



Headteacher Information Pack

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Welcome from Nicola Waters, Chair of Governors

Thank you for your interest in the vacancy for the Headteacher of Billingshurst Primary School.

Our school has a strong vision which has four key drivers: Every Child is a reader; Every Child has a voice; Every Child is an active learner; Every Child is included. We work hard to ensure all children have the best opportunities available, whatever their culture, background and capabilities. We take pride in our inclusive approach and ensure diversity is celebrated.

We have a highly committed team of teachers and support staff with a wealth of experience and expertise. We also have a dedicated and effective Governing Body, who provide support and challenge in equal measure to ensure that the collective vision for the school is achieved through the daily experiences of those who matter most to us – our pupils.

At the school's recent Ofsted visit, the inspection team was impressed with the behaviour and attitudes of children, and with their personal development. There were also many positive comments made by the inspectors about the curriculum and our 'passionate and committed teachers'. The school was judged as requiring improvement overall, although considerable progress has been made since the inspection. For example, this year's SATs results are broadly in line with national averages whilst in Early Years, phonics and KS1, they are significantly above the results achieved in 2022.

This school is on a journey to academisation and will move into Sussex Learning Trust in April 2024. We are confident that this will be a positive move for the school, enabling it to flourish and grow as part of a strong family of schools. Sussex Learning Trust believes strongly in collaboration and in peer to peer support. All of its headteachers are part of the Trust's leadership and our new headteacher will have support to make the changes needed in the school as well as having the opportunity to be a system leader in an innovative and expanding Academy Trust.

We welcome applications from candidates who have a track record of school improvement and believe they have the right qualities to lead our school to excellence. If you have a child centred approach to learning and teaching, share our values and would like to join a dynamic educational family, then we would love to hear from you.

I hope this information pack will provide you with an insight to Billingshurst Primary School. If you are interested in learning more about this opportunity, then we invite you to visit the school. Should you need any support to enable your participation in the recruitment process, please contact us.

Yours faithfully

Nicola Waters
Chair of Governors
Billingshurst Primary School

Our School in its Community

Billingshurst Primary School is a thriving primary school in the heart of West Sussex. Billingshurst is a large village with a rich history; the Roman road, Stane Street, passes through its centre and the church of St Mary's dates from the 1100s. The village has excellent transport links to London and the south coast by train and car and is located with easy access to beautiful countryside and the South Downs National Park.

Billingshurst has seen significant housing development and growth in the last few years. It is socio-economically

diverse with areas of deprivation contrasting with some very affluent communities within the school's catchment area. The Weald Community School and Sixth Form is located next door and has strong links to Billingshurst Primary School.

Billingshurst Primary School was established in 2010 by amalgamating the Infant and Junior Schools based on the same site. It is above average in size and was oversubscribed for the reception intake this year.

"Pupils at Billingshurst Primary School say that their teachers are 'always by their side' and treat them with kindness and respect. Pupils are very clear that everyone is welcome at their school. Pupils felt they could talk to staff about any worries they might have, and staff would help them." **Ofsted 2023**

School Context

Location:	Billingshurst, West Sussex
Age Range:	4 to 11 years old
Number on roll:	604
Arrangement of year groups:	Three form entry
Pupil Groups:	PP: 12.7% EAL: 9.1% SEN: 12.4% EHCP: 1.8%
Management Structure:	Headteacher Deputy Headteacher Two Assistant Headteachers SENCO School Business Manager Safeguarding & Attendance Manager
Staffing:	34 Teachers 29 Teaching Support Staff 9 Non-Teaching Support Staff
Attendance:	94.9%
Last Ofsted:	Requires Improvement

For further information, please visit our [school's website](#).



What do our children love about the school?

When I am stuck I get lots of help

Teamwork and friendship, nobody is left out

We get support and help in difficult times

Everyone takes part and tries their best

Having independence and leadership roles (sports and house captains)

The teachers are really nice and you can talk to them about everything

The good book assemblies because that's where you put your achievements and get clapped for it and it makes you feel good

Treating others with respect and feeling valued

I like how the teachers encourage me to do my best



Everybody is welcoming to new pupils

The teachers are always supportive

Challenging us to be creative, a team player, resilient and curious is helping set a goal for me to complete

Everybody helps each other and listens

Working walls because it helps you in your learning

Interacting with other year groups because you get to know people of different ages

Friendship and kindness

I can play outside doing football and other stuff and have fun whilst learning

Independent work because it makes me work my brain

Sussex Learning Trust



Jonathan Morris, CEO

Sussex Learning Trust is uniquely placed to make a difference to the local education landscape. Schools who join the Trust do so because they wish to work with like-minded schools who have a shared passion for pupil centred learning, and a desire to work together for the benefit of the wider community that the Trust serves.

The Trust currently has six academies in its education family, all based in West Sussex, and has plans to grow and develop three groups of schools in the Haywards Heath, Billingshurst and Chichester areas. Although all the schools share the same vision and values, each of our schools have their own identity which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each school and governance, through local governing bodies.



The headteachers of Sussex Learning Trust academies all lead their own schools and contribute to the wider leadership of the Trust. The headteachers have a key role in driving the policies and procedures of the Trust and have opportunities to lead areas of strategy and projects across the group.

The Trust Vision

Our vision is to work collaboratively to provide 'world class' formational and transformational opportunities helping young people realise their potential and equipping them in their journey towards personal fulfilment and responsible citizenship. Our mission is for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

The Trust Values

- Respect
- Integrity
- Resilience & Perseverance
- Kindness
- Confidence
- Optimism



If you want to find out more about Sussex Learning Trust please visit their [website](#).

All applicants will have the opportunity to meet with Jonathan Morris, CEO of the Trust, as part of the interview process.

What We Offer You

For your career

- An opportunity to lead a large school on its journey to excellence;
- A strong and supportive governing body determined to do the best for its community;
- A dedicated and committed staff who want to make the changes needed to provide world class education for their pupils;
- Opportunities to work with 'passionate and knowledgeable' (Ofsted feedback, 2023) leaders within the school;
- Comprehensive central support, advice and guidance from the Academy Trust to support you on the school's improvement journey;
- An opportunity to redefine the place of the school in the local community;
- Opportunities to extend and celebrate the opportunities provided to our children;
- A strong commitment and support for your professional development and leadership

To be part of something bigger

- Membership of the Leadership Team of a collaborative, dynamic and growing Academy Trust;
- Collaborative work with senior leaders and academy staff in other schools who are committed to a shared set of values;
- Opportunities to benefit from exceptional practice across the Trust and to contribute to its development.

To make a difference

- To be part of a team that makes a real difference to the opportunities of children and young people both within and beyond your own school;
- To develop strong partnerships with parents/carers and the wider school community for the benefit of children's learning;
- To promote a culture and environment in which staff feel valued, are inspired and develop a physical and social environment which promotes and enhances children's progress and learning.



Job Profile

Job Title:	Headteacher, Billingshurst Primary School
Pay Range:	L21 to L27 (£77,195 to £89,414)
Responsible to:	CEO of Sussex Learning Trust
Start Date:	Monday 15th April 2024 (a September start would be considered)

As an inspirational and innovative leader, you will drive the vision and strategic direction of Billingshurst Primary School. You will empower and motivate staff and pupils to ensure excellence in learning and teaching and the continued rapid improvement of the school. You will provide a child-centred approach to education, an engaging curriculum and will inspire a sense of collective purpose, with high aspirations for pupils and staff. You will work collaboratively with parents and carers, staff and wider stakeholders developing and delivering a dynamic learning partnership and act as a positive role model in the community.

Principal Accountabilities

1. Lead, inspire and promote a positive whole school culture and ethos, that supports the school on its journey to excellence and secures a strong reputation locally as the school of choice for pupils, parents and staff;
2. Lead the teaching and learning programme of the school, based on innovative and engaging evidence-based practice and underpinned by high levels of subject expertise with effective use made of formative assessment;
3. Lead the development and delivery of a dynamic, relevant and enriching curriculum which motivates and inspires all children to learn and achieve;
4. Ensure high expectations of behaviour for all pupils, built upon positive relationships and clear rules and routines, which are understood and followed by all staff and pupils;
5. Ensure the school is truly inclusive and has high aspirations for all pupils, including those with Special Educational Needs and Disabilities and those who are disadvantaged;
6. Develop and implement a strategy for recruitment, retention and professional development of staff that will ensure consistently good or better teaching in an environment staff find challenging, enriching and rewarding;
7. Develop whole school structures for responsibility and accountability which ensure clarity of role and consistency of practice;
8. Ensure financial planning and premises management are robust and the school is a sustainable, safe and effective educational environment for children;
9. Lead the development and delivery of appropriate strategies for improvement which are realistic, timely, appropriately sequenced, impactful and suited to the school's needs;
10. Work in partnership with parents, carers, fellow professionals and the wider community to achieve the very best educational outcomes for all pupils;
11. Maintain overall oversight and accountability for safeguarding, committed to ensuring all practices related to safeguarding and child protection are effective and that children and staff feel safe and valued;
12. Ensure the school effectively and efficiently operates within the required regulatory frameworks, underpinned by robust policies and procedures, and meets all statutory duties.

The Headteachers' Standards form the basis of our Headteacher job description. They can be found at Headteachers' standards 2020 - GOV.UK (www.gov.uk).

The Headteacher will carry out their duties with the ethics and professional standards expected of their role and uphold the seven principles of public life, as stated in section 1 of the current Headteachers' Standards document.

They will fulfil the ten Headteachers' Standards as specified in section 2 of the Headteachers' Standards document.

The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role.



Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

The person specification outlined below will be evidenced through the application, documentary evidence, interview process and references.

Education and Qualifications	E	D
Degree or equivalent	✓	
Qualified Teacher status with evidence of continuing professional development	✓	
National Professional Qualification for Headteachers or other leadership and management qualification		✓
DSL and safer recruitment training		✓
Professional Knowledge	E	D
Up to date knowledge of Keeping Children Safe in Education and ability to develop a whole school culture around safeguarding	✓	
Understanding of research and evidence informed curriculum design that meets the needs of all learners and the ability to lead this with and through others across the whole school	✓	
Knowledge of effective governance and a willingness to engage constructively in accountability processes	✓	
Current knowledge of SEMH and understanding of effective strategies to promote positive learning behaviours and support children with identified needs	✓	
Knowledge of how to work effectively in partnership with parents, carers and professionals to meet the needs of all pupils, including those with SEND	✓	
Knowledge of statutory duties and regulatory frameworks and a determination to ensure that this knowledge is kept up to date	✓	
Good understanding of the principles of equality and diversity that support a culture that embraces diversity within the classroom and school community	✓	
Good understanding of the Academies agenda and the role of a Multi-Academy Trust		✓
Experience	E	D
Successful experience at Deputy and/or Headship level across primary age range (KS1, KS2), with evidence of leading a successful team to bring about rapid and sustainable whole school improvement that has had a positive impact on pupils achieving their full potential	✓ Deputy	✓ Head
Evidence of ability to lead change and raise standards with measurable outcomes	✓	
Relevant experience of whole school management, including financial, budgetary and resource management such as challenging and supporting staff through managing change, performance management, conflict resolution, staff recruitment and development processes	✓	
Proven track record of monitoring, evaluating and improving quality of learning and teaching, building effective strategies for school self-evaluation	✓	

Evidence of providing the support and resources that enabled a highly effective governing body fulfil their statutory responsibilities for teaching, learning and standards, and act as critical friend for the benefit of the school	✓	
Evidence of managing additional educational needs provision which required collaborating and building effective relationships with parents, carers, multi-agencies and the wider community to enrich teaching and learning for the inclusion and wellbeing of all pupils	✓	
Professional Skills	E	D
Ability to plan strategically, formulate a vision for the school, communicate it effectively and secure commitment to it from others	✓	
Evidence of demonstrable leadership qualities with the ability to set and achieve challenging goals which lead to improvement	✓	
Excellent people skills to build and lead an effective team; managing issues in a sensitive, supportive but appropriate manner to ensure the effective operation of the school, promoting high aspirations and success for all	✓	
Evidence of strong emotional intelligence and the ability to work with staff in a way that motivates and engages staff and develops a strong teams approach to delivery	✓	
Skills in working with children with social, emotional and mental health needs	✓	
The ability to analyse high-quality teaching and assessment based on evidence in order to secure improvement	✓	
Ability to implement appropriate monitoring systems and interpret data to improve attainment	✓	
A skilful communicator with strong interpersonal and presentation skills, both verbal and written which naturally adapt to a diverse audience eg governors, parents and carers, staff, pupils and the wider community	✓	
Organisational, financial, budgetary and management skills relevant to the effective delivery of the duties of the post to achieve the school's educational goals and priorities	✓	
Good ICT and administrative skills to enable effective implementation of tasks required of a Headteacher	✓	
Personal Attributes	E	D
Attributes that enable and empower individuals and teams to innovate and achieve, where success is celebrated and individuals are motivated to achieve high goals and accept responsibility for outcomes	✓	
A commitment to equality and inclusivity which allow the academic, spiritual, moral, social, emotional and cultural development of pupils, celebrating and recognising the differing needs of pupils and staff in a diverse and multicultural Britain, challenging assumptions and preconceived ideas	✓	
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively	✓	
The personal resilience required of a leader, with the ability for self-reflection and a positive approach that enables constructive relationships and feedback to aid continuous improvement	✓	
A commitment to collaborative working for the benefit of pupils, and with tangible evidence of driving pupil improvement and progress	✓	
A commitment to ensure that no child is left behind and an inclusive approach to education for those with special educational needs and educational and emotional disadvantage.	✓	
Warmth, openness and a commitment to working with parents and carers as partners to ensure all pupils are supported and encouraged on their educational journey	✓	

How to apply

Informal visits to the school

You are warmly invited to arrange an informal visit to the school.

To arrange your visit, please contact Nicola Waters, Chair of Governors via email nwaters@billingshurstprimary.org.uk

Application Form

Please fill in the application form, ensuring that all sections are completed. If there are any dates unaccounted for, you should detail the reasons in the relevant field on the application form.

You should submit a supporting statement with your application. This must be no more than two sides of A4 paper in length and should enhance, but not repeat, the information on the application form.

You should structure your letter of support under the 5 headings in the Person Specification and demonstrate how you meet the essential and desirable criteria. Please provide **evidence of impact** from your current and previous roles, demonstrating how this has prepared you to **lead our school to excellence**.

Please email your completed application to the schools' recruitment services administration team h.schooladverts@westsussex.gov.uk by 12 noon on 10th January 2024.

References

References will be sought for candidates invited to interview. One should be from the chair of your current governing board/Headteacher with a second reference from your local authority/Trust or other suitable body.

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

Selection Procedure

Shortlisting will take place shortly after the closing date and successful candidates will be invited to a selection process which will be held over two days. The 23rd and 24th January 2024 have provisionally been scheduled for the selection process.

Safeguarding

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. An enhanced DBS check and other pre-employment checks are required for all successful applicants.



