



## St MARY'S HEADTEACHER CANDIDATE INFORMATION

### Important Dates:

Closing date for applications is: **Friday 14<sup>th</sup> March 2025- 12:00**  
Interviews will be held on the: **Thursday 20<sup>th</sup> & Friday 21<sup>st</sup> March 2025**

Dear Applicant,

Thank you for your interest in the post of Headteacher at St Mary's CE VA Primary School.

**LSR:** Either Headteacher or Head of School (*depending on experience*)  
(*'L6-L10' for Headteacher role or 'L1-L6' for Head of School role*)  
**Number on roll:** 81 **Starting Date:** September 2025

The Governors invite application for the post of either Headteacher or Head of School (*depending on experience*)

St Mary's is part of the successful Pioneer Federation of 6+ small schools who work closely together.

You will work alongside the Senior Teachers, under the leadership of our Executive Headteacher, Mr James Procter.

You will also be working closely with our other Headteachers and Head of Schools in the Federation.

This job promises all the things that are great about leadership and with the support of our Executive Headteacher.

We are looking to appoint an inspiring and visionary individual who will lead our school into the next stage of development. You will need excellent communication skills and a commitment to enriching educational experiences for all our pupils.

Our school is a special place and we believe that this is a great opportunity for someone looking to develop their career and step into the Headteacher or Head of School role within a supportive environment.

**We can offer:**

- Scope to further develop the school and have an impact- make your own mark
- Experienced staff
- Professional support and development through the Pioneer Federation
- Well behaved and well-motivated, high achieving pupils.
- Supportive parents
- Close and supportive links with the Village Church
- Collaboration with strong and encouraging Governors

**The successful candidate will have:**

- ✓ Inspirational leadership traits
- ✓ Excellent communication skills and the ability to inspire trust and respect in all the school community
- ✓ Be empathetic and understanding, demonstrating core Christian values
- ✓ Put pupils at the heart of all decision making through positive connections and understanding.
- ✓ To have a deep knowledge of child development and use this to inform positive change
- ✓ To utilise and develop the skills of staff through embracing collaborative working
- ✓ To ideally have the skills and experience of the SENCo and DSL roles or a willingness to train

To find out more and apply, please see Headteacher and Head of School Job Descriptions on the Pioneer website:

<https://pioneerfederation.co.uk/vacancies/>

Prospective candidates wishing to visit our school would be warmly welcomed.

Please contact James Procter - on 07445564115 or by email at

[head@pioneerfedaertion.co.uk](mailto:head@pioneerfedaertion.co.uk) - to make an appointment.

Please visit our website for more information: <https://pioneerfederation.co.uk/>

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Yours sincerely,



**Alan Brundle**  
Chair of Governors, Pioneer Federation

## **The Application Process**

### **Visits**

We welcome and encourage visits to the school ahead of the application process/interview. Should you wish to book an appointment to view the school, please contact James Procter - on 07445564115 or by email at [head@pioneerfederation.co.uk](mailto:head@pioneerfederation.co.uk) to make an appointment.

### **Applying**

**There are separate 'Headteacher' and 'Head of School' Job descriptions.**

**e.g. Headteacher JD essential experience** - *Senior leadership experience in a primary school (preferably a CE school) at least Head of School level with **rapid, substantial and sustained impact** on school improvements with clear impact*

**You should decide which one you are most suitable for depending on your experience.**

**You should specify if you would like to be considered for the Headteacher or Head of School post or both.**

Your application, together with covering letter should be emailed to:

[head@pioneerfederation.co.uk](mailto:head@pioneerfederation.co.uk)

**by Friday 14<sup>th</sup> March 2025- 12pm.**

### **Shortlisted candidates**

Interviews will take place on **Thursday 20<sup>th</sup> & Friday 21<sup>st</sup> March 2025**

### **Key Dates:**

The closing date for applications is: **Friday 14<sup>th</sup> March 2025- 12pm**

Interviews will be held on the: **Thursday 20<sup>th</sup> & Friday 21<sup>st</sup> March 2025**

## **Guidance Notes for Applicants**

### **Application Form**

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form may be scanned or photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet.

### **Letter of Application**

In addition to the application form, we ask that you write a covering letter briefly describing the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

### **Referees**

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees; as an applicant for a Headteacher post, you should provide the name and address of your Director of Children's Services, or CEO of your Academy Trust, together with a second referee who should be the Chair of Governors or in the case of a serving Deputy, the Headteacher of your current school. If you are applying for the post of a Head of School, your referees should be your Headteacher and your previous employer. A third reference is required for Voluntary Aided or Controlled Schools; candidates should give the name and address of the Parish Priest, Vicar, Minister or Pastor as appropriate.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the Governing body may wish to seek further supporting information from your previous employer(s).

### **Qualifications**

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (including GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

### **Medical Information and Disclosure and Barring Service (DBS) Disclosure**

Prior to appointment, you will need to complete a health statement which will be assessed by our OH referral service, Team Prevent.

East Sussex County Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with this Authority as the employer.

This disclosure will need to be approved by the County Council before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations")

The post of Headteacher is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration

form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

### **Eligibility to Work in the UK**

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

### **Data Protection**

East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants at <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>

We would like to take this opportunity to thank you for your interest in working for schools within East Sussex County Council and wish you every success in the future

### **Chichester Diocese and Church schools**

The Diocese of Chichester covers almost exactly the whole 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](http://www.chichester.anglican.org)

### **Church Schools in the Diocese**

The Diocese of Chichester Board of Education (DBE) is charged under the 1991 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 Irving-Capel, Archdeacon of Chichester. The board meets termly, 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 – 50 have voluntary aided status, 94 have voluntary controlled status and 11 are academies. There are seven church secondary schools. Our church schools educate around 37,000 pupils who have a wide range of ability and come from diverse social settings. Those who wish to come to one of our schools, whether of

Christian faith, other faiths and those who as yet do not profess a faith, are welcome if there is a place.

Whatever the status of our schools we want them to unite under a common end which is that of:

***“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 curricula 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. Our 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.

### **Education Department**

The Education Department, based at Church House in Hove, offers a range of services to governors, headteachers, teachers and clergy. This includes training, assistance in developing the Christian distinctiveness and character of the school, school effectiveness, support for SIAMS inspections, 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. Leavers Celebrations, for over 4,000 pupils leaving church primary schools, are held each year in various venues across the Diocese. A strong partnership exists between the Education Department and the East Sussex, Brighton and Hove and West Sussex local authorities.