



Recruitment Pack HEADTEACHER



Our Lady of Sorrows Catholic Voluntary Academy



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About us:

Our Lady's Catholic Primary School is a happy place to be! It is a vibrant Catholic School where each child is valued and encouraged to be a committed member of our Christian community. Each child brings a unique contribution to our school and we work hard to ensure they have the best possible start in life.





We believe that Our Lady of Sorrows is a truly remarkable school. With over 200 children, we are a one form entry primary school but have the climate and values of a family whilst also being at the forefront of Trust Wide innovation as a member of the St Francis Catholic MAT.

Our Lady of Sorrows serves both the local community and those further afield whose families choose the school so that their children can experience an education which focuses on them as individuals, meeting their needs and broadening their horizons. Whilst welcoming children and staff of all faiths and none, we champion and celebrate education founded on Christ's Teachings.

Our children thrive not just academically but personally and spiritually too. We believe in children being supported in their growth as people and always strive to support their character development, celebrating who each and every child aspires to be. We place great emphasis on the wider curriculum ensuring that the experiences that our children have enhance and deepen their learning.

Following a highly successful headship, the substantive Headteacher of Our Lady of Sorrows has been promoted to Director of Education for the Trust leading to the vacancy, our new Headteacher will bring an absolute passion and joy for teaching and learning and will champion a relentless strive for true excellence in the classroom. You will be focused on providing world class education for our children through the development of staff, a clear and ambitious curriculum as well as a keen ear for student voice. You will be a personable communicator and will ensure that parents and carers are deeply involved in school life.

In short, you will be an outstanding leader.

You will also be welcomed with open arms by both the school and the Trust family. You will be supported from your first day of appointment through a robust, deep and warm induction to both the school and the Trust itself. We will welcome you into a team of Heads who share a commitment to the children across the Trust and to mentoring, supporting and helping each other to deliver this complex and demanding role. We believe that Headship should not be a lonely and isolated role but one which is part of a wider team, where you receive an abundance of support, critical friendship and development in order to be empowered to succeed.

The Trust is passionate about nurturing talent and developing people to achieve their professional goals. With this in mind, the role would be suitable for those wishing to take their first step into Headship and equally for existing Headteachers.

Our recruitment process is as much about you finding out whether Our Lady of Sorrows is your next home as it is about us getting to know you. We therefore encourage you to visit the school to meet the wonderful staff and students and to understand our ambitions for the future.



Contract: Full time, permanent

Start Date: September 2026

Salary: Leadership 17-21.

Deadline: 9am, Wednesday 25th February 2026

Interviews: Week commencing Monday 2nd March 2026

We are considering candidates for the wonderful opportunity to lead Our Lady of Sorrows Catholic Primary School, a highly regarded member of St Francis Catholic MAT.

This is a truly exciting time to

be joining St Francis as a new Catholic Trust of 13 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

We are a community of schools who come together to share and develop practice to create an outstanding provision of education for our young people. The successful candidate will have the opportunity to work with a committed and highly skilled Heads Forum whilst also having the opportunity to enter into Trust Leadership in the future. As a Trust which is committed to talent spotting, nurturing and progression, this role would suit a candidate new to Headship as well as existing Headteachers.

Our Lady of Sorrows is a high performing school with exceptional children and a highly skilled and loyal staff. Significantly oversubscribed, we cater for children from wide ranging backgrounds and contexts. Our families are a joy to serve and our children benefit greatly from a close, respectful and trusting relationship with our parents and carers. We place equal emphasis on the academic excellence of our children alongside developing their character and understanding of the world around them, all founded on Gospel teachings. As such our outcomes are strong and our children move onto secondary school as high performing, mature and caring young people.

The successful candidate will be passionate about teaching, learning and curriculum design in order to continue to develop our school and prepare our children for the most outstanding futures. Our new Headteacher will also have a true commitment to developing staff in order that Our Lady of Sorrows trailblazes professional growth.

We welcome interested applicants to come and visit the school, to meet the staff and the students and to understand the aspirations that the school has for the future. In order to arrange a visit to the school, please contact the Trust on recruitment@stfranciscmat.com.

To apply for the role, please complete the application form along with a letter of application (no more than 1500 words) and return to recruitment@stfranciscmat.com by 9am on Wednesday 25th February.



Job Description

Main Purpose

The Headteacher will:

- Establish and sustain the school's ethos and strategic direction through consultation with the school community
- Lead on the Catholic Life of the school taking Christ as the inspiration. Demonstrate an awareness of the school community and the unique contribution that individuals give, valued and loved by God
- Establish and oversee systems, processes and policies so the school can operate effectively
- 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
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

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
- Serve in the best interests of the school's pupils

Duties & Responsibilities School Culture & 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

Teaching, Curriculum & Assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and stages, 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, coherent and ambitious 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
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read and read well.



Additional & Special Educational Needs (SEN) & 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

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 & Working in Partnership

The Headteacher will:

- Understand, welcome and support the Governing Body, reporting to the Governors as and when required
- 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, communities and organisations
- 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. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Person Specification

Qualifications and Experience	Essential / Desirable
Qualified teacher status	Essential
Evidence of significant and relevant continued professional learning	Essential
Has substantial experience across the range of leadership areas as a Senior Leader within the Primary Phase	Essential
Has achieved NPQH	Desirable
Catholic Life	
Is a practicing Catholic	Essential
Supports the Catholic community	Essential
Models excellence in Catholic leadership through respect, subsidiarity and stewardship	Essential
Shaping the Future	
Is able to articulate a strong, clear vision for high quality primary and cross phase education which maximises the potential of the school	Essential
Can articulate ways of building, communicating, and implementing a shared vision	Essential
Has experience of leading school self-evaluation and can describe effective strategies for undertaking this	Essential
Demonstrates understanding of the strategic planning process	Essential
Has experience at senior level of leading significant change which has impacted upon student outcomes	Essential
Has first-hand experience and involvement in school improvement planning	Essential
Leading Teaching and Learning	
Demonstrates personal enthusiasm for teaching and learning	Essential
Is an outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard	Essential
Has an excellent understanding of assessment and how it can be used to plan curricular interventions to accelerate pupil progress	Essential
Can articulate strategies for improving the quality of teaching of colleagues	Essential
Has an excellent understanding of primary curriculum and how to structure learning to secure rapid progress	Essential
Has experience of working in partnership with senior staff to monitor, evaluate and improve teaching and learning	Essential



Has successful experience of teaching and leadership in more than one school	Essential
Has experience of curriculum design and management	Essential
Developing Self and Working with Others	
Understands the importance of working in partnership with colleagues	Essential
Demonstrates commitment to shared leadership and effective teamwork	Essential
Has experience of working alongside colleagues to improve their classroom practice	Essential
Can demonstrate understanding of the relationship between managing performance, professional development and school improvement	Essential
Can articulate strategies to develop professional learning of individuals and teams	Essential
Has experience of giving effective feedback to improve the performance of others	Essential
Demonstrates high expectations for self and others	Essential
Has experience of dealing with conflict and managing challenging situations	Essential
Demonstrates understanding of the need to develop and sustain a safe, secure, healthy and fair school environment	Essential
Ability to prioritise, plan and organise own workload and that of others	Essential
Ability to identify, establish and sustain appropriate leadership structures and systems	Essential
Has experience of implementing the performance management process	Essential

Managing the School	
Demonstrates understanding of the need to develop and sustain a safe, secure learning environment	Essential
Ability to identify, establish and sustain appropriate leadership structures and systems	Essential
Displays the ability to think creatively to anticipate and solve problems	Essential
Has experience of project management for planning and implementing change	Essential
Has successfully developed, implemented, monitored and evaluated school policies	Essential
Strengthening Community Links	
Has successfully used a range of strategies to encourage parents to support their students' learning and realise the school's vision	Essential
Shows a commitment to a multi-agency approach for the well-being of pupils and their families	Essential



Can build partnerships in the community	Essential
Is able to listen to, reflect and act on feedback from stakeholders as appropriate	Essential
Shows a commitment to the wider curriculum beyond school and the opportunities it provides for pupils and the wider community	Essential
Has experience of working collaboratively with other schools or communities to improve outcomes	Essential
Personal Skills and Attributes	
Demonstrates a genuine empathy with children	Essential
Is able to communicate effectively and concisely	Essential
Is a good listener	Essential
Is flexible and consistent with strength of character and impeccable integrity	Essential
Is capable of making reasoned judgements	Essential
Is approachable	Essential
Has a presence that inspires confidence and trust	Essential
Is able to motivate and inspire	Essential
Is able and willing to delegate appropriate responsibilities	Essential
Has confidence in others to take a leadership role	Essential
Uses humor and character to deescalate, support and connect	Essential
Securing Accountability	
Has a good understanding of the role of governance	Essential
Has a good understanding of the need to be accountable to parents for the education of their child and can articulate strategies that would enable parents to be involved in the life of the school	Essential
Has previous experience of challenging and supporting others in order to achieve specific targets	Essential
Demonstrates understanding of individual, team and whole school accountability for pupil learning outcomes	Essential
Has a good understanding of available data sets and how they might be used to benchmark the school's performance and as a tool for target setting and improvement planning	Essential
Has experience of reporting attainment and progress to a range of audiences	Essential
Has led a school through a recent OFSTED inspection/been in a key senior leadership position through OFSTED	Desirable
Has an understanding of school financial management	Desirable