



St Edmund Arrowsmith Catholic High School

Prepare the way of the Lord, through **ACTIONS**

HEADTEACHER

CANDIDATE INFORMATION

Rookery Avenue
Ashton-in-Makerfield
Wigan WN4 9LT
Tel: 01942 728651
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Welcome to our school



Dear Candidate

Thank you for your interest in the position of Headteacher at our school. This vacancy has arisen following the retirement of our current Headteacher, who has given outstanding service for 22 years, including 12 years in the role of Headteacher.

As Chair of Governors, I feel both proud and privileged to represent this exceptional Catholic school. On behalf of the governing board, I am delighted to invite applications from inspirational and committed leaders who can build upon the strong foundations that have been established and continue to provide outstanding leadership for our school community.

We are seeking a practising Catholic with a proven record of sustained success in senior leadership. The successful candidate will possess a clear vision rooted in faith, enabling our school to continue developing its distinctive Catholic ethos whilst maintaining the highest standards of academic achievement, pastoral care and personal development.

The St Edmund Arrowsmith community is defined by its dedicated and talented staff, who work tirelessly to inspire every pupil to become a positive force in the world. This commitment to developing young people who seek to make a difference lies at the heart of everything we do and shapes the educational experience we provide.

We are proud that the school continues to be heavily oversubscribed, reflecting its excellent reputation both within the local community and beyond. Our commitment to excellence has been recognised through external inspections, most recently in February 2026 when Ofsted gave a decision of 'strong standard' in all 6 areas. In addition, the Catholic Schools Inspectorate awarded the school an **Outstanding** judgement in all areas during its 2024 inspection.

Having served as Chair of Governors for many years, I can say with complete confidence that our students benefit from a safe, supportive and nurturing environment. They are encouraged to grow in confidence, develop their individual talents and fulfil their potential. I am equally proud of the positive working environment offered to staff, as evidenced by the high staff retention data. We are a community united by a shared commitment to the development and wellbeing of young people and by a passion for excellence in education.

I hope that the information contained within this application pack provides a helpful introduction to our school. However, I would also encourage you to read the school's most recent Ofsted report and to visit our website and social media channel, [Bluesky Social](#) where you will gain a greater insight into the rich educational experience and wide-ranging opportunities enjoyed by our students.

Should you wish to arrange a visit to the school, please contact our Clerk to Governors, Mrs P. Lennon, who will be pleased to make the necessary arrangements.

Thank you for your interest in this exciting opportunity and I look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. J. Westhead'.

STEPHEN WESTHEAD
Chair of Governors

About St Edmund Arrowsmith Catholic High School

St Edmund Arrowsmith Catholic High School is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Liverpool, well regarded in the locality for the excellence of our academic achievement and the high level of motivation of pupils and staff. The pupil roll is 1,200 and we are over-subscribed year on year due to the excellent reputation the school holds within the community.

Our commitment to excellence has been recognised through external inspections, most recently in February 2026 when Ofsted gave a decision of '**Strong Standard**' in all 6 areas. In addition, the Catholic Schools Inspectorate awarded the school an **Outstanding** judgement in all areas during its 2024 inspection.

Visitors to our school never fail to comment on our respectful students, the positive team ethos amongst staff and the friendly welcome that they receive. We aim to provide a caring educational environment where each person is valued.

Our School Ethos

Our staff and governors are totally committed to providing an education rooted in Gospel values and our joint aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

Overview of the School

Our school community aims to create an environment where pupils are encouraged to relate well to others, be a key part of any team, empathise and sympathise when others need it, be kind and charitable to others who are less fortunate and offer forgiveness to others when they have been hurt. Of course, good GCSE grades are vitally important, but equally so are the values we transmit to our pupils when we are helping them to attain those grades.

Our curriculum is designed to be broad, balanced, inclusive, and ambitious for every learner, ensuring continuity, progression, and success for all. We are deeply committed to meeting the needs of SEND pupils, disadvantaged pupils, and those facing barriers to learning, ensuring that every child — regardless of background or starting point — has equitable access to the full curriculum and the opportunity to thrive.

Our curriculum aims to provide challenge, foster motivation, and ignite ambition, all within a learning environment that is safe, supportive, and caring. We recognise that each child is uniquely talented and valued in the eyes of God; therefore, we strive to deliver targeted, evidence-informed provision so that all pupils reach their potential and develop a genuine love for lifelong learning.

Academic Success

Academic success is a defining strength of our school, and we are incredibly proud of the achievements of our students and staff.

Our GCSE outcomes are consistently very strong when compared with schools locally and also against a wide range of national benchmarks. GCSE results show that our Progress 8 figure continues to remain positive and over the past three years, results have improved year on year. These achievements reflect our commitment to high expectations, quality teaching and a culture in which students are encouraged and supported to fulfil their potential.

We want to build on our strong foundations, sustain our upward trajectory and ensure that every student benefits from the highest quality of Teaching and Learning.

Please visit the school's website for the GCSE Headline data: [Examination Results and School Performance | St Edmund Arrowsmith Catholic High School](#)

Staff Wellbeing and Career Professional Development

We offer a bespoke CPD programme, research and development, links and networks with other outstanding schools as well as a plethora of extra-curricular and cross-curricular working opportunities. A supportive, driven and highly committed governing board, teaching and support staff with students who are enthusiastic and keen to learn.

Safeguarding and Child Protection

The school is committed to ensuring that all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the safer recruitment checks including, but not limited to the disclosure and barring service, employment history continuity, full reference checks and social media/online presence.

Due to the nature of the post, we would also seek evidence of your role as a practising Catholic through your parish priest/Diocese.

The Role

The governing board is seeking to appoint a highly effective, dynamic and inspirational practising Catholic with a proven track record of strong, compassionate leadership that inspires staff, engages students, and fosters a culture of high expectations, inclusion, and continuous school improvement.

The expectations outlined below are to be read in conjunction with the Headteachers' Standards (2020).

Core Purpose

- The Headteacher will be accountable to the governing board and will work closely with them and the school's Leadership Team to provide high quality, professional leadership to move the school ever forward.
- Undertake the strategic, spiritual and day-to-day operational management of the school and, with others, contribute to the strategic direction and priorities of the school.
- Provide exemplary leadership in line with the national headteacher standards, to comply with the Articles of Association, Canon Law and the teachings of the Catholic Church and with the terms and conditions of the current School Teachers Pay and Conditions document.
- Establish and maintain the promotion of excellence, equality and high expectations for all students.
- Provide for the academic, spiritual, moral, social, emotional, physical and cultural well-being of students and their families and work with the relevant agencies to protect children.

Strategic Direction

- Articulate a vision for the school which reflects its distinctive Catholic ethos.
- Lead by example to ensure the shared vision and strategic plan inspires and motivates students, staff and wider members of the community and are committed to securing the spiritual and educational success of the school.
- Create a learning culture and ethos which secures effective teaching, learning and progress in a curriculum which prepares students for adult life.
- Secure the long-term success of the school by creating and implementing strategic plans that are underpinned by sound financial planning, management and organisation by maximising potential through the skills and resources held within the school.
- Monitor, evaluate and review the effects of policies, priorities and targets of the school and take appropriate action.
- Develop and maintain effective partnerships with schools, parishes, the Liverpool Diocese, the local authority, organisations, community groups, other services and agencies for children to ensure maximum advantage for the school community.

Teaching and Learning

- Determine, organise and implement a broad and balanced curriculum within the context of the national curriculum and reflecting the Catholic ethos and identity of the school and the Church's teaching mission.
- Create and maintain an environment and behaviour expectations for staff and students in accordance with the teachings of the Catholic church which promote and secure excellent standards of teaching mission.
- Evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Manage and develop a pastoral system in which the needs and values of individual students are recognised and contributes positively towards their spiritual, social and emotional development and that enables them to become engaged in their own learning and achieve success.
- Ensure that teaching and learning are at the centre of strategic planning and resource management, so student outcomes demonstrate value for money.
- Ensure a consistent and continuous school-wide focus on student assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual student progress so that ambitious expectations exist for all students.
- Continue to implement the school's existing School Improvement Plan.
- Further develop and enhance effective partnership with parents and the wider community to support and improve students' achievement and personal development.

Developing Staff

- Promote a collaborative learning culture in which all staff are empowered to strive for excellence and to continue in their personal professional development.
- Adopt a strong, caring and flexible leadership style to influence and motivate staff.
- Do all that is possible to ensure the well-being of staff whilst promoting a good work/life balance for all.
- Ensure all staff are recruited with due regard for safeguarding principles.
- Ensure the development of, and maintain effective strategies and procedures for, staff induction, professional development and performance management and target setting.
- Plan, allocate, support and evaluate work undertaken by teams and individuals, ensuring clear delegation of tasks through distributed leadership.

Managing the School Environment

- Provide an effective team, which is monitored and improved using rigorous self-evaluation, to maintain an effective, efficient and safe learning environment.
- Ensure that the spiritual and moral development of individuals is given clear focus and is demonstrated through the prayer life, religious education curriculum and liturgy.
- Create an organisational structure which enables the management systems, structures and processes to work effectively in line with the school's Catholic ethos.
- Deploy staff and resources efficiently and effectively to meet the specific objectives in line with the school's strategic plan, financial constraints and legal requirements.
- Manage, monitor and review the range, quality, quantity and use of all available resources to improve the quality of education for all students and secure value for money.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Recruit, manage and motivate a committed, effective and diverse workforce that enables and promotes high quality learning within the context of the Catholic ethos of the school.

Accountability

- Provide information, objective advice and support to the governing board to enable it to meet its responsibilities for security effective teaching and learning, improved standards of achievement and for achieving efficiency and value for money.
- Present a coherent and accurate account of the school's performance in a form appropriate to diverse audiences, including governors, parents, the Liverpool Archdiocese, Ofsted, the DfE and others to enabled them to play their part effectively.

Strengthen the Community

- Recognise that the school is part of the Church and engage with, and promote the partnership and effective relationships between the Liverpool Archdiocese, local parishes, home and school to support the learning of students.
- Promote and support the positive benefits of living within a culturally and ethnically diverse society, building an inclusive culture and curriculum that takes account of the richness and diversity of the school's communities.

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertake may not be identified.

The job description is current at the date shown but following consultation with you, may be changed by the governing board to reflect or anticipate changes in the job commensurate with the grade and job title.

Job Description

Headteacher
St Edmund Arrowsmith Catholic High School

Introduction

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 board of the school under the terms of the Catholic Education Service contract signed with the 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 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).

(N.B. Other specific tasks e.g. designated safeguarding officer should be added here as required).

The 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 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's¹ 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**

¹ The term school refers to both voluntary aided schools and academies

headteacher must be filled by a practising Catholic² who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.

Section 1: Ethics and Professional Conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes³ 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
- 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 God⁴ 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 dialogue⁵ and the Church's Social Teaching⁶.
- 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

² See *Diocesan Briefing Note On Practising Catholic*

³ The Gospel of Matthew 5:3-12

⁴ The Book of Genesis 1:26-27

⁵ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁶ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.

- 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

Section 2: Headteacher's Standards

1. School Culture

Headteachers:

- 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 education⁷ 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

2. Teaching

Headteachers:

- 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.⁸
- ensure effective use is made of formative assessment

⁷ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles

⁸ The Gospel of John 10:10

3. Curriculum and Assessment

Headteachers:

- 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
- 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

4. Behaviours

Headteachers:

- 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

5. Additional and Special Educational Needs and Disabilities

Headteachers:

- 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 teaching⁹
- 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

6. Professional Development

Headteachers:

⁹ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

- 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

7. Organisation Management

Headteachers:

- 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
- 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

8. Continuous School Improvement

Headteachers:

- 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

9. Working in Partnership

Headteachers:

- 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

10. Governance and Accountability

Headteachers:

- 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

St Edmund Arrowsmith Catholic High School

Headteacher

Essential Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
Qualifications	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
Professional Development	E8	Evidence of appropriate professional development for the role of headteacher	A
	E9	Evidence of professional development relating to Catholic ethos, mission and religious education	A/I/CC
	E10	Evidence of recent leadership and management professional development	A
	E11	Evidence of working with other schools/organisations/agencies	A/I/CC
	E12	Evidence of appropriate safeguarding training	A/I/CC
School Leadership and Management Experience	E13	Ability to articulate and share a vision for education within the context and mission of a Catholic school	A/I/R
	E14	Ability to inspire and motivate staff, pupils, parents and the governing board to achieve the aims of Catholic education	A/I/R
	E15	To have experience as an effective deputy headteacher, assistant headteacher or head of school	A/I/R
	E16	To have taken a key role in school self-evaluation and development planning	A/I/R

	E17	An understanding of the relationship between the headteacher and the governing board in a Catholic school	A/I/R
	E18	Experience of working constructively with parents	A/I/R
	E19	Experience of monitoring staff performance	A/I/R
	E20	Thorough knowledge and understanding of current educational issues	A/I/R
	E21	Demonstrate evidence of securing strategic improvement and sustainable whole school impact, leading to improved outcomes for pupils, staff and the wider school community.	A/I/R
	E22	Understanding of budget planning, staff deployment and effective use of resources.	A/I
	E23	Demonstrate a willingness to support the governing board's commitment to wellbeing	A/I
Experience and Knowledge of Teaching	E24	Awareness of the requirements of the Religious Education Curriculum Directory and secure knowledge of the National Curriculum	A/I
	E25	Secure knowledge of statutory requirements relating to the curriculum and assessment	A/I
	E26	To have knowledge and understanding of effective provision in secondary school key stages	A/I
Professional Attributes	E27	To have excellent written and oral communication skills in English (which will be assessed at all stages of the process)	A/I
	E28	Inspiring and empowering leader to teaching staff, non-teaching staff and the students of the school.	A/I/R
	E29	Be able to demonstrate an ambitious and inclusive approach to education for all pupils.	A/I
Application Form and Supporting Statement	E30	The form must be fully completed and legible	A
	E31	The supporting statement should be clear, concise (within the required word count specified on the application form) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
Faith Commitment	D1	Involvement in home parish community	A/I
Qualifications	D2	Recent experience in a Catholic school	A/I
	D3	Postgraduate level qualification	A/CC

	D4	National Professional Qualification for Headship (NPQH)	A/CC
	D5	Successful completion of Diocesan leadership programme	A/CC
Curriculum	D6	Continue work around the wider curriculum and the success this has brought the school	A/I
Teaching	D7	An inspiring and motivating teacher with excellent classroom practice	A/I/R
Leadership	D8	Understanding of the management of extended provision	A/I

Key – Stage Identified	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

The Interview Process

As part of the safer recruitment process, a search of the candidate's online presence will be undertaken.

The recruitment process at St Edmund Arrowsmith Catholic High School involves school governors who are appropriately trained in the safer recruitment protocols.

We are not able to provide feedback on applications that have not been shortlisted for interview.

Deadline for Applications:	Sunday 15 th November 2026 at midnight
Shortlisting Date:	Thursday 19 th November 2026
Interview Dates:	Thursday 26 th and Friday 27 th November 2026

What qualities we would like our new Headteacher to have ...



Dear Applicant

As members of the Senior Student Leadership Team at St Edmund Arrowsmith Catholic High School, we would like to share the qualities we would like our next Headteacher to have. As pupils, we experience the school community every day and believe that we can offer an insight into what is important to us as students.

Firstly, we believe our next Headteacher should truly embody our mission to “Prepare the Way of the Lord” and understand the importance of our ACTIONS values. These should not simply be words displayed around school, but principles that are reflected in the way we treat one another and the decisions we make. We would like a Headteacher who leads by example, encouraging pupils to live out their faith, demonstrate our values and use their God-given talents to make a positive difference to others.

Secondly, we believe it is important that our next Headteacher recognises and respects the strong foundations that already exist at St Edmund Arrowsmith. Our school has a proud history, with traditions and opportunities that have become an important part of our identity. We would like a Headteacher who takes the time to understand what makes our school unique and values what has already been achieved, whilst continuing to develop and improve it. Most importantly, we hope they will ensure that the traditions, values and sense of community that make St Edmund Arrowsmith special are carried forward for future generations of pupils.

Thirdly, we would like a Headteacher who is firm with their decisions to make sure everyone gets the best and highest quality education they can, but also fair to those students who stand out and try their best to follow the school rules. We think it is vital, that the Headteacher sets the rules in place and leads by example, but also allows those who actively try to follow this example to be rewarded for following their ACTIONS. It is a great honour to be part of this amazing school, so we should always be trying our best to maintain and improve the strong foundations it is built upon. Having an amazing Headteacher who we can trust to actively pursue the best for their students, is the best way we can do this.

Finally, we would like a Headteacher who is willing to take time to listen to the students and understand what they would like to add to the school, to improve it, but also help make it an easier environment to develop and grow. A Headteacher who helps those in need, listens to ideas and participates in events to help us students, is the perfect candidate, who will mirror all our schools' values and truly embody the skills and characteristics to be the best Headteacher for our school.

We hope that you have taken into consideration all our ideas and wishes for what our next Headteacher should possess and how they should put themselves in the best opportunity to be our next Headteacher.

Thank you.

From: Henry, Lois, Ethan, Lottie, Ben and Tia-Kenna



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