



Saint Edmund Arrowsmith
Catholic Academy



Proud to be part of
Pope Francis
Catholic Multi Academy Trust

Headteacher Recruitment Pack

JANUARY/FEBRUARY 2026



Pope Francis
Catholic Multi Academy Trust

Enabling schools', aspiration
and faith to flourish by;

**Uplifting Hearts,
Inspiring Minds**

Closing date: Wednesday 28th January 2026 at 9am
Shortlisting: Tuesday 3rd February 2026
Interviews: 11th and 12th February 2026

Welcome from the CEO and Chair



Dear Candidate,

Thank you for your interest in Pope Francis Catholic Multi Academy Trust (PFCMAT) and in particular, St Edmund Arrowsmith Catholic Academy.

Our Trust was the first of the permanent Catholic MATs set up within the Archdiocese of Liverpool and originally had 3 special measures schools. The schools and the leaders within those schools have made good progress supported by the Trust. We were privileged to be joined by 4 primary schools in September 2024. We are anticipating significant growth in the next few years, and this provides a real opportunity for you to shape the development of a growing Catholic Multi Academy Trust. We have a distinctive way of working within PFCMAT.

As a Catholic MAT we recognise that each school has its own distinctive community traditions yet at the same time we have a common mission that underpins everything we do. We have a common aim of achieving the highest outcomes for all our pupils whilst enabling them to grow in their love of God, their neighbour and themselves in an environment that is rich in prayer, liturgy and celebration of the word. We do this through an approach which fosters headteacher autonomy within a Trust model of accompaniment, support and challenge.

Our Mission is clearly laid out, "Enabling schools', aspiration and faith to flourish by uplifting hearts and inspiring minds." Our Values are:

- Unity – working together for excellence
- Excellence – to strive to be the best
- Love – respect and care for others and treat them as you want to be treated
- Service – following the teachings of Christ to become valued members of our communities

The CEO would be delighted to meet with you for an informal visit to the school. Please contact Louise Jones at louise.jones@pfcmat.org if you would like to arrange a visit.

Further to this, our other secondary leaders, Mark O'Hagan, Headteacher at Sacred Heart Catholic Academy admin@shca.pfcmat.org and Sue Bourgade, Headteacher at The Salesian Academy of St John Bosco, admin@sjb.pfcmat.org are happy to meet with you to share their experience of the Trust and answer any questions.

Yours faithfully,

Andrew Dawson
CEO Pope Francis CMAT

Isobel Macdonald-Davies
Chair of Trustees



Welcome from the Chair of Governors



Dear Candidate,

Thank you for your interest in St Edmund Arrowsmith Catholic Academy.

We are at an exciting time in our school's journey after a number of years of uncertainty. The school have previously been in special measures for 10 years and came out of special measures in April 2024. Soon after this the substantive Headteacher was absent for a prolonged period and has subsequently resigned.

This led to an initial period of uncertainty for the school which was reflected in low outcomes and attendance. The interim leadership team has worked hard to bring about stability and confidence. Behaviour in the school is settled and there are some areas of school that are emerging as strengths such as our SEND provision. The priorities though are clear.

We need to:

- improve the outcomes for our children
- ensure that we develop a love of learning and sense of belonging for all our students: to foster high attendance
- provide the highest quality professional development to ensure all our staff are able to deliver the best possible provision our students deserve
- ensure our rewards systems recognise the many achievements of our students to build a culture of success.

There is no doubt that this will be a professional challenge, but one which will be immensely rewarding. Our students want to do well in life; they have one chance at school. We are looking for a headteacher who will be able to deliver this opportunity for them.

I would encourage you to take advantage of a visit to our wonderful school to see it for yourself.

Kind regards,

Carl Gilbertson
Chair of Governors



About the Role



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Headteacher

Required from: 13th April or as soon as possible thereafter

Pay Scale: L29 - L35

“Enabling schools’, aspiration and faith to flourish by uplifting hearts and inspiring minds.”

St Edmund Arrowsmith Catholic Academy is entering a new and important phase of its development. Recent years have brought significant challenge, but also the foundations for renewed confidence and stability. The Academy now requires an ambitious and values-driven Headteacher to lead it forward, building on emerging strengths and ensuring that improvement is both rapid and sustainable.

This is an opportunity for an experienced and resilient leader to shape the next chapter of the school’s journey. The successful candidate will provide clear strategic direction, establish consistently high expectations and ensure that every pupil receives the quality of education they deserve. Central to this role will be improving outcomes for all learners, strengthening attendance and nurturing a culture in which students feel known, valued and motivated to succeed.

Our Headteacher will also prioritise the professional growth and wellbeing of staff, developing a culture of high-quality professional learning and shared accountability. By recognising success, promoting positive behaviour and fostering pride in achievement, the successful candidate will help embed a strong culture of aspiration across our school community.

We are looking for the individual who has the following attributes, skills and knowledge:

- A practising and committed Catholic who will strengthen and model the Academy’s Catholic ethos
- A proven track record of successful and sustained school improvement
- The ability to lead high-quality teaching and learning so that all pupils achieve their full potential
- A deep understanding of the complexity of educational leadership in challenging contexts



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About the Role



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- Experience of leading change at whole-school level with clarity, resilience and impact
- The personal authority to inspire confidence and commitment from pupils, staff, parents and the wider community

This is a demanding but deeply rewarding role, offering the opportunity to make a lasting difference to the lives of young people and to lead a school with strong values, growing confidence and significant potential.

Our school is strongly supported by the Pope Francis Catholic Multi Academy Trust. The Trust will provide or secure expertise for rapid school improvement, guidance and support but at the same time understands that it is you as the Headteacher and your senior leaders who will drive school improvement.

Pope Francis Catholic Multi Academy Trust is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the school with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

The recruitment process for this post will be underpinned by rigorous Safer Recruitment assessment to ensure that children and young people are protected.

We are an Equal Opportunities Employer.

To arrange an informal visit to the academy, please contact
Louise Jones (louise.jones@pfcmat.org).



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Job Description



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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 Roman Catholic Church and the trust deed of the Archdiocese of Liverpool. 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.

This appointment is with the Trust Board of the school under the terms of the Catholic Education Service contract signed with the Trust Board as employers. It is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the headteacher shall consult, when appropriate: the Trust Board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the Headteachers' Standards published by the Department for Education (2020).

The Trust Board and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Trust Board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

The core purpose of the headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Archdiocese of Liverpool. Therefore, the post of headteacher must be filled by 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 aspects.



Job Description



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Ethics and Professional Conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic headteachers uphold and demonstrate 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 and leadership.

Catholic headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God and at all times observe proper boundaries appropriate to their professional position.
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and the Church's Social Teaching.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, headteachers:

- serve in the best interests of the school's pupils.
- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education.
- make a positive contribution to the wider education system within and without the Catholic sector.



Job Description

Headteacher's Standards

School Culture

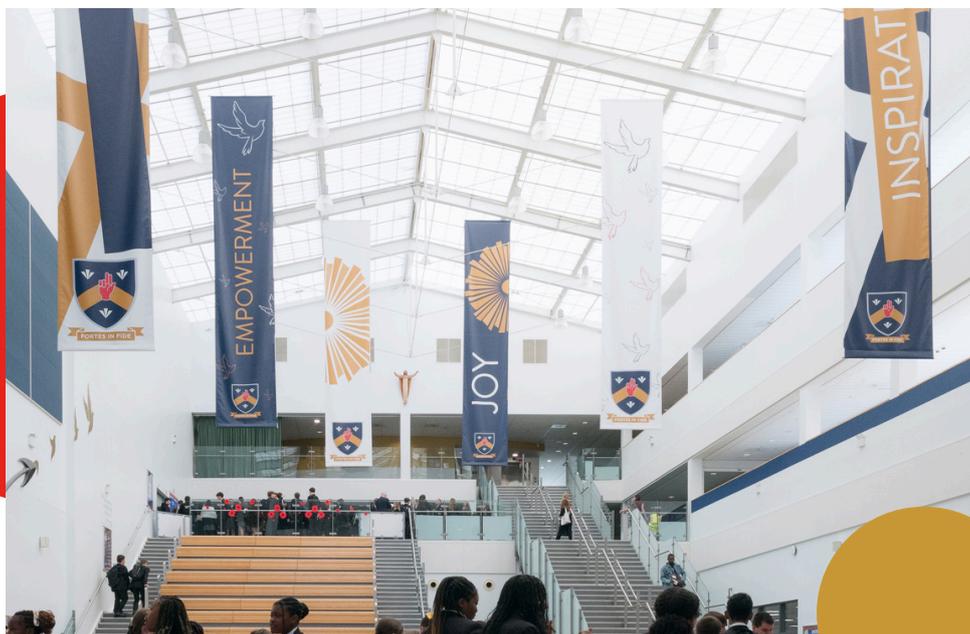
- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese.
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education and which prepare pupils from all backgrounds for their next phase of education and life.
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God.
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence.

Teaching

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.
- ensure effective use is made of formative assessment.

Curriculum and Assessment

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught.



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- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities.
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Behaviours

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy.
- implement consistent, fair and respectful approaches to managing behaviour.
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen.

Additional and Special Educational Needs and Disabilities

- 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.
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively.
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Professional Development

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs.
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development.
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

Organisation Management

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission.



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- ensure staff are deployed and managed well with due attention paid to workload.
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education.
- ensure rigorous approaches to identifying, managing and mitigating risk.

Continuous School Improvement

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context.
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Working in Partnership

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, diocese and the local community.
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support.
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

Governance and Accountability

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility.
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation.
- ensure that staff know and understand their professional responsibilities and are held to account.
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church.



Person Specification

Applicants must meet all of the essential requirements for this post.

Applicants must demonstrate that they have relevant sustained and successful leadership experience together with the skills, knowledge and understanding needed to play a critical role in leading or supporting the Headteacher in leading a successful 11-16 Catholic High School.

These will be measured as shown below:

Source: Application (A) Reference (R) Interviews (I) Checking Certificates (CC)

Faith Commitment	Essential/ Desirable	Source
A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	E	A/I/R
Secure understanding of the distinctive nature of the Catholic school and Catholic education	E	A/I/R
Understanding of the leadership role in spiritual development of pupils and staff	E	A/I/R
Experience of leading school worship	E	A/I
Involvement in parish community	D	A/I

Education & Qualifications	Essential/ Desirable	Source
Qualified Teacher Status	E	A/CC
Degree	E	A/CC
Recent leadership experience in a Catholic school	D	A/I
Postgraduate level qualification	D	A/CC



Person Specification

Education & Qualifications (<i>continued.</i>)	Essential/ Desirable	Source
National Professional Qualification for Headship (NPQH)	D	A/CC
Successful completion of Diocesan leadership programme	D	A/CC
CCRS/CTC (or equivalent) or commitment to obtaining the certificate	D	A/CC
Understanding of budget planning, staff deployment and effective use of resources	D	A/I

Professional Development	Essential/ Desirable	Source
Evidence of appropriate professional development for the role of headteacher	E	A
Evidence of professional development relating to Catholic ethos, mission and religious education	E	A/I/CC
Evidence of recent leadership and management professional development	E	A
Evidence of working with other schools/organisations/agencies	E	A/I/CC
Evidence of appropriate safeguarding training at senior leadership level; willingness to undertake further training where appropriate	E	A/I/CC

Professional Attributes	Essential/ Desirable	Source
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	E	A/I



Person Specification

School Leadership and Management Experience	Essential/ Desirable	Source
Ability to articulate and share a vision for education within the context and mission of a Catholic school	E	A/I/R
Ability to inspire and motivate staff, pupils, parents, Trust Board and the LGB to achieve the aims of Catholic education	E	A/I/R
To have successful experience as an effective Head of School or Deputy Headteacher	E	A/I/R
To have taken a key role in school self-evaluation and development planning	E	A/I/R
An understanding of the relationship between the headteacher and governance in a Catholic school within a CMAT	E	A/I/R
Ability to navigate / work effectively with the Trust Board and LGB	E	A/I/R
Experience of working constructively with parents	E	A/I/R
Experience of monitoring staff performance	E	A/I/R
Thorough knowledge and understanding of current educational issues	E	A/I/R

Experience and Knowledge of Teaching	Essential/ Desirable	Source
Commitment to securing understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	E	A/I
Secure knowledge of statutory requirements relating to the curriculum and assessment	E	A/I



How to Apply



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Applications must be made on the CES Application Form and the supporting statement should be set against the criteria laid out in the Person Specification. It must not exceed 1300 words. No other information will be considered.

The closing date for applications is: Wednesday 28th January 2026 at 9am

Shortlisting: Tuesday 3rd February 2026

Interviews will commence on: 11th and 12th February 2026

The relevant forms can be accessed online via the link: www.joinpfcmat.co.uk

Once completed, please forward your application form and supporting statement to Louise Jones - louise.jones@pfcmat.org

Other Requirements

- The CES Senior Leadership application form and supplementary documents must be completed in full. (Current version updated December 2020).
- The letter of application must be clear and concise and must not exceed 1300 words (min font size 12).
- The supporting letter of application should be structured to show how the applicant meets the essential requirements outlined in sections of the Person Specification. It will be used as one way to assess communication skills.

Confidential References & Reports

- Only written references will be accepted.
- One reference must be a supportive reference from a Catholic Priest in the Parish where you regularly worship.
- Two professional referees who can comment and provide a positive recommendation on your suitability for this post. One of the referees must be your current employer.

