



# Holy Family Catholic Primary School

(Part of the Rosary Trust and Brentwood Diocese)

Holy Family Catholic Primary School  
Maltings lane  
Witham  
Essex  
CM8 1DX

## HEADTEACHER

### Required for 1<sup>st</sup> September 2025

Permanent, Full-time  
NOR: 210  
Salary Range: L15 to L21

The Trustees of the Rosary Trust and the Governors of Holy Family Catholic Primary School are seeking to appoint an inspirational and dedicated Head Teacher from 1<sup>st</sup> September 2025. Holy Family is a caring, friendly school and community where our Catholic Ethos is central to all we do. Our new Head Teacher will be well-supported by all stakeholders and will have the benefit of a close network of colleagues in the CMAT. Our new Head Teacher will work with the Local Governing Body and the Rosary Trust to shape the strategic direction of the school, and will be responsible for day to day leadership and management of Holy Family. Our new Head Teacher will lead a team that strive together in the best interest of all our children, following the school's Mission Statement:

In our Catholic School, with God at the centre of our lives, we offer every child a high standard of education.

We meet individual needs, in a caring and loving community, which celebrates our faith.

Living, Loving, Learning Together  
With Jesus

Applicants are invited from Head Teachers, Deputy Head Teachers or Assistant Head Teachers with outstanding leadership experience.

#### The successful candidate will:

- Be a practising Catholic who can nurture faith and spirituality, and take the lead role in providing inspirational Catholic education based on our shared Gospel values
- Be passionate in promoting a clear child-centred vision
- Be inclusive, aspirational and ambitious for all our children and our staff
- Be an enthusiastic leader, with a strong commitment to working in partnership with parents and parish.

#### Governors are seeking someone who:

- Will champion a curriculum that our teachers will be excited to teach and will inspire our children to learn.
- Can demonstrate a proven track record of providing inspirational, strategic and professional leadership

- Has a secure understanding of all matters relating to safeguarding
- Will be a team leader with experience of coaching and mentoring
- Will work hard to ensure that every child is supported and challenged to maximise their potential.

**We can offer the successful candidate:**

- 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
- Excellent opportunities for further professional development
- Support from the Rosary Trust CMAT
- Support from the Witham Collaborative of schools
- Good track record in terms of Ofsted (September 2022) and CSI (November 2024)
- Excellent school building and grounds
- A balanced budget

We warmly welcome and encourage applicants to contact our school and speak to Mrs Anne Buet, SBM to obtain further information and arrange a date to tour the school. An application pack is available on request.

Completed applications should be sent to the school, marked

FAO: Mrs A Wright (Chair of Governors)  
 Holy Family Catholic Primary School  
 Maltings Lane  
 Witham  
 Essex

**Closing Date:** 27<sup>th</sup> February 2025

**Shortlisting date:** 7<sup>th</sup> March 2025

**Interview Date:** 13<sup>th</sup> March 2025

Please note that we do not accept CVs or applications from agencies. Only shortlisted candidates will be contacted. ***This is a reserved post and is open to practising Catholics only, please review the document produced by the Diocese of Brentwood "Definition of a Practising Catholic for Reserved Posts" for further information***

Holy Family is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check, along with other relevant employment checks. Please note that this will also include a check of life online.

Applications should be on a [CES application form](#), and sent to the school (applications not submitted on the CES application form will not be considered). Any electronic applications will have to be signed by the applicant attending an interview.

**Supporting Documents**

- Consent to obtain references (from Parish Priest and Professional Referees)
- Head Teacher Person Specification
- Job Description
- Chair's welcome letter to applicants
- CES Model Application Forms and Supplementary Forms - Notes to applicant
- Recruitment monitoring form