



St Mary's Catholic Primary School
Station Road
Chingford
London E4 7BJ
020 8529 4723
clockwood5.320@lgflmail.org



Diocese of Brentwood

Headteacher

Required from January 2027 or sooner by agreement.

Leadership Scale: L13 – L19 (starting salary negotiable, dependent on experience)

NOR: 210 (1-form entry)

The Governors of St Mary's Catholic Primary School are seeking to appoint an inspirational, committed and faith-filled Headteacher to lead our school community into its next chapter, following the retirement of the current post holder.

St Mary's is a caring, welcoming Catholic school at the heart of its parish community, where our mission underpins every aspect of school life:

Love God... Love Others... Love Ourselves

This mission shapes our culture, our curriculum and our relationships, and reflects our belief that every child is uniquely created, deeply valued and capable of flourishing.

The Role

The Headteacher will work closely with the Governing Body to provide strong strategic leadership and will have overall responsibility for the day-to-day leadership and management of the school. You will lead and inspire a dedicated team of professionals who work collectively in the best interests of all children.

The successful candidate will also act as the Designated Safeguarding Lead (DSL), ensuring the highest standards of safeguarding practice and a strong culture of care and vigilance across the school.

We are seeking a Headteacher who:

- Is a practising Catholic, able to nurture faith, spirituality and Gospel values, and provide inspirational Catholic education.
- Can articulate and champion a clear, child-centred vision rooted in *Love God... Love Others... Love Ourselves*.
- Is inclusive, aspirational and ambitious for all children and staff.
- Can demonstrate a proven track record of effective, strategic and professional leadership.
- Has a secure and up-to-date understanding of safeguarding, child protection and safer recruitment, and is willing to lead as the Designated Safeguarding Lead.
- Is an enthusiastic and collaborative leader, committed to working in close partnership with parents, governors and the parish.

- Is able to manage finite financial resources prudently, demonstrating sound financial awareness and value-for-money decision-making.
- Is confident in the appropriate use of technology to support leadership, learning, administration and operational efficiency.
- Can communicate vision, expectations and priorities clearly, confidently and proactively.
- Will motivate and unite the school community in the pursuit of excellent outcomes for all pupils.
- Is able to work constructively with outside agencies and stakeholders whilst protecting and promoting the best interests and Catholic ethos of the school.

We can offer:

- Children who are enthusiastic, respectful and fully engaged in their learning.
- A professional, dedicated and supportive staff team.
- Active and committed Governors and a strong partnership with parents.
- An aspirational Senior Leadership Team and some administrative support commensurate with budgetary challenges.
- Excellent opportunities for continued professional development.
- A vibrant school community with an active PTA.
- Ofsted (2023): Good
- Catholic Inspection (2020): Outstanding

Safeguarding

St Mary's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. The successful applicant will be required to undertake an enhanced DBS check, including a check of online activity, along with all other relevant pre-employment checks.

Application Process

Applications must be made using the CES application form (applications not submitted on the CES form will not be considered). Please note that we do not accept CVs or applications from agencies. Only shortlisted candidates will be contacted.

This is a reserved post, open to practising Catholics only. Applicants are advised to refer to the Diocese of Brentwood document (link below) "*Definition of a Practising Catholic for Reserved Posts*".

[BDES-Guidance-on-definition-of-Practising-Catholic-for-Reserved-Posts.pdf](#)

School visits are warmly welcomed and encouraged. Please contact Mrs Lockwood the School Office to arrange a visit. **Information and application packs are available at clockwood5.320@lgflmail.org and completed applications should be sent to this address also.**

Closing date: 12pm 26 June 2026

Shortlisting: 29 June 2026

Interview: 7 July 2026

Job Description



JOB DESCRIPTION – PRIMARY HEADTEACHER AT ST MARY’S CATHOLIC PRIMARY SCHOOL, CHINGFORD

Starting salary L13 – L19 (negotiable depending on experience)

SCHOOL MISSION STATEMENT:

‘Love God... Love Others... Love Ourselves.’

Responsible to: The Headteacher is an employee of the Governing Body and is required to carry out professional duties as detailed in this job description, and in Canon Law, the Trust Deed and applicable statutory provisions.

Introduction

1. This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the Governing Body as employers. The governors 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

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.

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 adhering to the curriculum standard of the Religious Education Directory;
- 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

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

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:

- 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;
- Manage behaviour consistently, fairly and respectfully and in accordance with school policies;
- Ensure that adults within the school model and teach the behaviour of a good citizen.

Additional and special educational needs and disabilities (SEND)

Actions:

- Ensure the school holds ambitious expectations for all pupils;
- Create a culture and practices that enable pupils to access the curriculum and learn effectively;

- Ensure the school works effectively with parents, carers and professionals, to identify the additional needs of pupils, providing support and adaptation where appropriate;
- Ensure the school fulfils its statutory duties under the SEND code of practice.

Professional development

Actions:

- Ensure staff have access to high-quality, sustained professional development opportunities;
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the standard for teachers' professional development;
- 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.

Organisational management

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.

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.

Actions:

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding including undertaking the role of Designated Safeguarding Lead or ensuring an appropriately qualified individual of sufficient seniority within the school fulfils that role;
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds;
- 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

Governance and accountability

Actions:

- Understand and welcome the role of effective governance, 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.



Diocese of Brentwood

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

Love God, Love Others, Love Ourselves

	Essential	Desirable
Faith Commitment		
1. A practising and committed Catholic in good standing with the Church.	R	Evidence of participation in parish or Catholic community life.
2. Evidence of a secure understanding of the distinctive nature of a Catholic primary school.	A I	
3. Understanding and experience of a senior leader's role as pastor.	A I	
4. Understanding of the school's role in the Catholic and wider community and experience of promoting this.	A I	
5. Evidence of demonstrating care, compassion and reconciliation in a leadership role in a primary school.	A	
6. Recent experience of leading acts of worship in the Catholic school.	I	
Qualifications and Training		
1. Degree + QTS.	A D	
2. Evidence of continuing professional development in preparation for HT post.	A	NPQH
3. Certificate in Religious Studies (CCRS).	D	
4. Willingness to undertake CCRS within 2 years of appointment.	A	
Experience		
1. A record of substantial, successful teaching experience, including teaching more than 1 Key Stage in the primary age range.	A R I	Experience in a variety of schools.
2. Experience as a successful Headteacher, Head of School, Deputy or Assistant Headteacher.	A R I	
3. Experience of effecting change in teaching, learning or curriculum either at phase or whole school level.	A R I	
4. Experience of leadership role within a primary school.	A R I	
5. Experience of managing a school budget in challenging financial circumstances		
Professional Knowledge and Understanding		

1.	Understanding the expectations in the Ofsted Framework about what makes an effective school and experience of preparing for and dealing with Ofsted inspections at a leadership level	A I	Understanding of the expectations of CSI denominational Inspection.
2.	Experience of school planning, evaluation, assessment and accountability.	A R I	The ability to role model excellent teaching.
3.	Experience of analysing data, developing strategic plans, setting and monitoring targets and achieving desired outcomes.	A I	
4.	A thorough knowledge and understanding of current educational issues.	A I	
5.	Experience of developing policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all.	A I R	
Promoting the Welfare of Children			
1.	Experience of leadership relating to Safeguarding and well-being of staff and pupils, including making referrals and working with outside agencies in relation to safeguarding issues. A good understanding of up to date policy and practice and commitment to promoting safeguarding	I	
Professional Skills and Abilities			
1.	Experience of working effectively with the Headteacher, staff, governors and parents.	R I	
2.	Experience of communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media.	A I	
3.	Experience of dealing appropriately with challenging situations/individuals		
4.	Experience of producing clear reports, information and advice to staff and governors and providing clear information to the Diocese and the CES when required.	I R	Understanding the criteria for evaluating a Catholic school.
Personal Qualities			
1.	Experience of leading by example in a leadership role, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	R I	
2.	Stamina, energy, resilience and dedication; creativity, confidence, a can do attitude	R I	
3.	Optimistic outlook.	R	
4.	Experience of devising and using innovative ideas/solutions to address challenging scenarios.		
5.	Commitment to own work/life balance as well as that of others.		
Other			

1. Experience of supporting the Catholic ethos of our Catholic School, including the spiritual development of the pupils and the school's role within the community.	A I R	
2. Evidence of a strong commitment to Catholic education.	A I R	

A – Application form D – Documents I – Interview R – References
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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.