

St Philomena's Catholic Primary

'We share the love of God every day, in everything we learn, do and say'



Headteacher

Candidate Information Pack



St Philomena's Catholic Primary is now recruiting

Headteacher

Contract Length:	Permanent
Salary Range:	L8 to L21 (Group 2 School) / Outer London [actual appointment will be a 5-point range within this scale based on experience]
Location:	Chelsfield Road, Orpington, Kent, BR5 4DR
Accountable to:	CEO & Local Governing Committee

About the Role

An exciting opportunity has arisen for an exceptional practising Catholic to become the next Headteacher of **St Philomena's Catholic Primary School**. We are seeking a visionary and collaborative leader with the passion and drive to take our school into the next stages of its development as part of St Oscar Romero Catholic Academy Trust.

About You

You will be a committed practicing Catholic leader who:

- Has a clear vision for establishing a positive and proactive culture that promotes excellence
- Is passionate about driving internal excellence through collaboration
- Upholds and embeds our Gospel Values in all aspects of school life
- Demonstrates ambition for every child and member of staff
- Has the skills and experience to lead the school's continued improvement

What We Offer

As Headteacher within St Oscar Romero Catholic Academy Trust, you will:

- Work alongside an experienced Executive Team who will provide support and mentorship
- Collaborate with other experienced Headteachers across the Trust, creating valuable networking opportunities
- Have the opportunity to shape the educational landscape within our area
- Benefit from the resources and support of a well-established Multi-Academy Trust
- Access to the generous Teachers' Pension Scheme

Safeguarding and Statutory Requirements

St Oscar Romero Catholic Academy Trust is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken as part of the recruitment process. This post is exempt from the Rehabilitation of Offenders Act 1974 and requires an enhanced DBS check (including children's barred list information). It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

We are committed to equality and diversity and welcome applications from all sections of the community. We comply with the Equality Act 2010 and do not discriminate on the basis of any protected characteristic.



Closing date:
9am Monday 2 Feb 2026
Interview date:
w/c Monday 9 Feb 2026
Start date:
September 2026

Visits are strongly encouraged in order to support your application and we have the following dates available:

Monday 26 January & Friday 30 January

Please contact HR@OscarRomero.co.uk in order to book your place on either of these dates.

To arrange an informal conversation with the CEO then please email Sarah Yusuf Watson, Executive Assistant to the Interim CEO, via syusufwatson@OscarRomero.co.uk or contacting 0207 202 8199.



Welcome Letter

Dear Prospective Headteacher

Thank you for your interest in the position of Headteacher at **St Philomena's Catholic Primary School**.

We pride ourselves on being a happy, caring and welcoming community, where the learning environment and the wide range of opportunities offered, help every child reach their full potential and make the most of the gifts and talents given to them by God.

We are a successful, thriving school with deep roots in the local catholic community with strong connections with the local parish. Our academic standards are consistently considered good and we place equal importance on providing a safe, caring community with the catholic faith at its core.

Our vision is to foster an enthusiasm for learning, enabling pupils to be creative, independent and resilient, whilst celebrating their unique talents and gifts, within a Catholic environment that creates committed young disciples understanding their role in the local and global community.

We have recently become part of the St Oscar Romero Catholic Academy Trust with whom we share common aims and the desire to create a learning environment:

- based on love and a sense of welcome, belonging, smiles and kindness
- where teaching and learning is exciting, inspiring, aspirational and challenging, encouraging risk-taking and creativity
- where mutual respect, inclusion and a sense of purpose are the daily experience
- where all understand the school values and have the courage and confidence to live them every day
- where Catholic Social Teaching is at the heart of all decision-making.

We look forward to receiving your application and please feel free to contact us if you have any queries or questions.

Philip O'Halloran

Philip O'Halloran
Chair of Governors

St Philomena's Catholic Primary School



Welcome to **ST OSCAR ROMERO CATHOLIC ACADEMY TRUST**

Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future.

Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge we strengthen the capacity of individual schools to act as beacons of learning and love.

I am honoured to have the privilege to serve our school communities and work alongside such dedicated and inspiring school staff.

As a group of schools we are on an exciting journey. A journey that has as its goal our determination to provide the young people in our schools with the very best that Catholic education has to offer. I believe that the scope of our mission and the opportunities that we will be able to provide for our schools, staff and the young people we serve, is only limited by our imagination. Our schools are already driven by a passion to do their very best for the children and young people in their care. Every day and every lesson each member of staff strives to add value to our schools to ensure they are vibrant, exciting, welcoming places for your children to learn and grow.

The Trust's commitment to the parents of the young people in our schools is that guided by the teachings of Christ and His Church, we will care for, support and educate your children to the highest possible standards.



Clare Verga
Interim CEO



www.OscarRomero.co.uk



Dear Applicant,

Thank you for applying for the post of headteacher in our wonderful Archdiocese.

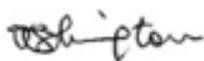
There are currently 2 all-through schools, 31 secondary schools, 2 tertiary establishments and 127 primary schools serving 68,033 children and young people.

The Archbishop's vision is that our Archdiocese will be home to five Catholic Academy Trusts. At present, we have three established, they are Kent Catholic Schools' Partnership, South East London Catholic Academy Trust and St Benedict Catholic Academy Trust. Our other emerging CATS are Sancta Familia and Christ the Redeemer.

There are a variety of ways in which we encourage our staff to network with one another. All new head teachers are allocated a mentor, join in with a five-part induction process, as well as a variety of spiritual opportunities to meet with and form relationships with other leaders across our wide and diverse Archdiocese.

Should you be making the decision on whether working in one of our Catholic schools would be right for you, we would urge you to visit the school, talk to the current leadership and the parish priest to ensure that you are making the right decision in your career's journey. It is a rewarding commitment, one that will fulfil you professionally and spiritually. If you have any queries about the commitment required, please contact one of our Education Service staff who will be happy to support and advise.

Sincerely in Christ



Canon Victor Darlington

Episcopal Vicar for Education Archdiocese of Southwark



Information about the process

Please use the personal statement on your application form to demonstrate how you meet the person specification, with evidence provided wherever possible of outcomes and positive impact.

Practising Catholic Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the person specification.

Visits are strongly encouraged in order to support your application and we have the following dates available:

Monday 26 January & Friday 30 January

Please contact HR@OscarRomero.co.uk in order to book your place on either of these dates.

To arrange an informal conversation with the CEO then please email Sarah Yusuf Watson, Executive Assistant to the Interim CEO, via syusufwatson@OscarRomero.co.uk or contacting 0207 202 8199.

The deadline for receipt of applications is 9am on Monday 2 February 2026

Completed forms should be submitted to HR@OscarRomero.co.uk

Shortlisted candidates will be asked to attend an assessment centre and interview week commencing Monday 9 February 2026

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.



St Philomena's Catholic Primary



Number on roll: 202 / Capacity: 208

Ofsted Rated: Good (June 2023)

St Philomena's Catholic Primary is a friendly and inclusive primary school in the Archdiocese of Southwark. We have a strong Catholic ethos with the aim of helping our students deepen their faith and grow in the love of God. As part of St Oscar Romero Catholic Academy Trust, we have a shared goal of providing outstanding Catholic education for the children and young people in our care.

We are looking for an enthusiastic and innovative school leader who has the drive and strategic vision to build upon the success of our school. A practising Catholic, our new Headteacher will develop strong relationships with the parish and wider school community whilst further strengthening the involvement of parents, carers and other stakeholders in the school's work. The successful candidate will have high expectations of all our pupils, driving academic excellence whilst also nurturing those special gifts which make each child unique.

In addition, our new Headteacher will:

- Be committed to the aims and ethos of St Oscar Romero and play a lead role further developing its growth
- Welcome the contribution of staff and develop leadership throughout the school
- Cater for the individual needs and development of each child, enabling them to become happy and responsible adults

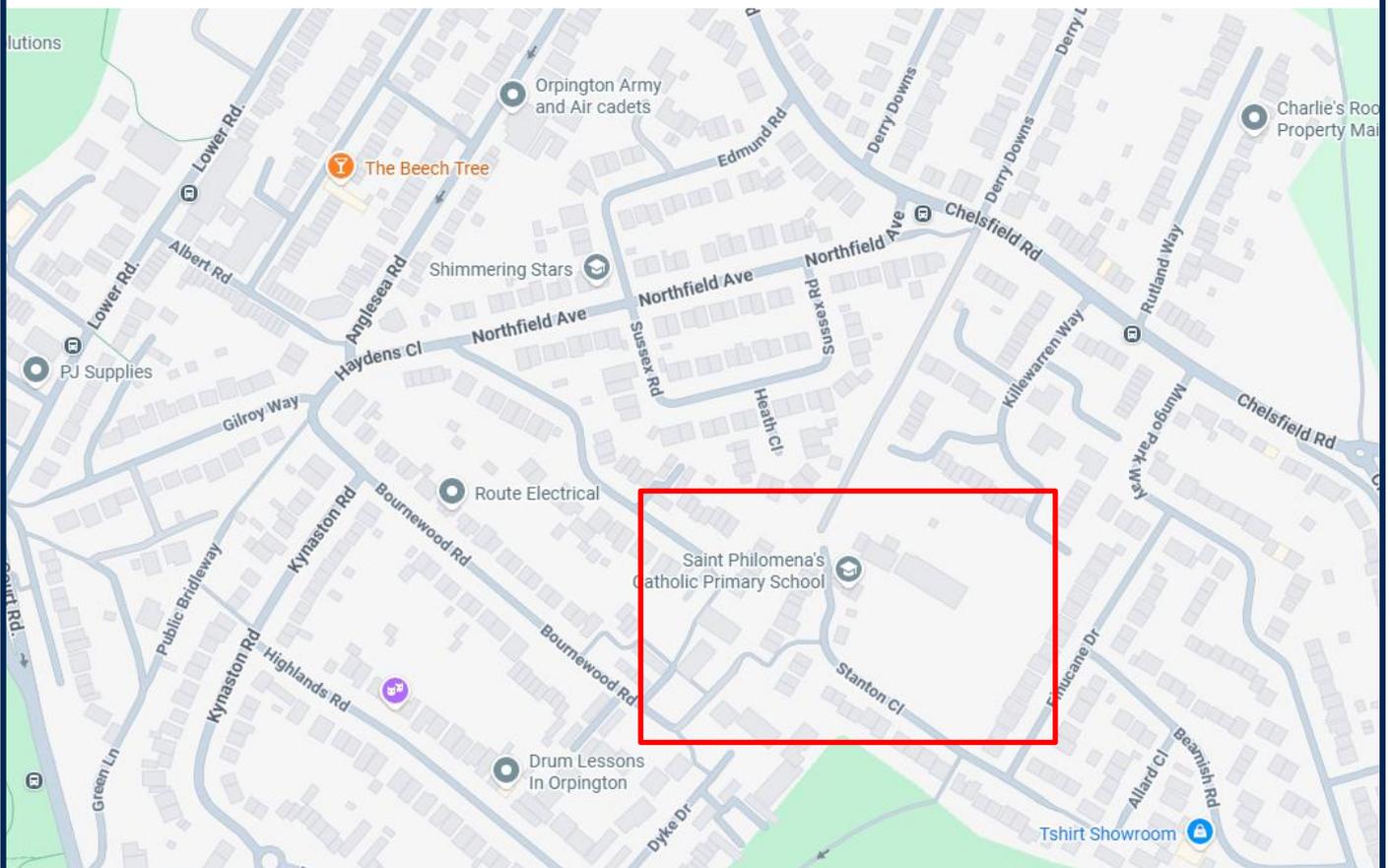
In return, we can offer you the opportunity to:

- Lead a team of highly skilled staff all of whom are passionate about working in a caring Christian atmosphere
- Work with supportive parents and our well-behaved and supportive pupils
- Develop the school's strategy and vision alongside a supportive and effective governing body that is committed to your continued professional development

We actively embrace new ideas and constantly look to develop and improve. We are looking for that exceptional person who is ready to make their mark and lead our school into the future. If you are ready for the challenge then we would love to hear from you.

Visits to the school are strongly encouraged in order to support your application.

St Oscar Romero Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service.



St Philomena's Catholic Primary
Chelsfield Road
Orpington, Kent
BR5 4DR

Tel: (01689) 826550

www.st-philomenas.bromley.sch.uk



St Philomena's Catholic Primary

Headteacher job description

Reporting to the CEO, the main purposes of the role are:

- To promote the Catholic ethos of the school.
- To provide professional leadership for the school within a Catholic context to secure its success and improvement.
- To ensure high quality education for all pupils and good standards of learning and achievement.

MAIN TASKS

1. Strategic direction and development of the school

- Provide inspiring and purposeful leadership for the staff and pupils, within a Catholic context.
- To work in partnership with the governing body, staff and parents, generating the ethos and values which will underpin the school.
- To continue to implement a Development Plan to secure continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the governing body as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To ensure that all those involved in the school are committed to its aims; motivated to achieve them; and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- To play an active role in the development of the Trust.

2. Teaching and learning

- To continue to promote the Catholic ethos of the school.
- Continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- Determine and implement policies which promote:
 - positive strategies for developing good race relations and dealing with racial incidents.
 - Equality of access.
 - Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extra curricular activities in accordance with the educational aims of the school.

3. Leading and managing staff

- To promote Catholic leadership and the aims of the school.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.

- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Headteacher.
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Head would benefit from further training and undergoing such training.
- Ensure that a suitable person from the School Leadership Team assumes responsibility for the discharge of the Headteacher's function at any time when absent from school.
- Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

4. Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality in line with the Catholic ethos of the school.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. SEND

- To ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social Teaching
- To ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the needs of SEND children, providing support and adaptation where required.
- To ensure that the school fulfils its statutory duties with regards to the SEND code of practice.

6. Accountability

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school and the Catholic ethos.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the Trust, the diocese, the local community, Ofsted and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the CEO.

Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and the Keeping Children Safe in Education document and expects all staff and volunteers to share this commitment.

Actions

The Headteacher should ensure that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description forms part of the contract of employment of the person appointed to this 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 as they relate to Headteachers.

Ethics and Professional Conduct.

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct, inspired by Christ and demonstrate the qualities of character, fundamental to the Catholic tradition: faith, hope, love, justice, solidarity temperance, fortitude and practical wisdom. A Catholic Headteacher is expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, a Catholic headteacher upholds and demonstrated the Seven Principles of Public Life, at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

A Catholic Headteacher is the custodian of a Catholic school and as such embodies the abundant hope of the Church has placed in education. A Catholic Headteacher is entrusted with the task of human formation in conformity with Christ and Church teaching, maintaining high standards of ethics and behaviour, both within and outside school.

A Catholic Headteacher:

- Builds relationships of mutual respect, rooted in the belief that all are made in the image and likeness of God and observe proper boundaries appropriate to their professional position.
- Will show tolerance and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary society, enabling each person to play their full part in building and sustaining the Common Good.
- Will uphold British values, including democracy, rule of law, individual liberty and mutual respect, tolerance of those of different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and Catholic Social Teaching.



Person Specification

The core purpose of the Headteacher in the Catholic school is to provide leadership in the context of a community rooted in the Catholic faith. Thus it is an essential requirement the person appointed to the post has a strong, personal faith and recognises the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

FAITH COMMITMENT	Essential or Desirable
A practising and committed Catholic	E
A secure understanding of the distinctive nature of the Catholic school	E
Understanding of the Head's role as pastor	E
Understanding of the school's role in the Catholic and wider community	E
Ability to demonstrate care, compassion and reconciliation	E
Ability to lead acts of worship in the Catholic school	E
Evidence of participation in parish or Catholic community life	E

QUALIFICATIONS & TRAINING	Essential or Desirable
Qualified Teacher Status	E
Honours graduate or equivalent	E
Evidence of continuing professional development including leadership	E
Evidence of ability to lead quality professional development opportunities	E
Qualification in Catholic teaching or leadership e.g. CCRS, MA in Catholic Education	D
NPQH or equivalent	D

EXPERIENCE	Essential or Desirable
Proven successful track record of teaching in at least two key stage areas	E
Successful experience of senior leadership at assistant or deputy level or equivalent	E
Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives	E
Thorough knowledge and understanding of current educational issues	E
Recent experience in a Catholic school	E

STRATEGIC LEADERSHIP	Essential or Desirable
Ability to articulate and share a vision for the Catholic school	E
Ability to inspire and motivate all in the school community	E
Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement	E
Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	E
Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	E
Understanding of the role of the governing body in the Catholic school	E
Ability to develop and maintain a positive culture of high expectation and performance	E
Understanding of Academy Trusts	D

STRATEGIC LEADERSHIP CONTINUED	Essential or Desirable
Understanding of and commitment to promoting the safeguarding and welfare of pupils	E

LEARNING & TEACHING	Essential or Desirable
A secure understanding of the statutory requirements for the curriculum and assessment	E
Knowledge and experience of a range of successful learning and teaching strategies to meet pupils' needs	E
A secure understanding of assessment procedures and practices which enhance pupils' learning	E
Experience of effective monitoring and evaluation of learning and teaching	E
Experience of individual pupil tracking and monitoring to improve achievement including the use of new technology	E
Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour	E
The ability to role model excellent teaching	D
An understanding of the Curriculum Directory for Religious Education	D

LEADING & MANAGING STAFF	Essential or Desirable
Ability to build and support effective teams	E
Ability to delegate and support colleagues	E
Experience of performance management for staff and supporting continuing professional development relevant to the school and the individual	E
Understanding of budget planning, staff deployment and effective use of resources	E
A commitment to the pastoral care of staff	E
Experience of working with governors in strategic areas	D
Involvement in staff recruitment, appointment and induction	D

ACCOUNTABILITY	Essential or Desirable
An understanding of the relationship between the Headteacher, Trust Board and the governing body	E
Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	E
Ability to produce clear reports, information and advice to staff and governors	E
Ability to provide clear information to the Diocese and the CES when required	E
Ability to set clear targets and the means in which to achieve them	E
Ability to present the school at its best in the Catholic and wider communities and in the media	E
Understanding the criteria for evaluating a Catholic school	E
Experience of presenting reports to governors	D

SKILLS, QUALITIES & ABILITIES	Essential or Desirable
High quality teaching skills	E
Unreserved commitment to the mission of the Catholic school	E

SKILLS, QUALITIES & ABILITIES CONTINUED	Essential or Desirable
High expectation of pupils' learning and attainment	E
Strong commitment to school improvement through the pursuit of excellence	E
Ability to build and maintain good relationships	E
Ability to remain positive and enthusiastic when working under pressure	E
Ability to prioritise, meet deadlines and manage own time effectively	E
Empathy with children	E
Good interpersonal skills	E