

# Corpus Christi Catholic Primary School

## Headteacher Application Pack

Closing Date: 12 noon, Monday 2<sup>nd</sup> March 2026

Shortlisting Date: Friday 6<sup>th</sup> March 2026

Interview Dates: Thursday 19<sup>th</sup> and Friday 20<sup>th</sup> March  
2026





Dear Applicant

Thank you for expressing an interest in the post of Headteacher at Corpus Christi Catholic Primary School. The vacancy is available from September 2026.

This is a successful and thriving school in which the Catholic ethos is at the centre of all we do. There is a high level of parental support for the school and the pupils are enthusiastic and well behaved. We are seeking to recruit an inspirational leader who can continue to lead, nurture and further develop our school.

The application pack contains a number of documents which will, I hope, assist you in your decision to apply for the post:

- Job Description
- Person Specification
- Application Forms and related notes
- A copy of our current School Prospectus – available at:  
<https://www.corpuschristikingston.co.uk/prospectus/>
- Ofsted Inspection Report October 2024 – available at:  
<https://www.corpuschristikingston.co.uk/ofsted-and-performance-data/>
- Section 48 Inspection Report June 2019 – available at:  
<https://www.corpuschristikingston.co.uk/catholic-section-48-inspection/>
- The school's performance tables – available at:  
<https://www.corpuschristikingston.co.uk/school-performance-tables/>

Shortlisting will take place on 6<sup>th</sup> March and tasks and Interviews are scheduled for 19<sup>th</sup> and 20<sup>th</sup> March 2026.

Visits to the school are most welcome. Please contact Jane Rogers on 0208 942 2645 to make an appointment.

Please send your completed application form, along with Priest reference, to Mrs Rogers at [bursar@corpuschristi.rbksch.org](mailto:bursar@corpuschristi.rbksch.org) or via the school office by 12 noon on Monday 2<sup>nd</sup> March 2026.

Thank you in anticipation of the time and effort that you will put into your application. I assure you that it will be given detailed and thorough consideration.

Yours faithfully,

Dr Ricarda Micallef  
Chair of Governors on behalf of all the Governors

**Welcome to**  
**Corpus Christi Catholic Primary School**

Chestnut Grove, New Malden, KT3 3JU  
Tel: 0208 942 2645  
e-mail: [bursar@corpuschristi.rbksch.org](mailto:bursar@corpuschristi.rbksch.org)  
[www.corpuschristikingston.co.uk](http://www.corpuschristikingston.co.uk)

## **School Motto:**

“Be who God meant you to be and you will set the world on fire”

## **School Introduction:**

Our children are at the heart of all we do here. We have high expectations for them and they are encouraged at all times by our talented and nurturing staff to do their very best.

Here at Corpus Christi we all believe that ‘just being kind’ goes a very long way to contributing to our thriving school community. As a result of this we enjoy a very high level of commitment and enthusiasm from all our staff, pupils, parents and governors that creates a tangibly happy and purposeful environment.

As a Catholic school we aim to educate the whole child with values from the Gospel that can be easily translated into their everyday lives. During a recent Section 48 inspection, which graded the school as ‘Outstanding’, it was noted that the Catholic values and ethos are clearly embedded throughout the school.

To be ‘Compassionate, Creative, Curious, Conscientious, Co-operative and Courageous’, forms a strong foundation for the school community, shaping its actions and direction. Pupils are very clear what it means to be a ‘Corpus Christi child.’

## **School History:**

The school celebrated its 50<sup>th</sup> anniversary in 2019. As of January 2026 we are part of the Christ the Redeemer Catholic Education Trust.

## **Collective Worship**

Each class participates in celebrating their class Saint on their feast day. Early Years and Key Stage One plan and deliver a class service together and Key Stage Two attend mass at our local Church St Josephs.

Each week, a group of children in each Key Stage Two class lead a collective worship session with their peers. Children reflect on gospel stories as well as lead prayers, songs and other chosen activities. The children select the Bible reading that they want their session to be focused upon. They may choose a text related to the liturgical calendar, their class saint or a theme they would like their class to reflect upon e.g friendship, honesty or forgiveness. Through music, drama, prayer and reflection the children deliver their response to the Bible scripture they have listened to.

The sessions are structured around the following parts: Gather, Listen (to the Word), Respond, Go Forth/Mission

## **School Mission Statement**

Jesus Christ, the Way the Truth and the Life, calls us all to share in His Life and His Mission. We are the Body of Christ. We are Corpus Christi!

# Corpus Christi Catholic Primary School

**School size/Age range** – Corpus Christi Catholic Primary School currently has 401 pupils on roll from nursery to year 6

**School demographic** – There is a vibrant local community and 40% of pupils don't have English as a first language. 10.7% of pupils are eligible for SEN support. Attendance is high with absence lower than the Borough and Nationally. The children are 60.5% Catholic, 20.3% Other Christian & 18.7% Other/No Religion

**Extra-curricular offer** – The School provides a large range of extra-curricular Clubs for the children, running daily before and after school

**Staffing** – There are 22 teaching staff (19.52 FTE) and 27 support staff (18.21 FTE). Wellbeing support is available for all staff.

**School website – all information can be found online at**  
[www.corpuschristikingston.co.uk](http://www.corpuschristikingston.co.uk)

**Parish Links** - Corpus Christi is served by two Parishes: St Joseph's Catholic Church in New Malden and St. Pius X Catholic Church in Norbiton. Both Priests sit on the Governing Body and are regular visitors to the school.

**Our location** – we are situated in The Groves area of New Malden. New Malden train station is a 15 minute walk.

## **Job Description**

**Job Title: Head Teacher in a full-time position.**

As a leader of a Catholic school community:

- The Head Teacher will promote and support the vision and direction of the school, providing day-to-day leadership and be responsible for leading Catholic education based on Gospel Values, will enable the school to build success and provide the highest quality education for the best interests of the school's pupils. The Head Teacher leads and manages the school on a day-to-day basis and is the first point of contact for all stakeholders and external agencies in matters relating to the school.
- Working with Governors to create the strategic vision for the school in the partnership and promote the vision of Catholic education, values and ethos to pupils, staff, Governors, parents, parish and the wider community.
- Motivate others to create a shared learning culture and positive climate through distribution of leadership through teams and individuals in the school.
- Develop a shared expectation of outstanding teaching and learning, with opportunities for shared learning and Continued Professional Development. (CPD)
- Monitor progress against targets for pupil achievement and make suggestions to improve teaching and learning practices accordingly.
- Set high educational standards – ensure staff understand this expectation and that effective support measures are in place to help staff achieve this aim. Uphold their duty to give account and accept responsibility.
- Monitor school leaders' performance and conduct reviews of performance – offer support and training as appropriate. Set high expectations and challenging targets for the school.
- Create an inspiring, professional work environment consistent with the school's values and aspirations.
- Be responsive to the needs of pupils, listen to pupil voice surveys and suggest adjustments to improve teaching strategies accordingly. Create a curriculum that is child centred and inspiring so that high standards in attainment and achievement are reached and maintained.
- Know, understand and act within the statutory frameworks which set out their professional duties and responsibilities. Articulate the school's vision as a provider of Catholic education to key stakeholders within the partnership and ensure the vision is regularly reviewed.

## **Section 1: Ethics and Professional Conduct.**

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct, inspired by Christ and demonstrate the qualities of character, fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. A Catholic Headteacher is expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, a Catholic headteacher upholds and demonstrates 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

A Catholic Headteacher is the custodian of a Catholic school and as such embodies the abundant hope of the Church has placed in education. A Catholic Headteacher is entrusted with the task of human formation in conformity with Christ and Church teaching, maintaining high standards of ethics and behaviour, both within and outside school.

A Catholic Headteacher:

- Builds relationships of mutual respect, rooted in the belief that all are made in the image and likeness of God and observe proper boundaries appropriate to their professional position.
- Will show tolerance and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary society, enabling each person to play their full part in building and sustaining the Common Good.
- Will uphold British values, including democracy, rule of law, individual liberty and mutual respect, tolerance of those of different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and Catholic Social Teaching.

## **Section 2: Headteacher Standards.**

### **School Culture**

- To 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 (If appropriate), governors, the school community and Archdiocese.
- To create a Christ inspired culture where pupils experience a positive and enriching school life, enabling them to flourish.
- To uphold aspirational educational standards, which reflect the distinctive nature of Catholic education and which prepares pupils from all backgrounds for their future.
- To ensure a culture of professionalism based on mutual respect and the pursuit of excellence.

### **Teaching**

- To establish and sustain high quality teaching, across all subjects and phases, built on evidence and research-based understanding
- To ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of the subject or specialism and demonstrates how each subject and discipline, contributing to the Christian vision of human flourishing.

### **Curriculum and Assessment**

- To ensure a broad, structured and coherent curriculum entitlement, grounded in the distinctive characteristics of Catholic education which clearly sets out the knowledge, skills and values that will be taught.
- To establish and develop effective curricular leadership, developing the expertise of subject leaders, providing access to range of networks and communities.
- To ensure valid, reliable and accurate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

### **Behaviour:**

- To develop and establish high expectations of behaviour, based on love, justice and reconciliation, built upon relationships and rules that are understood by all.
- To ensure high standards of behaviour through the promotion of the school's values, ethos and mission, in accordance with the school's behaviour policy.
- To adopt a consistent approach to the application of behaviour management.

**SEND:**

- To 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.
- To ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the needs of SEND children, providing support and adaptation where required.
- To ensure that the school fulfils its statutory duties with regards to the SEND code of practice.

**Professional Development:**

- To ensure that staff are provided with high quality CPD, in all areas of practice and that is aligned to the school development areas.
- To make sure that all CPD is strategically planned, sequenced and evaluated. That is consistent with the approaches laid out in the standards for teachers' professional development
- To draw on experts to provide high quality CPD, including diocesan and nationally recognised career and professional frameworks and programmes.
- To ensure the building of capacity and to support succession planning.

**Organisation and Management:**

- To have an effective approach to safeguarding, to ensure the protection and safety of both staff and pupils.
- To allocate and prioritise financial resources, ensuring efficiency, probity and effectiveness. The use of public funds should reflect the school's Catholic mission.
- To ensure a good work/life balance for staff, through effective management and deployment.
- To develop and oversee systems, processes and policies that enable the school to operate effectively, where there is a clear understanding of the Church's mission in education.
- To have a robust approach in identifying, managing and mitigating any risks

**Continuous School Improvement:**

- To identify, evaluate and analyse any persistent problems and barriers which limit the effectiveness of the school, identifying key areas for improvement.
- To develop evidenced based and well-targeted plans that are both timely and realistic and which are suited to the school's Catholic context.
- To ensure careful and effective implementation of improvement strategies, which lead to improvement over time.

**Working in Partnership:**

- To develop strong relationships with the wider community, working in partnership with parents, carers, the parish, diocese and the local community.
- To develop the network of Catholic schools, other schools and organisations, in a spirit of challenge and support.
- To develop relationships with other professionals in a range of public services, to improve the educational outcome for all pupils.



### **Governance and Accountability:**

- To embrace the contribution of effective governance, rooted in strategic stewardship of Catholic mission in education, upholding the obligation to give account and accept responsibility.
- To develop and nurture a professional and appropriate relationship with governors which is inspired by a Christ centred vision for human formation.
- To ensure that staff are clear on their professional responsibilities and that they are held to account.
- To ensure that the school operates within the required regulatory frameworks and meets all of its statutory duties.

*Based on the 2020 DfE Headteachers' Standards. These have been amended to reflect the distinctive nature of Catholic leadership and the role of a Catholic leader in upholding the mission of the Church.*

# Person Specification

## Introduction

- The core purpose of the Headteacher in a Catholic school is to provide leadership in the context of a community rooted in the Christian faith. Thus, it is an essential requirement that the person appointed to the post at Corpus Christi Catholic Primary School has a strong, personal faith and recognises the opportunities and challenges facing our school as a vibrant part of the mission of the Church in education.
- The Governing Board is seeking to appoint a highly effective, dynamic and inspirational Catholic leader with a passion for inclusive community building to lead Corpus Christi Catholic Primary School on its improvement journey. The successful applicant will be a practising Catholic who can demonstrate how this can be achieved by making the school's Values, Aims and Purpose a reality for all the pupils, staff and the wider community.
- The successful candidate will have strong leadership skills, a deep understanding of educational best practices and a commitment to fostering a positive and inclusive learning environment for all pupils and staff. If you are ready to take on this rewarding and influential role, we encourage you to apply and be part of our family.
- You will witness the dedication and commitment of our staff in providing the highest quality education to our pupils. Together, we have achieved numerous successes, and we are proud of the positive impact we have made on the lives of our children and families. The position of Headteacher at Corpus Christi Catholic Primary School offers a unique opportunity to lead an exceptional team of educators, support staff, and pupils in achieving academic excellence and fostering a nurturing learning environment. We are confident that with the right leadership, Corpus Christi Catholic Primary School will continue to thrive and maintain its reputation for excellence in education.
- We encourage qualified candidates with a passion for education, strong leadership skills, and a commitment to fostering a culture of inclusivity and academic excellence to apply for the position. The successful candidate will have the opportunity to build upon the foundation has been laid and lead Corpus Christi Catholic Primary School into its next chapter of continued success.

A practising Catholic is someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained by God's grace, a 'practising Catholic' will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church.

## Person Specification

Qualities and Knowledge	Essential or Desirable	Evidence
A practising Catholic, evidenced by a priest reference	E	I/R
Qualified Teacher Status	E	A
Degree	E	A
NPQH or similar	D	A
CCRS	D	A
Teaching and leadership experience in one or more Catholic primary/secondary schools	D	A/I/R
Lead by example and be a positive role model with excellent communication skills	E	I/R
Ability to articulate a clear vision and purpose for Catholic education and to share their Catholic faith with a range of colleagues who may or may not be Catholic	E	A/I/R
Personal impact and presence	E	I/R
Participation in a parish community	E	A/I/R
Ability to lead the spiritual development of staff and pupils	E	I/R
Understand the current educational provision and the wider school systems	E	A/I
Political and financial astuteness	E	A/I/R
Demonstrate and experience of working alongside clergy and faith leaders.	E	A/I/R
Pupils and Staff	Essential or Desirable	Evidence
Have ambitious standards and high expectations for all pupils	E	A/I/R
Excellent understanding of high quality teaching and learning	E	A/I/R
Promote the development of the whole child	E	A/I/R
Use data analysis to effectively drive whole school improvement	E	A/I/R
Encourage staff and pupils to develop their unique potential, character	E	A/I/R
Identify emerging talent, develop excellence and clear succession planning	E	A/I/R
Systems and Process	Essential or Desirable	Evidence
Effective strategic leadership and astute and understanding of school finance	E	A/I/R
Ensure the safety of all staff and pupils, at all times	E	A/I/R
Promote excellent behaviour and positive attitudes to school life	E	A/I/R
Systems for appraisals to hold all staff to account	E	A/I/R
Skills to challenge underperformance	E	A/I/R
Understanding the importance of strong governance to hold the school to account	E	A/I/R
Ensure value for money in deploying resources and budgets, for the best outcomes for all	E	A/I/R
Promote distributive leadership throughout the school	E	A/I/R

<b>School Improvement</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Knowledge and experience of working with other schools and organisation	<b>E</b>	<b>A/I/R</b>
Develop effective partnerships with other professionals	<b>E</b>	<b>A/I/R</b>
Use evidence based research to achieve excellence	<b>D</b>	<b>A/I/R</b>
Provide opportunities for high quality staff development	<b>E</b>	<b>A/I/R</b>
A confident and innovative approach to school improvement	<b>E</b>	<b>A/I/R</b>
Provide inspiration and encouragement for all members of the community	<b>E</b>	<b>A/I/R</b>
<b>Child Protection</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Ensure all CP policies and procedures adopted by governors are fully implemented and adhered to by staff	<b>E</b>	<b>A/I/R</b>
Ensure that sufficient resources and time are allocated to enable staff to perform their CP related responsibilities effectively	<b>E</b>	<b>A/I/R</b>
<b>Securing Accountability</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Fulfil all commitments arising from contractual accountability to the governing body	<b>E</b>	<b>A/I/R</b>
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated	<b>E</b>	<b>A/I/R</b>
Work with the governing body to enable it to meet its statutory responsibilities	<b>E</b>	<b>A/I/R</b>
Develop an accurate and understandable account of the school's performance for a range of stakeholders	<b>E</b>	<b>A/I/R</b>
Personally contribute to school achievement, taking account of feedback from others	<b>E</b>	<b>A/I/R</b>
<b>Strengthening the Community</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Build a culture and curriculum which takes account of the richness and diversity of the community's Catholic faith	<b>E</b>	<b>A/I/R</b>
Create and promote strategies for challenging racial and other prejudices	<b>E</b>	<b>A/I/R</b>
Ensure that learning experiences are enriching and are linked into and integrated with the wider community	<b>E</b>	<b>A/I/R</b>
Collaborate with agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of all	<b>E</b>	<b>A/I/R</b>
Develop and maintain an effective partnership with parents and carers	<b>E</b>	<b>A/I/R</b>
Share effective practice, working in partnership with other schools	<b>E</b>	<b>A/I/R</b>
<b>Application Form and Letter</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
The appropriate form to be completed in full and legible	<b>E</b>	<b>A</b>
Supporting statement to be clear, concise and related to the post being applied for and appointment criteria (No more than 2 sides of A4 in font size 11)	<b>E</b>	<b>L</b>
<b>Confidential References and Reports</b>	<b>Essential or Desirable</b>	<b>Evidence</b>

A positive and supportive written faith reference from a priest where the applicant regularly worships	<b>E</b>	<b>R</b>
A positive recommendation from current employer or Headteacher	<b>E</b>	<b>R</b>
A second professional reference	<b>E</b>	<b>R</b>

<b>KEY</b>	
E	Essential
D	Desirable
A	Application
I	Interview
R	Reference



Dear Applicant,

Thank you for applying for the post of headteacher in our wonderful Archdiocese.

There are currently 2 all-through schools, 31 secondary schools, 2 tertiary establishments and 127 primary schools serving 68,033 children and young people.

The Archbishop's vision is that our Archdiocese will be home to five Catholic Academy Trusts. At present, we have three established, they are Kent Catholic Schools' Partnership, South East London Catholic Academy Trust and St Benedict Catholic Academy Trust. Our other emerging CATS are Sancta Familia and Christ the Redeemer.

There are a variety of ways in which we encourage our staff to network with one another. All new head teachers are allocated a mentor, join in with a five-part induction process, as well as a variety of spiritual opportunities to meet with and form relationships with other leaders across our wide and diverse Archdiocese.

Should you be making the decision on whether working in one of our Catholic schools would be right for you, we would urge you to visit the school, talk to the current leadership and the parish priest to ensure that you are making the right decision in your career's journey. It is a rewarding commitment, one that will fulfil you professionally and spiritually. If you have any queries about the commitment required, please contact one of our Education Service staff who will be happy to support and advise.

Sincerely in Christ

Canon Victor Darlington  
Episcopal Vicar for Education Archdiocese of Southwark

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