

# HEADTEACHER APPLICATION PACK

SEPTEMBER 2025

**'Let Your Light Shine'**



# WELCOME LETTER



Dear Applicant,

Thank you for your interest in the role of Headteacher at St Joseph's Catholic Primary School, Christchurch. On behalf of the Governing Body, I am delighted to share with you more about our school and the exciting opportunity that awaits the right candidate.

St Joseph's is a truly special place – a vibrant and inclusive Catholic school with a strong sense of mission and community. We are proud to be a school where Gospel values are lived daily, where faith and learning go hand in hand, and where every child is known, loved, and supported to thrive.

Our most recent Ofsted inspection recognised the school as 'Good', with behaviour and personal development, 'Outstanding', reflecting the high standards we maintain in teaching, leadership, and care for our pupils. However, we are not complacent. We are committed to building on this success and continuing to improve in every area of school life, with safeguarding at the centre of all we do.

We benefit from a dedicated and talented staff team, supportive parents, and a committed Governing Body. Our pupils are enthusiastic learners – polite, respectful, and full of joy. The wider community values the school highly, and there are strong links with the parish and Diocese.

As our new Headteacher, you will have the opportunity to lead a school rooted in faith and committed to excellence. We are looking for someone who shares our vision for every child to 'Let Their Light Shine' and embraces our Catholic ethos, and has the passion and skills to lead our thriving community into its next chapter.

We hope you are inspired by what you read in this pack, and we warmly invite you to visit us to experience first-hand the welcoming and purposeful atmosphere of our school. I have pleasure in enclosing an application pack which includes information about the school and the recruitment process. You are warmly invited to visit our school. Please telephone the school office on 01202 485976 or email [admin@stjosephs.dorset.sch.uk](mailto:admin@stjosephs.dorset.sch.uk) to arrange a visit. I look forward to receiving your application.

Yours sincerely,

Mr Mike Board  
**Chair of Governors**





## Vision LET YOUR LIGHT SHINE

Our vision is for each child to shine their own unique light, to be kind and compassionate and stewards of God's creation. We have high expectations of our young learners and we believe that everyone is capable of learning.

## AIMS

Our aim is to deliver a rich and varied curriculum that stimulates our children, enabling them to become confident and successful learners, who articulate their views positively and with respect.

Using educational research into high-quality teaching and learning, our curriculum intends to provide an education for the whole child. We value speaking, reading and writing as essential skills in education.

It is important for children to have a good understanding of the world, art, literature and science.

For us, teaching is not just about knowledge but about developing children of great character.

Through sports and extra-curricular activities, we promote our key values and our belief in using the gifts that God has given us.



## VALUES

We promote our core values of  
Respect ~ Honesty ~ Resilience ~  
Independence ~  
Curiosity ~ Community ~ Courage ~  
Compassion

*'We plant seeds that one day  
will grow'.*

# ABOUT THE SCHOOL

St Joseph's is a warm and happy school, where our vision is for every child to shine their own unique light. At our last Diocesan S48 inspection, we were judged as 'Good' in all areas, with outstanding for school community. *'St Joseph's is a good example of a Catholic school, where the mission statement and Christian ethos, have a positive impact on the members of the school community. This is evident in the good relationships between adults and pupils, leading to a loving and trusting environment, where all are encouraged to live out the mission statement'.* The 'St Joseph's way,' is embedded in all we do: *We plant seeds that one day will grow.* The impact is that we have a purposeful, caring culture here.

St Joseph's is located in a beautiful part of the country, in the heart of Christchurch. Our school is a one-form entry VA Primary School in the Catholic Diocese of Portsmouth and BCP Local Authority.

We serve a strong local and Catholic community and we are proud of our children. We have a high proportion of disadvantaged and vulnerable children - St Joseph's prioritises educating the whole child. In line with the National picture, our proportion of SEND pupils has increased over the last few years. We pride ourselves on our SEND provision and our talented and knowledgeable staff team who support these children. We work closely with our families and we have high expectations of all children. Staff are passionate about providing the children with the best education possible.

<b>Number on roll</b>	202	<b>Percentage SEN support</b>	24%
<b>Percentage Catholic</b>	25.9%	<b>Percentage EAL</b>	6%
<b>Percentage Disadvantaged</b>	33%	<b>Percentage EHCP</b>	19.5%
<b>Ethnicity</b>	14% (other than White British)	<b>LAC</b>	0
<b>Mobility</b>	From Sept 1 <sup>st</sup> 2025: 5 Leavers 2 Joiners		

Outcomes at St Joseph's are high. Last year, we were the top primary school in the Local Authority for Greater Depth reading. Our school has also featured in the top 21 state primary schools in the country, in recent years, for reading, writing and maths. Reading is at the heart of our curriculum.



# WE CAN OFFER THE SUCCESSFUL CANDIDATE:

## We can offer the successful candidate:

- A strong and supportive faith community
- A popular school with an excellent reputation locally
- A wonderful parish
- Children who are committed, enthusiastic and fully engaged in their learning.
- Professional and dedicated staff, supportive parents, and active governors.
- An enthusiastic and aspirational Senior Leadership Team.
- The opportunity to work flexibly
- Excellent opportunities for further professional development.
- A school rated as 'Good' by the Diocese at S48 Validation
- A school rated as 'Good' by Ofsted with Outstanding in many areas and the potential to be Outstanding at our next Inspection
- High outcomes for pupils leaving St Joseph's
- A supportive and strong network of local Headteachers in Christchurch Learning Partnership.
- Teacher's Pension Scheme.
- A school that is financially stable and values its staff
- Headteacher Supervision and wellbeing support.

We have taken big steps with our curriculum, which promotes our vision and is underpinned by our school values. The new headteacher will be leading a school with an established and meaningful curriculum, which is driven by engaging texts and designed to empower each child to let their own unique light shine. We recognise that our curriculum is a never-ending story and our talented staff continue to enhance and refine it. We are reflective in our practice, using evidence-based research to inform our decision-making. The impact is that everyone at our school is passionate about learning and children receive high quality provision and pastoral care.

## What the staff say:

- 'St Joseph's is a supportive place to work'
- 'The curriculum enhances the lives of the children and is personalised'
- 'SEND children are extremely well supported'
- 'We have a supportive leadership team'
- 'We feel empowered to share our ideas'

## What the children say:

- 'The teachers are amazing'
- 'Playtimes are so much fun'
- 'We are one big family'
- 'The learning is fun!'
- 'OWLS is brilliant for helping me'
- 'We do lots of fun activities and school trips'
- 'We pray together'.

## Our Mini Vinnies



# CURRICULUM AND BEYOND THE CLASSROOM



## Science

St Joseph's works closely with the Ogden Trust and we have a brilliant and popular Phizz Lab. Children have the opportunity to become Science Ambassadors. We are passionate about engaging children in STEM from an early age. We hold Space Camps, Science Fairs and Science Quizzes.



## Sport

At St Joseph's, our children and staff keep active! We enter lots of competitions and every child has the opportunity - should they wish - to represent the school.

## Music

We have a specialist music teacher who teaches the music curriculum across the school. All children in KS2 learn the recorder, Ukelele, Violin and Samba Drums.



## Forest School

At St Joseph's, we are proud of our Forest School provision and taking learning outside as much as possible. Forest School is not just for our younger children. Children in every class, benefit from sessions across the year. We also have our own school garden and grow our own food!



Our school is situated in a wonderful part of the UK, our children benefit from a range of purposeful and memorable outdoor experiences. Learning beyond the classroom is valued. Children have access to a wide range of clubs and we have our own rock bands.







# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

## DEVELOPMENT PRIORITIES 2024-25

### #1

RE: Improve standards further in RE by developing a more consistent approach to the use of assessment; planning opportunities for pupils to apply their RE knowledge and understanding; challenge for the more able, and enabling all pupils to be more independent in their thinking and learning. Develop the children's spirituality.

### #2

EYFS: To increase the number of children achieving a Good Level of Development by the end of EYFS with a focus on communication, language, literacy and number.

### #3

Phonics and Early Reading: Embed phonics and early reading. Ensure that there is a sharp focus on younger children and those at the early stages of reading starting in EYFS so that children gain the phonics knowledge and language comprehension necessary to read, the skills to communicate and the foundations for future learning. Be ambitious for the children e.g., for every child in Early Years to be blending by Christmas.

### #4

Oracy and Writing: Raise standards in writing in each year group and at every stage, particularly in EYFS and KS1. Be ambitious for all children and have high expectations. Embed oracy to promote children's language acquisition. Use new marking format to carefully assess and plan for writing progression.

### #5

Maths: Promote fluency and automaticity in maths learning. Plan learning in steps and scaffolded for children. Be relentless in pursuing high expectations of all children, including those working at higher levels. Use new marking format to precisely assess and plan for maths progression.

### #6

Curriculum Leadership – Ofsted Target: Ensure pupils build their knowledge well over time. Use assessment precisely to check on pupils' understanding effectively and use this information to inform future learning so that there are no gaps in pupils' learning. Use new marking format to support this.

*'We plant seeds that one day  
will grow'.*



# HEADTEACHER PERSON SPECIFICATION

	Essential	Desirable
<b>Applicant</b>	<ul style="list-style-type: none"> <li>• A practising and committed Catholic with a good understanding of the distinctive purpose and nature of a Catholic School and its mission.</li> <li>• Experience of leading acts of worship in a Catholic School.</li> <li>• Effective interpersonal skills.</li> <li>• High expectation of all members of the school.</li> <li>• Models personal faith values to all members of the school community.</li> <li>• Cherishes the uniqueness of each child and recognise and realise his/her potential.</li> <li>• Nurtures relationships with the parish and local communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in the faith life of a parish.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Evidence of continuing and relevant professional development.</li> <li>• Recent experience of senior leadership and management, or Deputy Head Teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree or equivalent.</li> <li>• CTC/CCRS or equivalent.</li> <li>• NPQH</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant teaching within primary phases</li> <li>• Has successfully completed Child Protection training for HT role.</li> <li>• Has had active involvement in school self-evaluation and improvement planning, with proven impact, including 'closing the gap' for disadvantaged pupils and realising the potential of more able pupils, while driving high standards for all.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience within a Catholic primary school.</li> <li>• Has experience of Ofsted inspection of own school at senior leadership level.</li> <li>• Understanding of financial planning and budgeting skills.</li> </ul>
<b>Leadership Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge and practice of all phases of primary education.</li> <li>• Ability to lead school improvement, set appropriate targets, monitor progress and evaluate outcomes.</li> <li>• Working knowledge of current legislation and statutory requirements in primary education.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use IT as a management tool.</li> </ul>

# HEADTEACHER PERSON SPECIFICATION

	<ul style="list-style-type: none"> <li>• Lead Staff Performance Management and Development.</li> <li>• Ability to manage change effectively and resolve complex issues.</li> </ul>	
<b>Leading Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Ability to implement a broad and balanced curriculum.</li> <li>• Ability to implement effective strategies for pupils with SEND.</li> <li>• Experience of implementing methods of assessment and of how these are used to inform future learning.</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Ability to establish effective working relationships with the Governing Body.</li> <li>• Ability to promote the school within the local community and BCP LA.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other schools and agencies in the BCP area.</li> </ul>
<b>Promoting and safeguarding the welfare of children</b>	<ul style="list-style-type: none"> <li>• Experience of leading the delivery of high quality safeguarding practices and pastoral care for children.</li> <li>• Ability to develop effective relationships with parents, fellow professionals and public services to improve social outcomes for children</li> </ul>	

# HEADTEACHER JOB DESCRIPTION

## 1. Introduction

The Headteacher is an employee of the Governing Body and is required to carry out their professional duties in accordance with the school's Trust Deed, the Instrument of Government, Canon Law and the teachings of the Catholic Church, the Department for Education Guidance: Headteachers' Standards 2020 and all relevant legislation. The contract of employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher issued by the Catholic Education Service. This job description can be amended at any time, following consultation between the Headteacher and the Governing Body, and will be reviewed annually.

## 2. Core Purpose

The core purpose of the Headteacher is to provide professional leadership and management for the school. The Headteacher ensures that:

- the school is run as a Catholic school in accordance with its trust deed and instrument of government, the teachings of the Catholic Church and Canon Law;
- religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
- the school sets high expectations, provides quality teaching and learning which brings high standards of academic achievement, pupil behaviour, spiritual and moral growth and personal development;
- the school promotes and safeguards the welfare of all children, and enables all pupils to make a positive contribution to school life and society;
- the school meets all statutory requirements;
- the work of the school is effectively monitored, evaluated and reviewed.

## 3. Safeguarding

The Headteacher is the Designated Safeguarding Lead (DSL). The responsibilities of the DSL role are set out in the Department for Education Statutory Guidance Keeping Children Safe in Education 2025.

## 4. Delivering the Catholic Life of the School

In partnership with the Governing Body, the headteacher:

- articulates a clear vision for the school, which reflects the school's distinctive Catholic character;
- establishes and implements a strategic plan, rooted firmly in the mission of the Catholic church, which ensures pupils achieve high standards and develop in all aspects (academic, religious, spiritual and moral) of their education;
- shares the strategic vision with staff, pupils and parents; and enables them to participate fully in the school's mission;
- maintains and develops a distinctively Catholic ethos which permeates all aspects of school life;
- establishes a programme of worship and liturgy in accordance with the rites and practices of the Catholic Church;
- monitors and evaluates the effectiveness of the school in realising its mission as a Catholic school.
- ensures that there are school policies and practices in place that support these processes and aims.



# HEADTEACHER JOB DESCRIPTION

## 5. Leading, Learning and Teaching

The headteacher leads in achieving high quality teaching and learning by:

- nurturing a Catholic learning community within which each individual pupil is enabled to achieve his/her potential;
- using researched-based teaching methods;
- ensuring a school environment and a behaviour code which supports effective teaching and learning;
- developing partnerships with parents and carers to support pupils learning and achievement;
- implementing a broad, balanced and ambitious curriculum with equality of access, within the context of the National Curriculum and the Catholic school;
- ensuring that Personal, Social and Health Education and Citizenship Education are in accordance with the teaching of the Catholic Church;
- using appropriate schemes of assessment to track pupil progress;
- using effective systems for monitoring and evaluating the curriculum and its assessment;
- using effective systems for monitoring and evaluating teaching and learning;
- encouraging excellence and challenging poor performance.

## 6. Staff Development

The headteacher enables staff to develop their potential and achieve high standards by:

- actively supporting continuing professional development.
- ensuring all new staff are inducted into the school and understand the nature and purpose of the school as a Catholic community;
- building effective professional relationships with all staff, to motivate and enable them to carry out their roles effectively;
- implementing an effective performance management system that supports staff development.

## 7. Leading and Managing the Organisation

With responsibilities delegated by the Governing Body, the headteacher provides effective leadership and management of the school. The headteacher has operational responsibility for school compliance with all statutory regulations and school policies, including: safeguarding, curriculum, SEND provision, employment, health and safety, finance etc. Headteacher responsibilities include:

- working with the Governing Body to regularly evaluate the allocation of finance and resources to ensure the best possible learning environment.
- managing priorities for expenditure and ensuring financial control, in accordance with the School finance policy;
- managing staff and resources effectively, to ensure the delivery of high quality education and pupil achievement;
- working with governors and senior Leadership team to recruit, induct and develop high quality staff;
- managing the school accommodation to ensure that it meets health and safety regulations and is fit for purpose to teach the curriculum.

# HEADTEACHER JOB DESCRIPTION

## 8. Accountability

The headteacher is accountable to a range of stakeholders, including the Governing Body, pupils, parents and carers, the diocese, the local authority and regulators. The headteacher exercises this accountability by:

- using school self-evaluation processes (including those of Ofsted and the diocese), to report on the school's performance and development to stakeholders and regulators, and to inform school improvement planning;
- providing information, advice and support to the governing body in meeting its responsibilities for the Catholic character of the school, effective teaching and learning, standards of achievement, efficiency and value for money;
- keeping parents/carers, pupils and staff informed about the curriculum, attainment and progress and school improvement plans;
- managing the effective safeguarding of pupils; via a safeguarding process that meets regulatory requirements, and by working with the police, social services and other agencies.

## 9. Strengthening Community

The headteacher ensures that the school engages with the Catholic community and the wider local community by:

- establishing a strong working relationship with the local Catholic parishes, with celebration of the Eucharist at the heart of this relationship and the school's work;
- developing an effective partnership with parents and carers, to support each pupil's development in all aspects of their school life;
- celebrating the richness and diversity of the various communities which make up the school community;
- collaborating with other schools, agencies and organisations to gain and share expertise, and gain mutual benefits.

## ADDITIONAL INFORMATION

**School contact details: Chair of Governors, Mike Board**

**Email:** [clerk@stjosephs.dorset.sch.uk](mailto:clerk@stjosephs.dorset.sch.uk)

**Phone:** 01202 485976

We warmly welcome and encourage applicants to visit our school, please speak with the school office for more information. Please call 01202 485976

Application packs are available at: [www.stjosephs.dorset.sch.uk](http://www.stjosephs.dorset.sch.uk)

Completed applications should be sent to: **Mike Board**, Chair of Governors, St Joseph's Catholic Primary School, Dorset Road, Christchurch, BH23 3DA.

Email: [clerk@stjosephs.dorset.sch.uk](mailto:clerk@stjosephs.dorset.sch.uk)

Shortlisted candidates may be subject to online searches.

**Closing date: 29th September 2025**

Visits welcome prior to 29<sup>th</sup> September 2025

**Interview Date: 21st October 2025**

**Please note:**

We do not accept CVs or applications from agencies.

Only shortlisted candidates will be contacted.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Rigorous checks will be made of the successful applicant's background credentials, including Disclosure and Barring Service checks along with other relevant employment checks. The school will conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

St. Joseph's School is committed to equal opportunities.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

School Website: [www.stjosephs.dorset.sch.uk](http://www.stjosephs.dorset.sch.uk)

Instagram Page: [stjosephs\\_christchurch](https://www.instagram.com/stjosephs_christchurch)

Portsmouth Diocese Website: <https://portsmouthdiocese.org.uk>

Parish Website: [www.avonstour.co.uk/parishes/icsj](http://www.avonstour.co.uk/parishes/icsj)