

ST. JOSEPH'S



CATHOLIC PRIMARY
SCHOOL



JOIN OUR TEAM

Headteacher
Recruitment Pack



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON





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Welcome

Message from the Governors



Dear Candidate

The Governing Body of St Joseph's Catholic Primary School in Dorking is seeking to appoint a strong, dynamic and inspirational Headteacher to further the achievements of this welcoming and caring school.

St Joseph's Catholic Primary School provides exciting and meaningful learning with a strong Catholic ethos for the pupils aged 4 to 11. The school benefits from strong partnerships with other local schools and is at the heart of the Catholic community in Dorking. We are seeking an individual who will ensure that all pupils and staff are able to fulfil their potential within a caring and supportive Catholic community.

The successful applicant will be:

- A practising Catholic who has a clear understanding of the distinctive nature of a Catholic School and is willing to take an active role in the life & mission of the School
- An outstanding primary classroom practitioner
- An experienced school leader who is innovative and knowledgeable; confident to lead the school in line with the Bishop's strategy for Catholic Education through a Catholic Multi-Academy Trust before 2030
- A strategic thinker who can develop and articulate an innovative, strategic vision for the school effectiveness, inclusion and wellbeing mindful of the impact of these on pupil outcomes
- Able to support, inspire and challenge staff
- Passionate about school improvement and raising standards
- Committed to build on existing relationships with parents, the Parish, the Diocese, Local Authority and wider community whilst fostering new relationships
- Able to identify strengths and weaknesses to further develop the potential of pupils and staff

We can offer you:

- A welcoming, Christ centred community with a strong Catholic ethos
- A real opportunity to make a difference to the lives of our children
- The chance to lead a dedicated and committed staff body
- A supportive Governing Body committed to raising standards and strong local parish links
- An exciting opportunity to further develop the School's vision and successes
- Commitment to your continuous professional development

How To Apply

Please contact the school office to arrange an informal discussion with the Chair of Governors or a visit to the School.

Please submit applications via ETeach.

The successful candidate will be expected to sign the Catholic Education Service Contract of Employment. St Joseph's is committed to safer recruitment practice and the safeguarding of children. The successful applicant will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks. References will be taken up for all shortlisted candidates prior to interview.

To Contact the School Office:

Phone: 01306 883934

Email: office@stjosephs-dorking.surrey.sch.uk

Mrs Lisa Cook (School Office Manager)

KEY DATES

Closing Date: 16 January 2026 Noon

Shortlisting: 19-23 January 2026

Interviews: 30 January 2026



ABOUT OUR SCHOOL

Our Mission

“Learning and Growing Together in the Light of God’s Love”

At St. Joseph's Catholic Primary School...

We cherish the uniqueness of all individuals.

We aim to create a learning climate which promotes the development of the whole child and engenders a love for learning and excellence so that, within the framework of a broad and balanced curriculum, all may realise their potential.

We proclaim the Gospel values in the ways in which we love ourselves and others.

Worship, prayer and our relationship with God are at the heart of school life.

We embrace our role in the wider community and seek to bear witness to our Catholic Faith in all that we do.



Our History

Over 150 years of excellent primary education

St Joseph's, Dorking's only Catholic School, was founded at Falkland Grove in 1873 by Minna, the Duchess of Norfolk. The school remained at the site adjacent to St Joseph's Church until 1970, when the present building on Norfolk Road was purchased from the trustees of Powell Corderoy School. In 1975, St Joseph's - under Surrey reorganisation - ceased to be a primary school and re-opened as a first school with 42 children on roll. In 1995, the school was re-established as a primary school under the Surrey age of transfer re-organisation.

St Joseph's is proud of the role it has played in the history of education in Dorking and continues to provide an excellent primary education for all the children in its care. We enjoyed celebrating our 150th Anniversary in 2023.



"This is an inclusive school where everyone is valued. Parents appreciate the nurturing ethos of the school. Many comment on the sense of community. Pupils are happy."

ST. JOSEPH'S



CATHOLIC PRIMARY
SCHOOL



JOB SPECIFICATION

Headteacher



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

Job Description

Headteacher

Job Details

Salary: L15 – L21

Hours: Full Time

Contract Tupe: Permanent

Reporting to: Board of Governors

Responsible for: Deputy Headteacher, Teaching Staff, Teaching Assistants, Support/Office Staff

Introduction

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Headteacher shall consult, where appropriate, with the governing body, the diocese, the local authority, the staff of the school, the parents of its pupils and the parish/es served by the school.

Main Purpose

The core purpose of the Headteacher is to provide professional leadership and management for a school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success a Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

Job Description

Headteacher

Main Purpose (Continued)

This will include ensuring that:

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Diocese of Arundel and Brighton;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- collective worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development;
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to develop fully as persons and to recognise their own dignity and the dignity of others as children of God;
- all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

The Headteacher is the leading professional in the school. Accountable to the governing body, the Headteacher provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets.

Job Description

Headteacher

Main Purpose (Continued)

The Headteacher working with others is responsible for evaluating the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, the local authority, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

Key areas and responsibilities (Headteacher Standards 2020)

School culture and ethos

The Headteacher will:

- Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.

Job Description

Headteacher

Key areas and responsibilities (Headteacher Standards 2020)

School culture and ethos (continued)

The Headteacher will:

- Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
- Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
- Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel thus ensuring a culture of high staff professionalism.
- Undertake such duties and work hours as agreed with the Governors and carry out any other duties that reasonably fall within the remit of the post as may be required from time to time.

Job Description

Headteacher

Key areas and responsibilities (Headteacher Standards 2020)

Curriculum and Teaching

The Headteacher will:

- Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking full account of the school's Catholic foundation.
- Establish an educational culture of "open classrooms" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

Job Description

Headteacher

Key areas and responsibilities (Headteacher Standards 2020)

Organisational Effectiveness

The Headteacher will:

- Ensure that the school's systems, organisation and processes are well-considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context.
- Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements, the school's sustainability and its Catholic character.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Job Description

Headteacher

Key areas and responsibilities (Headteacher Standards 2020)

Governance and Accountability

The Headteacher will:

- Create an outward-facing school which works with other schools, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all pupils. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
- Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers and the parish community to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
- In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

Job Description

Headteacher

Key areas and responsibilities (Headteacher Standards 2020)

Other Areas of Responsibility

As someone working in a Catholic school, you are required to have regard to the Catholic character of the school and not to do anything in any way detrimental or prejudicial to the interests of the same.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Model Person Specification

Headteacher

Seeking Catholic leaders who think strategically; by building, communicating, and implementing a shared vision of excellence, equity, and high standards for every pupil within the context of the mission of a Catholic school.

This person specification is based on The Headteacher Standards, updated by the Department for Education in October 2020. These standards replace the national standards of excellence for Headteachers 2015. They are non-statutory and intended as guidance to be interpreted in the context of each individual Headteacher and school. They are designed to be relevant to all Headteachers and deputies.

Definition of a practicing Catholic from Christ at the Centre

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.

Model Person Specification

Headteacher

Attainment and Experience	Essential (E)	Evidence:
	Desirable (D)	Application (A)
		Interview (I)
		Certificates (C)
		Reference (R)
Qualified Teacher Status	E	C
Degree	E	C
National Professional Qualification for s (NPQH) or similar <i>The Bishop and Diocesan Trustees strongly recommend that all governing bodies adopt a preference approach when advertising a headship vacancy, stating that the NPQH is at least a desirable criterion in the person specification. This does not preclude aspiring heads who do not have this qualification, but it underlines governors' interest in those who have taken advantage of the best leadership development available.</i>	D	C
CCRS	D	C
Teaching and leadership experience in one or more Catholic primary/ secondary schools	D	A/I/R
Lead by example and be a positive role model with excellent communication skills	E	I/R
Personal impact and presence	E	I/R
Participation in a parish community	E	A/I/R
Understand the current educational provision and the wider school systems	E	A/I
Political and financial astuteness	E	A/I/R
Appropriate professional development and updating related to school leadership, curriculum, and teaching and learning	E	A/I/R
Appropriate experience of the phase and age range	E	A/I/R

Model Person Specification

Headteacher

Faith Commitment	Essential (E)	Evidence:
	Desirable (D)	
A practising Catholic, evidenced by a priest reference (<i>Please see definition of a practising Catholic</i>)	E	I/R
Participation in a parish community	E	A/I/R
Demonstrate and experience of working alongside clergy and faith leaders.	E	A/I/R
Lead the spiritual development of staff and pupils	E	I/R
Articulate a clear vision and purpose for Catholic education and to share their Catholic faith with a range of colleagues who may or may not be Catholic	E	A/I/R
Understands the role of the governing body in a Catholic school in preserving and promoting the school's Catholic character	D	A/I/R
Understands the school's role in the parish and wider community and its contribution to community cohesion	E	A/I/R

Domain 1: Culture and Ethos (<i>School Culture, Behaviour, Professional Development</i>)	Essential (E)	Evidence:
	Desirable (D)	
Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation	E	A/I/R
Create a culture where pupils experience a positive and enriching school life	E	A/I/R
Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life	E	A/I/R
Promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment	E	A/I/R
Ensure a culture of high staff professionalism	E	A/I/R
High expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils	E	A/I/R
Ensure that adults within the school model and teach the behaviour of a good citizen	E	A/I/R
Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team, and individual needs	E	A/I/R
Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning	E	A/I/R

Model Person Specification

Headteacher

Domain 2: Curriculum and Teaching (<i>Teaching, Curriculum and Assessment, Additional and Special Educational Needs</i>)	Essential (E)	Evidence:
	Desirable (D)	
Have ambitious standards and high expectations for all pupils including all pupils with additional and special educational needs and disabilities	E	A/I/R
Excellent understanding of high-quality, evidence-informed effective teaching and how pupils learn	E	A/I/R
Promote the development of the whole child	E	A/I/R
Use data analysis to effectively drive whole school improvement	E	A/I/R
Identify emerging talent, develop excellence and clear succession planning	E	A/I/R
Sustain culture and practices that enable pupils to access the curriculum and learn effectively	E	A/I/R
Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities	E	A/I/R
Ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum	E	A/I/R
Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught	E	A/I/R
Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate	E	A/I/R
Can ensure the school fulfils its statutory duties with regard to the SEND code of practice	E	A/I/R

Domain 3: Organisational Effectiveness (<i>Organisational Management, School Improvement, Working in Partnership</i>)	Essential (E)	Evidence:
	Desirable (D)	
Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care	E	A/I/R
Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds	E	A/I/R
Ensure staff are deployed and managed well with due attention paid to workload	E	A/I/R

Model Person Specification

Headteacher

Domain 3: Organisational Effectiveness (<i>Organisational Management, School Improvement, Working in Partnership</i>)	Essential (E) Desirable (D)	Evidence:
Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently	E	A/I/R
Ensure rigorous approaches to identifying, managing, and mitigating risk	E	A/I/R
Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement	E	A/I/R
Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context	E	A/I/R
Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time	E	A/I/R
Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community	E	A/I/R
Commitment to work successfully with other schools and organisations in a climate of mutual challenge and support	E	A/I/R
Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils	E	A/I/R

Domain 4: Governance and Accountability	Essential (E) Desirable (D)	Evidence:
Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility	E	A/I/R
Establish and sustain professional working relationship with those responsible for governance	E	A/I/R
Ensure that staff know and understand their professional responsibilities and are held to account	E	A/I/R
Ensure the school effectively and efficiently operates within the required regulatory frameworks and meet all statutory duties	E	A/I/R

Model Person Specification

Headteacher

Domain 5 Safeguarding Children: Safer Recruitment and Selection	Essential (E) Desirable (D)	Evidence:
<p>In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline. 	E	A/I/R



School Address:

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Dorking
RH4 3JA

Website : <https://www.stjosephsschooldorking.co.uk/>

To Contact the School Office:

Phone: 01306 883934

Email: office@stjosephs-dorking.surrey.sch.uk

Mrs Lisa Cook (School Office Manager)