



Westfield School Headteacher Recruitment Application Pack

Westfield School Main Road,
Westfield, Hastings, East Sussex. TN35 4QE
01424 751404

www.westfield.e-sussex.sch.uk
office@westfield.e-sussex.sch.uk

Closing date: 16/11/2026 (noon) **Shortlisting date:** 19/11/2026
Interviews: Day1: 3/12/2026 Day2: 4/12/2026



Letter from the co-chairs of governors October 2026

Dear Applicant,

Thank you for your interest in the post of Headteacher at Westfield School. We are seeking to make this appointment with effect from April 2026.

Westfield School has a role of 173 with a combination of mixed aged classes and 1 form entry classes and is situated in the village of Westfield, five miles north of Hastings. We cater for children from 4-11, with the large majority coming from the village. Many children transfer to the main school from Westfield Playgroup, which although not linked officially, maintains close links and a strong relationship with it.

In September 2023, we were inspected by Ofsted and graded as a good school.

In January 2027, our Headteacher will be moving on and as a result, we will have an Interim Head in place, supported by a dedicated teaching team and deputy head until Easter.

The governors are seeking to appoint a new Headteacher with the commitment, enthusiasm, and vision to lead the school forward through its next stage of development, building on from the positive Ofsted we received.

There is the opportunity for excellent personal development and to work closely with other schools and leaders as, Westfield is part of a strong alliance with like-minded schools in the area. This allows them to share good practice and training as well as the opportunity to receive help and guidance.

We are committed to securing excellence in learning and progress for all pupils through exciting and stimulating teaching which encourages a love of learning. We want all our children to work to the best of their ability, achieve all they are capable of and to embrace and enjoy new learning throughout their time at Westfield school.

Children at Westfield are positive and enthusiastic in their approach to learning, aided by dedicated and passionate teachers and support staff who ensure children are always striving for excellence in their learning.

Both parents and the local community have a positive relationship with our school and there is a shared agenda amongst all to ensure children develop resilience and feel they can overcome any obstacles that stand in their way within a nurturing environment.

‘Pupils feel safe, happy, and cared for at this friendly and inclusive school. They are keen to attend and excited to learn’. (Ofsted September 2023)

The successful candidate will share our values and understand the important part nurture and therapeutic thinking contribute to the school ethos. They will be the kind of person who can establish professional relationships at all levels and bring creativity, enthusiasm, and intelligent thought to the challenges in this position.

We look forward to welcoming you to visit our school and see for yourself the exciting opportunities that this post can provide. This will also allow you to see the motivated and inclusive community where pupils are encouraged to develop to their full potential in a caring and supportive environment.

We thank you for your interest in the Headteacher role at Westfield and we hope that the information contained in this pack is useful in deciding whether you could be the one to lead our school into the future.

Thank you again for your interest.

Jan Constable and Grace Wicks
Co-chairs of Governors





About the role

Headteacher - Westfield School

Salary - L10 £64,691 to L17 £76,772

At Westfield School, we focus on the whole child and skills for life. Our school vision is that all members of our school community will be:

- Kind, respectful citizens
- Positive, resilient individuals
- Inquisitive, creative thinkers

Are you an experienced senior leader who is innovative and ambitious? Do you have proven leadership skills with a track record for raising attainment and inspiring others towards excellence?

The board of Governors at Westfield School is looking to appoint a new Headteacher for April 2026. This is an exciting opportunity for an existing Headteacher or an experienced Deputy/Assistant Headteacher.

We are looking for a Headteacher who will:

- Demonstrate strategic oversight of all areas within the school and a commitment to achieving best outcomes for all pupils
- Possesses excellent interpersonal skills with an approachable style of leadership
- Motivate, coach challenge and nurture all staff.
- Continue to foster good relationships with parents and the wider community.
- Build upon the success of the school, maintaining its strengths while providing clear strategic leadership to guide the next phase of development.
- Be visible, hand-on leader, able to balance the school vision with the operational demands of leading a small school.

Westfield can offer you:

- Happy, confident and hardworking children who are proud of their school and eager to learn.
- An inclusive curriculum that is aspirational for all.
- Dedicated, supportive and experienced staff team who are committed to providing the best outcomes pupils.
- Strong links between home and school with supportive and engaged parents.
- A knowledgeable and committed governing body who is dedicated to supporting the school's vision.
- Strong partnerships through school alliance, providing opportunities for collaboration, professional development, school improvement and the sharing of best practice.
- A vibrant and happy maintained primary school which is well equipped with a spacious field where weekly forest school is run and the use of the community hall.

Visits to our school are welcomed and encouraged. Please get in touch with our office team on 01424 751404 or office@westfield.e-sussex.sch.uk.

In the meantime, please visit our website: <https://westfield.e-sussex.sch.uk/> to get an insight into life at Westfield School.

Complete application forms should be sent to: Leadership.Recruitment@eastsussex.gov.uk

Closing date for applications: 12 noon on 16/11/2026

Interviews to be held: Day1: 3/12/2026, Day2: 4/12/2026



Westfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

This post is covered by the Childcare Disqualification Regulations 2018.

The school will need to ensure that they are not knowingly employing a person who is disqualified under 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.

Additional information

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System.

Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

This authority 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 Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosurebarring-service-check.

All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Company information

East Sussex County Council is an equal opportunities employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, or age. All applications are treated on merit.

Please note that recruitment packs for this vacancy will only be provided directly to an individual considering applying to our school for this opportunity. This school does not enter into business with recruitment agencies or other commercial organisations on behalf of their client's seeking employment.





Headteacher Job Description

Purpose of the Role:

The Headteacher of Westfield School will provide professional leadership to deliver continued success and improvement, by ensuring high quality education for all its pupils.

Shaping the future

Working with the governors, the Headteacher will create and communicate a shared vision, ethos and strategic plan that inspires and motivates all stakeholders and reflects the need of the school and the wider community.

The Headteacher must be able to translate their vision into clear objectives that promote and sustain school improvement and must also ensure the school develops to the benefit of the pupils, staff and communities.

Key tasks:

Qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate and develop positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on own knowledge, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Develop the school's strategic plan and vision, supported by sound financial planning, in the context of local and national policy.
6. Communicate compellingly the school's vision and empowering all pupils and staff to excel.
7. Develop the school's revenue streams by investigating and identifying new sources of income resulting in sustained growth and stability.

Pupils and staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Systems and processes

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand their role and deliver their function effectively, particularly its functions to set school strategy and hold the Headteacher and senior leaders to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the sustainability of the school.
6. Distribute leadership across the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.



The self-improving school system

1. Create an outward-facing school, working with other schools and organisations in a climate of mutual endeavour, championing best practice and securing excellent achievements for all pupils.
2. Promote the schools and develop effective relationships with the wider community, fellow professionals and colleagues in other public services, to improve social and academic outcomes for all pupils.
3. Develop an organisation in which everyone works collaboratively, shares knowledge and understanding and is confident of collective external and internal accountability for the success of the school.
4. Ensure the quality of teaching is shaped through high quality training and sustained professional development for all staff.
5. Ensure that parents, carers and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.
6. Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Keeping Children Safe in Education

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

- Work with governors to ensure that all safeguarding duties are complied with under the relevant legislation.

- Work with governors to ensure that policies, procedures and training in the school as set out in the current statutory guidance "Keeping Children Safe in Education", DfE, September 2024 and "Working Together to Safeguard Children", DfE, December 2023 are effective and comply with the law at all times: Keeping children safe in education - GOV.UK (www.gov.uk) and Working together to safeguard children - GOV.UK (www.gov.uk) and Working together to safeguard children - GOV.UK (www.gov.uk)

- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.

- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description should be read alongside the requirements of the current publication of the DfE's School Teachers' Pay and Conditions Document (STPCD) and is based on the National Headteacher' Standards 2020. These standards replace the national standards of excellence for headteachers 2015. They are non-statutory and intended as guidance to be interpreted in the context of each individual headteacher and school. They are designed to be relevant to all headteachers. Headteachers' standards 2020 - GOV.UK (www.gov.uk)

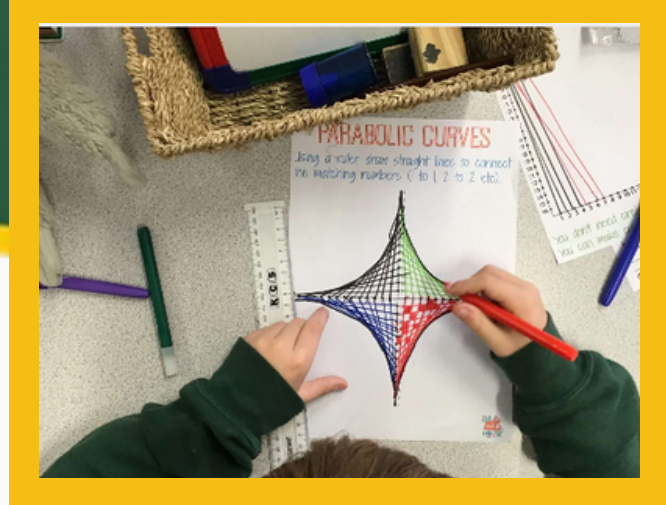




Headteacher Person Specification

Characteristics		Desirable	Essential
Qualifications and experience	Qualified Teacher Status at first degree level or equivalent		√
	Substantial and successful teaching experience across the primary-age range in more than one school		√
	Experience of effective school financial management		√
	Experience of working successfully and cooperatively as a member of a team in school		√
	National Professional Qualification for Headteachers (NPQH)	√	
	Senior leadership experience in a primary school		√
	Experience of developing partnership and learning between schools	√	
Professional knowledge	Understands and has good knowledge of current issues in education		√
	Uses data, assessment and target setting effectively to raise standards/address weaknesses		√
	Understands and uses self-evaluation and school improvement processes effectively		√
	Understands the roles and responsibilities of a Headteacher and of governors in schools		√
	Understands creative and innovative curriculum design to meet the needs of all pupils		√
	Understands and is committed to promoting and safeguarding the welfare of pupils		√

Characteristics		Desirable	Essential
Leadership skills	Possesses good interpersonal skills and an approachable style of leadership		√
	Able to develop and share a clear vision		√
	Able to motivate, coach, challenge and nurture teaching and support staff of all grades		√
	Demonstrate strategic oversight of all schools with clear distributive leadership		√
	Able to engage with the wider local community, and with both Local Authority and Governors	√	
	Able to lead across the school to balance their needs	√	
	Possesses good interpersonal skills and an approachable style of leadership		√
Personal attributes	Possesses emotional intelligence and demonstrates empathy		√
	Inspires trust and confidence within and across the school and communities		√
	Able to think creatively and demonstrate initiative in solving problems		√



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 will very likely be 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. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

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.

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 (excluding 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.





Criminal Convictions - Why we need you to declare your criminal convictions and other related information.

Working within a school is exempt from the Rehabilitation of Offenders Act and this role is eligible for an enhanced DBS check and access to the barred list.

We therefore ask you to complete the **Shortlisting - employment self-declaration and disclosure form** as fully as possible and bring it with you to the interview. A copy of the form is enclosed as part of the application pack, or will be sent to you if you are invited to attend an interview.

The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with the Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) as part of the pre-employment checks.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Disclosure & Barring Service's Code of Practice, which is available on their website at DBS code of practice - GOV.UK (www.gov.uk)

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

The post applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)

The filtering rules were updated on 28th November 2020 as follows:

- Warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate.
- The multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

The information disclosed on this form will not be kept with your application form during the application process.

Further information on filtering can be found at Nacro Criminal Record Support Service | Nacro
There is a list of offences that will always be disclosed on a Standard or Enhanced DBS certificate (unless they relate to a youth caution). These are known as 'specified offences' and are usually of a serious violent or sexual nature or are relevant for safeguarding children and vulnerable adults.

List of offences that will never be filtered from a DBS certificate - GOV.UK (www.gov.uk)



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 one of the County Council's Occupational Health Team.

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.

Other teaching and leadership posts may also be subject to these Regulations.

Eligibility to Work in the UK

It is a criminal offence to employ persons whose immigration status prevents them from working in this country.

You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the County Council that you have the right to work in the UK.

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

Note to Candidates:

If you have not heard from the school/establishment within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.

