



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

Headteacher's Welcome

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

At St Mary's, our vision is rooted in our Christian ethos and lived out through our vision statement "A Christ-centred school with a child-centred curriculum". We believe that every child is unique and special and we want to ensure they flourish using their God-given potential.

Our school values shape all aspects of school life. These values guide our children to treat others with love and they underpin our broad and balanced curriculum with wisdom. Our school community is at the heart of what we do and our staff, governors, parents, volunteers, our parish church and local organisations all work together with a shared commitment to ensure every child flourishes.

We warmly welcome visits to our school so that you can experience our happy and friendly school firsthand. Please contact the school office to arrange a convenient time.

St Mary's CofE (Aided) Primary School is committed to safeguarding and promoting the welfare of all children. and all appointments are subject to an enhanced DBS check.

We can offer you

- A 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 and well maintained learning environment
- Opportunities to continue developing your leadership skills.
- A committed Governing Body who work in partnership with the school and wider community

Please use your supporting letter to share your personality, ethos, strengths, experiences and aspirations.

Once again, thank you for considering St Mary's and showing your interest. We look forward to receiving your application.

Mrs Samantha Copus
Headteacher



School information

St Mary's CofE (Aided) Primary School is a co-educational school in Pulborough, West Sussex (RH20 2AN) for pupils aged 4–11. As a Church of England Voluntary Aided school, it has close links with St Mary's Parish Church and promotes a Christian ethos. The school emphasises a nurturing environment and a strong partnership with parents.

'We treasure each child and enable them to flourish, using their God-given potential, establishing a secure foundation for them to thrive in a rapidly changing world. We are a Christ-centred school, with a child-centred curriculum where wisdom and love guide and influence learning and teaching for our whole community.'



Deputy Head

School: St Marys Primary C of E Primary, Pulborough

Post: Deputy Headteacher

Start date: September 2026

Salary: Leadership Scale L2 to L5

Responsible to: The Headteacher

Number on roll: 299

Role overview

Purpose of the job

Deputise for the Headteacher and ensure the effective and efficient running of the school in their absence. The duties of this role must be carried out in accordance with 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 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 process 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 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
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 process 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 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.			✓



How to apply

The application process

Please complete an application form and submit a 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: **12 noon on Monday 15th June 2026.**

You may email your application to:
sbm@stmarysprimarypulborough.co.uk

Visiting the school

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

Telephone: 01798 872007

Email: office@stmarysprimarypulborough.co.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 **Friday 19th June 2026.** Applicants are asked to advise their current employers of a potential interview on this date.

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

- Current Criminal Disclosure Certificate (CRB/DBS)
- Photo ID (Driving Licence/Passport)
- Original proof (certificates) of qualifications
- Proof of address (such as a utility bill or bank statement)

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. Mary's C of E (aided) Primary, Pulborough 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. Mary's C of E (Aided) Primary Pulborough, Link Lane, Pulborough, West Sussex, RH20 2AN



Guidance for Applicants

Application Forms

For the application forms, please access our website at www.st-marys-pulborough.w-sussex.sch.uk or via the QR code

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 statement.

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 is sent to us as a CV.

Late applications cannot be considered.



Contacting us

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

Telephone: 01798 872007

Email: office@stmarysprimarypulborough.co.uk

St Mary's C of E (Aided) Primary School,
Link Lane,
Pulborough,
West Sussex
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