



St John the Baptist Catholic Multi-Academy Trust

# Executive Headteacher

St Benet's & St Edmund's Catholic Primary  
Schools, Suffolk

# Candidate Pack



# Welcome letter from our CEO

**Thank you for considering applying to become an Executive Headteacher of St Benet's and St Edmund's Catholic Primary Schools.**

Dear Applicant

We are delighted that you are considering applying for the role of Executive Headteacher of St Benet's Catholic Primary School and St Edmund's Catholic Primary School, two highly valued members of the St John the Baptist Catholic Multi-Academy Trust family of schools, in the Catholic Diocese of East Anglia. These small, federated schools are located in the Waveney Valley towns of Beccles and Bungay and work in very close partnership with each other, as well as other Catholic schools in the Trust.

This is an exciting opportunity to work in partnership with the Assistant Headteacher in leading these two welcoming and inclusive schools that are deeply committed to providing an excellent Catholic education and nurturing the academic, personal and spiritual growth of each child. The new Executive Headteacher will be pivotal in shaping the future of the schools, building upon strong foundations, supported by the Assistant Headteacher, an excellent staff team, and the support of an active and dedicated Local Governing Body and Trust Executive Team.

At St John the Baptist Catholic Multi-Academy Trust, our mission is centered on building a strong community of schools united by our Catholic faith, working together to ensure that every pupil thrives. We place great emphasis on people growth through collaboration and professional development. You will be joining a network of like-minded Catholic leaders across our schools, sharing best practices, resources, and support. Our aim is to create a culture of continuous improvement where both pupils and staff can flourish. As our new Executive Headteacher, you can expect to be supported in developing yourself as a leader and benefit from our Trust-wide professional development opportunities, which are designed to support your professional growth as you take on this key role.

We have a dedicated team, providing strong centralised support for finance, HR, site and ICT. This not only provides additional expertise to our schools, but also enables our school leaders to focus on school improvement and outcomes for children. The Trust has a Teaching School Hub and a Research School, both based in Norwich, which the Executive Headteacher and school access to develop the highest standards of support for staff at all career stages. This post offers exciting opportunities to not only lead a successful federation, but to contribute to and gain from a Trust wide vision for learning, participating in leading and developing CPD across the region, if that is of interest to you.

An expert team of educators will support the Executive Headteacher to develop and implement their vision for the school. Our next Executive Headteacher will have the opportunity to lead each of these great schools to achieve their ambitions and with our support will realise their full potential as a leader and develop alongside the school and Trust in their career and expertise.

If you believe you have the vision, dedication, and leadership skills to guide St Benet's and St Edmund's in their missions, we would love to hear from you. I encourage you to read the information in this application pack carefully and reflect on whether you feel called to be part of our growing family of schools. We are excited to meet candidates and warmly invite you to visit us to experience the wonderful environment we offer and meet our friendly children and staff.

Thank you once again for your interest, and I wish you the best of luck with your application

Kim Payne (Interim CEO)







## About the Trust

St John the Baptist Catholic Multi Academy Trust is a well-established, respected Catholic multi-academy trust. The Trust was originally set up in 2016 and is currently a family of eleven schools in Norfolk, Suffolk and Peterborough: one secondary and ten primaries, with almost 4,000 pupils. We have a mixture of types and sizes of schools, including coastal, inner-city and small rural schools. Whilst each school is anchored in its own community, our shared Catholic mission, vision and values bind us together as one Trust.

As schools have joined St John the Baptist Catholic Multi Academy Trust they have each brought additional knowledge and skills, enhancing our collective capacity.

We are a growing Trust and anticipate that two more Catholic schools in Peterborough (one secondary and one primary) will join the Trust in the near future.

The Julian Teaching School Hub and Norfolk Research School are also key parts of our Trust. These greatly benefit our schools, enhancing our professional development offer and enabling us to nurture talent and future leadership.

Our ultimate vision is that our values and the distinctive ethos of our Trust of Catholic schools will enable every child and young person to receive the very best education, so that they are empowered to grow, learn and achieve.

Pupils are cherished for who they are, as much as for what they achieve, and all achievements are celebrated.

The Trust Directors work closely with schools, their governors, staff, parents and the local community to develop together the successful young men and women of the future.

We strongly believe in the power of purposeful collaboration and the importance of establishing a connected way of working, which helps bind schools together to achieve more. We aim to be greater than the sum of our parts, working together, pooling our knowledge and sharing our expertise for the greater good of all children in our schools.

## Our Mission Statement

Inspired by the life of Christ we provide an exceptional education in our Catholic schools which enables our children:

- to fully embrace all possibilities
- to flourish
- to develop their faith

and therefore to choose a path that enables them to be a positive influence upon our world

Our children and young people are at the centre of everything we do, their spiritual and personal development and well-being prioritised at every stage. We are passionate about providing children with inspiring and safe places to learn, where they feel respected and where they can truly thrive and lead happy, healthy and fulfilling lives.

We aim to instil the ambition and the desire in every young person to discover and achieve their personal best, overcoming any challenges they may face, equipping them with the knowledge and skills that they will need to develop into morally responsible, happy and successful adults.

The values which guide us all as children and adults:

- **Loving care** - forgiveness, empathy, inclusion, kindness, compassion
- **Learning together** – growing, leading, aspiring, enabling, understanding
- **Growing in faith** – Christ at centre, service, stewardship

Our Catholic faith is at the heart of everything we do. This is what makes our Trust unique. Our Gospel values underpin and inform how we do things, guiding how we care for one another, how we pray, learn and work together and how we put our faith into action.

# About St Benet's & St Edmund's Catholic Primary Schools, Suffolk

## **FAITH is at the heart of everything we do**

These two small, federated schools with mixed-age classes are situated in the heart of the towns and parishes of Beccles and Bungay in north Suffolk. The diverse community of each school is highly valued and celebrated by all and the schools goes out of their way to ensure that each pupil and their family are made to feel welcomed and valued as part of a school family. 'Pupils have a strong sense of community.' (Ofsted 2024, St Edmund's)

The Executive Headteacher and Assistant Headteacher work closely together to lead both schools, which share one Local Governing Body. This collaboration enables both schools to flourish, providing strategic and moral support and allowing the schools to share best practice, pool resources and develop school and subject leadership. The school has established strong partnerships with local schools, as well as schools within the Trust.

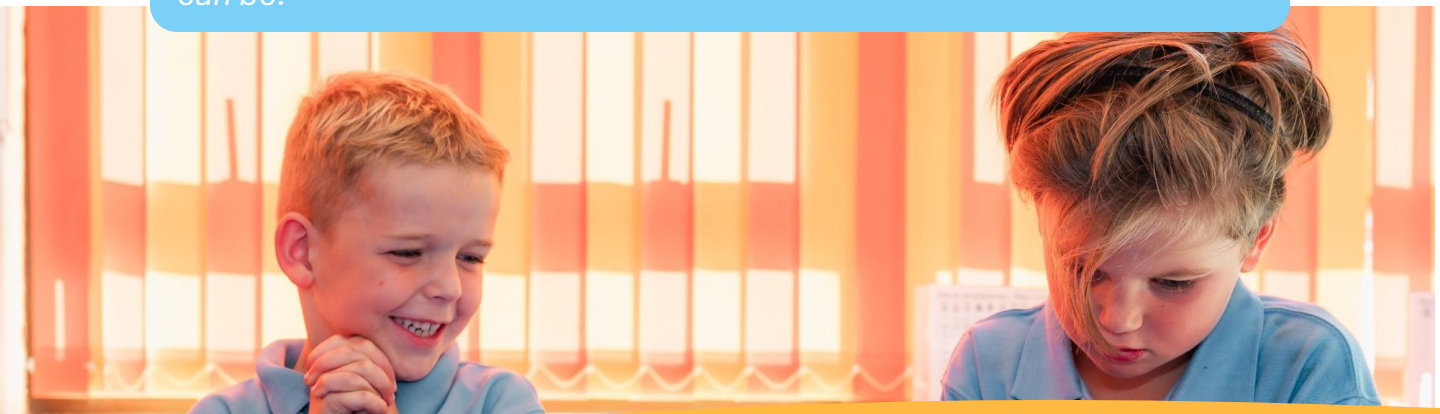
The shared values of the schools are rooted in Catholic values and the teachings of Jesus. The spiritual, moral, emotional and social wellbeing of every child is a priority. Provision for pupils' personal development is very carefully considered, meaning that pupils flourish socially and emotionally. The school provides a nurturing and inclusive environment, with values that are built on Christian values of mutual trust and respect for all. The schools promote the belief that all children are unique and must be celebrated for their special gifts and talents.

The schools offers a broad and balanced curriculum, rooted in the local community and enriched with visitors, visits, events and activities to inspire in each child a joy or learning. Staff encourage the children to work hard, have a positive mindset, have the confidence to makes mistakes, persevere and not give up, in order to experience success and feel good about themselves. Staff have the highest aspirations for every pupil and care deeply about their progress, development and wellbeing. Staff are exemplary role models and ensure that 'every child is valued and well cared for. Staff know and support pupils as individuals and encourage all pupils to succeed.' (Ofsted 2022, St Benet's)

All pupils are fully immersed in the rich and vibrant Catholic life of the school and the school offers many opportunities for children to put their faith into action, for example, supporting local and national charities. Collective worship and prayer are central to the life of the school. The close proximity of the schools to their parish churches enables the schools to be fully involved in the life of the parish, enhancing the spiritual formation of pupils, including opportunities to come together to celebrate Masses and liturgies as school communities.

Both schools are rated 'Good' overall by Ofsted.

*'We see Christ in everyone as we journey together, teaching and learning. We believe every day matters, as we challenge ourselves to be all that we can be.'*



# Executive Headteacher of St Benet's & St Edmund's Catholic Primary Schools, Suffolk

## The Role

As Executive Headteacher you will work in close partnership with the Assistant Headteacher, ensuring that the schools continue to uphold their Catholic mission while delivering high-quality education. As Executive Headteacher, you will be a spiritual and academic leader of our schools. You will have the opportunity to:

- Lead a team of passionate and dedicated staff who are committed to delivering the highest standards of education and care.
- Foster and promote the Catholic character of the school, ensuring that our mission and values are at the heart of all school activities.
- Inspire, motivate, and support pupils and staff to achieve their full potential.
- Work closely with the other fellow Headteachers and leaders across the Trust, the Local Governing Body, parents, and the Diocese to ensure the continued success and growth of the school.
- Champion a culture of continuous improvement, where excellence in teaching and learning is the focus.
- Develop strong relationships with the wider communities and encourage involvement in school life.

## What We Are Looking For?

We are seeking a dedicated and faith-driven leader who will continue to uphold our Catholic ethos and foster an environment where both children and staff can flourish. The ideal candidate will:

- Be a practising Catholic with a strong personal faith and a deep commitment to Catholic education.
- Have a proven track record of successful leadership, ideally in a primary school setting.
- Demonstrate outstanding communication and interpersonal skills, with the ability to inspire and engage all members of the school community
- Have the strategic vision to lead our schools in an ever-changing educational landscape while staying true to our core values.
- Be passionate about improving outcomes for all pupils and fostering a love of learning.
- Be able to work collaboratively within our multi-academy trust, sharing best practices and contributing to the Trust's overall success.
- Show a commitment to professional development, both personally and for the staff you lead.





# Executive Headteacher of St Benet's & St Edmund's Catholic Primary Schools, Suffolk

## Why Join Us?

At St Benet's and St Edmund's Primary School, we offer:

- The opportunity to lead a school with a strong, supportive Catholic ethos.
- A dedicated, experienced Assistant Headteacher, team of staff and governors who share a common goal of ensuring every child flourishes and achieves their best.
- Welcoming, engaged communities of families who support the schools' vision and values.
- The opportunity to work within a forward-thinking multi-academy trust committed to achieving excellence through purposeful collaboration and people growth.
- The chance to be part of a community of Catholic schools working together to share expertise, resources, and best practice.
- Excellent opportunities for professional development, including guidance and support from the Teaching School Hub, Research School, Diocese and Trust.
- Schools with a positive reputation in the local communities and strong links with the parishes.
- A commitment to wellbeing, as set out in our Staff Charter

## How to Apply

If you are excited by this opportunity and feel called to lead our school, we would love to hear from you

**Closing Date:** 25 April 2025, midday

**Interview Dates:** 29 April 2025

**Start Date:** September 2025

To apply please complete the application form on [MyNewTerm](#). A copy of the job description can be downloaded from MyNewTerm.

For further information, or to arrange a visit to the school please contact: [office.stedmunds@cpswv.org](mailto:office.stedmunds@cpswv.org)





**When our people flourish,  
our children flourish**





