



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust



DIOCESE of SALFORD

# ASSISTANT HEADTEACHER

## Applicant Information Pack



**MAKE CHRIST** *known;*  
**MAKING LIVES** *better*



## Welcome from the CSEL

**On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Assistant Headteacher at Holy Family RC Primary School.**

Our Trust Mission is simple, it is to make Christ known, and ensure we are making lives better for our communities, our children and young people and all our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise 24 schools: 20 primary and 4 secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together using our resources and talents that we make a difference to all our children and young people, regardless of their location.

St Teresa of Calcutta Catholic Academy Trust (STOCCAT) has made significant strides in aligning our organisation around four critical functions: operations, finance, information, and performance. Through this journey, we have been fortunate to recruit exceptional individuals to lead in each of these key areas, driving our Trust's vision and strategy forward.

We are now seeking two outstanding and inspirational Assistant Headteachers to join our leadership team and guide Holy Family RC Primary School through its next stage of growth and excellence. This role presents a unique opportunity to lead within a thriving Trust, shaping the future of education for our pupils and contributing to the wider development of our organisation.

The position offers great scope and potential, and the successful candidate will play a pivotal role in delivering our shared mission: to provide an outstanding Catholic education that inspires, nurtures, and develops every child within our community. If you are a driven, dynamic, and visionary leader ready to make a lasting impact, we would love to hear from you.

I would suggest all potential candidates take some time to review our Trust website, so they get a sense of the organisation we are going to build together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

Chris Foley  
**Catholic Senior Executive Leader (CSEL)**







## About the Trust

Our Trust began in 2017, and we currently comprise of 24 schools: 20 primary and 4 secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust will continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

## Our Mission

Our Trust Mission is simple, it is to make Christ known, making lives better for our communities, our children and young people.

## Our Values:



### Hope

Inspired by St Teresa of Calcutta, we are people of hope. We have a complete belief in the future we will build together. By offering our children, staff and schools' opportunities to grow and flourish, we make aspiration and ambition a reality. Our people, just like St Teresa are relentless and fiercely ambitious. We will always reach for that which seems to be just out of our grasp.



### Courage

As modelled for us by St Teresa of Calcutta, we will have the courage to do what is right. As a community, we will not shy away from making decisions that ensure our communities thrive. We will be brave in our actions. As a truly Catholic organisation this courage will be most apparent in how we collectively support the most vulnerable.



### Innovation

St Teresa of Calcutta changed the world. Together, we will always be pursuing new ideas and best practice in all areas of our work. We will prepare our children and young people for the world that awaits them. A world which they will shape and change.







## About the Role

St Teresa of Calcutta Catholic Academy Trust (STOC) is seeking to appoint two exceptional Assistant Headteachers to support the Headteacher in providing visionary leadership across Holy Family RC Primary School. This crucial role will ensure that our pupils receive an outstanding education, while also contributing to the strategic development of our Trust.

Your outstanding management practice will ensure consistency and high standards, across the school. If you are an ambitious, professional, forward-thinking and ready to make a transformative impact, we look forward to hearing from you.

This is an exciting opportunity to join the Trust as it continues to grow over a period of time into a Catholic Academy Trust which, at scale, will be one of the largest Trusts in England.

As Assistant Headteacher, you will play a key role in fostering a safe, secure, and welcoming school setting that enables the Trust to achieve its objectives. Through your leadership, you will promote teamwork, motivate staff, and build strong working relationships to drive continuous improvement and ensure every child has access to an outstanding education.

Our priority is to provide an exceptional learning environment where children feel inspired, motivated, and empowered to achieve their full potential. If you are a dynamic and passionate leader ready to make a tangible difference, we invite you to join us on this exciting journey.

### The successful candidate will:

- Be a confident communicator, with excellent written and oral skills to engage effectively with all stakeholders.
- Demonstrate senior management and leadership experience to assist the Headteacher in managing teams and resources.
- Have proven experience in leading and managing staff, including the ability to support and motivate staff.
- Possess strong analytical and problem-solving skills, ensuring effective decision-making to drive school improvement.
- Be highly proficient in the use of ICT systems, supporting the strategic and operational needs of the academy.
- Work well under pressure, maintaining accuracy, attention to detail, and the ability to meet tight deadlines.
- Exhibit a flexible approach to working patterns, adapting to the demands of a dynamic and growing organisation.

This is a unique opportunity for a dedicated, professional committed leader to inspire excellence, drive improvement, and make a lasting impact on the lives of our pupils.

### We can offer:

- Be a member of a forward-thinking and innovative leadership team, driving excellence across our Trust.
- Lead a thriving Catholic academy as part of a growing family of schools across Bury, Bolton, Rochdale, Salford and Wigan.
- Work with a caring and engaged group of stakeholders who share a commitment to delivering the highest standards for our children.
- Benefit from a dedicated and highly supportive Central Team and Trust Board, with a clear vision and ambitious aspirations for the Trust.
- Receive tailored support for your professional and spiritual development from both the Academy Trust and the Diocese.
- Collaborate with excellent local and borough-wide networks, enhancing opportunities for innovation and best practice.
- Enjoy a generous 28.68% Teachers' Pension employer contribution.





# DIOCESE OF SALFORD

## **Assistant Headteacher Job Description Holy Family Primary School Salary: L1-L5 - £51,773 to £57,137 per annum**

### **Introduction**

*The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.*

This appointment is made by the board of directors of the **St Teresa of Calcutta Catholic Academy Trust** under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Assistant Headteachers (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Assistant Headteacher.

The St Teresa of Calcutta Catholic Academy Trust and the diocese acknowledge the importance of the role of the Catholic Assistant Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The Assistant Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.**

### **The Core Purpose and Duties of the Assistant Headteacher**

- Undertake the normal responsibilities of the class teacher.
- Be a member of the senior management team.
- Assist the Headteacher in managing the school.
- Support and represent the Headteacher at meetings as and when required.
- Undertake such duties as are delegated by the Headteacher.
- Play a major role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement.

## **1. Class teacher responsibilities**

- 1.1 To carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.



- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

## **2. The internal organisation, management and control of the school**

- 2.1 To have specific responsibilities to be agreed upon appointment.
- 2.2 To contribute to:
  - Fulfilling the school's Mission Statement
  - Maintaining and developing the Catholic ethos, values and overall purposes of the school
  - Formulating the aims and objectives of the school and policies for their implementation
  - A development plan which will translate school aims and policies into actions
  - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
  - Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  - The efficient organisation, management and supervision of school routines

## **3. Curriculum Development**

- 3.1 To contribute to:
  - The development, organisation and implementation of the school's curriculum
  - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
  - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
  - Ensuring that the Diocesan policy on Religious Education is fulfilled
  - Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
  - Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
  - Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
  - Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
  - Ensuring that the individual pupil's continuity of learning and effective progression of achievement is provided
  - The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

## **4. Pupil care**

- 4.1 To contribute to:
  - The development, organisation and implementation of the school's policy for the personal



and social development of pupils including pastoral care and guidance in accordance with the teachings and doctrines of the Catholic Church

- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.

4.3 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.

## **5. The management of staff**

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

## **6. The management of resources**

6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.

6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Catholic Multi Academy Trust.

## **7. Relationships**





- 7.1 To advise and assist the Local Governing Board and Academy Trust as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Diocesan and St Teresas of Calcutta Academy Trust support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers.
  - To promote a positive image of the school
  - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.
- 7.7 Create outward - facing schools which work with other schools, organisations and the local community - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to assistant Headteacher.*





# DIOCESE OF SALFORD

## Assistant Headteacher Person Specification

### Holy Family RC Primary School

***The Academy is a designated Catholic school. The Directors are accountable to the Ordinary of the diocese, or a Vicar or delegate where that is determined, to ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.***

***This appointment is made by the board of directors of the St Teresa of Calcutta Catholic Academy Trust under the terms of the Catholic Education Service (CES) contract. It is subject to the conditions of service for Headteachers contained in the current School Teachers' Pay and Conditions document as well as other current education and employment legislation and statutory guidance.***

***Holy Family RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

***The applicant will be required to safeguard and promote the welfare of children and young people.***

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates  
E = Essential D = Desirable

Note: **Candidates failing to meet any of the essential criteria will automatically be excluded**

#### [A] Faith Commitment

		Essential	Desirable	Source
1.	Practising Catholic		Desirable	A/I/R
2.	Involvement in parish community		Desirable	A/I/R

**To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.**

		Essential	Desirable	Source
3.	Leading school worship	Essential		A/I/R
4.	Ways of developing religious education and worship	Essential		A/I/R
5.	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school.	Essential		A/I/R
6.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	Essential		A/I



### [B] Qualifications

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
7.	Qualified teacher status	Essential		A/CC
8.	Degree	Essential		A/CC

### [C] Professional Development

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
9.	Evidence of appropriate professional development for the role of Assistant Headteacher	Essential		A
10.	Evidence of recent leadership and management professional development	Essential		A
11.	Has successfully undertaken appropriate safeguarding training and knowledge of legislation for the protection of young people		Desirable	A
12.	Has successfully undertaken Designated Safeguarding Lead Training		Desirable	A/I/CC
13.	Has completed the Catholic Leadership Programme or has a commitment to doing so		Desirable	A/I/CC
14.	Has completed the Catholic Middle Leadership Programme or has a commitment to doing so		Desirable	A/I/CC

### [D] School leadership and management experience

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
15.	To have substantial and current experience as a senior leader in a primary school		Desirable	A/I/R
16.	To have had active and effective leadership of a team / department/ key stage/ curriculum area		Desirable	A/I/R
17.	To be able to demonstrate successful/effective leadership in a school in a similar community/facing similar challenges		Desirable	A/I/R
18.	To have taken an active involvement in school self-evaluation and development of a relevant and effective curriculum	Essential		A/I/R
19.	To have implemented and developed a whole school initiative	Essential		A/I/R
20.	To have had responsibility for policy development and implementation		Desirable	A/I/R
21.	To have had experience of and ability to contribute to staff development across the primary range. (E.g. coaching, mentoring, INSET for staff)		Desirable	A/I/R

### [E] Experience and knowledge of teaching

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
22.	Experience of teaching in more than one school		Desirable	A
23.	Experience of teaching in a school in similar circumstances / serving a similar community		Desirable	A



24	Significant teaching experience and proven excellence in teaching pupils within the primary phase	Essential		A/I/R
25	To have a knowledge and understanding of all Key Stages in the primary phase		Desirable	A/I/R
26	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	Essential		I
27	To be able to exemplify how the needs of all pupils (SEND, AEN, AGT, EAL, GRT) have been met through high quality teaching	Essential		A/I

#### **[F] Professional Attributes**

		<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
28.	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	Essential		A/I
29.	To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	Essential		A/I
30.	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	Essential		A/I
31.	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	Essential		A/I/R
32.	Show a good commitment to sustained attendance at work	Essential		A/I/R

#### **[G] Professional Skills**

Applicants must be able to demonstrate that they meet the Teachers' Standards (England) which are set out in detail in the current School Teachers' Pay and Conditions Document. The Assistant Headteacher must be exemplary and be able to:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively
- Fulfil wider professional responsibilities

#### **[H] Personal Qualities**

**All of the following are considered essential for the post and will be assessed through interview and reference:**

- Continue to promote the school's strong educational philosophy and values





- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Inspire trust in the school community
- Communicate clearly and effectively both orally and in written English
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour

### **[I] Confidential References and Reports**

A positive and supportive faith reference from a priest where the applicant regularly worships.	Desirable
Positive recommendation from all referees, including current employer.	Essential
A supportive reference from the Local Authority, if possible, or a further supportive professional reference	Essential

The directors/governors reserve the right in exceptional cases to seek additional references from other former employees where this seems appropriate.





# HOW TO APPLY

Please complete the online application form accessible via St Teresa of Calcutta Catholic Academy Trust website. Click here to access the advert: [Job Vacancies](#)

## **The closing date for this position is:**

12pm on 9<sup>th</sup> March 2026

## **Shortlisting will take place:**

16<sup>th</sup> March 2026

## **Interviews will take place:**

23<sup>rd</sup> March 2026

Applicants are encouraged to arrange a conversation with the Headteacher and visit the school to discuss this role. Initial contact should be made with the school by email: [admin@stoccat.org.uk](mailto:admin@stoccat.org.uk)

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1074 (Exceptions) Order 1975 (as amended in 2013). All appointments will be subject to an enhanced DBS check including Children's barred list check and satisfactory references, including your suitability to work with children. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.

Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance. All shortlisted applicants will be required to complete a form for self-disclosure of cautions and convictions.

