



ST WILFRID'S ASSISTANT HEADTEACHER

CANDIDATE PACK



CONTENTS

1. Welcome from Chair of Governors Portia Ray
2. Letter from Headteacher Natalie McCarthy
3. Don Bosco
4. Our Values
5. Team Structure
6. Job Description
7. Person Specification
8. How to Apply



WELCOME

Dear Applicant,

Thank you for the interest you have shown in the position of Assistant Headteacher at our school.

I hope that you find the following details informative and that they help you decide that St Wilfrid's Catholic Primary School is the school in which you would be happy and able to make a positive contribution. We also recommend that you visit in person – you will be warmly welcomed and have the opportunity to discover for yourself our wonderful children, staff and facilities.

We are very proud of our achievements in recent years and believe that the right assistant headteacher will work alongside the current headteacher and leadership team to move the school onwards in providing an excellent learning experience for every child, as well as being a living Christian community.

We have an experienced and committed Local Governing Committee with a good range of skills and a deep knowledge of the school. The governors are well aware of the challenges facing the education system in the future and we provide ongoing support.

The school is an important part of the local Catholic community and has links with the parish of St Wilfrid's, Burgess Hill and St Edward's, Keymer.

We are seeking an Assistant Headteacher who ideally is a practising Catholic or at least committed to Catholic education and investing in their faith, and who will inspire staff to achieve the highest quality teaching and develop creativity and excitement in learning for all children. If you are a strong and professional leader with a clear sense of our purpose, we would like you to join our school.

On behalf of the Governing Body of St Wilfrid's Catholic Primary School, I thank you for your interest in our school and very much look forward to receiving your application.

Yours sincerely

Portia Ray

Chair of Local Governing Committee



LETTER FROM THE HEADTEACHER

Dear Applicant

Thank you for your interest in the post of Assistant Headteacher at St Wilfrid's Catholic Primary School. I am delighted that you are considering joining our school family. This vacancy has arisen due to a recent change to the senior leadership team. We are now keen to appoint a strong leader, committed to their professional and faith development, with the aspiration to go on to Deputy Headship and beyond.

We are a happy and vibrant community who through our faith, our learning and in our care for each other aspire to make a difference in the world. Our children deserve the best Catholic education that we can provide, and our staff team are committed to providing this for all children in our school.

We academised in September 2024 and joined Bosco Catholic Education Trust.. We are looking to appoint an inspirational Assistant Headteacher who is ambitious for our children and who can work with all stakeholders in our thriving school community for the good of all children in our school. The successful candidate will have; an excellent understanding of how children learn; be able to nurture the talents of our staff; further develop our vision and improve standards.

We are open to alternative models of recruitment for the right candidate, including an interim secondment if that was most appropriate at this point in time.

The successful candidate will have the opportunity to make a real difference in the lives of our children and families. In return we will offer our commitment to your ongoing professional development and the opportunity to work with other leaders in our trust.

We hope this application pack will explain the essential requirements for this post along with how to apply. I recommend that you arrange to visit our school to find out more about the role and meet our incredible children and staff.

I look forward to welcoming you to our school soon.

God bless,

Natalie McCarthy

Headteacher



DON BOSCO

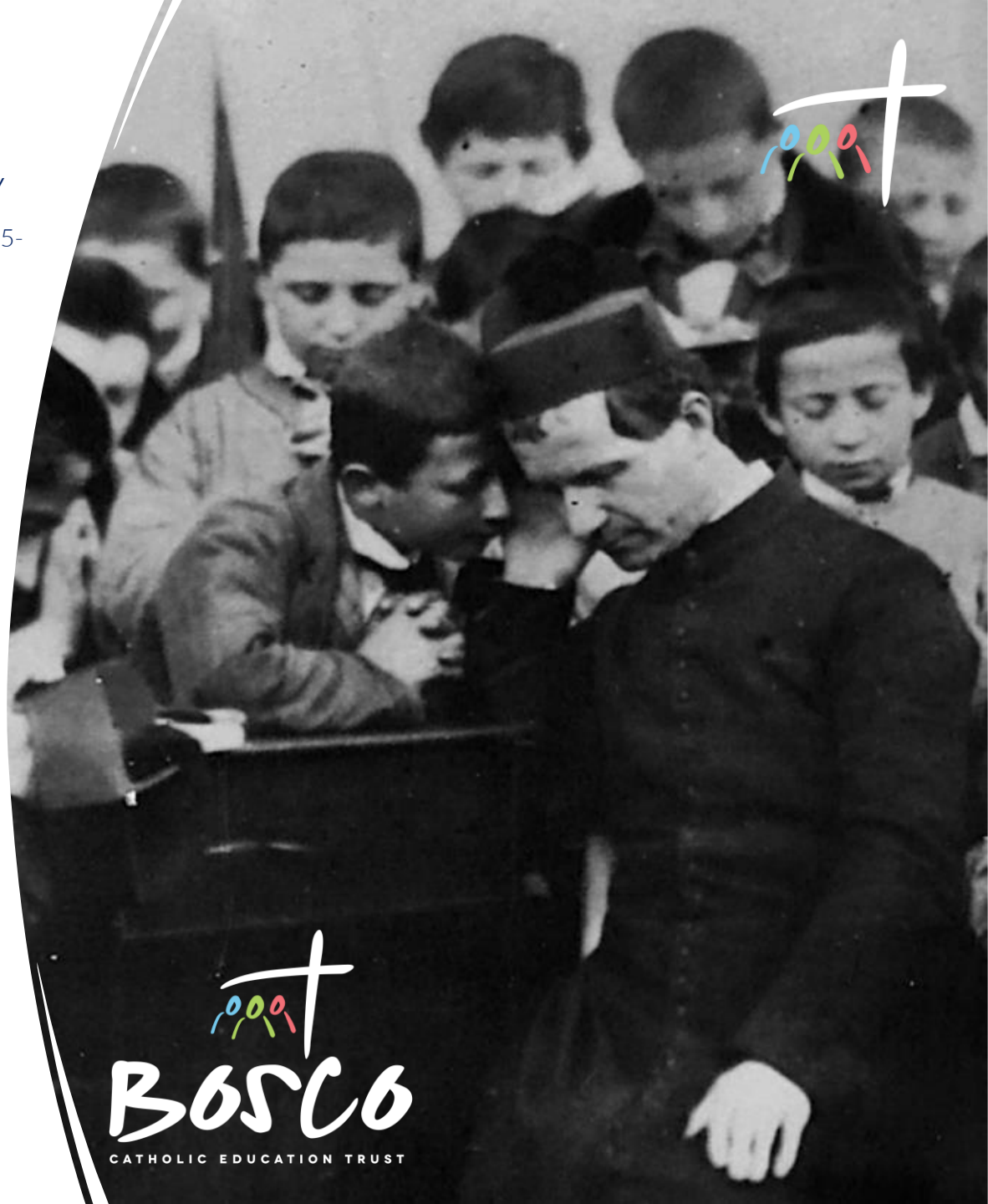
"It is not enough to love the young, they must know they are loved." St John Bosco, 1815-1888

St John Bosco founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them.

Don Bosco spoke about the need for children to be **'known and loved'**. The diocesan schools of Sussex chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 33 schools: 27 primary and 6 secondary.

As Assistant Headteacher at St Wilfrid's, you'll play an important role in continuing to ensure the very best possible outcomes at the school whilst also sharing and evidencing best practice within and beyond the Trust.



OUR VALUES

THESE ARE OUR NON-NEGOTIABLES

Everyone who works at St Wilfrid's and within the Bosco Catholic Education signs up to these values; they are central to all we do and say. Our Trust is a Christ-centred family of Catholic schools, working together as one body to provide an outstanding education for all.

FAITH

Everything we do is rooted in Faith and lived out through Gospel values

HOPE

We are optimistic about the future and see the God-given potential in every individual. We never give up.

LOVE

We treat every person with loving kindness and always seek reconciliation when things go wrong.

SERVICE

We accept the mantle of leadership and recognise that our mission is to serve one another with humility.

INTEGRITY

We work hard for the greater good, strive for justice and always try to do the right thing.

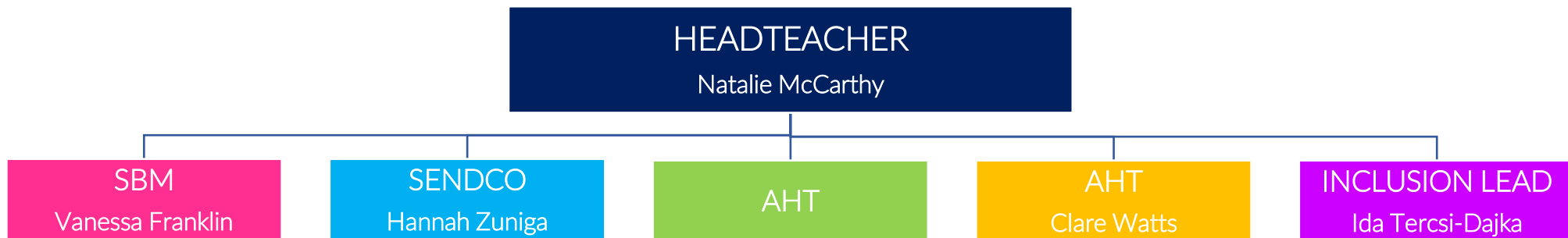
EXCELLENCE

We are committed to challenging ourselves to offer first-class provision in all that we do.





TEAM STRUCTURE





JOB DESCRIPTION

POST TITLE: ASSISTANT HEADTEACHER

Full-time, September 2025 or an alternative (e.g. secondment) for the right candidate
Salary: L1 – L5 commensurate with experience

OVERALL PURPOSE OF THE POST

The Assistant Headteacher is an employee of the Bosco Catholic Education Trust and is required to:

- Support the Headteacher in providing professional Catholic leadership, vision and strategic direction for the school in order to maintain and develop the conditions which enable pupils and teachers to achieve effective learning, so that the school's aims and objectives are implemented in accordance with the policies of the Trust and national and local education strategy;
- Carry out his/her professional duties in accordance with the school's Trust Deed, the Instrument of Government of the School, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers' Pay and Conditions Document;
- Promote and safeguard the welfare of children and young persons for whom the school and Trust is responsible and those with whom they come into contact.

JOB DESCRIPTION

QUALITIES & KNOWLEDGE

1. To hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils they serve.
2. To demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. To lead by example – with integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. To sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. With the Headteacher, to communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.



JOB DESCRIPTION

PUPILS & STAFF

1. To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. To help secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. To help establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. To help create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. To help identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. To help hold all staff to account for their professional conduct and practice.



JOB DESCRIPTION

THE SELF-IMPROVING SYSTEM

1. To help create outward-facing schools which work with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. To develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. To help challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
4. To help shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. To model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. To inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young peoples' lives and to promote the value of education.



JOB DESCRIPTION

SYSTEMS & PROCESSES

1. To help ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. To help provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. To help establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. To help the Headteacher and School Business Manager exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
5. To help distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

TERMS OF EMPLOYMENT

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a signed Code of Conduct, evidence of relevant qualifications and successful completion of a 6-month probation period.



PERSON SPECIFICATION



Assistant Headteacher	Essential	Desirable
General Qualifications & Training		
Degree level qualification and QTS status.	•	
Up-to-date Designated Safeguarding Lead training		•
Appropriate professional development and updating related to school leadership, curriculum, and teaching and learning	•	
Evidence of continuing professional development relating to Catholic ethos, mission and religious education, e.g. CCRS		•
Senior management experience in a Catholic school or is able to demonstrate sound understanding of the aims, organisation, leadership and governance of a Catholic school		•
Experience		
Is a practising and committed Catholic, involved in the life of the Church at parish, diocesan and/or national levels		•
Has a secure understanding of the distinctive nature of the Catholic school and Catholic education	•	
Substantial teaching experience with a strong track record of improving pupil outcomes	•	
Experience of managing, supporting and coaching staff to deliver improved standards	•	
Whole school leadership responsibilities with a proven track-record of success	•	
Skills, Knowledge & Aptitudes		
The ability to work with outside agencies effectively to ensure that the needs of every child are met	•	
Secure excellent teaching through an analytical understanding of how pupils learn with appropriate models and principles of effective learning and assessment informed by research	•	
Secure excellent teaching through understanding how curriculum design leads to rich curriculum opportunities and pupils' well-being	•	
A thorough and up-to-date knowledge of current educational policy and practice	•	
Abide by public services policy and accountability frameworks, including self-evaluation and multi-agency working to ensure they are fit for purpose and uphold the principles of transparency, integrity and probity	•	
Comprehensive knowledge of effective behaviour management strategies including restorative practise	•	

PERSON SPECIFICATION



Assistant Headteacher	Essential	Desirable
Personal Attributes		
Has a 'can do' attitude, is highly reflective and committed to personal development	•	
Effective in multi-tasking and personal organisation	•	
An analytical mind with strategic ability	•	
Outstanding communication and interpersonal skills	•	
Excellent leadership and management skills and the ability to inspire others	•	
Ability to work effectively as part of a team	•	
Discrete and confident when dealing with sensitive and / or confidential matters including difficult conversations	•	
Ability to promote and maintain good relationships with stakeholders based on mutual respect	•	
Other Requirements		
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	•	
In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate professional relationships and personal boundaries with all stakeholders • Emotional resilience in working with all stakeholders 	•	
Bosco CET is an equal opportunity employer and is committed to the safeguarding and protection of children and individuals.		
Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). In line with KCSIE, social media checks will be undertaken. Satisfactory occupational health pre-employment check.	•	



HOW TO APPLY

Please complete the CES application form with a supporting letter (maximum 2 sides of A4) addressing the questions below and email to: recruitment@stwilfridsbh.org.uk

- Why you would like to be our next Assistant Headteacher?
- What qualities you would bring to the role?
- What makes you suitably qualified?

Closing date: Monday 19th May 2025, 9.00 am

Shortlisting: Monday, 19th May 2025

Interviews: Friday 23rd May 2025

If you would like to discuss your application or visit us before applying, please contact Natalie McCarthy, Headteacher by email recruitment@stwilfridsbh.org.uk or phone 01444 235 254.