

# HEADTEACHER INFORMATION PACK MAY 2026



Proudly part of



# Dear Colleague

We are delighted that you are interested in the position of Headteacher at Grovelands Community Primary School, a proud member of Wandle Learning Trust.

Grovelands School has been serving the Hailsham community since 1934 and we are very proud of our wonderful school building and surrounding grounds.

This is enhanced by the school's happy ethos and welcoming atmosphere, pupils at the school are given the opportunity to explore their talents in a number of ways whether that be academically, on the sports' field or in our wide variety of performing arts.

Grovelands School is very inclusive and we are proud to have children of all abilities and enjoy seeing everyone develop as a member of the school community. The ethos of the school and our slogan of 'Believe, Create, Achieve', is based on encouraging all children to achieve excellence

through challenge and a belief in themselves. This is supported by a staff team who drive and aspire for the best.

We are looking for an inspiring, bold and nurturing Headteacher to lead our popular community school and continue to grow opportunities for our children, staff and families.

If that sounds like an opportunity that you're ready to embrace, we look forward to hearing from you.

**Sian Mathias**  
Chair of Trustees,  
Wandle Learning Trust

**Steve Hayes**  
Chair,  
Grovelands Community  
Primary School Local  
Academy Committee

As a Headteacher working within Wandle Learning Trust you will have the autonomy to make decisions in the best interests of your pupils and their families, while sharing our mission of an outstanding education for all – no excuses.

Our 10 Trust schools serve pupils aged 3 to 19 from a diverse range of backgrounds. Collaboration and best practice sharing within and across phases and subject areas enriches the curriculum at each school. It also offers excellent professional development for our Headteachers and their staff teams. Our bespoke school improvement model means that you will benefit from meaningful, supportive professional relationships with peers from across the Trust.

Inclusion runs as a guiding principle through everything we do, underpinning all of the strategic priorities in our five-year Wandle 2030 development plan.

Uniquely amongst multi-academy trusts, Wandle Learning Trust incorporates a Teaching School plus Maths and English Hubs and a market-leading DfE-validated early reading programme, Little Wandle Letters and Sounds Revised.



Our dedicated teacher and curriculum development arm, Wandle Learning Partnership, supports our Hubs to meet both the requirements of our commissioners, the Department for Education, and the development needs of the Trust itself. All our Trust Headteachers have the opportunity to shape and deliver this work, as well as benefiting from sector-leading CPD within their own school.

We hope the above has given you a good flavour of the opportunities on offer as a Headteacher within our Trust and we look forward to receiving your application.

**Mark Siswick and Christian Kingsley**  
Co-CEOs, Wandle Learning Trust



# About our School

Grovelands Community Primary is a thriving three-form entry school in the market town of Hailsham, in East Sussex north of Eastbourne. We currently have 696 children on roll including full-time and part-time nursery children and a provision for children with autism. Children are grouped into 21 classes, the nursery and our ASC provision.

Grovelands is an inclusive school and we are determined that all pupils, of all abilities, get the high quality of education they deserve. As well as ensuring inclusive provision within each of our classrooms, we offer places for up to 16 children on the autistic spectrum in our specialist provision, The Dell.

In common with all Wandle Learning Trust schools we are committed to developing a broad and diverse curriculum which reflects our school community. Working with

Heads from across the Trust we are actively engaged in various projects which currently includes the development of adaptive practice within quality first teaching in our mainstream classrooms.

Our curriculum intent focuses on ensuring that children are exposed to rich vocabulary and language development through a well-structured and engaging curriculum with a particular focus on ensuring that our most vulnerable children's needs are catered for.

We have a Mastery approach to our core subjects and a PSHE scheme 'Let's Talk' that teaches our pupils to be safe and also understand their emotions and develop their relationships with others. We use the Trust-developed early reading SSP, Little Wandle Letters and Sounds Revised to teach phonics.

Our large site provides plenty of opportunities for learning experiences, including our school farm which includes many animals as well as a polytunnel, a large nature area and forest school, several separate well-equipped play areas, extensive field spaces for playtime and PE, specialist subject classrooms (music, computing), our Dell classrooms and an all-weather pitch.

We place great emphasis on outdoor learning and physical activity as we know how important it is for children's wellbeing and for developing a sense of self and learning how to work with others. It also supports with the enrichment of our curriculum. We boost this by taking advantage of the amazing historical and geographical locations within East Sussex.

We are fortunate to have an active parent/carer community and families play a full role in supporting their children in all aspects of school life and see the school as a key part of their community. Our thriving parents' and carers' association, Friends of Grovelands (FROG), organises social events and raises funds for the school which have been used for projects such as the development of our outside environment.



We welcome volunteers from within both the parent/carers and the local community to help in the school with reading, in class support, Forest School, farm school and on school trips.



Our aim is for each child to leave our school having developed as a confident, caring and determined individual who has reached their full potential. We believe it is this careful balancing of regard for achievement, enrichment and wellbeing that makes Grovelands so special.



# About the Trust



As part of Wandle Learning Trust, Grovelands Community Primary School enjoys the support of our teacher and curriculum development arm, Wandle Learning Partnership. Our Partnership consists of Department for Education designated Teaching School, English and Maths Hubs.

As well as supporting schools both regionally and nationally, our Partnership offers unique opportunities to all Trust staff to develop their subject and leadership skills. Each of the Heads within our schools has the opportunity to shape and deliver high-profile school improvement work that benefits their own school, as well as hundreds of others.



London South West Maths Hub is also part of Wandle Learning Trust, working in partnership with Belleville Primary School. The Hub - run out of Chesterton Primary School - is one of 40 Maths Hubs across the country. This means that Grovelands Community Primary School staff and pupils benefit from the support of consistently outstanding maths provision.



The London South West Maths Hub supports schools in five boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond) through a range of national and local projects each year. The core purpose of the Hub is to engineer a school-based support network to develop mastery style teaching at all levels of education.

## EnglishHubs

Wandle at Chesterton Primary

Grovelands Community Primary School staff and pupils also have the support of Wandle English Hub - a status awarded to Chesterton Primary School on account of outstanding English teaching and learning. The Hub works with 16 boroughs across London, supporting schools to achieve excellence in early literacy teaching.



Working across Merton, Wandsworth, Richmond and Kingston, Wandle Teaching School Hub is one of the longest-established hubs in the country with a reputation for excellence. From the Early Career Framework, through to NPQs, the Hub partners with UCL to offer targeted professional development and support at all career stages.



Little Wandle is our partnership with Little Sutton Primary School to create high-quality, evidence-informed literacy programmes to support educators to reach every child, no matter their starting point or background. Our primary programme, Little Wandle Letters and Sounds Revised is used by almost 6,000 schools across England, including Grovelands Community Primary School.

# Job Description

## Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers and Strategic Direction and Development of the School.

To initiate a strategic vision and plan for the school and work with the Local Academy Committee (LAC) and the Leadership Team to implement, monitor and review the plan for further development of the school within the local, national and international context:

- Lead by example and provide inspiration and motivation to the whole school community

generating an overarching ethos and associated policies for the school which promote high levels of progress and attainment within an inclusive, caring and safe environment.

- To work with the Trust to initiate and successfully execute a strategic vision.
- Work in partnership with the whole staff and LAC members ensuring that the plan is regularly monitored, evaluated and reviewed to meet all statutory requirements.
- Ensure that strategic planning takes account of the diversity, values and aspirations of the families who use the school and the wider local community.
- Demonstrate an awareness of political insight, anticipate trends and embrace future opportunities with a positive mindset.

## Learning and Teaching:

To ensure that learning is at the heart of the school at all times and to take responsibility for raising the quality of teaching and learning across the whole school:

- Inspire and coach every teacher to deliver quality first teaching for every pupil every time.
- Promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning and assessment for every child.
- Lead, develop and monitor the curriculum to ensure a creative, flexible and balanced approach for every child that stimulates enjoyment and enthusiasm for learning.
- Promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning.
- Develop and maintain a broad range of extra-curricular activities across the school.
- Maintain and further develop effective systems for communicating with pupils, parents, staff and LAC members to ensure that individual targets and progress are achieved.

## Develop Self and Others:

To lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can maximise their potential:

- Lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection.
- Build a collaborative culture which positively embraces change and progression through staff empowerment and team work.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work/life balance.





**Manage the Organisation:**

To provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation:

- Ensure our ASC base, The Dell operates effectively, meeting statutory requirements and delivering high-quality provision tailored to the needs of pupils with complex learning, social, emotional, and physical needs.
- Monitor and evaluate the performance of The Dell, using data and feedback to drive continuous improvement and maintain outstanding outcomes for all pupils.
- Manage resources effectively, including staffing and budgets for The Dell, ensuring compliance with funding and reporting requirements.
- Set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative controls.
- Produce and implement clear evidence based improvement plans and policies to improve the school environment and its facilities.

- Recruit, retain and deploy staff appropriately and manage their workloads in order to achieve the school's goals.
- Maintain effective systems for safeguarding all pupils working with external agencies as required.

**Accountability:**

To be accountable for the efficiency and effectiveness of the school to the Local Academy Committee and others, including pupils, parents, staff, Wandle Learning Trust and the community:

- Promote a culture of self-evaluation among the whole school staff so that they feel accountable for the success of the school.
- Provide accurate, timely and appropriate accounts of the school's performance to a range of audiences including the Local Academy Committee, parents, Wandle Learning Trust, local community, Ofsted and others to enable them to play their part effectively.

**Strengthen the Community:**

To engage positively with the internal and external school community ensuring that parents and pupils are well informed about the vision and plan for the school to encourage their involvement in driving high achievement for all:

- Maintain and promote positive strategies for challenging racial and other prejudice and dealing with harassment.
- Collaborate with agencies to ensure the academic, spiritual, moral, social and cultural wellbeing of pupils and their families.
- Develop and maintain effective partnerships with other primary and secondary schools.

**Safeguarding and Promoting the Welfare of Children:**

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- Ensure that the Local Academy Committee is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.



# Person Specification

## Qualifications and Training

Qualified Teacher Status (QTS)

National Professional Qualification for Headship (NPQH) (desirable)

## Experience

Headteacher or Deputy experience with a track record of successfully leading and managing change

Safeguarding children and a commitment to its importance

Setting benchmarks, monitoring and evaluating the quality of teaching and learning

Planning, determining and organising major curriculum areas

Budget management and financial responsibilities

## Qualities and Knowledge

Comprehensive knowledge of the national policy framework and current educational legislation and initiatives

Strong understanding of SEND legislation, policies and best practice

Reflective practitioner, not afraid to challenge the status quo, making sound and timely decisions based on good judgement

Emotional resilience and an energetic, positive attitude

Can work under pressure and with competing priorities

Ability to be discreet and adhere to confidentiality



### Pupils and Staff and the Community

Proven commitment to professional development in leadership and management

Works closely with the Senior Leadership Team, drawing on their strengths and delegating when appropriate

Proven track record, reflected in an ability to achieve high levels of progress and attainment for every child in our fully inclusive school

Can ensure pupils' high standards of behaviour

### The Self-Improving School System

Can clearly communicate their strategic vision; motivate and inspire staff and children in the constant pursuit of excellence

Works in partnership with the Local Academy Committee and Wandle Learning Trust, providing them with information, advice and guidance to enable them to meet their responsibilities in holding the school to account

A commitment to building and maintaining effective positive relationships with parents, carers, LAC members and the wider community and other schools

Proven track record of leading school improvement and raising standards

### Systems and Process

Passionate about quality first teaching, ensuring that a clear and rigorous system is in place for self-evaluation, actions for improvement and monitoring all staff

Familiarity with school management information systems and to be proficient in a variety of software packages such as MS Word, Excel and PowerPoint



# Headteacher

L18 to L24. £78,702 to £91,158.

Start date – Ideally September 2026 (January 2027 if required).

Are you ready to lead an inclusive, primary school as part of Wandle Learning Trust, a growing multi-academy trust?

Grovelands Community Primary is a thriving three-form entry school in the market town of Hailsham, in East Sussex north of Eastbourne.

**Are you an enthusiastic, experienced and visionary leader ready for your next challenge?**

Our school is looking for an inspiring, bold and nurturing Headteacher with extensive curriculum knowledge and a commitment to quality first teaching. You will either already be a Headteacher, or a Deputy Head with extensive and demonstrable leadership experience.

**Are you committed to collaboration and driving up standards for all?**

In addition to the opportunity to work with highly rewarding children, we can offer you:

- Extensive opportunities for personal development through our Teaching School, English and Maths Hubs, including playing a leading role in regional and national school improvement.
- The autonomy to develop your curriculum in the best interests of your school community.
- A genuine partnership with like-minded, innovative school leaders to support school level, as well as Trust-wide, school improvement.

For further details and to apply please visit our website at [wandlelearningtrust.org.uk/work-with-us](http://wandlelearningtrust.org.uk/work-with-us)

**Closing date for applications:** Midday 13th May.

**Interviews:** Week of 18th May.

We strongly encourage you to arrange a school visit. Contact Executive Headteacher, Jon Goulding on [jgoulding@grovelands.e-sussex.sch.uk](mailto:jgoulding@grovelands.e-sussex.sch.uk) for an informal discussion or to arrange a visit.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.



Grovelands  
CP School

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WANDLE  
LEARNING  
TRUST

## Contact us

Grovelands School

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[www.grovelands-school.co.uk](http://www.grovelands-school.co.uk) | [wandlelearningtrust.org.uk](http://wandlelearningtrust.org.uk)