

LET YOUR LIGHT SHINE



Brownedge St Mary's Catholic High School

HEADTEACHER JOB APPLICATION PACK

OUR MISSION



Let Your Light Shine

If we love others, we live in the light (1 John 2:10)

Inspired by our Gospel Values we have a shared responsibility to

- create an environment of welcome, love and respect for each member of our learning family.
- develop the unique God-given gifts and talents of all, striving for excellence in everything we do.
- live out our commitment to love, service and justice in the local and global community.
- nurture the journey of faith and discovery for all.
- celebrate and reflect on the love of God which is at the heart of all we are.



HEADTEACHER

Required from: 1st January 2027

Salary: L24 to L31 £90,255 - £107,131

The Governing Body at Brownedge St Mary's Catholic High School wish to appoint a dynamic and inspirational leader to the post of Headteacher.

The successful applicant will:

- be a practising Catholic
- have a clear vision for the future development of this Catholic school, where every child is nurtured to succeed.
- have the personality, drive and ambition to inspire both staff and pupils
- be passionate about ensuring all staff are motivated to work effectively with pupils to achieve their personal best
- be committed to a positive ethos and culture around school that supports the school mission and vision
- know how to effectively engage all parents in their child's education and the school
- have a proven track record of sustained school improvement over time
- have a proven track record of successful leadership and management at a senior level
- be able to communicate effectively and engage with the Catholic and wider community
- be well qualified, suitably experienced and skilled to support and challenge school leaders and governors
- meet all teaching and leadership standards

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance.

To arrange a visit to the school, please contact Mrs Deborah Walmsley to arrange a mutually convenient date and time:
recruitment@st-maryshigh.lancs.sch.uk

Closing date:

12pm, Monday 6th July

Shortlisting will be held on 14th July and successful candidates will be informed in due course.

Interview dates:

15th and 16th September 2026

Please return completed application forms and supporting documents to:
Mrs Deborah Walmsley, HR Manager

email:

recruitment@st-maryshigh.lancs.sch.uk

On appointment, the new headteacher will be paid at the bottom of the advertised range, unless their current salary is above L24 (in which case they will start at the next point on the range above their current salary)



Welcome Letter – Chair of Governors

Dear Applicant,

On behalf of the Governing Board, thank you for your interest in the position of Headteacher at Brownedge St Mary's High School. We are incredibly proud of our community and our Christ-centred ethos. We hope this application pack gives you a true sense of the vibrant, caring, and ambitious environment we have built.

Our current headteacher will be retiring at the end of the Autumn term 2026. We are now seeking an inspirational, visionary, and dedicated practising Catholic leader. You will build on these strong foundations, champion our faith values, and guide our school into its next exciting chapter.

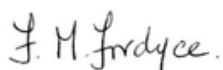
At Brownedge St Mary's High School, our Catholic faith is at the heart of everything we do. We strive to provide an inclusive education that meets the needs of every single learner. Our school is a place where every child is loved, valued, and encouraged to reach their full, God-given potential. We are supported by a dedicated team of staff, engaged parents, our local parish, and a supportive governing body.

We are very proud that Ofsted rates us as a 'Good' school with outstanding features. We also hold a 'Good' grade in our latest Section 48 / CSI inspection, again with outstanding features. We want a leader who can maintain these high standards and develop the school further.

In return, the Governing Body is committed to providing you with the support, resources, and professional development you need to succeed in this role.

We look forward to receiving your application. We look forward to discovering how your skills and passions can help lead Brownedge St Mary's High School into the future.

Yours sincerely,



Frances Fordyce
Chair of Governors
Brownedge St Mary's High School



Welcome Letter – Retiring Headteacher

Dear Applicant,

Thank you for your interest in the position of Headteacher at Brownedge St Mary's Catholic High School.

As I prepare to retire after more than thirty years at Brownedge, having first joined the school in 1994, I find myself reflecting on what makes this such a special place. Quite simply, it is the people.

Brownedge is a community built on faith, care and service, where relationships matter, pupils are known as individuals and staff are committed to helping every young person flourish. Our mission, "Let Your Light Shine", is not simply a motto; it shapes our daily work and our ambition for the children entrusted to our care.

There is much to be proud of. Recent years have seen strong academic outcomes, successful inspections and external recognition of the quality of education, pastoral care and Catholic life within the school. I would encourage you to read the reports, as they provide valuable insight into our strengths. However, reports can only ever tell part of the story.

Brownedge is a successful and ambitious school with high standards, a strong reputation and a culture that places equal value on achievement, personal development and pastoral care. Visitors frequently comment on the warmth of the school, the courtesy of our pupils and the strength of relationships between staff and students. These qualities cannot be measured in performance tables, yet they are central to who we are.

The successful candidate will inherit a school in a strong position, supported by committed governors, exceptional staff and wonderful young people. It is an exciting opportunity to build on firm foundations and lead the next stage of the school's development.

If you are considering applying, I would encourage you to visit the school. No prospectus, website or application pack can truly convey what Brownedge feels like. Spend time here and you will experience a community that genuinely lives out its values.

Thank you once again for your interest in Brownedge St Mary's Catholic High School. I wish you every success with your application and look forward to welcoming you to our school.

Yours faithfully,



Mrs Nicola Oddie
Headteacher



Application Process

Candidate Advice and Guidance from the Diocese

Brownedge St Mary's Catholic High School welcomes applications from candidates at all stages of their career journey – both from experienced leaders and from those who are looking for progression to headship.

All relevant recruitment documentation can be found on our website.

Please provide a separate, personalised supporting statement, bespoke to Brownedge St Mary's Catholic High School along with your application form. Your supporting statement should be structured under the headings; Culture and Ethos, Curriculum and Teaching, Organisational effectiveness including Governance and Accountability and should be based on the following key areas:

- Clearly demonstrate that you fully understand the distinctive ethos of a Catholic school and have a clear vision of school improvement for our school.
- As a Headteacher how you would demonstrate Catholic Leadership in delivering the mission and vision of the school.
- Demonstrate you are an outstanding classroom practitioner and have an outstanding track record in all aspects of Teaching and Learning.
- Have a commitment to and a proven track record of school improvement.

- Have recent and relevant experience of effectively leading and managing teams and implementing change.
- Have a good understanding of how to effectively use ICT to raise standards.
- Understand how best to develop a 'can do' culture across school and at all levels based on appropriate support, self-reflection and accountability rather than criticism and blame.
- Have high expectations in all aspects for yourself, colleagues and pupils and a determination to meet the needs of all.
- How you will successfully manage the transition from the long standing current Headteacher.

The letter should be addressed to The Chair of Governors and be a maximum of 1300 words.

Please note due to the provision of a separate supporting statement please disregard the supporting statement section of the Catholic Education Services application form (page 11).

Application documents

On application please submit the following documents:

- CESEW Senior Leadership application form
- Separate supporting statement (maximum of 1,300 words)
- Consent to Obtain References form
- Recruitment Monitoring form (optional)

Applicants invited for interview should bring The Rehabilitation of Offenders Act 1974 - Disclosure Form with them to interview in a separate sealed envelope clearly marked "Confidential - Rehabilitation of Offenders Act 1974 - Disclosure Form". Interviewees will be asked to hand the form to the interviewer at the end of the interview

Memorandum

BISHOP'S MEMORANDUM

As a minimum requirement the Bishops expect that the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics.

Whilst these posts have traditionally been used in schools, other senior leadership posts, and terminology, have come about in practice, often as a result of collaborative working arrangements between schools. Terms which are being used more frequently, and which are not defined in legislation, include: Executive Headteacher, Associate Headteacher and Head of School. The principle to be applied is that this minimum requirement will apply to the most senior leadership post i.e. the person with overall responsibility for the day to day management of the school, and the person who is the second most senior person in the leadership team.

NORTH WEST DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with discrimination legislation and do not discriminate on grounds of age, gender, race, colour, nationality, religion, sexual orientation, ethnic origin, marital status or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Bodies. Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school and in these cases there will be a requirement that the successful candidate is a baptised and practicing Catholic. In other appointments, where two or more candidates for teaching posts are equally strong in the context of the criteria for appointment, preference may be given to a candidate who is Catholic.

In addition, the governing body recognises that the school and our Catholic teachers are called to be witnesses to Christ's teachings. We therefore reserve the right as employers to take into consideration any personal behaviour or circumstances which are genuinely within an individual's control and are incompatible with the precepts of or with the upholding of tenets of the Catholic Church or likely to be prejudicial to the Catholic character of the school. In doing so, we will seek all ways to give witness to the Christian pastoral principles of love, respect and reconciliation.



DIOCESE OF SALFORD

Candidate Guidance

CANDIDATE ADVICE AND GUIDANCE FROM THE DIOCESE

Dear prospective candidate,

Thank you for your interest in the post of Headteacher at Brownedge St Mary's Catholic High School, one of our diocesan schools.

Within this information pack prepared by the school you will have a copy of the Diocesan Equal Opportunities Statement adopted by the school. You will also note that the appointment will be under the terms of the Catholic Education Service contract. If you are not familiar with this contract, it can be found on the CES website at www.catholiceducation.org.uk

The school's governors will offer the successful applicant a contract based on this CES model. As a possible candidate you may be uncertain about the contract in relation to your personal circumstances or previous teaching experience, especially if you are not currently teaching in a Catholic school.

The diocese and the school's governors are fully aware that everyone's experience and circumstances are unique and we find that any concerns can sometimes be resolved through a confidential prior discussion. Therefore we offer all candidates the opportunity to discuss these issues in complete confidence should they wish to do so. Please feel free to contact the Diocese prior to making your application or at any time during the appointment process.

Important advice regarding faith references

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.'

At a time when priests are often assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to you including him as a referee.
2. Provide him with an outline of - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
- your present post - school, areas of responsibility - the post to which you are applying
- name of school, post, etc

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

The definition of a practising Catholic

"Christ at the Centre" is the adopted Salford Diocesan guidance which sets out our understanding of what it means to be a "practising Catholic" in relation to Catholic schools. The document can be accessed at

<https://www.catholiceducation.org.uk/resources/christ-at-the-centre>

At the interview you will be required to: sign a copy of your invitation to interview letter confirming that you have read and understand the content of this document.



Headteacher Job Description

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 diocesan trust deed. 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 governing body of the school and is subject to the terms of the Catholic Education Service contract signed with the governors as employers; the current conditions of service for Headteacher contained in the School Teachers' Pay and Conditions document as well as all other current education and employment legislation and statutory guidance.

This job description is based on the key areas identified in the National Standards for Headteacher (2020). These standards are in turn built upon the Teaching Standards (2012) which apply to all teachers, including Headteacher.

The governing body and the diocese acknowledge the importance of the role of the Catholic Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

The governing body is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

A. The Core Purpose of the Headteacher

The core purpose of the Headteacher is to provide professional leadership and management of the 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. The Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school improvement plan.

The Headteacher, working with the governing body and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

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 that it is managed and organised to meet its aims and targets. The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and 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, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, the Headteacher play a key role in contributing to the development of the education system as a whole and collaborating 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.

Headteacher Job Description

B. The Headteacher Standards 2020

1. Culture and Ethos

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work.

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

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.
- 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.

2. Curriculum and Teaching

In a Catholic school the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Headteacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

In accordance with the school's Catholic ethos, 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.

Headteacher Job Description

- 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.

3. Organisational effectiveness

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

The Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

The Headteacher should manage themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them. The Headteacher should be committed to their own continuing professional development.

The Headteacher should work in partnership with others. In a Catholic school the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. He/she will collaborate with the parish and other Catholic organisations as well as with the wider educational community for the benefit of the school's community and others. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the wellbeing of all children. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

In accordance with the school's Catholic ethos, 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.
- 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

Headteacher Job Description

- . 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.

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, 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.
- . 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. 11. 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.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher

Headteacher Person Specification

The school's 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 Roman Catholic Church and the Trust Deed of the Diocese of Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires 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.

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A]	Faith Commitment	Essential	Desirable	Source
1	Practising Catholic	E		A/I/R
2	Involvement in parish community		D	A/I/R
To be able to demonstrate their knowledge and understanding of the following in the context of a Catholic school.		Essential	Desirable	Source
3	Leading school worship	E		A/I
4	Ways of developing religious education and worship	E		A/I
5	A commitment to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the school	E		A/I
6	How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	E		A/I
7	Has completed a Catholic leadership programme or has a commitment to do so in an appropriate timeframe	E		A/I/CC
[B]	Qualifications	Essential	Desirable	Source
8	Qualified teacher status	E		A/CC
9	Degree	E		A/CC
[C]	Professional Development	Essential	Desirable	Source
10	Evidence of appropriate professional development for the role of headteacher	E		A
11	Has successfully undertaken Safer Recruitment training		D	A/CC
12	Up to date safeguarding training and knowledge of legislation for the protection of young people	E		A/I/CC
13	Has successfully undertaken Designated Safeguarding Lead training		D	A/I/CC

Headteacher Person Specification

[D]	School leadership and management experience	Essential	Desirable	Source
14	Recent successful leadership as a headteacher		D	A/I/R
15	Recent successful leadership as a deputy headteacher or assistant headteacher	E		A/I/R
16	Evidence of successfully leading school improvement	E		A/I/R
17	Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	E		A/I/R
18	Experience of curriculum leadership and development		D	A/I/R
19	Experience of working constructively with parents	E		A/I/R
20	Experience of monitoring staff performance	E		A/I/R
21	Experience of effective budget management and financial analysis		D	A/I/R
22	The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities	E		A/I/R
23	An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil outcomes	E		A/I/R
24	To have experience of guiding, coaching, mentoring or training individuals or teams	E		A/I/R
25	Is able to demonstrate a good awareness of current national education policy and strategy	E		A/I/R
[E]	Experience and knowledge of teaching	Essential	Desirable	Source
26	Successful teaching of students in the secondary phase	E		A/I/R
27	Experience of teaching in more than one school		D	A/I/R
28	To have a working and current knowledge and understanding of the Key Stages in the secondary phase	E		A/I/R
29	Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E		A/I/R
30	Experience of providing professional challenge and support to others through the performance management process	E		A/I/R
31	To be able to effectively use data and assessment to raise standards/address weaknesses	E		A/I/R
32	To be able to exemplify how the needs of all pupil groups (eg, PP) have been met through high quality teaching	E		A/I/R

Headteacher Person Specification

[F]	Professional Attributes	Essential	Desirable	Source
33	To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	E		A/I/R
34	To be able to demonstrate a clear rationale for behaviour management and a proven track record of the effective implementation of a range of behaviour management strategies.	E		A/I/R
35	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E		A/I
36	To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice	E		A/I/R
37	Show a good commitment to sustained attendance at work	E		A/I/R

[G] Professional Skills (Based on the National Standards for Headteachers 2020)

The headteacher is expected to have a good knowledge of the domains of the National Standards for Headteachers (2020) upon which the job description is based and be willing to work towards the achievement of these standards. In addition, the Headteacher will be expected to work with the governors to set annual personal objectives within the framework of these standards:

- Culture and Ethos
- Curriculum and Teaching
- Organisational effectiveness including Governance and Accountability

Candidates are therefore asked to structure their supporting statement under the above headings

Personal Qualities

[H] All of the following are considered essential for the post and will be assessed through interview and reference:

- Continue to promote the school's strong educational philosophy and values
- Inspire, challenge, motivate and empower teams and individuals to achieve high goals
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise themselves and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Demonstrate a capacity for sustained hard work with energy and vigour
- Uphold the 7 Nolan principles of public life

Headteacher Person Specification

[I]	Confidential References and Reports	Essential	Desirable	Source
	A positive and supportive faith reference from a priest where the applicant regularly worships.	E		R
	Positive recommendation from all referees, including current employer.	E		R

The governors reserve the right in exceptional cases to seek additional references from other former employers where this seems appropriate.

[J] Application Form and Supporting Statement

The CESEW Leadership application form must be fully completed. Please provide a separate statement which should be clear, concise and related to the specific post **following the guidance in Section G above**.

Please note due to the provision of a separate supporting statement please disregard the supporting statement section of the Catholic Education Services application form (page 11).

The supporting statement should not exceed 1300 words in length.



Child Protection

CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. 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.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for.

If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided

ENHANCED DISCLOSURE

Brownedge St Mary's is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Brownedge St Mary's Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including ending convictions, cautions, reprimands and warnings which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

Posts that involve engaging in regulated activity relevant to children

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

Safeguarding and Child Protection Policy

Please see the Recruitment Guidance pack on our website for further information www.st-maryshigh.lancs.sch.uk

Re-employment of Ex-Offenders

Please see the Recruitment Guidance pack on our website for further information www.st-maryshigh.lancs.sch.uk



External Reports



Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)

KEY STRENGTHS OF THE SCHOOL INCLUDE:

"The pastoral provision is exceptional"

"The school is extremely welcoming, and the sense of community is palpable"

"(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community"

"There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary's"

"Students are extremely respectful"

"Student leadership opportunities are varied and extensive"

"Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school's ethos inspiring."

Ofsted confirmed our school continues to be a GOOD school. (May 2025)

A FEW EXTRACTS FROM THE REPORT:

"Pupils and their parents and carers describe Brownedge St Mary's as a school with a 'family feel' where everyone is valued." - [A testament to our warm, nurturing culture and strong community ethos.](#)

"Pupils are united in their praise for the school's inclusive ethos. One pupil reflected the views of many, saying, 'You don't have to be afraid to be yourself here.'" - [A powerful tribute to our school's support for individuality and emotional safety.](#)

"Pupils, especially those with special educational needs and/or disabilities (SEND), achieve well and typically move on to ambitious next steps in further education." - [Highlights our school's effectiveness in supporting all learners to achieve and aspire.](#)

"The school's work on pupils' personal development is a tangible strength. A meticulously designed programme of spiritual, moral and cultural opportunities is at the heart of school life." "The school's extensive programme of extra-curricular activities is noteworthy." - [Underscores the richness and intentionality of our wider curriculum.](#)

"Pupils leave the school as confident individuals, more than ready for their next steps in life." - [A compelling summary of our ultimate impact on our pupils.](#)



Where we are



Visitor parking is available on site and will be clearly signposted upon arrival.

POSTCODE FOR SAT NAVS
PR5 6PB

Address:
Station Road
Bamber Bridge
Preston
Lancashire





BROWNEDGE ST MARY'S
CATHOLIC HIGH SCHOOL
'Let your light shine'



A values based education to last a lifetime.



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