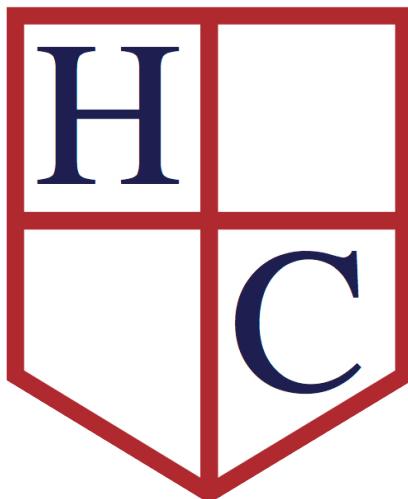


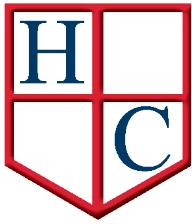
# Holy Cross Catholic Primary School, Catford



Part of



Headteacher  
Candidate Information Pack



# HOLY CROSS CATHOLIC PRIMARY SCHOOL

**Acting Headteacher:** Catherine Mahony  
**Acting Deputy Headteacher:** Jonathan Foster  
**School Business Manager:** Tracey Forde

Culverley Road, Catford, London SE6 2LD  
**Telephone:** 020 8698 2675  
**Email:** [info@holycross.lewisham.sch.uk](mailto:info@holycross.lewisham.sch.uk)  
**Website:** [www.holycross.lewisham.sch.uk](http://www.holycross.lewisham.sch.uk)

8 January 2026

Dear Applicant,

Thank you for your interest in the post of Headteacher at Holy Cross Catholic Primary School, Lewisham.

It is part of the Aspire London Federation of two one-form entry Catholic Primary Schools in Lewisham South-East London with a vibrant, supportive and friendly school community. The Governors of Aspire London are seeking to appoint an inspirational, dedicated and dynamic Headteacher, from September 2026 to lead Holy Cross School and to work collaboratively across the federation.

We are very proud of our schools and recognise that our greatest asset is our pupils. Holy Cross School had its latest OFSTED Inspection in May 2023. This reported that 'The school motto – 'Aspire not to have more but to be more' – is well understood by pupils and staff' and that 'Pupils are polite and caring and pupils relish the extensive additional activities and experiences available to them. All pupils have a role to play in the wider life of the school. They are immensely proud of the contributions that they make'.

All the staff and governors work tirelessly to deliver the best education possible for all of our children. Holy Cross is more than just a school, it is a family, part of a wider family with its sister school and part of the local community, where children are cherished and nurtured and high expectations are held and met by all.

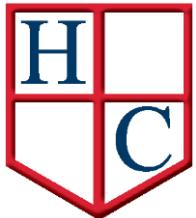
May we extend a warm invitation to you to visit Holy Cross School ahead of interviews. Please do contact the School Office for more information. We believe you will appreciate the ethos of our school from the moment you arrive.

Yours sincerely,

Tara Nelson

Chair of Governors





# Information about the process

Please use the personal statement on your application form to demonstrate how you meet the person specification, with evidence provided wherever possible of outcomes and positive impact.

Candidates will be shortlisted based on how well they demonstrate the knowledge, skills and attributes set out in the person specification.

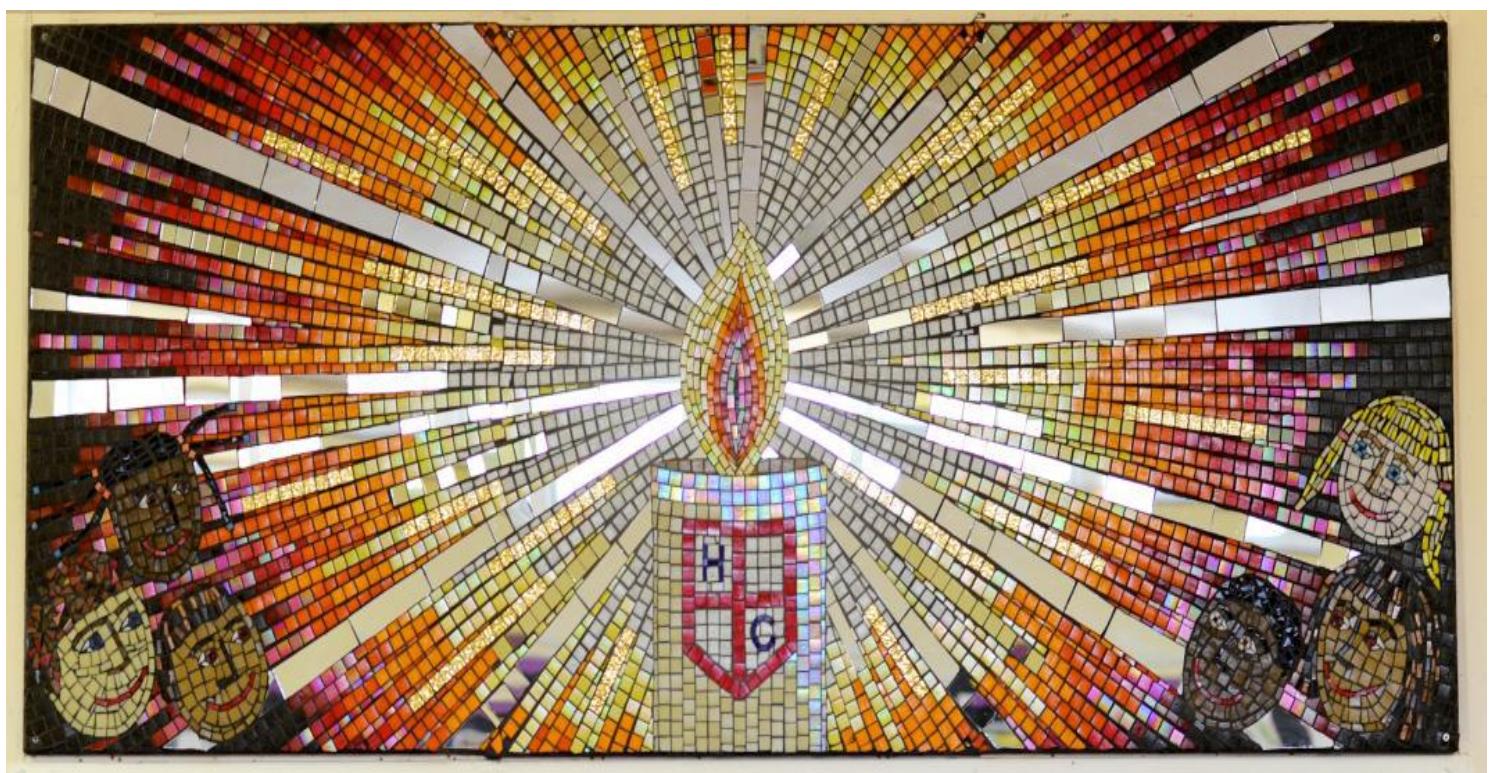
The **deadline** for receipt of applications is **midday on Friday 30 January 2026**

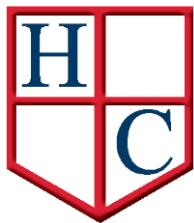
Completed forms should be submitted to Tracey Forde via [tforde2.209@lgfmail.org](mailto:tforde2.209@lgfmail.org)

School visits are strongly encouraged and should be arranged directly with our School Business Manager, Tracey Forde, on 020 8698 2675. On your visit you will be joined by a member of the Governing Body and Head Pupil or member of the School Council.

Shortlisted candidates will be informed by **Friday 6 February 2026** and asked to attend an assessment and interview on **Wednesday 11 / Thursday 12 February 2026**

The selection process will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Internal candidates will conduct their tasks in another school. Shortlisted candidates will be fully briefed at the beginning of the process and supported for the duration.





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8 January 2026

## Headteacher

### JOB DESCRIPTION – PRIMARY HEADTEACHER

**Leadership Scale: Group 2:** L15-L21 (Starting salary relevant to experience)

**AIMS OF THE SCHOOL:** To promote Catholic values of love, respect, truth, justice, and forgiveness to help every child develop into a confident, active, and responsible member of the community.

**Responsible to:** The Headteacher is an employee of the Governing Body of Aspire London and is required to carry out professional duties as detailed in this job description.

#### Main purpose

The Headteacher is to promote the Catholic ethos of the school, provide professional leadership and management for the school within a Catholic context to promote a secure foundation from which to achieve high standards in all areas of the school's work. This includes, but is not limited to, ensuring that:

- the school delivers high-quality teaching and learning, enabling pupils to achieve well and develop spiritually, morally, personally and socially;
- the welfare of all children is promoted and safeguarded, ensuring that every pupil—whatever their background—receives the support needed to be healthy, safe, successful, confident and respectful of their own and others' dignity as children of God;
- all statutory requirements are met, and the school's work is continuously monitored, evaluated and improved.

#### Qualities

**The Headteacher will:**

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community and beyond
- Serve in the best interests of the school's pupils
- Support the Catholic ethos of the School

#### Duties and responsibilities

##### **School culture and behaviour**

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

- Ensure a culture of staff professionalism
- Ensure a culture based on transparency, trust, inclusion and respect
- 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, Learning and Achievement**

The Headteacher will:

- Maintain an environment that promotes and secures high-quality teaching, effective learning, excellent standards of achievement, and good behaviour, based on evidence
- Determine, organise, implement and monitor the curriculum and its assessment, ensuring the teaching of a broad, structured and coherent curriculum and that all statutory requirements are fully met
- Ensure pupils develop effective study skills that enable them to learn independently and make sustained progress and use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Maintain the policy for the personal, social, spiritual and moral development of all pupils
- Monitor and evaluate the quality of teaching, learning and achievement across the school through appropriate and effective methods
- Further establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Continue to promote the Catholic ethos of the school
- Effectively use learning walks and lesson observations as well as other strategies to further improve quality teaching and learning across the whole school

## **Partnerships and Community Engagement**

The Headteacher will:

- Work collaboratively with the leadership of other Aspire London schools to ensure staffing expertise is shared, opportunities are maximised and the federation continues to flourish
- Continue to develop and maintain effective links with the local community, businesses and industry to enrich the curriculum and enhance diverse teaching and learning
- Foster strong partnerships with parents, carers and the wider community including governors, the Diocese of Southwark, the local community, Ofsted and other stakeholders to support and improve pupils' achievement and personal development
- Promote a wide range of extra-curricular activities in line with the school's educational aims and ethos

## **Inclusion and Special Educational Needs**

The Headteacher will:

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities (SEND), guided by the principles of Catholic Social Teaching
- Lead and promote effective partnerships with parents, carers, the parish and professional agencies to identify and meet the needs of pupils with SEND, ensuring appropriate support and reasonable adaptations are provided
- Ensure the school fully meets its statutory responsibilities in relation to the SEND Code of Practice

## **Leading Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and young people, as required under the **Education Act 2002** and the **Keeping Children Safe in Education** guidance

The Headteacher will:

- Ensure that safeguarding is central to the school's culture, policies and practice, and that all staff and volunteers share this commitment through safer recruitment, vigilant practice and ongoing training
- Ensure that all policies and procedures adopted by the Governing Body are fully implemented and consistently followed by all staff
- Allocate sufficient resources and time to enable the Designated Safeguarding Lead (DSL) and other relevant staff to fulfil their responsibilities effectively, including participation in strategy discussions, inter-agency meetings and the assessment of children.
- Foster a culture in which all staff and volunteers feel confident to raise concerns about poor or unsafe practice in relation to children, ensuring that such concerns are addressed promptly, sensitively and in accordance with agreed whistleblowing procedures.

## **Leading and Managing Staff**

The Headteacher will:

- Provide inspirational Catholic leadership, promoting the mission and aims of the school
- Plan, allocate and evaluate the work of teams and individuals, ensuring clear delegation and accountability with due attention to workload
- Monitor and support staff wellbeing and workload by creating a positive, inclusive and manageable work environment.
- Implement effective systems for managing staff performance, including appraisal, target-setting and professional development
- Promote and support the continuing professional growth of all staff, including the induction of early career teachers and ensure all staff have access to appropriate, high-standard professional development opportunities
- Seek training and continuing professional development to meet their own individual needs
- Ensure professional duties are fulfilled in line with statutory requirements and the Headteacher's terms and conditions of service and keep up to date with developments in education
- Participate in performance management processes and undertake relevant professional development
- Ensure appropriate delegation of leadership responsibilities during any period of absence
- Foster positive and productive relationships with governors, staff, pupils, parents, carers and the wider community

## **Efficient and Effective Deployment of Staff and Resources**

The Headteacher will:

- Work with governors and senior leaders to recruit, deploy and retain high-quality staff in line with the school's Catholic ethos
- Oversee the effective management, security and supervision of the school's buildings, grounds and resources
- Set and monitor priorities for expenditure, ensuring the efficient use of funds and securing value for money
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Manage the school's ability to meet curriculum, community and health and safety requirements

- Be responsible for ensuring the school is forward-looking and able to embrace change across the entire school ecosystem.
- Review and evaluate the use of all available resources to enhance teaching, learning and pupil achievement

## **Governance, accountability and working in partnership**

The Headteacher will:

- Continue to develop an organisation in which all staff take responsibility for the success of the school and the promotion of its Catholic ethos.
- Provide clear, coherent and accurate accounts of the school's performance to a range of audiences, including governors, the Diocese of Southwark, the local community, Ofsted and other stakeholders, enabling them to fulfil their roles effectively.
- Ensure parents, carers and pupils are well informed about the curriculum, attainment and progress, and understand how they can contribute to supporting learning and achieving the school's improvement goals.
- Provide the Governing Body with accurate information, objective advice and professional support to enable it to meet its responsibilities for securing effective teaching and learning, raising achievement, and ensuring efficiency and value for money.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Work successfully with other schools and organisations as required
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role.

## **Ethics and Professional Conduct**

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct, inspired by Christ and rooted in the virtues central to the Catholic tradition — faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom.

They are responsible for creating the conditions in which teachers can meet the Teachers' Standards and flourish professionally and spiritually within a Catholic community.

In fulfilling this vocation, Catholic Headteachers uphold the Seven Principles of Public Life (the Nolan Principles), which underpin the ethical standards expected of all public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

As custodians of a Catholic school, Headteachers embody the Church's hope in education and are entrusted with the task of human formation in accordance with Christ and the teachings of the Church, maintaining the highest standards of ethics and behaviour both within and beyond the school community.

A Catholic Headteacher:

- Builds relationships founded on mutual respect and the belief that every person is made in the image and likeness of God, maintaining appropriate professional boundaries.
- Shows tolerance, respect and understanding for the rights and dignity of others, recognising cultural diversity and working to build and sustain the Common Good.
- Upholds British values — including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs — recognising that these values are consistent with Catholic Social Teaching and the Church's understanding of dialogue.





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8 January 2026

## PERSON SPECIFICATION

### Appointment of Headteacher for Holy Cross Catholic Primary

The core purpose of the Headteacher in a Catholic school is to provide inspirational leadership within a community rooted in the Catholic faith. The postholder must have a strong personal faith and understand both the opportunities and challenges of leading a Catholic school as a vibrant part of the Church's mission in education.

Please write your supporting statement/letter giving evidence of how you meet each of the essential criteria.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>		
Qualified Teacher Status	✓ A	
Honours graduate or equivalent	✓ A	
Evidence of continuing professional development as a HT	✓ A	
Evidence of ability to lead quality professional development opportunities	✓ I	
Catholic Certificate in Religious Studies (CCRS)		✓ A
National Professional Qualification for Headship (NPQH) or equivalent		✓ A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
A record of substantial, successful teaching experience in at least two key stages	✓ A	
Successful experience of senior leadership at assistant or deputy level or equivalent	✓ I	
Thorough knowledge and understanding of current educational issues	✓ A and I	
Experience of working in a Catholic school	✓ A	
<b>Strategic Leadership</b>	<b>Essential</b>	<b>Desirable</b>
Ability to articulate and share a vision for the Catholic school	✓ I	
Understanding the benefit in working collaboratively with the leadership of other Aspire London schools and ensuring cross federation sharing of expertise for the benefit of all	✓ I	

Ability to inspire and motivate all in the school community	✓ A and I	
Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement	✓ A	
Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	✓ I	
Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	✓ I	
Understanding of the role of the Governing Body in a Catholic school	✓ I	
Allow all members of the school community to have a positive experience of lived Gospel Values	✓ I	
Ability to develop and maintain a positive culture of high expectation and performance	✓ A and I	
<b>Faith Commitment</b>	<b>Essential</b>	<b>Desirable</b>
A practising and committed Catholic	✓ A	
A secure understanding of the distinctive nature of the Catholic school	✓ A and I	
Understanding of the Headteacher's role as pastor and demonstrating a personal spirituality	✓ A and I	
Understanding of the school's role in the Catholic and wider community	✓ A	
Ability to demonstrate care, compassion and reconciliation	✓ A	
Ability to lead acts of worship in the Catholic school	✓ I	
Evidence of participation in parish or Catholic community life	✓ A	
<b>Learning &amp; Teaching</b>	<b>Essential</b>	<b>Desirable</b>
A secure understanding of statutory requirements for the curriculum and assessment	✓ A	
Knowledge and experience of a range of successful learning and teaching strategies to meet pupils' needs	✓ A	
A secure understanding of assessment procedures and practices which enhance pupils' learning	✓ A	
Experience of effective monitoring and evaluation of learning and teaching	✓ A and I	
Experience of individual pupil tracking and monitoring to improve achievement, including the use of new technology	✓ A	
Successful experience in creating an effective learning environment and developing/implementing policy and practice to ensure excellent pupil behaviour	✓ I	

Ability to role model excellent teaching	✓I	
Understanding of the Curriculum Directory for Religious Education		✓A
<b>Promoting the welfare of children</b>	<b>Essential</b>	<b>Desirable</b>
A good understanding of up-to-date policy and practice with regard to Safeguarding. Commitment to the safeguarding and well-being of staff and pupils	✓A and I	
Evidence of embracing diversity and inclusivity within the school environment.	✓A	
A record of action taken to improve the mental health and wellbeing of everyone in the school environment.	✓A	
<b>Communication, Governance &amp; Accountability</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of the relationship between the Headteacher and the Aspire London Governing Body	✓I	
Ability to communicate effectively, both orally and in writing, to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	✓I	
Ability to produce clear reports, information and advice for staff and governors	✓I	
Ability to provide clear information to the Diocese and the CES when required	✓I	
Ability to set clear targets and identify the means to achieve them	✓A	
Ability to represent the school positively in the Catholic and wider community, including the media	✓I	
Understanding of the criteria for evaluating a Catholic school		✓I
Experience of presenting reports to governors	✓A	
<b>Skills, Qualities and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Empathy with children, parents and all staff	✓I	
Good interpersonal skills	✓A	
Evidence of working effectively and building relationships with staff, governors, parents, children and the wider community	✓I	
Evidence of leading by example, demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓I	
Unreserved commitment to the mission of the Catholic school	✓A	
Understanding of and commitment to promoting the safeguarding and welfare of pupils	✓A	
High expectations of pupils' learning and attainment	✓A	
Strong commitment to school improvement through the pursuit of excellence	✓I	
Ability to build and maintain positive relationships	✓I	

Understand and support the Catholic ethos of the Catholic School, including the spiritual development of the pupils and the school's role within the community.	✓I	
Ability to remain positive and enthusiastic under pressure	✓A and I	
Ability to prioritise, meet deadlines and manage time effectively	✓A	

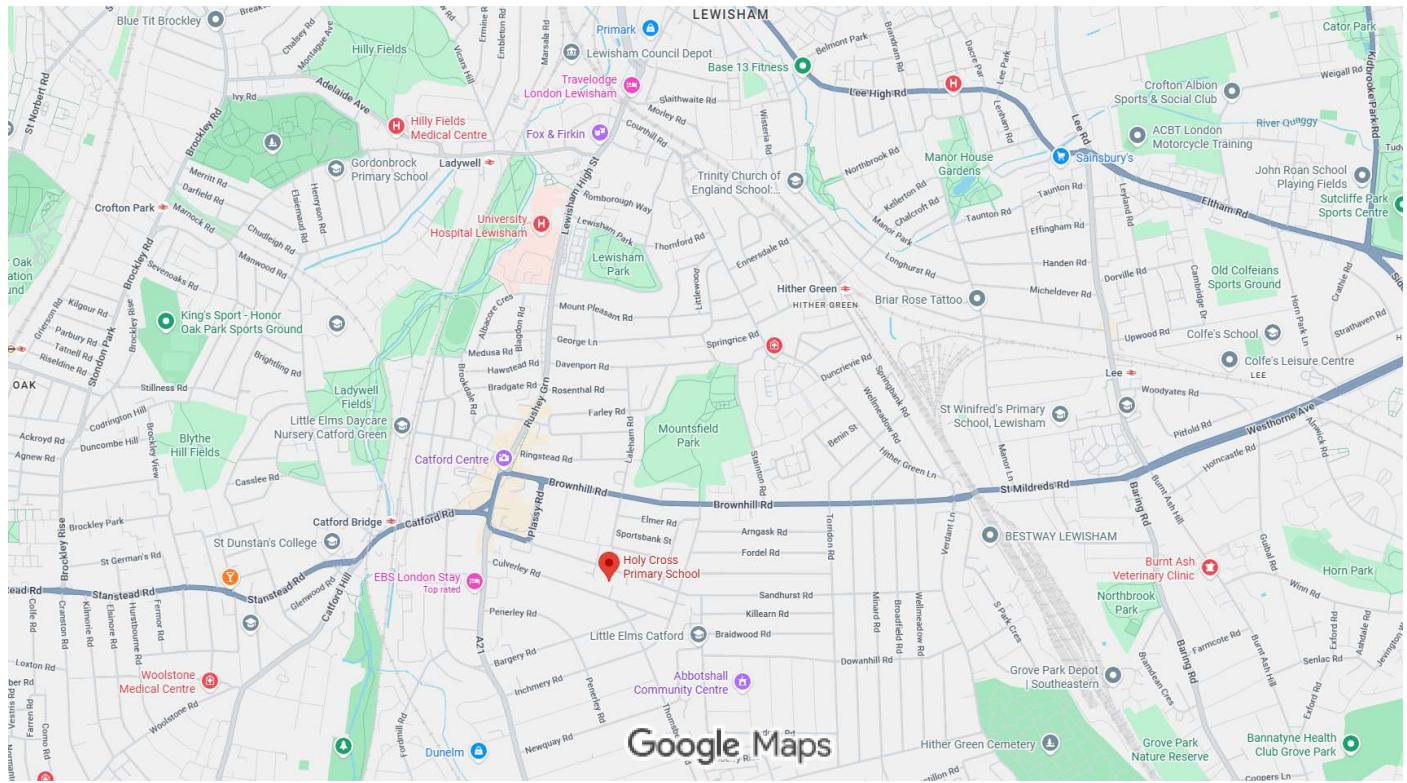
A – Application form

I – Interview

## References

- Positive and supportive reference from the Priest where the applicant regularly worships; in good standing with the Church; reference without reservation.
- Positive recommendations in professional references, without reservation.





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