



*Saint Joseph's*  
CATHOLIC SCHOOL

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# Candidate Information Pack

## Headteacher

HIGH ASPIRATIONS | HIGH EXPECTATIONS | HIGH STANDARDS

*"With God's love and inspiration, we aspire to achieve excellence"*



# Welcome from the Chair of Governors

## Dear Candidate,

Thank you for expressing interest in the position of Headteacher at St Joseph's Catholic School. The opportunity we are offering is for an experienced, aspiring and practising Catholic leader to be part of an exciting period in the history of our school.

St Joseph's is a secondary comprehensive school with approximately 600 students on roll. We work as part of the Clifton Diocese and in partnership with other local Catholic schools. The warm and welcoming atmosphere is matched by a strong focus on student progress and improving our students' life chances.

We are looking for a Headteacher who can build upon the school's successes, whilst having the vision, enthusiasm and talent to seek out new opportunities as we look to join DCET (date to be confirmed). The successful candidate would be working with committed and professional governors.

This is an invaluable opportunity to make a significant impact. If successful, you would have the opportunity to lead a dynamic team seeking to achieve the very best education for the young people whom we serve.

We are looking for a practising Catholic with the necessary level of skills and experience. We need a leader who can inspire and promote the faith and tradition which our school was built on.

We actively encourage and welcome visits to our school prior to application. Please contact Mrs K Snell, our Operations & Strategic Director on [ksn@sjcs.org.uk](mailto:ksn@sjcs.org.uk) or 01722 335380.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

Mr Graham Maher  
Chair of Governors





## About St Joseph's Catholic School

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

### Our School Ethos

**St Joseph's Catholic School is an 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community. Each child and every adult is treated with the utmost dignity and respect. Consequently, students leave us as well-rounded individuals and staff turnover is exceptionally low.

Our Catholic school is committed to being a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

### Overview of the School

**Our school encourages and guides each of its students to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our students enter the world as confident, rounded individuals, with high expectations of themselves and self-belief, skills and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge and experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable students to enjoy, achieve and grow in their learning. Students follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for students.

## Academic Success

St Joseph's has recently re-evaluated the academic focus of the school and is making strides in ensuring that the pupils' academic experience and outcomes are the best that they can be. Over the past two years, GCSE outcomes have seen improvement year on year as a result of this renewed focus.

## Staff Welfare and Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into leadership roles in the coming years.

Recently, we have supported many staff to become qualified teachers via SUPA Salisbury, and the Assessment Only route.

## Safeguarding and Child Protection

The school is committed to ensuring all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the Safer Recruitment checks including, but not limited to: the Disclosure and Barring Service, employment history continuity, full reference checks and social media/online presence.

Due to the nature of the post, we would also seek evidence of your role as a practising Catholic through your parish Priest/Diocese.



*Pupils feel welcome and included at St Joseph's. Kindness, tolerance and respect permeate all aspects of school life. Pupils know that they are valued as individuals, whatever their faith or background."*

*Ofsted 2024*

*“The harmonious, inclusive atmosphere is underpinned by warm relationships between pupils and staff. Pupils have trusted adults to whom they can speak if they have any worries.”*

*“Many parents comment positively on the strong pastoral support that helps their children to flourish.”*

*Ofsted 2024*

# The Role

The Governing Body is seeking to appoint a highly effective, dynamic and inspirational practising Catholic with a passion for inclusive community building to lead St Joseph's Catholic School on its improvement journey. The successful applicant will demonstrate how this can be achieved by making the school's Values, Aims and Purpose a reality for all students, staff and the wider community.



<b>Job Title:</b>	<b>Headteacher</b>
<b>Responsible to:</b>	<b>Chair of Governors</b>
<b>Salary:</b>	<b>L25-L31 commensurate to experience.</b>
<b>Contract:</b>	<b>Permanent, full-time contract</b>
<b>Start Date:</b>	<b>January 2027</b>

### Core Purpose:

- The Headteacher will be accountable to the governing body and will work closely with them and the school's Leadership Team to provide high quality, professional leadership to move the school ever forward.
- Undertake the strategic, spiritual and day-to-day operational management of the school and, with others, contribute to the strategic direction and priorities of the school.
- Provide exemplary leadership in line with the national headteacher standards, to comply with the Articles of Association, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers Pay and Conditions document.
- Establish and maintain the promotion of excellence, equality and high expectations for all students.
- Provide for the academic, spiritual, moral, social, emotional, physical and cultural well-being of students and their families and work with the relevant agencies to protect children.

### Strategic Direction:

- Articulate a vision for the school which reflects its distinctive Catholic ethos.
- Lead by example to ensure the shared vision and strategic plan inspires and motivates students, staff and wider members of the community and are committed to securing the spiritual and educational success of the school.
- Create a learning culture and ethos which secures effective teaching, learning and progress in a curriculum which prepares students for adult life.
- Secure the long-term success of the school by creating and implementing strategic plans that are underpinned by sound financial planning, management and organisation by maximising potential through the skills and resources held within the school.
- Monitor, evaluate and review the effects of policies, priorities and targets of the school and take appropriate action.
- Develop and maintain effective partnerships with schools, parishes, the Clifton Diocese, the local authority, organisations, community groups, other services and agencies for children to ensure maximum advantage for the school community.





## Teaching and Learning

- Determine, organise and implement a broad and balanced curriculum within the context of the National Curriculum and reflecting the Catholic ethos and identity of the school and the Church's teaching mission.
- Create and maintain an environment and behaviour expectations for staff and students in accordance with the teachings of the Catholic Church which promote and secure excellent standards of teaching, learning, achievement and progress.
- Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Manage and develop a pastoral system in which the needs and values of individual students are recognised and contributes positively towards their spiritual, social and emotional development and that enables them to become engaged in their own learning and achieve success.
- Ensure that teaching and learning are at the centre of strategic planning and resource management, so student outcomes demonstrate value for money.
- Ensure a consistent and continuous school-wide focus on student assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual student progress so that ambitious expectations exist for all students.
- Continue to implement the school's existing School Improvement Plan. 3<sup>rd</sup> year of a 3 year cycle.
- Further develop and enhance effective partnership with parents and the wider community to support and improve students' achievement and personal development.





## Developing Staff

- Promote a collaborative learning culture in which all staff are empowered to strive for excellence and to continue in their personal professional development.
- Adopt a strong, caring and flexible leadership style to influence and motivate staff.
- Do all that is possible to ensure the well-being of staff whilst promoting a good work/life balance for all.
- Ensure all staff are recruited with due regard for safeguarding principles.
- Ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance management and target setting.
- Plan, allocate, support and evaluate work undertaken by teams and individuals, ensuring clear delegation of tasks through distributed leadership.

## Managing the School Environment

- Provide an effective team, which is monitored and improved using rigorous self-evaluation, to maintain an effective, efficient and safe learning environment.
- Ensure that the spiritual and moral development of individuals is given clear focus and is demonstrated through the prayer life, religious education curriculum and liturgy.
- Create an organisational structure which enables the management systems, structures and processes to work effectively in line with the school's Catholic ethos.
- Deploy staff and resources efficiently and effectively to meet the specific objectives in line with the school's strategic plan, financial constraints and legal requirements.
- Manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education for all students and secure value for money.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Recruit, manage and motivate a committed, effective and diverse workforce that enables and promotes high quality learning within the context of the Catholic ethos of the school.

## Accountability

- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement and for achieving efficiency and value for money.
- Present a coherent and accurate account of the school's performance in a form appropriate to diverse audiences, including governors, parents, the Clifton Diocese, Ofsted, the DfE and others to enable them to play their part effectively.

## Strengthen the Community

- Recognise that the school is part of the Church and engage with and promote the partnership and effective relationships between the Clifton Diocese, local parishes, home and school to support the learning of students.
- Collaborate with schools in the Emmaus Partnership and contribute towards the process of closer co-operation between these schools.
- Promote and support the positive benefits of living within a culturally and ethnically diverse society, building an inclusive culture and curriculum that takes account of the richness and diversity of the school's communities.



**We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown but following consultation with you, may be changed by the Governors to reflect or anticipate changes in the job commensurate with the grade and job title.

# Person Specification for Headteacher

Criteria	Essential	Desirable	Identified By
<b>Faith Commitment</b>			
Practising Catholic	✓		References
Ability to support and lead the Catholic identity of the school and nurture the students' spiritual development, including the ability to lead collective worship	✓		At Interview
<b>Qualifications &amp; Training</b>			
Qualified Teacher Status (QTS)	✓		Application Form
First degree level qualification	✓		
Higher degree level qualification		✓	
Evidence of ongoing professional development	✓		
NPQH		✓	
Catholic Teachers certificate or equivalent theological qualification		✓	
<b>Leadership &amp; Management</b>			
Recent, successful experience in school recovery as a Senior Leader in a secondary school	✓		Application, Interview and Selection Process
Fully conversant with the process of school self-evaluation	✓		
Experience of leading and managing significant change in curriculum, teaching and learning, assessment, pastoral at senior leadership level	✓		
Able to use data to make strategic decisions	✓		
Experience of involvement in managing school finances and budget	✓		
Proven success in building positive collaborative relationships with a range of internal and external stakeholders	✓		
The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively managing any underperformance	✓		
Ability to inspire and engage staff, students, parents and the wider community	✓		
<b>Professional Knowledge and Understanding</b>			
Good knowledge of the role and of the governing body	✓		Interview and Selection Process
Expert knowledge of curriculum, teaching and learning and pastoral workings of a school	✓		
Knowledge and ability to ensure safeguarding and promote the welfare of all children	✓		

In-depth knowledge of current educational developments, priorities, legislation and inspection frameworks for Catholic education	✓		
Solid IT skills including personal use of Microsoft Word and Excel in order to improve education provision	✓		
<b>Values</b>			
Commitment to achieving excellence across a team	✓		Application & Interview
Commitment to making learning challenging and engaging for all students	✓		
Commitment to constructive working relationships with parents, governors and the wider community	✓		
Commitment to supporting the wellbeing and work-life balance of their team	✓		
Holds high expectations of student behaviour and achievement	✓		
<b>Personal Qualities &amp; Skills</b>			
A positive and relatable role model who engages with students and staff and school life effectively	✓		Interview and Selection Process
Thinks strategically and confidently makes decisions with a relentless focus on improvement, showing stamina, resilience to achieve aims	✓		
Organised with the ability to prioritise and manages time well	✓		
Impact and presence which will inspire, challenge, motivate and empower teams/individuals to achieve	✓		
Compelling communicator who is able to listen and show empathy, be reflective and self-aware	✓		
Passionate about the importance of Catholic education	✓		
Enthusiasm to contribute to the wider life of the school and community	✓		



# Senior Leadership Team Structure

Headmaster  
Mr M Higgins

Deputy Head  
(Pastoral/ Learning Support &  
Safeguarding)  
Mr K McGuinness

Deputy Head  
(Curriculum and Teaching &  
Learning)  
Mr R Rooney

Operations &  
Strategic Director  
Mrs K Snell

Assistant  
Head  
(Inclusion)  
Mrs F Nobis

Assistant  
Head  
(Assessment)  
Mr O Ford

*Thank you for your interest;  
we look forward to hearing  
from you soon.*

Closing date: 5<sup>th</sup> June 2026, 9.00am

Interview date: 11<sup>th</sup> and 12<sup>th</sup> June 2026

**St Joseph's Catholic School**  
Church Road  
Laverstock  
Salisbury  
Wiltshire

[www.sjcs.org.uk](http://www.sjcs.org.uk)

Telephone: 01722 335380



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*"Pupils' spiritual and moral development is integral to all that the school does. Pupils show tolerance and respect to those from different faiths and cultures. They exemplify the school's message that they are 'all God's children'."*

*Ofsted 2024*



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