



St Mary's Catholic Primary School  
Hornchurch Road  
Hornchurch RM12 4TL  
01708 448430  
admin@stmcps.co.uk

Diocese of Brentwood



**Head Teacher**

**Required from 1<sup>st</sup> September 2026 or sooner**

**L19 – L25 (starting salary negotiable based on experience).**

**NOR: 420 (2 form entry).**

The Governors of St Mary's Catholic Primary School are seeking to appoint an inspirational and dedicated Head Teacher. St Mary's is a caring, friendly school and parish community where our Catholic Ethos is central to all that we do. Our new Head Teacher will work with Governors to shape the strategic direction of the school and will be responsible for the day-to-day leadership and management of St Mary's.

Our new Head Teacher will lead a team that strives together in the best interest of all of our children, following the school's values and mission statement:

***'With Jesus and through the prayers of Mary, we enjoy learning and celebrate our lives together.'***

Applications are invited from Head Teachers, Deputy Head Teachers or Assistant Head Teachers with outstanding leadership experience.

The successful candidate will:

- Be a practising Catholic who can nurture faith and spirituality and take the lead role in providing inspirational Catholic education based on our shared Gospel values.
- Be passionate in promoting a clear child-centred vision.
- Be inclusive, aspirational and ambitious for all our children and our staff.
- Be a committed and engaging leader as we continue to strive for excellence

Governors are seeking someone who:

- Will encourage a curriculum that our teachers will be excited to teach and will inspire our children to learn.
- Can demonstrate a proven track record of providing inspirational, strategic and professional leadership.
- Has a secure understanding of all matters relating to safeguarding.
- Will be an enthusiastic team leader, with a strong commitment to working in partnership parents and Parish
- Will bring together a team in the school to achieve an outstanding level of education for our children
- Will work hard to ensure that every child is supported and challenged to maximise their potential.
- Can demonstrate to communicate clearly and pro-actively their vision and mission

We can offer the successful candidate:

- Children who are committed, enthusiastic and fully engaged in their learning.
- Professional and dedicated staff, supportive parents, and active Governors.
- An enthusiastic and aspirational Senior Leadership Team and support from a PA.
- Excellent opportunities for further professional development.
- A vibrant community with an active PTA and parent body
- Ofsted (2023) 'Good' rated school.
- Catholic Inspection (2025) 'Good' rated school.

**St Mary's 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. The successful candidate will be subject to an enhanced Disclosure and Barring Service check, along with other relevant employment checks. Please note that this will also include a check of life online.**

*Applications should be on a **CES application form** and sent to the school (applications not submitted on the CES application form will not be considered). Any electronic applications will have to be signed by the applicant attending an interview.*

**Please note that we do not accept CVs or applications from agencies. Only shortlisted candidates will be contacted. This is a reserved post and is open to practising Catholics only, please review the document produced by the Diocese of Brentwood "Definition of a Practising Catholic for Reserved Posts" for further information**

**We welcome and encourage applicants to visit our school. If required please liaise with the School Office Manager, Joanne Brooks. Information and application packs are available at [admin@stmcps.co.uk](mailto:admin@stmcps.co.uk) and completed applications should be sent to this address also.**

**Closing date: Friday 6<sup>th</sup> March 2026 at 5 pm**

**Shortlisting: Thursday 12<sup>th</sup> March 2026**

**Interview: Friday 20<sup>th</sup> March 2026**

# Job Description



## **JOB DESCRIPTION – PRIMARY HEADTEACHER AT ST MARY'S CATHOLIC PRIMARY SCHOOL, HORNCHURCH.**

**Starting salary L19 – L25 (negotiable depending on experience)**

### **MISSION OF THE SCHOOL:**

***'With Jesus and through the prayers of Mary, we enjoy learning and celebrate our lives together.'***

**Responsible to:** The headteacher is an employee of the Trust Board and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed.

### **1. Introduction**

1. This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the trustees as employers. The governors/trustees will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of life in the school.
2. The appointment is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation.
3. This job description may be amended at any time, following consultation between the Headteacher and the Governors and will be reviewed annually.

### **Core Purpose of the Headteacher**

4. To set the context, the core purpose of the headteacher is to provide professional leadership and management for a 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 all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

5. The core purpose of the Headteacher is to ensure that:

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Brentwood;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

### **General Duties and Responsibilities**

To carry out the duties of the Headteacher as set out in the current School Teachers' Pay and Conditions Document.

### **Key Areas of Responsibility**

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- School culture The school's culture expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

Actions:

- Create and maintain a distinctively Catholic ethos that is inclusive and applies Catholic values, attitudes and practices in all aspects of school life, recognising that life is lived explicitly and consciously in the presence of God. The ethos and strategic direction should be established and sustained in partnership with the governing board and through consultation with the school community.
- Ensure there is planned worship, and appropriate liturgy in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.
- Create a culture where pupils experience a positive and enriching school life

- Uphold ambitious educational standards of excellence which prepare pupils from all backgrounds for their next phase of education and life
- To work with and motivate others to ensure creativity, innovation and quality, including in the use of appropriate new technology, to achieve excellence and nurture human wholeness.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Build a school culture and curriculum, based on Gospel values and the teachings of Jesus Christ and the Catholic Church, which takes account of the richness and diversity of the school's communities.
- Build a relationship with the local church and parish communities, seeing participation in the celebration of the Eucharist as a crucial point of reference and stability.
- Ensure a culture of high staff professionalism

Teaching

1.1 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.

Actions:

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- Secure high quality religious education for all pupils in accordance with the doctrines and teachings of the Catholic Church.
- Ensure high quality Personal, Social and Health Education and Citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Ensure high quality Relationship, Sex and Health Education in accordance with the teachings and doctrines of the Catholic Church.
- Ensuring quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purposes and aims of the school.
- Ensure teaching is supported by high levels of subject expertise
- Ensure effective formative assessment

Curriculum and assessment

Actions:

- Ensure a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- Ensure valid, reliable and proportionate approaches are used when assessing pupils

Behaviour	Actions:
	<ul style="list-style-type: none"> <li>• Have high expectations for pupils' behaviour, built upon relationships, rules and routines, based on Gospel Values which are understood clearly by all staff and pupil including courteous conduct in accordance with the school's behaviour policy</li> <li>• Manage behaviour consistently, fairly and respectfully</li> <li>• Ensure that adults within the school model and teach the behaviour of a good citizen</li> </ul>
Additional and special educational needs and disabilities (SEND)	Actions:
	<ul style="list-style-type: none"> <li>• Ensure the school holds ambitious expectations for all pupils</li> <li>• Create a culture and practices that enable pupils to access the curriculum and learn effectively</li> <li>• Ensure the school works effectively with parents, carers and professionals, to identify the additional needs of pupils, providing support and adaptation where appropriate</li> <li>• Ensure the school fulfils its statutory duties under the SEND code of practice</li> </ul>
Professional development	Actions:
	<ul style="list-style-type: none"> <li>• Ensure staff have access to high-quality, sustained professional development opportunities</li> <li>• Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the standard for teachers' professional development</li> <li>• Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning</li> </ul>
Organisational management	<p>1.1 In a Catholic school, all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's mission.</p> <p>1.2 The Headteacher provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher deploys people and resources efficiently and effectively to secure the school's aims and mission through meeting specific objectives in line with the school's strategic plan and financial objectives.</p>
	Actions:
	<ul style="list-style-type: none"> <li>• Ensure the protection and safety of pupils and staff through effective approaches to safeguarding</li> <li>• Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds</li> </ul>

- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk
- To ensure stewardship of the buildings and grounds in relation to Diocesan requirements
- To provide a safe and secure environment for all who work in and visit the school

Continuous school improvement      Actions:

- Identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

Working in partnership      In a Catholic school, the headteacher shares responsibility for the mission of the school and the wider Diocesan educational system and is therefore called to work in collaboration with others including, parents, clergy, religious, diocesan officers, colleague headteachers and agencies set up by the Catholic Bishops' Conference of England and Wales, as and when appropriate

Actions:

- To recognise the authority of the Bishop in relation to the provision of Catholic education in the Diocese and to work with Diocesan authorities to provide them with such information as they require
- Forge constructive relationships with parents to support and improve pupils' achievement and furthering the distinctive Catholic nature, purposes and aims of the school
- Develop effective links with the parish and wider Catholic community. Work successfully with other schools, including other Catholic schools, and organisations in a climate of mutual challenge and support
- Create working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- Engage fully in the collaborative working of the Good Shepherd Catholic Trust, its Leadership Group and school improvement activities.

Governance and accountability      Actions:

- Understand and welcome the role of effective governance, Trustees and Members, upholding their obligation to give account and accept responsibility

- Create professional working relationships with those responsible for governance
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties



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**PERSON SPECIFICATION**  
**Appointment of Headteacher**  
**St Mary's Catholic Primary School**

	<b>Essential</b>	<b>Desirable</b>
<b>Faith Commitment</b>		
1. Practising and committed Catholic in good standing with the Church.	✓ R	Evidence of participation in parish or Catholic community life.
2. A secure understanding of the distinctive nature of the Catholic school.	✓ A I	
3. Understanding of the headteacher's role as pastor.	✓ A I	
4. Understanding of the school's role in the Catholic and wider community.	✓ A I	
5. Ability to demonstrate care, compassion and reconciliation.	✓ A	
6. Ability to lead acts of worship in the Catholic school.	✓ I	
<b>Qualifications and Training</b>		
1. Degree + QTS.	✓ AD	
2. Evidence of continuing professional development in preparation for HT post.	✓ A	NPQH Post Grad level qualification MA in Catholic School Leadership.
3. Catholic Certificate in Religious Studies (CCRS).	✓ D	
4. Willingness to undertake CCRS within 2 years of appointment.	✓ A	

<b>Experience</b>		
1. A record of substantial, successful teaching experience, including teaching more than 1 Key Stage in the primary age range.	✓ - ARI	Experience in a variety of schools.
2. Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher.	✓ - ARI	
3. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level.	✓ - ARI	
4. Experience of leadership role within a primary school.	✓ - ARI	
<b>Professional Knowledge and Understanding</b>		
1. Understanding the expectations in the Ofsted Framework about what makes an effective school.	✓ - AI	Understanding of the expectations of the S.48 denominational Inspection.
2. Working knowledge of school planning, evaluation, assessment and accountability.	✓ - ARI	The ability to role model excellent teaching.
3. Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes.	✓ - AI	
4. Thorough knowledge and understanding of current educational issues.	✓ - AI	
5. Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all.	✓ - AIR	
<b>Promoting the Welfare of Children</b>		
1. A good understanding of up to date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and pupils.	✓ - I	
<b>Professional Skills and Abilities</b>		
1. Evidence of working effectively with the Headteacher, staff, governors and parents.	✓ - RI	
2. Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media.	✓ - AI	
3. Ability to produce clear reports, information and advice to staff and governors and to provide clear information to the Diocese and the CES when required.	IR	Understanding the criteria for evaluating a Catholic school.
<b>Personal Qualities</b>		
1. Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	✓ - RI	
2. Stamina, energy and resilience; confidence.	RI	
3. Optimistic outlook.	R	
4. Commitment to own work/life balance as well as that of others.	AI	
<b>Other</b>		
1. Understand and support the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	✓ - AIR	
2. Evidence of a strong commitment to Catholic education.	✓ - AIR	

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A – Application form

D – Documents

I – Interview

R – References

## **References**

- Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation.
- Positive recommendations in professional references, without reservation.