

Richard Challoner School

A Catholic Boys Secondary School and Co-educational Sixth Form in the Archdiocese of Southwark

HEADTEACHER APPLICATION PACK

Tel:020 8330 5947 Email: clerk@richardchalloner.com
www.richardchalloner.com

OUR VISION



Living, learning and sharing in a caring Christian community

In our Catholic school, the teachings of Christ permeate all aspects of school life. We seek to offer a high standard of education for all, care to the individual and good relations between staff, students and parents. Each person is recognised as a child of God, an individual who is encouraged to develop their God-given talents, a sense of his/her own worth and to reach their full potential. In partnership with the wider community, we aim to prepare each student to make full use of the opportunities available so that all are able to contribute to society.

Richard Challoner School

HEADTEACHER

Required from 1st September 2027
Salary: L30 to L50 £111,240 - £138,370

The Governing Body at Richard Challoner School wish to appoint a dynamic and inspirational leader to the post of Headteacher.

The successful applicant will:

- Be a practising Catholic.
- Have a clear vision for the future development of this Catholic School, where every child is nurtured to succeed.
- Have the personality, drive and ambition to inspire both staff and students.
- Be passionate about ensuring all staff are motivated to work effectively with students to achieve their very best.
- Be committed to a positive ethos and culture around the school that supports the school mission and vision.
- As a skillful communicator, know how to effectively engage all parents in their child's education.
- Have a proven track record of sustained school improvement.
- Have a proven track record of successful leadership and management at a senior level.
- Be able to communicate effectively and engage with the Catholic and wider community.
- Be well qualified, suitably experienced and skilled to support and challenge school leaders and governors.
- Meet all teaching and leadership standards.
- Committed to safeguarding and the welfare and wellbeing of children and staff.

We will offer you:

- An outstanding school with an outstanding Catholic ethos and vision.
- A supportive and caring environment throughout the school, where the development of every person matters.
- A strong, experienced and determined Leadership Team.
- A supportive Governing Body which is committed, experienced and ambitious for the future of Richard Challoner School.
- A supportive Trust,
- A school with exceptional facilities and access to the gym.

WELCOME LETTER FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in becoming Headteacher of Richard Challoner School. On behalf of the Local Governing Body, I am delighted to share with you why we believe this is an exciting opportunity.

Richard Challoner School is a thriving Catholic boys' Secondary school with a mixed sixth form in New Malden, Surrey with 1070 students on roll. It is dedicated to delivering an outstanding education within a warm, supportive, and truly **friendly** community. It was judged Outstanding by Ofsted in every category in November 2022, and judged Outstanding in all nine areas of its Catholic life and religious education by the Catholic Schools Inspectorate (Section 48) in March 2024.

Richard Challoner School is a member of Christ the Redeemer Catholic Education Trust. Our GCSE outcomes are among the strongest of any non-selective school in the country. Numbers alone, though, do not capture what makes the school distinctive. Our Sixth Form, is taught jointly with The Holy Cross School, in New Malden, which allows for a wider curricular offer at A Level. Richard Challoner School is one of the most popular Catholic Schools in South West London.

Ours is a community that students, staff and parents consistently describe as the Challoner family, where students are known as individuals, where behaviour and kindness are the norm, where everyone strives for everyday excellence and where a strong Catholic faith is lived out daily rather than treated as a formality.

Richard Challoner has a very experienced Leadership Team, however, as it contains no practicing Catholics, the Local Governing Body are looking to appoint an external candidate. The successful candidate must have integrity, warmth, ambition for every young person in our care. The wisdom to build thoughtfully on real strength, to protect what makes this school special, while having the ambition, judgement and humility to take it further still. You will inherit a talented and settled staff team, an engaged and supportive parent body, and a Local Governing Body committed to working in genuine partnership with you.

We are looking for a practicing Catholic with a strong track record of senior leadership, a deep commitment to safeguarding and pastoral care, and the emotional intelligence to lead with both conviction and humility.

We would encourage you to visit the school before applying, to meet staff and students and to see for yourself the community you would be joining.

We look forward to hearing from you.

Yours faithfully,

Elspeth Casey – Chair of Governors
Fiona Marshall – Vice Chair of Governors
Heather Fowler – PA to Headmaster / Governance Professional / HR

WELCOME LETTER FROM THE EPISCOPAL VICAR



Dear Applicant,

Thank you for considering to apply for the post of headteacher within the Archdiocese of Southwark.
There are currently two all-through Schools, 31 Secondary Schools, two Tertiary establishments and 127 Primary Schools, serving 68,033 children and young people.

The Archbishop's vision is for our Archdiocese to be home to five Catholic Academy Trusts: Kent Catholic Schools' Partnership, St Oscar Romero Catholic Academy Trust, St Benedict Catholic Academy Trust, Sancta Familia Catholic Academy Trust and Christ the Redeemer Catholic Education Trust. There are a variety of ways in which we encourage our staff to network with one another. All new headteachers are allocated a mentor and take part in a six-part induction programme. They are also offered a variety of spiritual opportunities through which they can meet and form relationships with other leaders across our wide and diverse Archdiocese.

As you consider whether working in one of our Catholic schools is right for you, we would encourage you to visit the school and speak with the current leadership team and parish priest. This, will help you to make an informed decision about the next stage of your career. Leadership in a Catholic school is a rewarding commitment, offering fulfilment both professionally and spiritually.

If you have any queries about the commitment involved, please contact a member of our Education Service Team, who will be happy to advise and support you.

In Christ,
Canon Victor Darlington
Episcopal Vicar Education – Archdiocese of Southwark

WELCOME LETTER FROM THE CEO - CHRIST THE REDEEMER CATHOLIC EDUCATION TRUST



Our Christ the Redeemer Catholic Education Trust currently consists of eight schools across Kingston, Richmond and Wandsworth local authorities, seven Catholic Primary Schools, and one Secondary School, Richard Challoner. Our schools have substantial educational ambitions for our young people. The Trust serves over 3000 students and more than 300 employees. Our Trust will continue to expand to eventually include up to 19 schools.

As a family of schools, our vision is to be a beacon of exceptional Catholic education in which our young people flourish and fulfil their God-given potential. With Gospel values at the heart of our mission, we cherish the unique nature of every member of our community so that our young people leave prepared and inspired to make a positive contribution to society. Our teams work tirelessly to achieve this, collaborating across schools, united by the desire to deliver excellent educational outcomes.

As the only secondary school currently in our Trust, Richard Challoner School will be pivotal in the development of the Trust through its growth and development in the coming years. The school is already outstanding, by every measure, and is well placed to provide the best quality support to our primary schools and the Trust as a whole. The Headteacher will be a significant partner in shaping the development of the Trust with fellow heads as Christ the Redeemer Catholic Education Trust strives to become exemplary in all aspects of its provision.

We are pleased therefore to see your interest in this post and look forward to working closely with the successful candidate.

John Conway - CEO – Christ the Redeemer Catholic Education Trust

Strategic Objectives

The school priorities for 2026/27 are:

- To progress the Catholic Life of School Strategic Development.
- To develop the new SEND Provision named the Cahill Centre for students with Autism.
- To develop AI literacy through our Learning Communities.
- To undertake a Curriculum, timetable & assessment review
- To introduce a new Coaching and Performance Management System.
- To undertake a Staffing restructure.

Key Information

❖ Status	Secondary Academy
❖ Address	Manor Drive North, New Malden, Surrey KT3 5PE
❖ Trust	Christ the Redeemer Catholic Education Trust
❖ School Motto	Keep Faith
❖ Age Range	11 - 18
❖ Number on Roll	1079
❖ Students with SEN Support	Year 7 -11: 18.81%, Sixth form 10.36%
❖ Students with EHCP	Year 7 -11: 6.77%, Sixth form 8.57%
❖ Students FSMG	10.26%
❖ Students with EAL	Year 7 -11: 21.3%, Sixth form 25.70%
❖ Last Ofsted Inspection	November 2022
❖ Ofsted Judgements	Quality of Education - Outstanding Behaviour and Attitudes – Outstanding Personal Development – Outstanding Leadership and Management – Outstanding Sixth Form Provision – Outstanding
❖ Website	www.richardchalloner.com

THE HEADTEACHER IN THE CATHOLIC SCHOOL

Catholic schools and academies in the Archdiocese of Southwark are established to provide the highest standards of Catholic education for the children and young people in their care. They form a vital part of the educational mission of the Diocese, and make a major contribution to the Church's task of evangelisation. They are challenged to be communities of hope and of witnesses to the love of Jesus Christ.

By accepting the post of headship, headteachers make a public commitment to follow Christ's example of leadership. They share in the ministry of the Archbishop and undertake their work in communion with him, with all the Catholic Schools, Academies and Colleges in the Diocese and with the wider Church community.

Catholic Schools and Academies are at the interface of many different understandings of life, society and education. The difference between the Christian approach to education which is based on an understanding of life as God's gift, and a general approach to education which does not openly acknowledge any religious values is of fundamental importance. However, in a fast moving world where there are innumerable issues to be dealt with on a daily basis, the challenge to discern what will assist the growth of the community is not an easy one.

Prayer and reflection are essential for headteachers, who give witness by their example to the central importance of relationship with Christ. Their exercise of leadership should increasingly demonstrate qualities of love and forgiveness, of service, of respect for the individual and of care for the disadvantaged. Their roles give them a position of influence, not only with students, staff, parents and governors, but also in much wider contexts.

The nature of the headteacher's role means there are high expectations of those applying for headship. Candidates should be people of prayer and have a sound theological and educational understanding and the qualities of wisdom and discernment necessary to manage the tensions and ambiguities of the role. They must be baptised Catholic or received into the Catholic Church, in good standing in their parish and wider Catholic community, there must not be anything in what they believe or practise that is against the teachings of the Catholic Church and they must be in full sacramental communion with the Church.

The demands of the role could appear to be impossible. Certainly, no headteacher can succeed in fulfilling most requirements of the job without the support of colleagues in and out of school, of all members of the Church community and of family and friends. But if a person is called to this ministry God will give them the grace and strength to carry it out, to begin again after failure and to find great joy in responding to the mission.

HEADTEACHER

Job Specification and Person Specification

Group: Leadership · Salary: L30-L50 £111,240 - £138,370

Contract: Permanent, Full-Time · Start date: 1st September 2027 (or as agreed)

Closing date for applications: 15th January, 2027
Interviews: 10th - 11th February, 2027

Richard Challoner School is a member of Christ the Redeemer Catholic Education Trust. It is an Outstanding, oversubscribed Catholic Academy for boys aged 11 to 18, situated in New Malden, in the Royal Borough of Kingston upon Thames. The school serves approximately 1,070 students and, in the Sixth Form, teaches jointly with The Holy Cross School as part of a long-standing federation arrangement, giving Richard Challoner a co-educational Sixth Form.

The school was judged Outstanding in every category by Ofsted in November 2022 — quality of education, behaviour and attitudes, personal development, leadership and management, and Sixth Form provision — and has sustained a strong record of Outstanding judgements over successive inspections. Its Catholic life and religious education were most recently inspected under Section 48 in March 2024, when the school was again judged Outstanding in all nine areas by the Catholic Schools Inspectorate. GCSE outcomes place the school among the highest-performing non-selective schools in the country, and students go on to a wide range of destinations including competitive universities and apprenticeships.

The school's Catholic character is genuine and lived, daily prayer, regular Mass and religious formation sit alongside high academic aspiration and a strong pastoral model built around what staff, students and parents describe as the "Challoner family." Behaviour is exemplary, bullying is rare, and students speak with pride about belonging to the school community. Sporting achievement, particularly in athletics, basketball, cricket, football and rugby is a source of real identity, alongside a broad co-curricular offer through the "Challoner Challenge" and house system. The depths of creative arts provision are of the highest standard, where Art, Music and Drama flourish as part of the school's mission of developing the whole person.

HEADTEACHER JOB SPECIFICATION

In addition, the school has three specialist SEND provisions, the Newman Centre, Xavier Centre and more recently the Cahill Centre. The school has an extensive use of IT and we are a student iPad school. This has enabled students of variable abilities to flourish in mainstream education.

Richard Challoner School has extensive facilities and grounds and a strong reputation as one of the most sought-after Catholic schools in South West London. We are looking for a headteacher who will build on these strong foundations with energy, integrity and care for all stakeholders.

The Opportunity

This is a rare opportunity to lead a genuinely flourishing school: one with strong outcomes, a settled and talented staff body, high demand for places, and a clear sense of mission. The new Headteacher is to provide the vision, challenge and stewardship needed to sustain excellence, deepen the Catholic mission, and ensure the school continues to serve its community including students of all backgrounds and abilities, and those with additional needs to the highest possible standard.

The Governing Body is looking for a practising Catholic with the experience, judgement and personal qualities to lead a large, high-performing school with humility and ambition in equal measure.

Key Responsibilities

Strategic Leadership and Catholic Mission

- Provide inspirational, values-led leadership that safeguards and develops the Catholic character, mission and ethos of the school, in partnership with the Diocese, parish clergy and chaplaincy.
- Set and articulate a clear strategic vision for the school's next phase of development, working with governors to translate this into a deliverable school improvement plan.
- Act as the principal ambassador for the school with parents, the Diocese, the local authority, feeder primary schools, partner schools (including The Holy Cross School), Christ the Redeemer Catholic Education Trust and the wider community.

Teaching, Learning and Standards

- Maintain and build on the school's Outstanding standards of education, ensuring an ambitious, well sequenced curriculum and consistently strong teaching.
- Use data and inspection evidence intelligently to identify areas for further improvement, however small, rather than assuming past success guarantees future performance.
- Ensure high-quality provision for students with SEND, including the school's resourced provision, and for disadvantaged students.

HEADTEACHER JOB SPECIFICATION

Staff Leadership and Development

- Recruit, retain, motivate and develop a talented staff team, sustaining the collegiate culture that has been a hallmark of the school's success.
- Build and lead an effective senior and middle leadership team, delegating appropriately while retaining clear personal accountability.
- Model the school's values in day-to-day conduct, decision-making and visibility around the school.

Pastoral Care, Behaviour and Safeguarding

- Sustain the school's exceptional standards of behaviour, safety and pastoral care, and the strong relationships that underpin them.
- Act as the Designated Safeguarding Lead (or ensure robust delegation with personal oversight), holding ultimate responsibility for safeguarding across the school. The role of DSL has currently been delegated.
- Champion pupil voice and wellbeing, ensuring every student — whatever their starting point — is known, valued and supported to flourish.

Governance, Finance and Resources

- Work in close and constructive partnership with the Local Governing Body/Trust Board, providing accurate, timely information to support effective governance and challenge.
- To ensure that the school operates within the required regulatory frameworks and meets all of its statutory duties.
- Take overall responsibility for the school's budget, staffing structure and resources, ensuring long-term financial sustainability.
- Oversee the site, health and safety, and compliance obligations, working with the school's business and operations leadership.

External Relations

- Represent the school within the Diocese and any relevant Catholic schools' networks, and within local partnerships across Kingston and the wider area.
- Play a leading role in the development of Catholic Education through an active involvement in the development of the Christ the Redeemer Trust
- Maintain and develop the federation arrangement with The Holy Cross School, ensuring the joint Sixth Form continues to serve students of both schools well.
- Build strong relationships with parents and carers, communicating openly and maintaining their confidence in the school's direction.

Person Specification

Qualities and Knowledge	E-Essential or D-Desirable	Evidence A-Application I-Interview R-Reference
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 students.	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
Students and Staff	**Essential or Desirable**	**Evidence**
Have ambitious standards and high expectations for all students.	E	A/I/R
Excellent understanding of high quality teaching and learning.	E	A/I/R
Promote the development of the whole person.	E	A/I/R
Use data analysis to effectively drive whole school improvement.	E	A/I/R
Encourage staff and students 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 students, 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
School Improvement	**Essential or Desirable**	**Evidence**
Knowledge and experience of working with other schools and organisation.	E	A/I/R
Develop effective partnerships with other professionals.	E	A/I/R
Use evidence based research to achieve excellence.	D	A/I/R
Provide opportunities for high quality staff development.	E	A/I/R
A confident and innovative approach to school improvement.	E	A/I/R
Provide inspiration and encouragement for all members of the community.	E	A/I/R

Child Protection	Essential or Desirable	Evidence
Ensure all CP policies and procedures adopted by governors are fully implemented and adhered to by staff.	E	A/I/R
Ensure that sufficient resources and time are allocated to enable staff to perform their CP related responsibilities effectively.	E	A/I/R
Securing Accountability	**Essential or Desirable**	**Evidence**
Fulfil all commitments arising from contractual accountability to the local governing body	E	A/I/R
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated.	E	A/I/R
Work with the local governing body to enable it to meet its statutory responsibilities.	E	A/I/R
Develop an accurate and understandable account of the school's performance for a range of stakeholders.	E	A/I/R
Personally contribute to school achievement, taking account of feedback from others.	E	A/I/R
Strengthening the Community	**Essential or Desirable**	**Evidence**
Build a culture and curriculum which takes account of the richness and diversity of the community's Catholic faith.	E	A/I/R
Create and promote strategies for challenging racial and other prejudices.	E	A/I/R
Ensure that learning experiences are enriching and are linked into and integrated with the wider community.	E	A/I/R
Collaborate with agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of all.	E	A/I/R
Develop and maintain an effective partnership with parents and carers.	E	A/I/R
Share effective practise, working in partnership with other schools.	E	A/I/R
Application Form and Letter	**Essential or Desirable**	**Evidence**
The appropriate form to be completed in full.	E	A
Supporting statement to be clear, concise and related to the post being applied for and appointment criteria (Maximum 1,300 word).	E	L
Confidential References and Reports	**Essential or Desirable**	**Evidence**
A positive and supportive written faith reference from a priest where the applicant regularly worships.	E	R
A positive recommendation from current employer or Headteacher.	E	R
A second professional reference.	E	R

How to Apply

Richard Challoner School welcomes applications from candidates at all stages of their career journey. From experience leaders and from those looking for progression to headship.

Please apply by completing the Trust's application form available – CLICK HERE

As part of the application form, you are asked to submit a personal statement of no more than 1,300 words, setting out clearly how your knowledge, skills and experience meet the criteria in the person specification. Applicants must complete all sections of the Application Form in full incomplete applications will not be considered for shortlisting.

Key Dates

- **Deadline for applicants:** **Friday 15th January, 2027 at 10am.**
- **Shortlisted Candidates notified by:** **Monday 1st February, 2027**
  References will be taken up shortly after short listing
- **Interview Days:** **Wednesday 10th & Thursday 11th February 2027**

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Visiting the School

Candidates are warmly encouraged to visit Richard Challoner School before applying. To register your interest in attending a visit, please **contact Heather Fowler (Head's PA and Governance Professional), Telephone No: 020 8330 5947 or Email Address: clerk@richardchalloner.com**

We welcome applications from candidates of all backgrounds, regardless of age, disability, gender, ethnicity or religion.

Richard Challoner School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an Enhanced DBS check with barred lists. Online searches will be conducted as part of pre-employment checks.

