Corpus Christi
Catholic Primary School

Headteacher Application Pack

Full Time, Permanent

Edith Stein Catholic Academy Trust

www.corpuschristi.portsmouth.sch.uk

www.escat.org.uk

A message from the Governing board

Welcome, and thank you for your interest in the position of Headteacher at Corpus Christi Catholic Primary School, part of the Edith Stein Catholic Academy Trust.

Corpus Christi Catholic Primary School is a caring, faith-centred community where every child is known, valued, and supported to flourish academically, spiritually, and personally. Guided by our mission to live our lives like Jesus, we are rooted in Christ's teachings and work in close partnership with staff, parents, governors, ESCAT trust, our parish, and the diocese to nurture children's spiritual, moral, academic, and social development, ensuring the very best outcomes for all.

The Governing Body is seeking to appoint an inspirational and committed Headteacher who will provide strong, faith-filled leadership, ensuring that the Catholic life and mission of the school is central to its vision, policies, and daily practice. The successful candidate will be a practising Catholic who can articulate and model a clear commitment to Catholic education, placing Christ at the heart of school life and leading by example in living out our mission to live our lives like Jesus.

In addition, the successful candidate will play a key leadership role in guiding the school through an exciting period of development, including a planned rebuild of the school in the near future. This will require strategic vision, strong organisational skills, and the ability to lead change with clarity, resilience, and care, ensuring that the needs of pupils, staff, and families remain central throughout the process.

This is an fantastic opportunity for a leader who is passionate about teaching and learning, dedicated to inclusion and high expectations, and eager to shape the next chapter of Corpus Christi Catholic Primary School. We are proud of our supportive community and look forward to welcoming a Headteacher who will lead with warmth, faith, ambition, and a commitment to both educational excellence and long-term school development.

We hope this application pack provides a clear insight into our school and our aspirations. We warmly encourage applications from candidates who feel called to lead our community and share our mission.

Yours faithfully,

N. Burnett
Chair of Governors
Corpus Christi Catholic Primary School

About our School

Corpus Christi Catholic Primary School is a vibrant and inclusive school located in North End, Portsmouth. We are immensely proud of our school community and of the rich educational, spiritual and personal opportunities we provide for every child.

Our name, Corpus Christi—the Body of Christ—reminds us that Christ is at the heart of all that we do. This is lived out daily through our Mission Statement, "***We live our lives like Jesus***," which underpins the culture, relationships and aspirations of our school.

We offer an ambitious and engaging curriculum within a nurturing environment, enabling children to become confident, caring and resilient learners who are well prepared for the next stage of their education. Our Catholic ethos permeates all aspects of school life, with Religious Education, prayer, liturgy and worship integral to the weekly rhythm.

We believe it is our role to work in partnership with parents and the parish to support each child to become the best person they can be. We strive to maintain and strengthen these links.

Corpus Christi Catholic Primary School is proud to be part of the Edith Stein Catholic Academy Trust, working collaboratively with other Trust and Diocesan schools to ensure continuity, shared vision and high standards across our academies.

What we are looking for in a headteacher

A practising Catholic, involved in the parish community

Minimum of 2 years recent experience in senior leadership

Dedication to continuous school improvement

Knowledge of teaching across relevant key stages

A clear understanding of safeguarding responsibilities

Sound financial literacy and strategic financial planning

Committed to personal professional development and that of others

An excellent communicator who builds strong relationships

What we can offer you . . .

- Enthusiastic, happy and well behaved children
- Committed and supportive staff
- A warm, inclusive school culture
- Supportive governing body
- Access to high quality training
- Access to mentor or leadership coach
- Employee assistance line
- Teachers Pension Scheme
- Car parking space
- Close relationship with parish
- Vision to build a new school
- Chance to shape the future direction of a growing Academy Trust

Job Description - Headteacher

Post Title: Headteacher

Salary: £78,702 to £91,158 (L18-L24), depending upon experience

Accountable to: Governing Board

Accountable for: Providing strong, strategic and inspirational leadership for the school; overseeing the day-to-day management of the school, the quality of education provided, the progress of pupils and the safety and welfare of the children and staff.

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Diocese of Portsmouth. At all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is made by the Local Governing Body and ratified by the Trust Board and is subject to the terms of the Catholic Education Service contract; the current conditions of service for Headteachers are outlined in the School Teachers' Pay and Conditions Document, along with relevant education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020), published by the Department for Education.

The Trust, Local Governing Body and the diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

Core Purpose of the Role

The Headteacher is the spiritual, educational, and operational leader of the school, responsible for sustaining and developing its Catholic identity, ensuring high-quality teaching and learning, and promoting the wellbeing and achievement of all pupils.

The Headteacher will work in close partnership with the Governing Board, diocese, staff, parents, parish, and wider community to fulfil the mission of Catholic education.

Key Responsibilities

Catholic Ethos and Mission

- Uphold, promote, and develop the Catholic life and mission of the school in accordance with the teachings of the Catholic Church.
- Ensure that the school's vision, values, and daily practice reflect Gospel values.
- Lead prayer, celebration of the word, and the liturgical life of the school.
- Work closely with the parish priest, diocese, and governors to strengthen faith formation.
- Ensure high-quality Religious Education in line with diocesan guidance and the Religious Education Directory.

Leadership and Management

- Provide clear, inspirational leadership that secures continuous school improvement.
- Develop, implement, and review the School Improvement Plan in partnership with governors.
- Set high expectations for pupils, staff, and the wider school community.
- Oversee performance management and staff wellbeing.
- Ensure effective use of resources and financial management.
- Lead, motivate, and develop all staff to achieve their full potential.
- Create a culture of collaboration, professional growth, and accountability.
- Manage staff performance in line with school and diocesan policies.
- Ensure effective deployment of staff and resources to meet school priorities.

Teaching, Learning, and Curriculum

- Ensure consistently high standards of teaching and learning across the school.
- Promote an engaging, inclusive, and ambitious curriculum that meets the needs of all learners.
- Use assessment data effectively to monitor progress, raise attainment, and close gaps.
- Lead and support professional development to improve classroom practice.

Safeguarding and Pastoral Care

- Ensure the safety, wellbeing, and dignity of every child is paramount.
- Act as (or appoint) the Designated Safeguarding Lead and ensure robust safeguarding systems.
- Foster a caring, inclusive environment where all pupils feel valued and supported.
- Promote positive behaviour and strong relationships rooted in respect and compassion.

Governance and Accountability

- Work effectively with the Governing Board to ensure strong strategic oversight.
- Provide governors with clear, accurate, and timely information.
- Support governors in fulfilling their statutory and diocesan responsibilities.
- Prepare the school for inspections and reviews (Ofsted, Catholic Schools Inspection, diocesan visits).

Finance, Resources, and Premises

- Ensure sound financial management and value for money.
- Oversee budget planning and monitoring in collaboration with governors.
- Ensure the school site is safe, secure, and well maintained.

Partnerships and Community

- Build positive relationships with parents, carers, parish, and the wider community.
- Represent the school professionally within the local authority, diocese, and partnerships.
- Promote the school as a welcoming, inclusive, and faith-filled community.

Statement of Flexibility

This Job Description is not exhaustive. The Headteacher is expected to exercise professional judgement and leadership in response to the changing needs of Corpus Christi Catholic Primary School, always acting in the best interests of its pupils, staff and community.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

Person Specification

This Person Specification describes the **essential** and **desirable** criteria required for the post of Headteacher. It reflects the expectations of leadership within a Catholic school, including spiritual, educational and organisational responsibilities. Candidates should demonstrate how they meet each criterion within their application.

Corpus Christi Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Criteria	Essential	Desirable
1. Faith Commitment & Catholic Ethos		
A practising Catholic with a clear personal commitment to the faith.	✓	
Strong knowledge and understanding of Catholic education and its distinctive mission within a Catholic school.	✓	
Experience of leading school worship, prayer and liturgy.	✓	
Demonstrable commitment to developing Religious Education and Catholic worship across the school.	✓	
Ability to engage in strategic thinking and planning that sustains a shared Catholic vision.	✓	
Understanding of effective relationships between school, parish, community and the diocese.	✓	
Has completed OR is committed to completing: • Catholic Certificate in Religious Studies (CCRS), and/or • Catholic Leadership Programme.		✓
Active involvement in parish life beyond regular worship.		✓
Experience leading whole school initiatives linked to Catholic ethos or mission.		✓
2. Qualifications		
Qualified Teacher Status (QTS).	✓	
Degree or equivalent professional qualification.	✓	
NPQH or commitment to achieving this within an agreed timeframe.	✓	
Additional leadership or management qualifications relevant to headship.		✓

3. Professional Development

Evidence of continuing professional development relating to school leadership and management, and curriculum/ teaching and learning.	✓	
Evidence of continuing professional development relating to Catholic ethos mission and religious education.		✓
Experience of working collaboratively with other schools, organisations, or agencies.	✓	
Experience of leading or coordinating effective CPD for staff.	✓	
Evidence of preparation and development for the role of Headteacher.		✓
Experience of delivering CPD beyond the candidate's own school.		✓

4. Safeguarding

Completed child protection training.	✓	
Has successfully undertaken appropriate training for the role of Designated Safeguarding Lead or has a commitment to do so.	✓	
Has successfully undertaken the Secretary of State's Safer Recruitment Training or has a commitment to do so before taking up the post	✓	
Safeguarding understanding of statutory requirements and implementation.	✓	
Commitment to maintaining a safe, secure and healthy environment for pupils and staff.	✓	
Experience of leading safeguarding at whole school level.		✓

5. Leadership & Management Experience

Minimum of 2 years recent and successful senior leadership experience (e.g. Deputy Headteacher, Assistant Headteacher, Acting Headteacher).	✓	
Evidence of successfully leading school improvement.	✓	
Ability to present clear and accurate accounts of school performance to stakeholders.	✓	
Financial literacy and experience of financial stewardship.	✓	
An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil outcomes.	✓	
Up-to-date knowledge of the Ofsted framework and inspection experience.	✓	
Experience of leading significant school change or growth.		✓
Direct involvement in whole school budget planning.		✓

6. Teaching & Learning

Teaching experience within a Catholic school.	✓	
To be able to exemplify how the needs of all pupils have been met through high quality teaching.	✓	
A current knowledge and understanding of all key stages represented in the school.	✓	
Effective use of data, assessment and target-setting to improve pupil outcomes.	✓	
Significant teaching experience within the relevant phase(s).	✓	
Experience providing professional challenge and support through appraisal and performance management.	✓	
Experience leading teaching and learning across multiple phases.		✓
Understanding of effective strategies used to support vulnerable pupils especially those with SEND needs.	✓	

7. Personal Qualities & Leadership Style

Commitment to own personal and professional development and that of all staff.	✓	
Excellent written and oral communication skills.	✓	
Ability to act as a leader of learning, modelling outstanding practice.	✓	
Strong organisational and time management skills; able to prioritise and make sound decisions.	✓	
Self motivated, with strong delegation skills and the ability to empower colleagues.	✓	
Capacity for constructive self reflection and willingness to seek guidance from governors, diocese and Academy Trust.	✓	
Ability to manage personal workload while enabling staff to maintain a healthy work life balance.	✓	
Evidence of innovative approaches to staff wellbeing and professional growth.		✓

8. Strategic Vision

Ability to articulate and lead a long-term, Catholic ethos driven strategic vision.	✓	
Capacity to inspire others to contribute to the school's mission.	✓	
Understanding of the school's role within its local community.	✓	
Strong grasp of financial planning to support long-term stewardship and school development.	✓	

Experience contributing to a new build or major capital project.		✓
Experience shaping strategic direction within a changing educational landscape.		✓

9. Confidential References and Reports

A positive and supportive faith reference from a priest where the applicant regularly worships.	✓	
Positive recommendation from all referees, including current employer.	✓	
A supportive reference from the Local Authority, if possible, or a further supportive professional reference. The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.	✓	

How to apply

Applications must be made using our online application form.

To apply, please click the link below and complete the form in full. In compliance with Safer Recruitment Guidelines, CVs will not be accepted. The supporting statement should be clear, concise and related to the specific post, evidencing the essential criteria in the Person Specification.

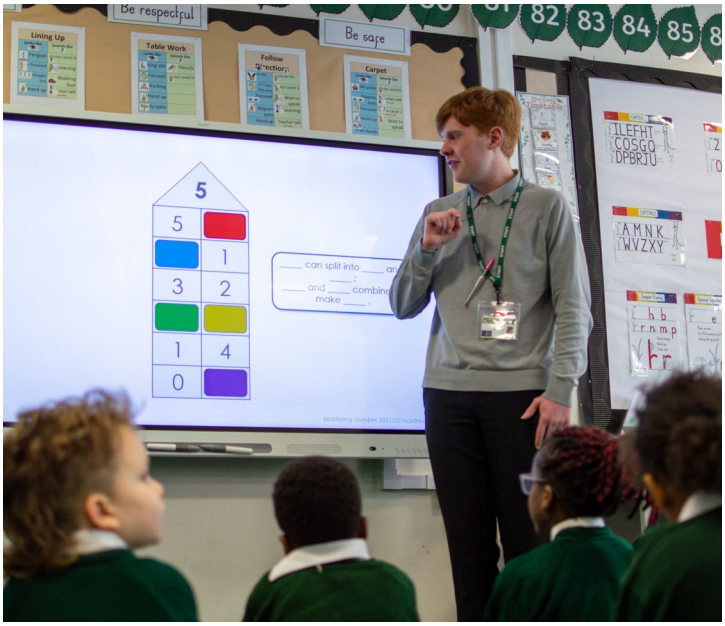
The **CES Leadership Application Form** must be fully completed. The supporting statement should **not** exceed 1300 words in length, be clear, concise and related to the post and setting applied for.

Apply here

Key Dates:

Closing date: **23 March - 12pm**

Interviews: **22 and 23 April**



If you would like more information before applying, or if you would like to arrange a visit to the school, please contact us:

admin@corpuschristicp.school

02392 661 818

Our staff will be happy to answer any questions and support you through the process.
We look forward to receiving your application.

Safer Recruitment

Corpus Christi and the Edith Stein Catholic Academy Trust adhere to the statutory guidelines provided in the Department for Education document "Keeping Children Safe in Education" and therefore, prospective candidates applying for posts within the trust must complete the information requested fully. Successful candidates who are provisionally offered a post will not be able to start work until two satisfactory references, an enhanced DBS check and other pre-employment checks, including safeguarding checks are in place.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

The successful applicant will be subject to full enhanced disclosure checks and these will be subject to rechecking as appropriate.

We recognise the value of, and seek to achieve, a diverse workforce. We take positive steps to create an employment culture in which people feel confident of being treated with fairness.

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