

The Corpus Christi Federation

*Incorporating Sacred Heart, St Helen's and
St Michael and All Angels Catholic Primary Schools.*

Executive Headteacher: Mrs N Kelly

www.federationcc.org.uk



Assistant Head of School

Required for September 2026

Job Title:	Assistant Head of School
Location:	To be discussed with candidate
Contract Type:	Full Time, Federation Contract
Contract Term:	Permanent
Accountable to:	Head of School, Executive Headteacher and Governing Body
Salary:	L1 – L4
Closing Date:	Thursday 12 th March 2026
Shortlisting Date:	Friday 13 th March 2026
Interview Dates:	Week Beginning 23 rd March 2026

The Corpus Christi Federation is seeking to appoint an inspirational, motivated and highly effective Assistant Head of School with responsibility for either English or Mathematics. This is an exciting opportunity for an outstanding practitioner and proven leader to join our senior leadership team and play a key role in shaping the strategic direction of teaching and learning across our Federation. We are looking for an expert teacher who exudes passion and enthusiasm for their subject and for teaching and learning in general.

You will be based in a class at one of the Federation schools where you will model expert knowledge and practice of Maths or English. The key stage and location of this position is flexible. Your classroom/teaching will be utilised as a support for other teachers, and it will set the standard of high quality Maths/English for the Federation. In addition to this, regular release time will be available to visit other classrooms across the Federation, model expectations, support and monitor staff and drive forwards standards of teaching, learning and practice for Maths or English.

The successful candidate will:

- Be an expert teacher with a strong track record of excellent classroom practice
- Be innovative, motivated, passionate and enthusiastic
- Will support and develop the Catholic ethos of our school
- Provide strategic leadership for English or Mathematics, driving high standards and improving outcomes for all pupils
- Model, support, coach and develop staff through high-quality professional development and mentoring
- Contribute to whole-school leadership, improvement planning and self-evaluation
- Demonstrate a clear commitment to inclusive practice, high expectations and pupil wellbeing.

We are looking for someone who:

- Has the vision, energy and credibility to lead a core subject across a Federation of three schools
- Can inspire both pupils and colleagues through outstanding teaching and leadership
- Is an excellent communicator and team player with the ability to influence and motivate
- Can identify strengths and weaknesses when observing others practice
- Is confident in holding staff to account and having difficult conversations
- Is committed to continuous school improvement and to their own professional growth

In return, we offer:

- A supportive and ambitious senior leadership team, executive team and a family of three warm schools
- Excellent professional development and leadership opportunities
- A school community that values collaboration, high standards and care for all
- A happy nurturing atmosphere with children who enjoy their school life and are empowered to become independent learners
- A supportive network of Senior Leaders through the Federation Heads of School and wider Local Authority and St Clare's CMAT links
- A dynamic and experienced team of teaching staff and assistants
- The support of an active, dedicated Local Governing Body
- A close working relationship with parents and our local community
- Access to wellbeing and medical support

If you believe you can provide the outstanding teaching, learning and leadership needed to motivate others towards excellence then we would welcome your application.

Visits to one or more of the school are positively encouraged and can be arranged by contacting:

Natalie Kelly, Executive Headteacher – N.Kelly@Federationcc.org.uk

Applications should be submitted electronically to:

Natalie Kelly, Executive Headteacher – N.Kelly@Federationcc.org.uk

Full details about this role and CES application forms can be downloaded from our website:

www.federationcc.org.uk

References will be requested for all candidates invited to interview

The Federation rigorously follows safeguarding procedures for recruitment. The offer of a post will be conditional upon a successful enhanced disclosure from the Disclosure and Barring Service (DBS), satisfactory references and other pre-employment checks. Shortlisted candidates will also be subject to online searches as part of due-diligence checks as per the latest KCSiE guidance.

Mrs N Kelly – Federation Executive Headteacher

I am delighted to have been appointed to the position of Executive Headteacher from September 2024. We are journeying through an exciting and changing time for our Federation of three schools. Each of the schools are very different and serve a range of communities. We value the distinctive nature of our three schools and the diverse communities they serve. As an Assistant Head at our Federation, you will be joining a wonderful, supportive team who are always working hard to support the community they serve.

As a Federation of three small schools, we have the support of each other to build our capacity and strengthen our team; the role of Assistant Head of School with responsibility for Maths or English will add to this capacity. I would relish the opportunity to show you around one or more of our wonderful schools, tell you more about the context and current position of the Federation Schools and answer any questions you may have.



Corpus Christi Federation

Federation Mission Statement

One family, growing together in love and faith, flourishing in a diverse and ever-changing world. We love, we believe, we shine, we achieve.

Governors Vision Statement

The governing body's agreed vision, which underpins the school Mission Statement, is that The Corpus Christi Federation should:

- Have a strong, **family**-like Christian ethos which is apparent in all relationships and underpins all that takes place in the school.
- Provide opportunities for pupils to **grow together in their love and faith**, appreciating and valuing each other.
- Have a strong commitment to safeguarding, provide a happy, safe and secure environment where each child can develop their skills and abilities to the full.
- Provide pupils with high quality teaching and learning supported by good quality resources.
- Be an inclusive school where all pupils, including those with SEND, can experience a broad, balanced, exciting, and motivating curriculum and extra-curricular opportunities.
- Value parents as educators and as partners in the development of their child, building good relationships and keeping them fully informed.
- Support children to embrace the **ever-changing world** in which they live.
- Encourage high standards of behaviour at all times, based on the Christian principles of **love and forgiveness**. a well-respected participant in parish and local celebrations and events, as well as marking national and international occasions.
- Foster opportunities to reach out to the less fortunate in our local and wider community and **believe** that they can make a difference in today's world.
- Encourage all pupils to develop environmental responsibility.
- Prepare pupils to **shine** and **flourish** in the next stage of their education and to live in our culturally rich and **diverse** country, as confident individuals, who will contribute positively to society.
- Enable teachers and learners to **achieve** their full potential in a warm, friendly, supportive environment, and uphold the Christian value of '**love one-another**'.