

# HEADTEACHER



## WELCOME

Dear Applicant,

Thank you for your interest in the position of Headteacher at St Brendan's Catholic Primary School, Corby.

St Brendan's is a vibrant, welcoming, and happy one form entry school embracing a strong Catholic ethos with good links to the Parish and local community. The school is part of the Our Lady Immaculate Catholic Academies Trust family, ten primary schools and two secondary schools, located across the northern part of the Catholic Diocese of Northampton located in the counties of Northamptonshire and Bedfordshire

The school's mission statement is to "Always treat others as you would like them to treat you". The Trust is seeking an inspirational, practising and dedicated Roman Catholic Headteacher who is inspired to continue to lead this delightful school on its incredible journey of school improvement; we believe that St Brendan's has the potential to provide an outstanding Catholic education for the primary school children of Corby and nearby villages. At this school you will find a community of teachers and support staff who genuinely care about every one of our pupils and are dedicated to deliver an exceptional all-round Catholic education for them.

You would be joining a Catholic Multi Academy Trust created in February 2020 by the merging of 3 existing Catholic Academy Trusts. Underpinned by support from a centralised Trust team, you will work alongside professional experts in their own field for school improvement, finance, HR, IT, and operational services. As a leader in our family of schools, you will work with us to shape the forward direction of the Trust and the opportunity to work across our other schools to share expertise and promote good practice.

Further details about the school can be found at its website: <https://www.stbrendansprimaryschool.co.uk/>

We are delighted you are interested in joining our Trust and I wish you well in your application.



**Catherine Burnham, Chief Executive Officer**

# JOB DESCRIPTION

## OVERVIEW

<b>Job Title:</b>	<b>Headteacher</b>
<b>Closing Date:</b>	12 noon, Wednesday 15 <sup>th</sup> April 2026 <i>(we reserve the right to close earlier if there are sufficient applications)</i>
<b>Interview Date:</b>	Monday 20 <sup>th</sup> April 2026
<b>Start Date:</b>	From September 2026
<b>Salary / Scale:</b>	Range – L16 – L21 £75,049 - £83,858
<b>Purpose of the Position:</b>	<p>The Headteacher is responsible for providing Catholic vision, leadership and direction for the school and ensuring that it is managed and organised to meet its aims and targets. The Headteacher shall provide professional leadership for the school which secures its success, ensuring high quality education which realises the potential of all pupils</p> <p>The Headteacher shall work in partnership with other Headteachers within Our Lady Immaculate Catholic Academies Trust, and under the direction of the Trust Chief Executive Officer.</p>
<b>Key Responsibilities:</b>	<p>The professional duties of the Headteacher are contained in the School Teachers' Pay and Conditions Document and the key areas of headship are contained in the DfE National Standards for Headteachers.</p> <p>This job description may be amended at any time, following consultation between the employee and the Chief Executive Officer and will be reviewed annually.</p>
<b>Responsible to:</b>	OLICAT Chief Executive Officer
<b>Accountable to:</b>	OLICAT Chief Executive Officer

## MAIN DUTIES

### 1. Catholic Purpose and Identity of the School

The Headteacher must understand the nature and purpose of Catholic education and know that his or her first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. S/he must ensure that this Catholic identity is reflected in every aspect of the life of the school. In particular; in the curriculum, the day to day organisation of the school, staff development, staff and pupil relationships and the partnership between school, home, parish, diocese, local community, other schools, the Trust, Local Authority and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities. This is always exercised reflecting the diocesan policy and strategy for Catholic education as trustee of the school and in accordance with Canon Law

### 2. Leadership in Catholic Education

The Headteacher must provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils

### 3. Shaping the Future

To work with the Trust's Chief Executive Officer, Local Academy Committee Trust Board of Directors, members of the school senior leadership team and, other Headteachers in the Trust to create a shared vision which expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs.

The 'preferred future', expressed in the strategic vision and development of the Catholic School, stems from the educational mission of the Church, which is reflected in the school's mission statement and the School Improvement Plan. The Headteacher, working with the Chief Executive Officer and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils. The Headteacher is expected to:

- ensure that the Religious Education programme is given full regard both in terms of classroom religious education and the overall programme of the school.
- ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- lead by example, providing inspiration and motivation for pupils, staff, governors and parents, demonstrating the vision and values in everyday work and practice to create a shared culture and positive climate.

- work within the school community to translate the vision into agreed objectives and operational plans which will promote and help sustain school improvement.
- create and implement a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and enjoyment.
- ensure that policies and practices take account of national, local and school data and inspection research findings.
- develop and maintain the educational partnership currently existing between the school and parents, Our Lady Immaculate Catholic Academies Trust, the Board of Directors, Local Academy Committee, linked schools, the Diocesan Education Service, the local authority, the local community and other agencies including the health authority and social services.
- ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.

#### 4. Leading Teaching and Learning

To raise the quality of teaching and learning and for pupils' achievement.

In a Catholic school the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the Chief Executive Officer, Local Academy Committee and Trust Board Directors, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning. The Headteacher is expected to:

- create and maintain an environment which promotes and secures creative, responsible and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour.
- determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those Special Educational Needs and English as an additional language, and to ensure that appropriate provision is made for the more-able pupils.
- establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning.
- monitor and evaluate; curricular provision, classroom practice, achievement of all pupils, the setting of challenging, realistic targets for improvement.
- manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking a strategic role in the development of emerging technologies to enhance and extend the learning experience of all pupils

- establish effective relationships and communications in order to build a professional learning community within Our Lady Immaculate Catholic Academies Trust that enables others to achieve.

## 5. Developing self and working with others

In a Catholic school the role of Headteacher is one of leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. Headteachers must manage themselves and their relationships well. The Headteacher will build a professional learning community, which enables others to achieve their potential as children of God. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, Headteachers should be committed to their own professional development. The Headteacher is expected to:

- give a clear lead to all staff in the development and the continuing formation of the school's Catholic identity.
- support and advise staff both in the deepening of their Christian awareness and in all areas of their work and professional development.
- create a positive and collaborative learning culture within the school and throughout Our Lady Immaculate Catholic Academies Trust by treating people fairly, equitably and with dignity and respect.
- plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is a clear delegation of tasks and devolution of responsibilities.
- implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.
- motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high-quality induction and continuing professional opportunities in the context of the school's agreed improvement priorities.
- acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- maintain and develop a senior management team and wider management structure and culture which enables effective communication, involvement, and development.
- regularly review own practice, set personal targets and take responsibility for own personal development.
- manage own workload and that of others to allow for an appropriate work/life balance

## 6. Managing the organisation

Provide effective organisation and management of the school to maintain an efficient, effective and safe learning environment. The Headteacher is expected to:

- ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school.

- create and organisational structure which reflects the school's values, enabling the management systems, structures and processes to work effectively in line with legal requirements.
- produce clear, evidence-based improvement plans and policies for the development of the school and its facilities in collaboration with the Trust Central Team particularly the Trust Head of Operations and Premises team.
- work with the Chief Executive Officer and Trust HR Director and other senior colleagues to recruit, retain and deploy staff and appropriately, managing their workload to achieve the vision and goals of the school.
- work with the Chief Executive Officer and Trust Finance Director set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters together with the Trust's central finance team.
- Work with the Trust Head of Operations to manage and organise the accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
- promote an attractive environment which stimulates learning and enhances the appearance of the school.
- manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Work with the Trust Head of Data & IT to use and integrate a range of technologies effectively and efficiently to manage the school

## **7. Securing accountability**

The Headteacher is accountable for ensuring that pupils enjoy and benefit from high quality education, promoting collective responsibility within the whole school community.

The Headteacher will ensure the Chief Executive Officer, Trust Central Team, Local Academy Committee members and Trust Board of Directors are welcomed into the school and invited to share in its Catholic life.

The Headteacher is expected to:

- provide information, objective advice and support to the Chief Executive Officer and Trust Board of Directors to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- create and develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.
- present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Chief Executive Officer, Local Academy Committee, Board of Directors, the LA, the local community, Ofsted and others, to enable them to play their part effectively.
- ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.
- be accountable to the Diocese as Trustee for the school as part of the Church's educational mission
- reflect on personal contribution to school achievement and take account of feedback from others.

- ensure that parents and pupils are well informed about the curriculum, the attainment and progress of pupils, can understand realistic and challenging targets for improvements and contribute to achieving them

## **8. Strengthening Community**

Work collaboratively at both strategic and operational levels with all schools within Our Lady Immaculate Catholic Academies Trust, particularly St Thomas Becket Catholic Secondary School/ St Thomas More Secondary School, connected with the school community for the well-being of all children. The Headteacher is expected to:

- recognise that the school is part of the Church locally and seek to promote the partnership between contributory parishes, home and school.
- promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- create and promote positive strategies for challenging racial and other prejudice and dealing with bullying and racial harassment
- ensure that learning experiences for pupils are linked into opportunities provided in the wider community.
- collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families, and work with the relevant agencies to protect children.
- create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils' achievement and personal development.
- seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.
- contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools and promoting innovative initiatives

## **9. Safeguarding Children and Safer Recruitment**

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

The Headteacher should ensure that:

- a) The Trust policies and procedures adopted by the local academy committee are fully implemented and followed by all staff.
- b) 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 in the assessment of children.

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 disclosure policy

i. **Relationships with other schools, the Trust and agencies**

The Headteacher has a significant contribution to make in the delivery of high-quality Catholic education across the Diocese. To achieve this the Headteacher will be a part of a network of Catholic Head Teachers who meet regularly throughout the year.

The Headteacher is required to work in partnership with Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES), other schools in their pastoral area, the Trust, the local authority where appropriate and other relevant organisations

The Headteacher is expected to:

- collaborate and work effectively with Trust Senior Leadership Team, Trust Central Team, other Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Communicate effectively and professionally with colleagues, Trust Directors, LAC members (Governors) and other external agencies where appropriate

**11. Working with colleagues and other relevant professionals**

- Collaborate and communicate effectively and professionally with colleagues, Chief Executive Officer, Trust Central Team, Trust Board of Directors, Local Academy Committee and other external agencies where appropriate
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust including Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES) DfE, Local authorities where appropriate, other schools and other relevant organisations.,

**12. Personal and Professional Conduct**

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside the Trust and its schools.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities

**13. Any Other Duties**

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity, and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references that will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Trust's Chief Executive Officer.



# PERSON SPECIFICATION

## 1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Qualified Teacher Status	√		App form
Catholic Certificate of Religious Studies or equivalent		√	App form
Degree	√		App form
Higher Degree		√	App form
National Professional Qualification for Headship		√	App form
Recent participation in range of relevant in-service training	√		Interview

## 2. FAITH COMMITMENT

	Essential	Desirable	Evidence
Practising Catholic	√		App Form Interview
Evidence of active participation in life of faith community	√		Priest reference
Evidence of an educational philosophy informed by a Catholic faith and ideals whilst encompassing inclusion and respect for other faiths and beliefs.	√		App form

## 3. EXPERIENCE

	Essential	Desirable	Evidence
Substantial and significant leadership experience across the both Key Stages in a Primary School.	√		App form interview
Proven evidence of being a highly effective teacher and practitioner	√		App form interview
Previously held senior level post at least Deputy Head	√		App form interview

Evidence of strategic planning, managing change and identify areas for improvement	✓		App Form Interview
Evidence of successful partnership working with families, parents and carers	✓		App form Interview
Experience of using data and feedback for developing school improvement initiatives	✓		App form interview
Evidence of working with others to monitor the quality of provision and planning for improvement	✓		App form interview
Experience of working within a Multi Academy Trust		✓	App Form interview

#### 4. COMMUNICATION/LIAISON

	Essential	Desirable	Evidence
Ability to liaise and work with outside agencies	✓		Interview
Ability to influence and persuade	✓		Interview
Ability to communicate clearly both orally and in writing with all stakeholders	✓		App form Interview
Understand of the role of governors in a school within a MAT	✓		App form Interview
Ability to promote the school to parents and other stakeholder	✓		Interview
Membership of a governing body		✓	App form

#### 5. LEADERSHIP

	Essential	Desirable	Evidence
Committed to educating the whole child	✓		App form interview
Ability to provide a strategic vision	✓		App form interview
Ability to motivate and effectively manage all staff	✓		Interview
Proven experience of successful team leadership	✓		Interview
Proven ability to deal with difficult situations	✓		Interview
Demonstrate a complete understanding of safeguarding.	✓		App form Interview
Ability to assess risk	✓		Interview

Experience of implementing national initiatives		✓	App form Interview
Evidence of leading and implementing effective CPD		✓	App form Interview

## 6. MANAGEMENT

	Essential	Desirable	Evidence
Significant experience of managing people and resources within education	✓		App form interview
Minimum of four years as a head, deputy head or senior manager		✓	App form
Experience of OFSTED at Senior Leadership Team level		✓	Interview
Good interpersonal and communication skills	✓		Interview
Ability to manage budgets	✓		App form interview
Ability to solve problems and make decisions	✓		App form Interview
A clear understanding of the Headteacher's role in monitoring and managing staff performance	✓		Interview
Ability to lead effective self-evaluation	✓		App form Interview
Understanding of statutory requirements	✓		App form Interview
ICT literate	✓		App form interview
Experience of managing change		✓	Interview

## 7. CURRICULUM

	Essential	Desirable	Evidence
Knowledge of the curriculum at all relevant Key Stages	✓		App form interview
Good understanding of curriculum planning, development and review to support high standards	✓		App form interview
A coherent view of teaching, learning, standards and curriculum delivery	✓		Interview

Commitment to planning effective provision to meet the needs of all pupils and develop all staff	√		Interview
Ability to effectively monitor and evaluate to raise standards	√		Interview
Ability to use and communicate data effectively to raise standards	√		App form Interview
Experience of teaching across the age range of the school		√	Interview

## 8. PHILOSOPHY OF EDUCATION

Applicants should be able to clearly demonstrate that they have the necessary philosophy and commitment required for the post as detailed:

Ability to cope well with the demands and challenges of the post
Ability to promote a high standard of education, ensuring academic progress and good standards of behaviour
A clearly articulated understanding of the Catholic vision of education
Understanding of current educational developments/legislation
Ability to promote successfully relationships with pupils, staff, parents, Trust, governors, other agencies and the community
Committed to educating the whole child
Expectation of high individual achievement and development
Clear understanding of the National Curriculum, Assessment and examinations and of modern curricular
Pastoral care
An awareness and understanding of changes currently taking place within education and how they will affect the school
Ability to lead and develop a whole school learning culture
Ability to support and challenge colleagues

## 9. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive and supportive faith reference from priest where applicant regularly worships
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

# HOW TO APPLY

Information regarding the school can be found on its website: <https://www.stbrendansprimaryschool.co.uk/>

To arrange a visit to the school and/or speak with Catherine Burnham, Trust Chief Executive Officer to discuss the role please contact the Trust HR Director via [HR@olicatschools.org](mailto:HR@olicatschools.org). Further information regarding the Trust can be viewed on the Trust website: <https://www.olicatschools.org/>

Completed applications to be submitted via the link to the Trust's recruitment portal, MyNewTerm, no later than 12 noon on Wednesday 15<sup>th</sup> April 2026.

Interviews will be held on Monday 20<sup>th</sup> April 2026 at St Brendan's Catholic Primary School, Beanfield Avenue, Corby, Northants, NN18 0AZ.

Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our school.



For more information, please contact Trust HR by email at: [HR@Olicatschools.org](mailto:HR@Olicatschools.org) or visit the OLICAT Trust website: [www.olicatschools.org](http://www.olicatschools.org)