

RECRUITMENT PACK

Associate Headteacher (Secondary)

CONTENTS

Welcome from Katy Cox, Catholic Senior Executive Leader	3
Welcome from Angela Ager, Chair of the Trust Board	3
Our values	4
Saint Oscar Romero	5
The Romero Prayer	5
Associate Headteacher	6
Associate Headteacher	7
Job Description	7
Job Purpose	7
Associate Headteacher	10
Person Specification	10
Associate Headteacher	14
How to apply	14
Important advice regarding faith references	14
Definition of Practising Catholic	14
Bishop's memorandum	14
North West Diocesan statement on equal opportunities in employment	15

WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER (CSEL/CEO)

Dear Applicant,

Thank you for your interest in joining our Trust and ultimately one of the schools within the Romero Catholic Academy Trust. I hope you find the information in this recruitment pack both informative and inspiring.

As the CEO of Romero CAT, I am proud of the strength of our school communities and the dedication of our leaders, staff and governors. We are now seeking an exceptional leader who will build on this strong foundation, ensuring that every child in our care receives the best possible education. This is an exciting time to join us; as we continue to grow and develop as a trust, the role of our school leadership is more vital than ever. The position you are applying for will play a central role in shaping the culture, outcomes, and spiritual life of school communities, with the full support of the trust and our shared commitment to excellence.

At Romero CAT, we are guided by the teachings of St Oscar Romero and our values of Faith, Service, Aspiration and Collaboration are at the heart of all that we do. We are looking for a leader who shares these values and who will work with us to provide outstanding Catholic education across our family of schools.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE TRUST

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to eighteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realising that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

JOB ADVERT

ASSOCIATE HEADTEACHER (SECONDARY)

FULL TIME, FULL YEAR

SALARY: L28 – L35 (£100,540 - £119,350)

RESPONSIBLE TO: CHIEF EDUCATION OFFICER

MAIN LOCATION: ROMERO CAT CENTRAL OFFICE / TRUST SECONDARY SCHOOL

REQUIRED TO COMMENCE: APRIL 2026 (OR LATER BY NEGOTIATION)

Romero Catholic Academy Trust (Diocese of Salford) is committed to providing an outstanding Catholic education across all our academies. Rooted in faith, our mission is to nurture every child in their spiritual, academic, and personal growth.

We are seeking to appoint an exceptional, dynamic and inspirational leader to add capacity to our secondary schools, deployed to lead one as headteacher. This is an excellent opportunity for the right candidate to balance the operational needs of a school with the broader strategic aims of the Multi-Academy Trust, ensuring high-quality education for all students.

Focusing on academic standards, pastoral care, curriculum, and community engagement, the practising Catholic will drive excellence, ensuring alignment with Trust goals, delivering high-quality teaching, fostering an inclusive environment, and championing holistic student development.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Please contact the HR Department on 01282 855500 or careers@romerocat.com to arrange a meeting with our CEO, Katy Cox.

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Midday, Friday 6 th February 2026
Shortlisting Date	Thursday 12 th February 2026
Interview Date	Wednesday 25 th February 2026

ASSOCIATE HEADTEACHER (SECONDARY)

JOB DESCRIPTION

JOB PURPOSE

The Associate Headteacher will work in close collaboration with the Trust Education Team to provide strong professional leadership and effective day-to-day management within their allocated school. This role is pivotal in securing a stable and ambitious foundation that enables consistently high standards across all aspects of school life. The successful candidate will lead the delivery of high-quality education through the effective management of teaching and learning using personalised learning to enable every pupil to achieve their full potential. The Associate Headteacher will establish a culture that promotes excellence, equality and high expectations for all pupils. In addition, the role includes responsibility for ensuring that Religious Education is delivered in accordance with the teachings, doctrines, discipline and both general and specific norms of the Catholic Church.

The Associate Headteacher, working in partnership with Romero Catholic Academy Trust and deployed across our high schools, will draw inspiration from the life and teachings of Jesus Christ to create and promote a shared vision and strategic plan which will inspire and motivate pupils, staff and the wider community. The vision should embrace Gospel values, core educational values and a strong moral purpose, while respecting and valuing the beliefs and contributions of all stakeholders.

As the lead professional within the school, the Associate Headteacher is accountable to Romero Catholic Academy Trust and is responsible for providing clear vision, leadership and direction for the school. The role ensures the effective management and organisation of the school in order to meet agreed aims and targets. Working collaboratively with others, the Associate Headteacher will evaluate school performance, identify priorities for continuous improvement and raising standards, promote equality of opportunity for all, develop and implement effective policies and practices, and ensure that resources are used efficiently and effectively. The role also encompasses responsibility for the day-to-day management, organisation and administration of the school.

The Associate Headteacher will actively engage with the wider community by developing strong and effective partnerships with schools, parishes, the diocese, children's services and agencies, higher education institutions and employers. Through these partnerships, the Associate Headteacher will contribute to the wider development of the education system and work collaboratively with others to raise standards and improve outcomes locally.

Your duties and responsibilities will include:

CULTURE AND ETHOS

- Acknowledge and respect the Bishop's role in overseeing education within the diocese. Collaborate with the school and parish communities to foster and promote a shared educational vision, rooted in the Catholic mission. This vision should reflect the Romero Catholic Academy Trust and the school's mission, values, and the diverse experiences of the community it serves.
- Uphold and communicate clear Catholic principles with a focus on delivering a world-class education for all pupils. Ensure that the school's ethos reflects its Catholic foundation while fostering moral purpose in every aspect of school life.

- Demonstrate optimistic, respectful, and professional behaviour with pupils, staff, parents, governors, and members of the local church and community. Create a positive, inclusive environment for all stakeholders.
- Stay informed on the latest educational trends and systems both locally and globally. Pursue continuous professional development that aligns with the needs of a Catholic school, ensuring that leadership practices reflect the school's ethos and values.
- Navigate political and financial landscapes with astuteness and integrity, ensuring that school policies align with its Catholic values. Translate local, national, diocesan and Trust educational policies into actionable strategies.
- Lead by example, inspiring others through your integrity, creativity, and resilience. Use your expertise and collaborate with staff to create an environment of excellence and continuous improvement.
- Clearly communicate the Trust and school's vision and drive strategic initiatives that empower both pupils and staff to reach their full potential. Cultivate a culture of professionalism, high expectations, and collective success across the school.

CURRICULUM AND TEACHING

- Champion high standards of achievement, attendance, and equality for all pupils, ensuring strong accountability in staff for the impact on pupils' outcomes. Secure high-quality Personal, Social, Health Education, Citizenship, and spiritual, moral, social and cultural provision in line with the mission of the Catholic Church, purpose and aims of the school.
- Secure consistently excellent teaching through an analytical understanding of how pupils learn, effective classroom practice and high-quality curriculum design. Ensure that curriculum provision is engaging, inclusive, and supports pupils' well-being fully reflecting the school's Catholic foundation.
- Develop and sustain a culture of professional openness and collaboration through "open classrooms" as a basis for sharing best practice within and between schools. Use educational research and robust data analysis to drive continuous improvement in teaching and learning.
- Create and nurture an ethos based on Catholic values, where all staff feel motivated, supported, and empowered to develop their subject expertise and professional skills to support each other.
- Identify and develop emerging talent by coaching and mentoring current and aspiring leaders in a culture where excellence is the standard. Ensuring a clear succession plan holding all staff accountable for the highest standards of professional conduct and practice

ORGANISATIONAL EFFECTIVENESS

- Ensure that the school's systems, structures and processes are efficient and fit-for-purpose, upholding the principles of transparency, integrity and probity within the Catholic context of the school. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure full implementation of diocesan policies for Religious Education.
- Create and maintain a safe, calm and well-ordered environment for pupils and staff, with safeguarding as a central priority and a strong emphasis on fostering exemplary behaviour both within school and in the wider community.
- Establish clear, rigorous and equitable performance management systems for all staff, addressing underperformance promptly, supporting professional development and recognising and valuing high-quality practice.

- Work constructively with strong governance, actively supporting the Trust Board and Romero Catholic Academy Trust to understand and fulfil their strategic role, including setting direction and holding the Headteacher to account for educational, staffing and financial outcomes
- Lead strategic, curriculum-driven financial planning to ensure the effective and equitable deployment of resources, securing high-quality provision, long-term sustainability and the distinctive Catholic character of the school.
- Promote and embed distributed leadership across the organisation, developing cohesive teams with clear roles and responsibilities who are accountable for their decisions and contribute collectively to school improvement.

OTHER RESPONSIBILITIES

- Create an outward-facing school that actively collaborates with other schools, organisations and the local community, promoting best practice through constructive challenge and securing excellent outcomes for all pupils.
- Embed a school culture and curriculum based on Gospel values, the teachings of Jesus Christ and the Catholic Church, reflecting and celebrating the diversity of the school community.
- Build and sustain strong, effective partnerships with fellow professionals, colleagues across public services, parents/carers and the parish community to enhance pupils' academic achievement and personal development.
- Thoughtfully challenge established educational practices where necessary, using robust, evidence-based research to support innovation and drive continuous school self-improvement.
- Contribute to the current and future strength of the teaching profession through high-quality training, mentoring and sustained professional development for all staff.
- Within the school's Catholic ethos, demonstrate entrepreneurial and innovative leadership in school improvement, governance and accountability, recognising the value of both internal reflection and external scrutiny.
- Inspire and influence others within and beyond the school community to recognise the transformative power of education in young people's lives, promoting its importance particularly within a Catholic educational context.

ASSOCIATE HEADTEACHER (SECONDARY)

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Faith Commitment		
Practising Catholic	E	A / I / R
Involvement in parish community	D	A / I / R
Passion for, and demonstration of, Romero Catholic Academy Trust values and ethos	E	A / I
Qualifications and Training		
Qualified Teacher Status	E	A / C
Degree	E	A / C
Evidence of recent leadership and management professional development	E	A / I
Strong track record of professional development, or further professional study, and the ability to evidence the impact on school effectiveness	E	A / C / I / R
Has successfully undertaken Designated Safeguarding Lead training	D	A / C / I
School Leadership and Management Experience		
Recent successful leadership as a headteacher	D	A / I / R
Recent successful leadership as a deputy headteacher	E	A / I / R
Evidence of successfully leading school improvement	E	A / I / R
Evidence of the application of strategies to review, implement, evaluate and improve learning and teaching	E	A / I / R
Experience of curriculum leadership and development	E	A / I / R
Experience of working constructively with parents	E	A / I / R
Experience of effective budget management and financial analysis	D	A / I / R
The ability to provide advice and support to the Governing Body to enable it to meet its responsibilities	E	A / I / R
An understanding of strategic financial planning in relation to its contribution to school improvement, curriculum development and pupil achievement	E	A / I / R
To have experience of guiding, coaching, mentoring or training individuals or teams	E	A / I / R
Is able to demonstrate a good awareness of current national education policy and strategy	E	A / I / R
Knowledge and Experience of Teaching		

Successful teaching of pupils/students in the secondary phase	E	A / I / R
Experience of teaching in more than one school	E	A / I / R
To have a working and current knowledge and understanding of the Key Stages in the secondary phase	E	A / I / R
Displays commitment to the protection and safeguarding of children and young people, showing an awareness of legislation and working with other agencies where appropriate	E	A / I / R
Experience of providing professional challenge and support to others through the performance management process	E	A / I / R
To be able to effectively use data and assessment to raise standards/address weaknesses	E	A / I / R
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E	A / I / R
Skills and Abilities		
An innovative leadership style with the ability to motivate staff and to build on the existing standards in school	E	A / I
A senior leader with proven ability to manage change and to establish and maintain good working relationships with staff, students and parents-the ability to work well with others is vital	E	A / I
An understanding of the importance of, and the desire to, engage with and inspire all young people whatever their challenges	E	A / I
Ability to work within a team and lead and inspire staff and students, of all abilities, and to communicate high expectations	E	A / I / R
Strong written communication and presentation skills, high order administrative and management skills	E	A / I / T
An ability to work autonomously and prioritise conflicting demands	E	A / I / R
An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources	E	A / I
An ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives	E	A / I
Personal Qualities		
A commitment to school / Trust vision and values	E	A / I / T / R
Commitment to collaborative and consultative working	E	A / I / R
Recognition of the need for partnerships and effective collaboration with other schools, agencies and organisations	E	A / I
A commitment to working in partnership with the whole school and Trust community, including the school Governing Body, Trust Central Team and Trust Board	E	A / I
A commitment to safeguarding and promoting the welfare of children and young people	E	A / I / R
A passionate commitment to developing the best in all young people	E	A / I / R
A positive approach to challenge; seeking solutions to problems	E	A / I
To be prepared to work flexibly outside of the school's usual hours	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A

Commitment to health and safety	E	A
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: December 2025

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

ASSOCIATE HEADTEACHER (SECONDARY)

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website: www.romerocat.com

CANDIDATE ADVICE AND GUIDANCE FROM THE DIOCESE

Thank you for your interest in the post of Associate Headteacher (Secondary).

Within this information pack prepared by the Trust, you will have a copy of the Diocesan Equal Opportunities Statement adopted by the Trust and school. You will also note that the appointment will be under the terms of the Catholic Education Service contract. If you are not familiar with this contract, it can be found on the CES website.

The Trust's Board will offer the successful applicant a contract based on this CES model. As a possible candidate you may be uncertain about the contract in relation to your personal circumstances or previous teaching experience, especially if you are not currently teaching in a Catholic school. The Diocese are fully aware that everyone's experience and circumstances are unique, and we find that any concerns can sometimes be resolved through a confidential prior discussion. Therefore, we offer all candidates the opportunity to discuss these issues in complete confidence should they wish to do so. Please feel free to contact the Diocese prior to making your application or at any time during the appointment process.

IMPORTANT ADVICE REGARDING FAITH REFERENCES

As you are aware, the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.'

At a time when priests are often assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to you including him as a referee.
2. Provide him with an outline of - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)- your present post - school, areas of responsibility- the post to which you are applying - name of school, post, etc

By following the above advice, you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

DEFINITION OF PRACTISING CATHOLIC

"Christ at the Centre" is the adopted Salford Diocesan guidance which sets out our understanding of what it means to be a "practising Catholic" in relation to Catholic schools. The document can be accessed via the Catholic Education Service website.

BISHOP'S MEMORANDUM

As a minimum requirement it is the 'Bishops' Conference of England and Wales that expects that the posts of Headteacher, Deputy Headteacher and Head or Coordinator of Religious Education are to be filled by practising Catholics.

Whilst these posts have traditionally been used in schools, other senior leadership posts, and terminology, have come about in practice, often as a result of collaborative working arrangements between schools. Terms which are being used more frequently, and which are not defined in legislation for example: Executive Headteacher, Associate Headteacher and Head of School. The principle to be applied is that this minimum requirement will apply to the most senior leadership post i.e. the person with overall responsibility for the day-to-day management of the school, and the person who is the second most senior person in the leadership team.

NORTH WEST DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT

The principle of equal opportunity for all is consistent with social justice and with the Christian ideal of recognising the dignity and worth of all who work or wish to work in our schools. The governing body is therefore committed to employment procedures which comply with discrimination legislation and do not discriminate on grounds of age, gender reassignment, race, colour, nationality, religion, sexual orientation, ethnic origin, marital status or disability.

We recognise and value the current and future contribution to our school of staff who while not sharing our Catholic faith make a strong and sincere commitment to the school's Christian values and Mission Statement.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Bodies. Some teaching posts include specific responsibility for providing leadership and direction in the religious life and Catholic identity of the school and in these cases, there will be a requirement that the successful candidate is a baptised and practising Catholic.

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Midday, Friday 6 th February 2026
Shortlisting Date	Thursday 12 th February 2026
Interview Date	Wednesday 25 th February 2026

Completed application forms and associated documentation should be returned to the HR department via e-mail: careers@romerocat.com.