



# St Agnes Catholic Primary School

The family of St Agnes loves, learns and grows together as followers of Jesus.







## St Agnes Catholic Primary School

Dear applicant,

Thank you for your interest in the Headteacher role at St Agnes Catholic Primary School. I hope you find this information pack provides some insight into our school; our Catholic values and the strong sense of community of which we are proud to be part of. The vacancy has arisen as a result of our current Headteacher leaving her role after twelve years of great leadership – overseeing the pivotal role in the expansion of the school and maintaining its OFSTED “Outstanding” rating in March 2025.

St Agnes' is a two form entry primary school situated in the borough of Barnet. The school is an integral part of the local community with strong links to the local Parish church. The close bond and relationships that have been developed between staff, pupils, parents, church and the broader school community are important components in our success – and are testament to the “St Agnes family”.

In recruiting a new Headteacher we are seeking someone who will work with our Deputy head and the experienced Senior Leadership Team to continue our journey. We are looking for someone who shares our Catholic vision, ethos and values. We are passionate about ensuring the best educational start in life for all our children - promoting a lifelong love of learning and creating memorable learning experiences.

I very much look forward to welcoming you to our school on a scheduled visit so you can see for yourself what a great place our school is!

Mrs Lisa Pate (Chair of Governors)



**The family of St Agnes loves, learns and grows together as followers of Jesus.**



# St Agnes Catholic Primary School

Required for September 2026

Headteacher

Salary Range – L14 – L27 (£71,330 - £97,136)

Contract type: Full time, permanent

Group 3 School NOR 435 (including Nursery)

The Governors of St Agnes wish to appoint an ambitious and highly motivated Headteacher to join our Deputy headteacher in leading our school. St Agnes' is a dynamic learning community, which is happy, successful and forward thinking. We develop and nurture all children, allowing them to grow and reach their full potential both spiritually and academically.

Applications are welcomed from both experienced heads and those who are currently in a senior leadership role within their school and are ready to take the next step in their career.

We are seeking a Headteacher who:

- Is a practicing Catholic, with a clear vision and strong commitment to Catholic Education
- Has an ability to lead and develop outstanding teaching and learning having the knowledge and expertise to ensure that progress, attainment and achievement are maximised
- Is an excellent communicator with good management skills who can develop and work positively and professionally with our staff team
- Has a track record of developing and supporting outstanding teachers and support staff and implementing whole school initiatives
- Is hard-working, well organised and highly motivated
- Will embrace the role with integrity, energy and confidence

Our school maintained its grade as **outstanding** in all areas in our most recent Ofsted inspection (March 2025) with inspectors commenting '**Leaders and teachers provide an education of exceptional quality.... It is an exciting and friendly place to be**'. Our February 2022 section 48 inspection graded us as **outstanding** in both the RE Curriculum and the Catholic Life of the School.

We can offer you:

- a warm and welcoming Catholic community where the well-being of all is highly regarded
- a strong commitment to your professional development and growth as a leader
- experienced and dedicated colleagues, who are supportive and friendly
- children who love coming to school, who demonstrate resilience and enthusiasm for learning
- supportive parents who work with us
- a modern stimulating learning environment with good transport links and on-site car parking
- dedicated governors who know the school well and participate actively in school life

**Please look at our detailed website to get a flavour of who we are, visits are warmly welcomed as we would love to show you our wonderful school.**

For an informal and confidential conversation about this post and to book a school tour please contact the school office on 0208 4524565 or email [office@stagnes.barnetmail.net](mailto:office@stagnes.barnetmail.net) Application forms and an information pack can be requested by emailing [office@stagnes.barnetmail.net](mailto:office@stagnes.barnetmail.net)

Closing date: Monday 16<sup>th</sup> March at 3pm

Interview date: Tuesday 24<sup>th</sup> March





# St Agnes Catholic Primary School

## Job description

**Post: Headteacher**

**Headteacher: Range L14 – L27 (£71,330 - £97,136)**

**Responsible to: Chair of Governing Body**

This job description is based on the key areas identified in the National Standards of Excellence for Headteachers (2015). These standards are in turn built upon the Teaching Standards (2020) which apply to all teachers, including headteachers.

### Main purpose

The headteacher will:

- Working with the governing body and others, 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
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context and are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- secure 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, play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally and which creates a productive learning environment which is engaging and fulfilling for all pupils.

### Qualities

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.
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct attitudes towards their pupils and staff, and towards parents, governors and members of the local church and wider community.
- Build positive and respectful relationships across the school community encouraging staff and pupils to excel
- Serve in the best interests of the school's pupils

- 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.

### **Duties and responsibilities**

#### **School culture and behaviour**

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- 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.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

#### **Teaching, curriculum and assessment**

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- 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
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- 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.

#### **Additional and special educational needs (SEN) and disabilities**

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

#### **Managing the school**

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- 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.
- 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 and showing due attention to their workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

## **Professional development**

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs
- 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.

## **Governance, accountability and working in partnership**

The headteacher will:

- 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.
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- 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.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

*St Agnes is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced DBS check.*



# St Agnes Catholic Primary School

## Person Specification

### Headteacher

This acts as selection criteria and gives an outline of the type of person & characteristics required to do the job.

Essential (E); without which the candidate will be rejected

Desirable (D); useful for choosing between good candidates

Catholic Leadership Criteria	Essential	Desirable	Assessment Method
Practising Catholic	•		Application, priest reference, interview
Ability to articulate and promote the Catholic mission of the school	•		Application, interview
Awareness of the Religious Education Directory (RED) and its implications for curriculum and assessment	•		Application, interview
Ability to lead and develop high-quality Collective Worship	•		Application, interview
Experience of working in Catholic schools		•	Application, interview
Qualifications & Training Criteria	Essential	Desirable	Assessment Method
Qualified Teacher Status (QTS)	•		Sight of certificates
Degree or equivalent	•		Application, Sight of Certificate

### *The successful applicant will demonstrate evidence of:*

Experience Criteria	Application / References	Assessment Days
Senior leadership at Deputy/Head level	•	
Contributing to school improvement, including self-evaluation and preparation for inspection	•	•
Supporting inclusion for pupils with additional needs, including SEND	•	•
Developing and performance-managing staff	•	•

Contributing to sustained improvement in pupil outcomes	●	●
Managing an aspect of school budget/resource effectively (desirable)	●	●
Supporting disadvantaged pupils and families, upholding a Preferential Option for those most in need	●	●
<b>Leadership &amp; Management Criteria</b>	<b>Application / References</b>	<b>Assessment Days</b>
Lead safeguarding culture in line with KCSIE, including statutory child protection duties, safer recruitment and SCR oversight	●	●
Provide clear, values-driven strategic leadership	●	●
Build and sustain a positive and inclusive Catholic culture	●	●
Set and secure high expectations for pupils and staff	●	●
Lead high-quality teaching, learning and curriculum development	●	●
Develop and sustain strong teams	●	●
Delegate effectively and grow future leaders	●	●
Lead behaviour, attendance and pastoral systems	●	●
Make sound, evidence-based decisions	●	●
Build strong partnerships with parents, parishes, PFA and the wider community	●	●
Work collaboratively with external schools, hubs and educational organisations	●	●
Apply knowledge of PFI arrangements (desirable)	●	●
<b>Professional Knowledge Criteria</b>	<b>Application / References</b>	<b>Assessment Days</b>
Safeguarding, KCSIE and the Prevent Duty	●	●
Curriculum, pedagogy and assessment	●	●
SEND Code of Practice and inclusive practice	●	●
Statutory assessment frameworks across EYFS, Phonics, KS1 and KS2	●	●
Use of digital tools, school data systems and educational technologies	●	●



Statutory duties in behaviour, attendance and inclusion	●	●
Governance and leadership in a Voluntary Aided Catholic school	●	●
How resources are allocated in schools and the principles of cost-effective decision-making (desirable)	●	●
Health & safety, compliance and risk management	●	●
GDPR and data protection requirements	●	●
Personal Qualities	Application / References	Assessment Days
Leads with integrity, moral purpose and a commitment to the Catholic ethos of the school	●	●
Is passionate for every child to achieve their best	●	●
Is emotionally intelligent, resilient and calm under pressure		●
Inspires confidence, trust and optimism		●
Is reflective, self-aware and committed to continuous learning	●	●
Has the courage to make difficult decisions		●
Champions equality, inclusion and the dignity of every child	●	●
Is innovative, creative and willing to take well-judged, evidence-informed risks in the best interests of pupils	●	●
Is committed to supporting families most in need	●	●

The school will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the policies of the school, Catholic Education Service & Barnet LA are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

*In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children.*