intrinsic to our policy, practice and pedagogy. The **Fruits of the Spirit** ‘Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self Control’, reflect the lived experience within our school community. In addition, everything we do at Slindon is informed by our four overarching principles: a unique child, positive relationships, learning and development, and enabling environment.



Our children are tolerant, well behaved, inclusive and have great empathy for the individuality of their peers. They and their families appreciate being part of a unique, caring community.

The school has a very strong relationship with St Mary's church, which is central to our values and ethos. The Revd Peter Dyson leads our collective worship, and we enjoy half-termly 'Open the Book' assemblies delivered by volunteers from St Mary's. We also have assemblies delivered by the Christian charity Splash! and visits from Yapton Free Church.



Our approach

Our approach to teaching and learning is developing all the time. We maximise use of our outdoor space and beautiful grounds, follow a spiral curriculum model and apply adaptive learning.

Slindon belongs to the Rother Valley School Locality and we have strong links working with the other sixteen schools within our Rother Valley family. We also take advantage of our proximity to Durrington Research School in Worthing to keep up to date with the latest developments in teaching practice.

We offer a wide variety of after school clubs to accommodate the interests of all children. We aim to take children on termly visits (costs permitting), and bring in external experts, such as Commando Joe and The Mayne Trainer, to



train the staff and children. There are also opportunities to take part in inter as well as intra school sports activities.

The residential trips are very popular. Each year, Year 5 and Year 6 are taken away for three days to the Christian Youth Enterprises centre on Chichester Harbour for outdoor adventurous water sport activities, and to Dorset for activities which are an extension of the classroom curriculum.

Our approach is validated by parents – 100% of those responding to a recent survey said they would recommend our school.

What parents say...

“Fantastic school that knows every single child very well, nurtures them and helps them to become the best version of themselves.”

“Fabulous school and the teachers are all amazing at what they do.”

“This school is simply the best. My son is so happy here and absolutely loves going! All the staff are approachable and so kind and friendly and have really made the school exceptional! There’s nothing I can fault about the school!”

“It is lovely to collect an excited and enthusiastic child at the end of every school day.”

"Our school has been everything I could wish for my children, they have thrived and are so happy to come to school, they learn have fun and care for one another like I've never seen within a school before. We feel absolutely privileged to be a part of such an amazing school."

“My son loves this school and all the staff, they have always looked after him very well.”

“Friendly staff in a lovely environment.”





Our School Improvement Plan

This is a summary of our School Improvement Plan showing our key priorities and the outcomes we are targeting in order to meet them.

PRIORITY 1

To raise the progress and attainment of all children (particularly in year 2, 3 and 6)

- Teachers make good use of assessment information during lessons and when planning learning, so that they provide suitably challenging work for all groups of pupils, and keep all pupils engaged and interested.
- Staff are aware of the expectations for their year groups, particularly in reading and writing.
- Staff identify gaps in children's learning to inform interventions.

PRIORITY 2

To increase curriculum coverage, ensuring progression through assessment

- Ensure all subjects are planned and covered within the curriculum.
- Ensure that all curriculum documents have a clear intent and implementation.
- Assessment based on retrieval practice provides clear information on pupil progress.
- Subject leaders have a clear understanding of their role and how this impacts on pupil performance.

PRIORITY 3

To ensure that children with SEND and pupil premium make expected and accelerated progress (from their starting points) in line with their peers

- Ensure SEND and PP pupils' progress is monitored regularly – at least ½ termly.
- Pupils' work, across all areas of the curriculum is of a consistently high quality.
- Disadvantaged children are supported in ensuring that they achieve at least as well as their peers.

PRIORITY 4

To ensure that the school is ready for the SIAMS inspection

- Ensure that the Christian ethos is understood by all stakeholders.
- Ensure SMSC is fully embedded throughout the curriculum, including a planned collective worship programme.
- Staff are aware of the SIAMS toolkit and what will be required of them when being inspected.



What we are looking for in a new headteacher

The staff and governors would like the new leader of our school to be someone who...

- Is willing to build strong relationships with staff, pupils, parents, governors, and the wider community. They should be easy to talk to and caring, and have good interpersonal skills
- Is forward thinking, creative and open to different approaches to learning, and proactively implements new and inspirational ways of learning
- Ensures our Christian vision and values remain at the heart of everything we do
- Is ambitious for the children, the school and themselves. They should have a vision of where we are, where we could be and how we will get there
- Has outstanding classroom practice
- Is willing to listen, learn, and develop the potential of other staff members and maintain good well-being and morale
- Will be part of the community and is a team player, willing to roll up their sleeves when required
- Has some understanding of the dynamics of a small school and an understanding of the use, analysis and implementation of data in a small school
- Is self-aware and knows when to stand alone and when to work together as a community
- Has a high regard for staff well-being
- Is supportive of children and families who may be vulnerable and/or have additional needs
- Can evidence their potential to be a great leader
- Has commitment to stay the course



What the children say...





What the children say...





Slindon Village

Slindon is one of the most beautiful villages in West Sussex, with a lively and welcoming community.

Nestling in the foothills of the South Downs, Slindon is charming and unspoilt, its brick and flint houses surrounded by beech woods, farms and open downland. Much of the landscape and many of the houses are in the care of the National Trust – helping to maintain a balance between tradition and practicality for visitors and residents alike. The population of Slindon is about 500, divided between homes both north and south of the A29.

This is a place of history – from saints to smugglers, from churches to a duck pond, from an Elizabethan mansion to an ancient cattle pound. It also boasts perhaps the best claim to be the birthplace of cricket – a memorial of bat, ball and wicket bears witness to this fact, as does a cricket club still playing after more than 250 years.



Slindon is a haven for ramblers, dog walkers and horse riders; in the Spring, the bluebell woods are a joy to explore, and 'Open Lambing' at Gaston Farm is popular with children and adults alike.

The National Trust

The Slindon Estate is a 3,500 acre agricultural and woodland estate on the South Downs, in the care of the National Trust. It is an excellent example of a typical Sussex estate and includes two-thirds of the properties in the village, Slindon House (now Slindon College, a boys' school), four tenanted farms and



much of the surrounding woodland. There is an extensive network of footpaths and bridle ways across the estate and open access to wooded areas.

The whole area is rich in archaeology, going back as far as 100,000 years ago. In Palaeolithic times (Old Stone Age), the sea came up to Slindon and evidence of this has been found through excavations, revealing a raised beach. The Romans left their mark on the estate, most notably the Roman road of Stane Street, which crosses the Downs here as it makes its way to London from Chichester.

In AD 684, Caedwalla (the king of the West Saxons or Wessex) was granted Slindon and he gave it to Bishop Wilfred who then donated it to the Archbishops of Canterbury, ownership eventually passing to the Crown in the 16th century. A palace was built for the Archbishops near to the site of the modern day Slindon House, as well as a medieval deer park. Today, the park survives (without the deer) and the house is Slindon College.

Slindon was once famous for its magnificent beech woods around Slindon Park but most of these trees came down in the great storm of 1987. Today the woodlands are very much managed with wildlife in mind, with deadwood invertebrates and molluscs particularly doing well.

Environs

Slindon is well situated, being within the South Downs National Park yet only a few miles from the coast, with Chichester Harbour and the beautiful sandy beach at West Wittering a short drive away. The county town of Chichester, with its renowned Festival Theatre and Goodwood racecourse nearby, is 8 miles to the east, and the larger towns of Worthing, Brighton and Portsmouth are within striking distance.



Chichester Diocese and Church Schools

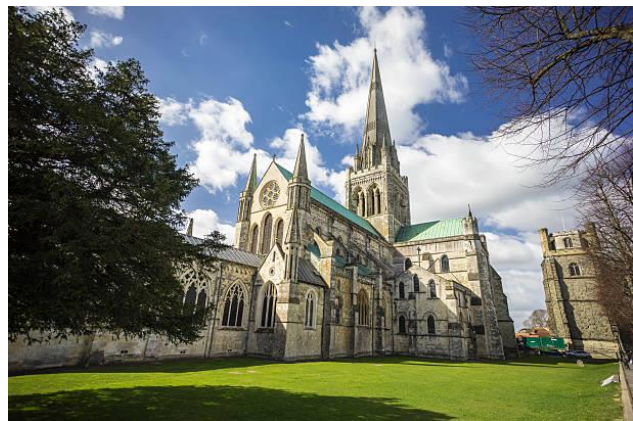


Information for applicants

The Diocese of Chichester covers the majority of the county of Sussex, relating in educational terms to three local authorities: West Sussex, East Sussex and Brighton and Hove. It covers approximately 1,459 square miles and has a population of 1,492,000; there are 391 parishes. The Bishop of Chichester, The Right Reverend Dr Martin Warner, is assisted by two suffragan bishops and four archdeacons. More details of the diocese can be found on the diocesan website: www.chichester.anglican.org.

Church schools in the Diocese

The Diocese of Chichester Board of Education (DBE) is charged under the 2021 DBE Measure to oversee the work of all Church of England state-funded schools in the Diocese. The current chair of the board is the Venerable Luke Irvine-Capel, Archdeacon of Chichester. The board meets monthly, reviewing the work in schools and making decisions on a wide range of policy and practice





Currently there are 155 Church of England schools in the diocese – approximately one third have voluntary aided status and two thirds have voluntary controlled status. The number of academies is growing. Our church schools educate around 37,000 pupils across the diocese with a wonderfully rich diversity of pupils and socio-economic settings. All are welcome to attend our Church schools, whether of Christian faith, other faith or no faith.

The vision for our Diocesan Church schools is for pupils to be “Learning with meaning and purpose: to know God and shape the world”.

We expect teaching and learning to be rooted in the Christian narrative of creation, redemption and future hope. We want our curriculum and pedagogy to foster a spirit of enquiry, creativity and to ‘walk the talk’ of Christian belief and values in every aspect of school life. The aim is for all our schools to perform well as part of their Christian responsibility to do their best by all the children and families in their care.

Academy Trusts of the Diocese of Chichester

Diocese of Chichester Academy Trust (DCAT) was the first to be established in 2014. Our trusts aim to bring together Diocesan church schools, to drive and maintain improvement and share economies by maximising resources for teaching and learning in classrooms for pupils. DCAT has grown steadily and includes both primary and secondary schools across Sussex and beyond. In addition to DCAT the Diocese now have other church majority trusts that have been established more recently. These include Bishop Luffa Learning Partnership (BLLP), Hurst Education Trust (HET) and Bishop Otter Academy Trust (BOAT).

Education Department

The Education Department, based at Church House in Hove, offers a range of services to headteachers, governors, teachers and clergy. This includes training, assistance in developing the Christian distinctiveness and character of the school, school effectiveness, support for SIAMS inspections, leadership and governor appointments, and many aspects of policy, school buildings and future structures including partnerships, federations and academies. An



annual conference and a quiet day are held for headteachers. RE conferences are held for leaders of RE and there are termly briefings for governors and heads. Year 6 Leavers Celebrations for over 4,000 pupils are held each year in various venues across the Diocese. A strong partnership exists between our Education Department and East Sussex, Brighton and Hove and West Sussex local authorities.





Job Description

Job Title: Headteacher – Slindon Church of England Primary School

Pay Range: Group 1 school, range 10 to 16

Responsible to: The Governors, Local Authority and Diocese

Start Date: Friday 1st September 2023

Main Purposes of the Job:

To provide professional leadership for the school, which secures its success and improvement, ensuring high quality education which inspires and motivates its pupils and improves standards of learning and achievement. To work with and through others to secure the commitment of the wider community to the school.

To be responsible for the leadership, internal organisation, management, and control of the school, consulting appropriately with stakeholders.

To promote and safeguard the welfare of children and young people for whom s/he is responsible or meets.

To carry out the duties set out in the [School Teachers' Pay and Conditions Document](#)

Main tasks

1 Qualities and Knowledge

- 1.1 Ensure that the vision of the school is clearly articulated, shared, understood, and acted upon effectively by all.
- 1.2 Demonstrate Christian vision and values in everyday work and practice.



- 1.3 Work with the Governors, in consultation with other interested parties, to formulate the aims and objectives of the school and to establish policies for their implementation.
- 1.4 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.
- 1.5 Create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for sustaining school improvement.
- 1.6 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.
- 1.7 Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence.

2 Pupils and Staff

- 2.1 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 Ensure that learning is at the centre of strategic planning and resource management.
- 2.3 Promote a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- 2.4 Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- 2.5 Determine, organise, and implement a diverse, flexible curriculum and implement an effective assessment framework.



- 2.6 Monitor and evaluate the quality and effectiveness of teaching and standards of learning and achievement of all pupils to secure school improvement.
- 2.7 Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- 2.8 Plan, allocate, support, and evaluate work undertaken by teams and individuals ensuring clear delegation and devolution of responsibilities.
- 2.9 Determine, organise, and implement a policy for the care, personal development and well-being of pupils.
- 2.10 Create and promote strategies for developing equal opportunities and inclusion for all members of the school community.
- 2.11 Work with schools and colleges in other key stages to ensure satisfactory transfer and progression of pupils.
- 2.12 Ensure individual staff accountabilities are clearly defined, understood, and agreed and are regularly reviewed and evaluated.
- 2.13 Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- 2.14 Build a collaborative learning culture within the school and engage with other schools and the wider community to build effective learning communities.
- 2.15 Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- 2.16 Report to the chair of 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 incompetent teachers.



- 2.17 Review own practice regularly, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of headteacher performance.
- 2.18 Manage own and others' workload to allow an appropriate work/life balance.

3 Systems and process

- 3.1 Create and develop an organisational structure which reflects the school's values and enables the management systems, structures, and processes to work effectively in line with legal requirements.
- 3.2 Support and motivate staff to enable them to carry out their respective roles and achieve high standards, and take appropriate action when performance is unsatisfactory.
- 3.3 Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported, and assessed.
- 3.4 Manage the schools' resources efficiently and effectively as follows:
- Human Resources, including recruiting, retaining & deploying staff appropriately to achieve the school's goals and priorities
 - Financial Resources, including effective administration & control in line with budget plan
 - Accommodation & other resources, taking account of curriculum needs & health & safety requirements.
- 3.5 Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the school.
- 3.6 Present the school's aims, performance, and goals in a manner appropriate to a range of audiences including governors, pupils, parents,



the Local Authority, the Diocese, the local community and Ofsted to enable them to play their part collaboratively and effectively.

- 3.7 Provide information, objective advice, and support to the 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.
- 3.8 Ensure the range, quality and use of all resources is monitored, evaluated, and reviewed to improve the quality of education for all pupils and provide value for money.
- 3.9 Work with governors to recruit and retain staff of the highest quality.
- 3.10 Understand and welcome the role of effective governance, upholding your obligation to give account and accept responsibility.
- 3.11 Produce and implement clear, evidence-based improvement plans and policies.
- 3.12 Ensure the school operates within agreed Local Authority and Diocesan guidelines and that effective liaison exists between the school, the Local Authority, and the Diocese of Chichester.
- 3.13 Take responsibility for promoting and safeguarding the welfare of children and young people you are responsible for, or with whom you come into contact.

4 The self-improving school system: Deployment of staff and resources

- 4.1 Create an outward-facing school, working with other schools, Locality Schools and other organisations in a climate of mutual challenge, championing best practice and securing excellent achievements for all pupils.



- 4.2 Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of Headteacher performance.
- 4.3 Promote the school and develop effective relationships with the wider community, including the parish churches and other local churches.
- 4.4 Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school.
- 4.5 Ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.



Person Specification

Job Title: Headteacher – Slindon Church of England Primary School

The Governing Body of Slindon CofE Primary School is determined to ensure that the school, which has the highest aspirations, provides an excellent centre of learning for all within its community. We are looking for a headteacher that can both deliver and further develop this vision. As leader of the school, the Headteacher will embody and promote its Christian ethos, values and culture.

The successful applicant will have the following characteristics:		
	Essential	Desirable
Education and Qualifications		
Degree or equivalent	✓	
Qualified teacher status	✓	
Evidence of commitment to continuing professional development	✓	
Senior Leadership Development (e.g. National professional qualification for headship (NPQH))		✓
Up to date safeguarding training (e.g. DSL and safer recruitment training)	✓	
Professional Experience and Knowledge		
A proven record of primary teaching that has made a considerable impact on pupils' learning	✓	
Teaching experience across the Primary age range		✓
Knowledge of primary principles and practice	✓	
Successful experience of raising standards with measurable outcomes	✓	
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships		✓
Evidence of highly developed performance management skills		✓
Understanding of quality in learning and teaching and how to achieve excellence	✓	
Knowledge of key considerations in effective management and deployment of people and other resources		✓
Knowledge of effective governance and a willingness to engage constructively in accountability processes	✓	



Knowledge of statutory duties and regulatory frameworks and a determination to ensure that this knowledge is kept up to date	✓	
Knowledge and experience of Child Protection and Safeguarding procedures	✓	
An awareness and understanding of the implication of equal opportunities, inclusion, and multicultural education	✓	
Awareness of the SIAMS processes and framework	✓	
Skills		
Ability to lead change	✓	
Ability to communicate effectively orally and in writing to a range of audiences	✓	
Ability to think creatively to anticipate and solve problems	✓	
Ability to formulate a vision and strategy for the school and secure commitment to it from others	✓	
Ability to drive forward improvements and challenge underperformance	✓	
Ability to implement appropriate monitoring systems and interpret data to improve attainment	✓	
Ability to motivate, challenge and influence others to attain higher goals	✓	
Ability to develop and empower individuals and teams	✓	
Commitment to the development and maintenance of positive relationships with staff, parents, pupils, governors, and the community	✓	
Understanding of school finances and financial management		✓
Personal Qualities & Attributes:		
<i>The person appointed will demonstrate:</i>		
warmth and openness – establishing a positive rapport with parents, staff, and pupils	✓	
a sensitivity to the needs of others	✓	
a positive and effective approach to behaviour management	✓	
well-developed interpersonal skills	✓	
high levels of motivation and a strong work-ethic	✓	
honesty and integrity	✓	
an ability to work effectively under pressure	✓	
understanding of the Christian Ethos and Values upheld by the school	✓	
active support of the school's Christian Ethos and Values	✓	



Professional Values:		
<i>The person appointed should:</i>		
value the education of all children as equally important	✓	
be strong and consistent in their conviction that every child can succeed given the right support	✓	
be passionate and resolute in placing the needs of the children at the centre of our decision making	✓	
<i>The person appointed should demonstrate a commitment to:</i>		
moving the school forward through the school development plan	✓	
raising standards of achievement	✓	
providing the pupils with an excellent education	✓	
involving the parents, governors, and community in the work of the school	✓	
Christian Distinctiveness		
Be fully supportive of moving the Christian ethos forward and developing this further	✓	
Consistently and confidently articulate and live out a Christian vision rooted in distinctively Christian values	✓	
Ability to articulate and communicate our vision for Slindon Church of England Primary school and the commitment to uphold and develop its Christian values	✓	





How to Apply and Selection Process

Informal visits to the school

To get a real feel for Slindon CE Primary School, we invite you to arrange an informal visit.

To arrange your visit, please contact Karen Cooper at our School Office on 01243 814330 or via email office@slindonprimary.co.uk

Application

Please submit your application using the form with a supporting statement of no more than two sides of A4 when typed. This should tell us how you satisfy the person specification enclosed within the pack and must provide evidence of impact from your current role and previous experience.

Please return your completed application form and supporting letter by **12 noon on Monday 27th February 2023** to the West Sussex Recruitment Administration Team quoting **job reference number 16400**.

Applications must be submitted via email to: HRSchoolAdverts@westsussex.gov.uk .

The post is subject to references, an enhanced DBS check, evidence of your right to work in the UK and an Occupational Health check.

References

References may be sought for candidates invited to interview. One reference should be from the chair of your current governing board/headteacher, with a second reference from your local authority. As this is a Church School you are reminded that you require an additional reference from a member of the Clergy from a church that is part of Churches Together in Britain and Ireland. This does not necessarily have to relate to church attendance but could refer to, for example, contact you have had with a member of the Clergy in the course of community activity (Guiding/Scouting, food bank, etc) or in a previous job.

All applications will of course be treated in the strictest confidence.



Shortlisting and Interviews

Shortlisted candidates will be contacted after the selection panel has completed the shortlisting process on **Thursday 2nd March 2023**.

Interviews for these applicants will then take place on **Friday 17th March** and **Monday 20th March**. There will be a variety of tasks over the two days involving children, staff and governors.

We aim to inform the successful candidate on the evening of **Monday 20th March**.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. The successful applicant must undertake a DBS criminal record check and will also be required to sign a form declaring that they are not disqualified from undertaking this work under the “Childcare (Disqualification) Regulations 2009”.