



Blessed
Christopher Wharton
CATHOLIC ACADEMY TRUST



The Holy Family
Catholic School



Headteacher

Applicant information pack

Salary: Leadership Scale point LDR24 - LDR30 (£94,346 - £109,288)



Closing date for applications:
Monday 21st September at 9.00am
Terms - Permanent to start January 2027



*The School is committed to
a rigorous implementation of our safeguarding policy.
All successful applicants will be subject to pre-employment
checks and an enhanced DBS check, prior to a formal offer of
employment being made. This post is exempt from the
Rehabilitation of Offenders Act 1974 and the amendments to the
Exception Order 1975, 2013 and 2020*

Return completed applications to : lena.matthews@bcwcat.co.uk



The Holy Family Catholic School

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The Holy Family Catholic School



1. Welcome from the CEO

Dear Candidate

Thank you for your interest in the role of Headteacher at Holy Family Catholic School.

This is a significant opportunity to lead a school with a proud Catholic heritage, a strong sense of community and enormous potential for the future. We are seeking a leader who is committed to ensuring that every child flourishes academically, spiritually and personally, and who shares our unwavering belief that an outstanding Catholic education transforms lives.

Holy Family is an important part of that family. Situated in the heart of Keighley, the school has a long standing reputation for serving its community with compassion, ambition and faith. As we look to the future, we see exciting opportunities to build on existing strengths, raise aspirations further and ensure that every young person receives the highest quality education and pastoral care.

We are looking for an exceptional leader who combines strategic vision with humility, courage and integrity. Someone who will inspire colleagues, nurture talent, build strong relationships with families and the wider parish community, and lead with both compassion and high expectations. Above all, we are seeking someone who understands that Catholic leadership is a vocation of service placing the needs of children and young people at the centre of every decision.

Joining Blessed Christopher Wharton Catholic Academy Trust means becoming part of a collaborative and ambitious organisation that invests in its people. Our leaders benefit from high quality professional development, strong peer networks and the support of an experienced Central Team, enabling them to focus on what matters most, improving outcomes and life chances for every child.

This is a genuinely exciting time to join our Trust. BCWCAT currently comprises 17 primary schools and two secondary schools, and forms part of a wider period of change across the Diocese of Leeds, where five Catholic Trusts are set to merge into two larger Trusts over the coming years. As part of this development, BCWCAT will become part of the Carlo Acutis Catholic Education Trust, which will serve approximately 45 schools — offering an exciting opportunity to gain broader experience and exposure across a larger, more diverse family of schools.

If you are an ambitious and faith filled leader who is ready to make a lasting difference, we would be delighted to hear from you. I hope you will take the opportunity to visit Holy Family, meet our wonderful staff and pupils, and discover the warmth, commitment and ambition that make this such a special place to lead.

I look forward to receiving your application and wish you every success.

Chris Hanson

Interim Chief Executive Officer

Blessed Christopher Wharton Catholic Academy Trust



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The Holy Family Catholic School



2. Our Mission and Virtues

Awakening Minds

Our faith, the teachings of Christ, is at our heart. We devote ourselves fully to our spiritual growth, striving for excellence in all that we do each day.



Achieving Dreams

Our work blends inspirational teaching and confident study in a stimulating environment. We learn wholeheartedly, turning our ambitions into reality with every opportunity.



Serving Others

Our spirit leads us to take a positive role in our community. We show love, care and respect for one another and for everyone in our world today





The Holy Family Catholic School



3. Our Ethos

The Holy Family Catholic School exists to provide a contemporary education rooted in traditional gospel values where we believe that Christ is at the heart of all our endeavours inspiring us to excellence, where justice compassion, a commitment to service and moral responsibility pervade everything that we do. We aim to awaken students to the largeness of the world around them, give them a dream of human achievement and an active concern for the human predicament here and now and in doing so reveal the truth about God, Christ and Spirit.

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4. Our Curriculum

Curriculum Intent

Our curriculum is designed to achieve excellence in three areas

Awakening Minds : We aim to inspire a love of learning and appreciation of academia that supports lifelong, adaptable, agile and inquiring minds, ensuring informed and critical participation in life.



Achieving Dreams

Through inspirational teaching and guidance, we aim to prepare every child for a future filled with hope, choices, and possibility so they can take their place in the world as an active citizen.



Serving Others

Our classrooms are inclusive, safe, welcoming and supportive; children participate in positive partnership with one another and their teachers.





The Holy Family Catholic School



5.The Role

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.





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Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff 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
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils





The Holy Family Catholic School



6. Leadership Structure

The School is organised around three clearly defined leadership pillars:

- Standards & Outcomes - what students achieve.
- Curriculum & Organisation - how the School runs academically.
- Culture & Attendance - who pupils become.

Each area is led by an Assistant Vice Principal with clearly defined portfolios. This structure ensures clarity of responsibility, strong alignment across the School and a sharp focus on both academic excellence and student formation.

This is a Catholic School and, in accordance with the relevant provisions of the Equality Act 2010, there is a genuine occupational requirement for the postholder to be a practising Catholic in full communion with the Catholic Church.

7. Why Join Holy Family?

- An ambitious and distinctive Catholic School.
- A clear and well-structured leadership team.
- A curriculum that values both excellence and formation.
- A strong sense of community and shared purpose.
- The opportunity to shape the academic experience of our pupils.





The Holy Family Catholic School



8. Person Specification

Qualifications and training

Essential

- Qualified teacher status
- Degree
- Headship National Professional Qualification
- Senior Leadership National Professional Qualification

Experience

Essential

- Successful leadership and management experience in a school
- Teaching experience
- Involvement in school self-evaluation and development planning
- **Demonstrable experience of successful line management and staff development**

Skills and Knowledge

Essential

- Data analysis skills, and the ability to use data to set targets and identify weaknesses
- Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve
- Understanding of school finances and financial management
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships





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Personal Qualities

Essential

- Commitment to uphold the 7 principles of public life (the Nolan Principles) at all times
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Commitment to Catholic Ethos

Essential

- The postholder must be a practising Catholic in full communion with the Catholic Church
- A clear commitment to supporting and promoting the Catholic ethos and mission of the School
- The ability to contribute meaningfully to the spiritual and faith life of the School



***9.What is a practising Catholic?**

To objectively define what a 'practising Catholic' is when assessing applicants for membership of the governing authority of a Catholic school or to key posts within the school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.

The Church's general obligations for its members require that they strive to live lives of holiness proclaimed in by being faithful to the teaching of the Gospel, by trying to uphold the values of the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church. This is the 'practice' of the Catholic faith in its widest and all encompassing sense. At the heart of these general obligations though, there are essential components for "full communion" with the Catholic Church. These are sacramental initiation (Baptism, Confirmation and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practising Catholic'. Therefore, for appointment as a member of the governing authority of a Catholic school or to key posts within the school, a 'practising Catholic' is to be defined as someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained by God's grace, a 'practising Catholic' will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church.

For further information on this, please refer to the document 'Catholic Schools and the Definition of a practising Catholic - September 2024'





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Unlocking Opportunities: Our Offer to You



Employee Assistance Programme

Telephone counselling and mental health support is available through our EAP app with Sonder.



24/7 GP Service

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



Excellent Professional Development Opportunities:

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



Supporters of the Blue Light card :



BLUE LIGHT CARD™

Enjoy a range of big savings on a whole variety of brands and services through membership of the Blue Light card scheme.



Excellent Pension Scheme:

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



Regular Learning Days:

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



Positive Work Environment:

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



Opportunity to Make a Difference:

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



Staff Awards

Annual Staff Awards where outstanding performance is acknowledged and awarded.