



Recruitment Pack Headteacher



St Joseph's Catholic Primary School



About us:

We are a friendly and inclusive school with high expectations for all of our wonderful children. Each child is created uniquely in the image of Christ and at our school we provide a nurturing environment where children can grow and develop spiritually, morally, socially and academically.

Contact us:

- 01909 550123
- www.stjosephs-dinnington.co.uk
- office@stjosephsdinnington.co.uk
- St Joseph's Catholic Primary School, Lidgett Lane, Dinnington, Sheffield, S25 2QD



Contract: Full time, permanent

Start Date: January 2026 or sooner

Salary: L17-L21

Deadline: Friday 17th October 2025 at 9am

Interviews: Week commencing 20th October 2025

We are considering candidates for the wonderful opportunity to lead St Joseph's Catholic Primary School, a highly regarded member of the recently formed St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 14 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

We are at the start of our journey to create 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.

St Joseph's is a rapidly developing school with exceptional children and a highly skilled and loyal staff. 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.

We are seeking a candidate who can balance the traditionality of the school along with a bold and innovative vision for the future. We aspire to be at the cutting edge of research and development in order to provide an inspiring curriculum for our students. The successful candidate will therefore 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 St Joseph's 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 Friday 17th October 2025.

Dear applicant,

We are delighted that you are considering an application for Headteacher at St Joseph's which is a small but rapidly growing and developing primary school at the heart of the St Francis Catholic MAT.

We serve both the local community and those further afield whose families choose St Joseph's so that their children can experience an education rooted in the Catholic Church. Whilst welcoming children and staff of all faiths and none, we champion and celebrate education founded on Christ's Teachings.

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.

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.

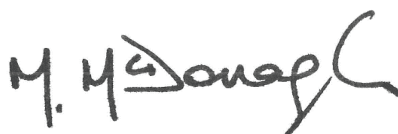
Our recruitment process is as much about you finding out whether St Joseph's is your next home as it is about us getting to know you. We therefore encourage you to visit, to meet the wonderful staff and students and to understand our ambitions for the future.

We wish you the best of luck in the process and look forward to meeting you in due course.

Our warmest wishes,



Siobhan Kent
CEO, St Francis Catholic MAT



Martin McDonagh
Chair of the Local Academy Committee

Job Description

Headteacher

Reporting to: CEO of St Francis Catholic MAT

Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Trust, the Local Academy Committee and 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 and responsibilities
- 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 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 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.
- 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, welcome and support the Trust and its board, reporting to the Board as and when required
- Understand, welcome and support the role of effective local academy committee governance, reporting to the LAC 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 across the Trust as well as wider 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	E - Essential D - Desirable
<ul style="list-style-type: none"> Qualified Teacher Status. Evidence of significant and relevant continued professional learning. Has substantial experience across the range of leadership areas as a Senior Leader. Has achieved NPQH. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Catholic Life	
<ul style="list-style-type: none"> Is a practicing Catholic Supports the Catholic community Models excellence in Catholic leadership through respect, subsidiarity and stewardship 	<p>E</p> <p>E</p> <p>E</p>
Shaping the Future	
<ul style="list-style-type: none"> Is able to articulate a strong, clear vision for high quality primary and cross phase education which maximises the potential of the school. Can articulate ways of building, communicating, and implementing a shared vision. Has experience of school self-evaluation and can describe effective strategies for undertaking this. Demonstrates understanding of the strategic planning process. Has experience at senior level of leading significant change which has impacted upon student outcomes. Has first-hand experience and involvement in school improvement planning. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Leading Teaching and Learning	
<ul style="list-style-type: none"> Demonstrates personal enthusiasm for teaching and learning. Is an outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard. Has an excellent understanding of assessment and how it can be used to plan curricular interventions to accelerate pupil progress. Can articulate strategies for improving the quality of teaching of colleagues. Has an excellent understanding of primary curriculum and how to structure learning to secure rapid progress Has experience of working in partnership with senior staff to monitor, evaluate and improve teaching and learning. Has successful experience of teaching and leadership in more than one school. Has experience of curriculum design and management. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>



Developing Self and Working with Others

- Understands the importance of working in partnership with colleagues.
- Demonstrates commitment to shared leadership and effective teamwork.
- Has experience of working alongside colleagues to improve their classroom practice.
- Can demonstrate understanding of the relationship between managing performance, professional development and school improvement.
- Can articulate strategies to develop professional learning of individuals and teams.
- Has experience of giving effective feedback to improve the performance of others.
- Demonstrates high expectations for self and others.
- Has experience of dealing with conflict and managing challenging situations.
- Demonstrates understanding of the need to develop and sustain a safe, secure and healthy school environment.
- Ability to prioritise, plan and organise own workload and that of others.
- Ability to identify, establish and sustain appropriate leadership structures and systems.
- Displays the ability to think creatively to anticipate and solve problems.
- Has experience of project management for planning and implementing change.
- Has successfully developed, implemented, monitored and evaluated school policies.
- Has experience of implementing the performance management process.

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Managing the School

- Demonstrates understanding of the need to develop and sustain a safe, secure, healthy and fair school environment.
- Ability to identify, establish and sustain appropriate leadership structures and systems.
- Displays the ability to think creatively to anticipate and solve problems.
- Has experience of project management for planning and implementing change.
- Has successfully developed, implemented, monitored and evaluated school policies.

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Strengthening Community Links

- Has successfully used a range of strategies to encourage parents to support their students' learning and realise the school's vision.
- Shows a commitment to a multi-agency approach for the well-being of pupils and their families.
- Can build partnerships in the community.
- Is able to listen to, reflect and act on feedback from stakeholders as appropriate.
- Shows a commitment to the wider curriculum beyond school and the opportunities it provides for pupils and the wider community.
- Has experience of working collaboratively with other schools or communities to improve outcomes.

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Personal Skills and Attributes

- Demonstrates a genuine empathy with children.
- Is able to communicate effectively and concisely.
- Is a good listener.
- Is flexible and consistent with strength of character and impeccable integrity.
- Is capable of making reasoned judgements.
- Is approachable.
- Has a presence that inspires confidence and trust.
- Is able to motivate and inspire.
- Is able and willing to delegate appropriate responsibilities.
- Has confidence in others to take a leadership role.
- Uses humour and character to de escalate, support and connect.

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Securing Accountability

- Has worked within or demonstrates a reasonable understanding of the accountability/ delegated responsibility framework of a Multi Academy Trust.
- Has a good understanding of the role of governance.
- 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.
- Has previous experience of challenging and supporting others in order to achieve specific targets.
- Demonstrates understanding of individual, team and whole school accountability for pupil learning outcomes.
- 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.
- Has experience of reporting attainment and progress to a range of audiences.
- Has led a school through a recent OFSTED inspection/been in a key senior leadership position through OFSTED.
- Has an understanding of school financial management.

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