

# St Anthony's Catholic Primary School

## Headteacher Recruitment Pack



**St Benedict**  
CATHOLIC ACADEMY TRUST



**Determination, Achievement, Cooperation  
and Positivity**

# Welcome message from Chief Executive Officer



I am delighted to welcome your interest in the role of Headteacher at St Anthony's Catholic Primary School, part of the St Benedict Catholic Academy Trust, within the Archdiocese of Southwark.

As a Trust, we are committed to working in close partnership with our schools to provide an exemplary Catholic education for every child. Across our family of three large secondaries, one large all-through and six primaries, we are proud of the strong sense of community, shared purpose and Gospel values that underpin all that we do.

St Anthony's is a long-established and vibrant Catholic school, serving the community of East Dulwich for over 140 years. It is a two-form entry primary school, rooted in the parish of St Thomas More, where strong relationships between home, school and parish underpin a shared commitment to Catholic education.

Our Trust offers a wide range of high-quality central services, including HR, Finance, Estates and School Improvement, ensuring that our Headteachers are well-supported to focus on what matters most; leading teaching and learning and developing a strong Catholic ethos. Our school improvement approach is collaborative and supportive, with leaders working together to share best practice and secure excellent outcomes for all pupils.

We are seeking an inspirational and faith-driven leader who will build on the school's strong foundations, working closely with the parish, governors and wider community. The successful candidate will join a committed group of primary leaders across the Trust, united by a shared mission to provide the very best opportunities for the children in our care.

If you are passionate about Catholic education and ready to lead a school where every child is encouraged to flourish and realise their God-given potential, we would be delighted to hear from you.

God bless,

Jonathan Ronan  
*Chief Executive Officer*  
*St Benedict Catholic Academy Trust*



# Being part of the St Benedict Catholic Academy Trust



The St Benedict Catholic Academy Trust was formed in December 2022 and officially opened in April 2024. We currently consist of three large Secondary Academies, one large All-Through School and six Primary Academies serving nearly 6000 children within the Archdiocese of Southwark.

Over the coming months we will be warmly welcoming more schools from the South East London area into the Trust.

The Trust has 5 Members, led by the Archbishop, and a Board of Directors, of which the Foundation Directors are appointed by the Archbishop. We work in close partnership with the Archdiocese of Southwark and the RCAOS education commission.

All leaders across our Trust are committed to delivering the highest quality education for every child and young person, ensuring all benefit from the strengths within the Trust and beyond.

The young people across our Trust deserve Catholic excellence and a curriculum that allows their fullest expression and formation. We are inspired by our Patron St Benedict to 'listen with the ear of our heart' whilst being driven by our mission. We believe that our family of schools is the future of Catholic education and commit to sharing with and learning from others.

The schools in our Trust lay the foundations for all of our children to seek academic and spiritual growth. Each school seeks to improve the life chances of every child by raising their aspirations, equipping them with the qualifications, knowledge, and skills they need to flourish as human beings and make a meaningful contribution to their community.

The St Benedict Catholic Academy Trust vision is, as a family of schools to be a beacon of exceptional Catholic education. Our mission is inspired by the Trust Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools is committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society.



# Our Vision

**As a family of schools, our vision is to be a beacon of exceptional Catholic education.**

Our mission is inspired by our Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools is committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society.

We provide the best possible opportunities for every child's education, with an overarching mission focused on delivering a strong Catholic education, firmly rooted in the belief that Christ should be at the core of all our endeavour.

This is a really exciting time in education across our Diocese and it is a great privilege for us to be able to play a central role in shaping the all round education of the young people in the St Benedict Catholic Academy Trust.

**For further information on St Benedict CAT please visit: <https://www.sbcac.co.uk>**

# Our Aims

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children
- Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn

# Our Culture



**St Benedict**  
CATHOLIC ACADEMY TRUST



# St Anthony's Catholic Primary

Etherow St, London SE22 0LA



## Introduction

St Anthony's Catholic Primary School is part of the St Benedict Catholic Academy Trust 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 Archdiocese of Southwark. At all times the Academy is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

The core purpose of the Headteacher of any school is to provide professional leadership and management. In our Catholic schools, that professional leadership is provided in the context of a community rooted in the Catholic faith recognising a joint responsibility across all schools. Thus it is an essential requirement that applicants have a strong, personal faith and recognise the opportunities and challenges facing Catholic education. The Trust, the governing body and the Archdiocese acknowledge the importance of the role of Headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.



# Application Process



The application pack and supporting documents provide the background to the qualities, attributes and requirements that we are looking for in our new Headteacher. Applicants will be required to complete the SBCAT application form together with a supporting statement of no more than 1300 words (font size 11). Please contact Karen on the below email address for the application form.

Please note we do not accept CVs.

All applications should be sent to Mrs Karen Robertson (HR Manager) [k.robertson@sbcats.co.uk](mailto:k.robertson@sbcats.co.uk)

**The closing date for applications is Tuesday 30<sup>th</sup> June (Noon)**

Visits to the school are warmly welcome. To arrange a visit, please contact Angela Boilson (Business Manager) at [aboilson@stanthonys.southwark.sch.uk](mailto:aboilson@stanthonys.southwark.sch.uk).

**Interview date: TBC**

We very much look forward to hearing from you.



**Role** - Headteacher

**Salary** - L21-24 (Inner London Pay Scale)

**Required** - January 2027 or as soon as possible

**Contract / Duration** - Permanent, Full-Time

**Location** - London Borough of Southwark, Dulwich, SE22 0LA



We are seeking an inspirational and dynamic Headteacher to join St Anthony's Catholic Primary School. You must be passionate about Inclusion and social justice and understand that education is an instrument and tool that facilitates the best futures for young people.

St Anthony's Catholic Primary School has 420 students aged 3-11 and the mission of the Church is at the heart of all that we do. The school is a warm, inclusive and nurturing community where every child is valued as a unique child of God. There is a strong emphasis on pupils' spiritual, moral and cultural development, alongside a commitment to high standards of teaching and learning

In the November 2021 Ofsted inspection, St Anthony's Catholic Primary School was judged to be a good school. Inspectors highlighted pupils' enjoyment of learning, positive relationships with staff and the school's strong values of respect, achievement and care. Behaviour and attitudes were recognised as positive, with pupils described as polite, considerate and enthusiastic learners. Leaders were noted for having high expectations for all pupils, supported by a broad curriculum and a strong focus on the development of the whole child. Safeguarding was found to be effective, with pupils feeling safe, well-supported and valued within the school community. In the school's Catholic School Inspection 2024, the inspectors commented that students are "*overwhelmingly positive about the school*"

We are seeking a Headteacher who believes in the power of education to transform the lives young people and has the vision to deliver a first-class education where personal development and 'soul' drives the motivation for each day.

The successful candidate will be a highly visible, collaborative and aspirational leader who will model the highest levels of professionalism and inspire, motivate, and develop staff and students.

**The St Benedict Trust Directors are seeking candidates that will:**

- Be a practising Catholic, who will strive to uphold and develop strong spiritual and moral values throughout the whole school and wider community.
- Be an inspirational leader with a clear vision for the future of the school, building on its current strong reputation.
- Lead by example, with a 'can-do' attitude that inspires commitment from students, staff and the local community.
- Have a proven track record of raising standards in teaching and learning, resulting in measurable whole school improvement, within an aspirational, caring and accountable ethos.

If you would like to arrange a visit to the school please contact Angela Boilson  
([aboilson@stanthonys.southwark.sch.uk](mailto:aboilson@stanthonys.southwark.sch.uk))

Closing date: **Tuesday 30<sup>th</sup> June (Noon)**

*This post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau. We are committed to safeguarding and promoting the welfare of children and young people. Shortlisted candidates will be subject to an online search.*

# Job Description



<b>Job Title</b>	<b>Headteacher</b>
<b>Salary</b>	<b>L21-L24 (Inner London Pay Scale)</b>
<b>Reporting to</b>	<b>Director of Education (Primary)</b>

## Designation of Post within the School Structure

St Anthony's Catholic Primary School is designated 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 in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of St Benedict Catholic Academy Trust. At all times, the school is to serve as a witness to the Catholic faith in our Lord Jesus Christ. The Trust Board will appoint a practising Catholic Headteacher who can demonstrate, through example and experience, their ability to ensure that the school is distinctly Catholic in all aspects of its life and work.

The Trust recognise the importance of the role of the Catholic Headteacher and are committed to providing ongoing support, encouragement, affirmation and appropriate challenge to the successful candidate. This appointment is with St Benedict Catholic Academy Trust under the terms of the Catholic Education Service contract, to be signed with the Trust as the employer.

The appointment is subject, where applicable, to the current conditions of service for Headteachers as outlined in the School Teachers' Pay and Conditions Document, alongside relevant education and employment legislation and statutory guidance. This job description reflects the key areas identified in the National Standards of Excellence for Headteachers (2020).

St Benedict Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to safeguarding and child protection in line with current guidance and regulations. This appointment is subject to satisfactory Disclosure and Barring Service (DBS) checks.

This job description outlines the responsibilities attached to the post and may be amended from time to time, in consultation with the post holder, to reflect the evolving needs of the school, within the scope of the conditions of employment.

## Main Duties and Responsibilities

The purpose of the role of the Headteacher is to provide professional leadership and management of the school, working in partnership with the Trust and Local Governing Board, to sustain and develop a Catholic learning community in which every child is nurtured and enabled to achieve their full potential. The Headteacher's leadership will reflect and actively promote the school's Mission and Aims. The Headteacher shares responsibility for the mission of the school and the wider Catholic Academy Trust and Diocesan family of schools.

In a Catholic primary school, the role of the Headteacher is one of leading a faith-filled learning community, where Gospel values underpin all aspects of school life. The Headteacher fulfils their responsibilities in accordance with the Instrument of Government and works closely with the Trust in meeting their responsibilities to the Diocese under Canon Law, as well as in line with national legislation.

The successful candidate will carry out their professional duties in accordance with, and subject to:



- The provisions of the Education Acts and associated statutory guidance.
- Any orders and regulations made under those Acts.
- The policies and procedures determined by the Trust Board and Local Governing Committee.
- The terms of appointment under the Catholic Education Service contract.
- The requirements of the Diocesan Education Service and the Code of Canon Law of the Catholic Church.
- Any inspection or statutory engagement with Ofsted (including Section 48/CSI inspections) and other regulatory bodies.
- Ongoing cooperation with St Benedict Catholic Academy Trust, the Department for Education (DfE), ESFA and the Archdiocese of Southwark.

## Purpose of Post

- To be responsible for promoting the Mission and Catholic character of the school in consultation with the Trust.
- To have ultimate whole school teaching and learning responsibility across the school to secure excellent student progress and attainment.
- To develop the Leadership of Teaching and Learning so that is innovative, cutting edge, and inspires all students.
- To ensure Leadership at all levels monitors, evaluates, and reviews robustly to enhance performance and outcomes across the school.
- To have direct line management responsibility for the Senior Leadership Team and School Business Manager.
- To ensure that the curriculum offered by the school is, appropriate, broad, and balanced and matches the needs of all students.

## Finance

To undertake resource management through liaison with the CEO/CFO for the Trust

## Teaching

- To undertake a programme of teaching if required in accordance with the STPCD.
- To further develop a culture and curriculum which takes account of the diversity and richness of the school's communities.

## Key Responsibilities and Accountabilities

- To carry out the general and specific professional duties as set out in the current 'School Teachers' Pay and Conditions Documents'.
- To work with the Local Governing Body to create a vision for an exemplary Catholic Academy in the present and future climate.
- To act as an excellent Catholic role model.
- To work effectively with Senior Leadership to create a collaborative and collegiate team which is forward thinking and facilitates growth.
- To continue to create an excellent organisational structure which reflects the school's Catholic, Christian values and enables the management systems and processes to work effectively in compliance with statutory requirements.
- Work with the Trust School Improvement team to undertake regular self-evaluation to set the strategic direction of the whole school via a development plan which ensures that a shared vision can be implemented and identifies clear priorities for improvement which are incisively acted upon.
- Lead and Manage staff and students daily, while taking responsibility for the Health and Safety of the whole community.
- To oversee exemplary behaviour in all areas of the school and the local community and ensure the implementation of an effective Behaviour Policy so that it is supportive of student learning, up to date, and consistently applied by every member of staff.



- Deploy all staff successfully across the whole school to support a good work/life balance and their well-being.
- Set directed time for all members of the school staff, ensuring it meets the expectations of the STPCD, while also considering its impact, so that time allocation is always proportionate.

## Specific Duties

The Headteacher will:

- Oversee the line management of all departments and take responsibility for the achievement of targets and student progress in every curriculum area.
- Develop the role of the Senior Leaders and Middle Leaders in monitoring and assessing the work of their team to secure exemplary outcomes for students, teaching, learning, and curriculum, enrichment.
- Develop the role of the pastoral team ensuring effective management of discipline, performance, attendance, professional development, and recruitment.
- Lead school assemblies as required.
- Chair staff meetings, SLT meetings, Leadership as required.
- Work effectively with the Trust Central Team, Directors, all governors and other stakeholders

## Safeguarding Pupils and Safer Recruitment

- Uphold all relevant school and trust policies in respect of child protection and safeguarding, which are based on KCSIE (2023) and Working Together to Safeguard Children (2018). Demonstrate and model the Nolan Principles (The Seven Principles of Public Life): Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. <https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- Demonstrate your commitment to the school's equality policy and all related work to promote diversity, inclusion and belonging.
- St Anthony's Catholic Primary School and St Benedict CAT are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

## Health and Safety

- To undertake a programme of teaching if required in accordance with the STPCD.
- To further develop a culture and curriculum which takes account of the diversity and richness of the school's communities.

## Staffing & CPD

The Headteacher will:

- Implement continual professional development which considers the formation of all teaching and support staff plus students.
- Take responsibility for personal and whole school professional development, keeping up to date with research and developments in pedagogy, practice, technology, and any future initiatives in a rapidly changing world.
- Undertake any necessary personal professional development as identified by themselves/the CEO/ Director of Education, Central Team or governors.
- Consider the expectations and needs of other members of staff, and in particular ensure that new appointees, ECTs and NQTs are appropriately monitored, supported, and assessed in relation to the Teaching Standards and those of the Academy.
- To develop and maintain positive relationships with parishes, the wider Catholic community, and other local schools.

## Additional Duties for this Post

The Headteacher will:

- Be aware that this job description may be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties, including ensuring the provision of high-quality teaching and learning across the school and the pastoral care of the pupils in their charge. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.
- Elements of this job description may be subject to change through a collaborative process





Person Specification	Essential	Desirable	Evidence
Degree in appropriate subject area	*		Application
Qualified Teacher Status	*		Application
Practising and committed Catholic with the ability to lead acts of worship	*		Reference Interview
NPQH		*	Application
Working knowledge of the theory and practice leading a school environment.	*		Application Interview
Proven successful track record of teaching in at least two key stage areas	*		Interview
Evidence of leading strategically at a senior leadership level.	*		Application
Evidence of continuous professional development.	*		Application
Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives in the primary phase	*		Application letter Interview
Up-to-date with current educational developments and their potential impact on schools	*		Application letter Interview
Experience of managing large, diverse teams.	*		Reference Application Interview
Ability to articulate and share a vision for the Catholic school	*		Application letter Interview
Evidence of being committed to working collaboratively within and beyond the school setting	*		Application Interview
Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	*		Application Interview
Relevant Skills and Aptitudes			
Evidence of commitment to the development of Catholic Education.	*		Application Interview
Evidence of supporting the development of teaching and learning.	*		Reference Observed lesson
Evidence of leading middle leaders in improving practice/raising attainment.	*		Reference Application letter Interview



To create and lead a positive, inclusive learning environment including behaviour.	*		Reference Interview
To support the differentiation of teaching so that the learning of all students is addressed.	*		Interview Observed lesson
To analyse relevant data to inform school improvement and to set realistic & challenging targets for students and staff.	*		Application letter Interview

### Personal Qualities

Enthusiastic and approachable	*		Reference Interview
Commitment to extra-curricular involvement	*		Interview
Flexibility	*		Interview
Good interpersonal skills	*		Interview
Optimistic outlook	*		Interview
Clear educational philosophy	*		Interview
Commitment to supporting both personal and the professional development of others	*		Interview
Willingness to share expertise	*		Interview
High expectations of students and their behaviour	*		Interview
Hardworking and conscientious	*		Reference Interview
Excellent communication skills with parents and other stakeholders	*		Interview
Ability to prioritise own workload and that of others	*		Interview





## Commitment to positive relationships



Pupils feel safe and value their school community. They are polite and courteous to each other. Pupils are considerate of the feelings of others. They know that bullying is not tolerated. Staff respond swiftly if pupils have any concerns about this. Staff are ambitious for all pupils and have high expectations of them.

*Ofsted Report 2021*

## Opportunities for Students

Reading is enjoyed and celebrated across the school, leaders and teachers prioritise it. Those who teach reading are knowledgeable and confident. They follow a well-planned phonics programme. This begins from the early years. Pupils study a broad range of subjects. These include subjects such as French, history, geography, art and music. The aims and objectives of these subjects are clear.

*Ofsted report 2021*



# St Anthony's Catholic Primary

Etherow St, London SE22 0LA



**Tel:**

020 8693 6852



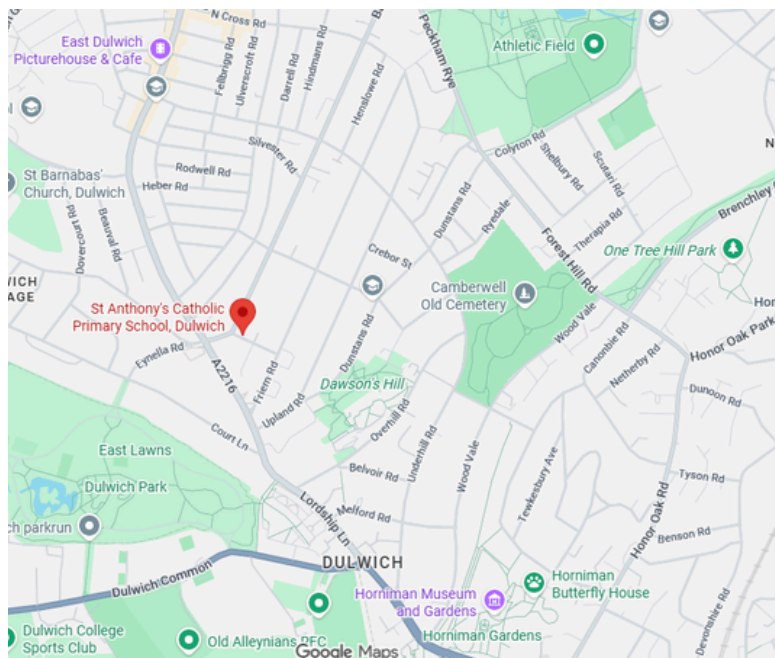
**Email:**

[school@stanthonys.southwark.sch.uk](mailto:school@stanthonys.southwark.sch.uk)



**Website:**

<https://www.stanthonysprimary.co.uk>



## St Benedict

CATHOLIC ACADEMY TRUST

**Determination, Achievement, Cooperation  
and Positivity**



Artsmark  
Silver Award  
Awarded by Arts  
Council England