



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Application pack

Assistant Headteacher

*St Peter and St Paul Catholic
Voluntary Academy*

Leadership Spinal Points L10 – 14
(£58,958 – £65,010 per annum)



**Nottingham
Diocese**
Multi Academy Trusts

CATHOLIC SCHOOLS
Moving Forward Together

Outstanding Catholic education for all

We are, first and foremost, a Catholic Multi-Academy Trust and aim to provide an outstanding faith-based education; we place the life, teachings and person of Jesus Christ at the centre of everything we do. Jesus taught us to put children first:

Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.

Matthew 19:14

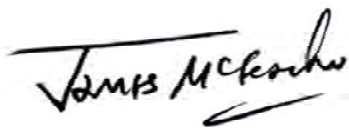
Thank you for expressing an interest in this vacancy within Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT).

The Trust, established 1 September 2018, is first and foremost a Catholic organisation. Our Trust has 36 schools across Nottinghamshire and Lincolnshire – six secondary and 30 primary – with over 14,000 children and almost 2,000 staff. We have been identified by the DfE as high performing and our aim is to provide a first-class Catholic education for all our children. Consequently, we set everything we do within Christian values and look to follow the example of Christ in all our work.

I believe that our Assistant Headteachers play a critical role in ensuring the very best spiritual, social, and academic education for all our young people. Recruiting an outstanding Assistant Headteacher at St Peter and St Paul Catholic Voluntary Academy is a priority for us. This school is high performing both in terms of the Catholic Life of the school and academic outcomes. The pupils are supported by well qualified, hard-working, and committed staff and outstanding Governors.

This vacancy offers a wonderful opportunity for a talented and aspiring leader to take their career to the next level. Our Headteachers and their team work closely me, in my role as CEO, my Deputy CEO, and our Directors of Performance and Standards. We work as a team, and you will also be expected to make a positive contribution to the overall development of the Trust. The successful candidate will benefit from a bespoke induction programme and on-going leadership development through our Trust CPD hub.

Thank you again for your interest in this post. I wish you every success in your application.



James McGeachie, CEO, *Our Lady of Lourdes Catholic Multi-Academy Trust*



“My vision is that all of our children and young adults will be happy, safe and inspired to flourish spiritually, socially and academically.”



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Working in the Diocese of Nottingham

Thank you for taking the time to find out more about the Assistant Headteacher post at *St Peter and St Paul Catholic Voluntary Academy* in the Diocese of Nottingham.

The Diocese of Nottingham, was established on 29 September 1850, covers a wide geographical area comprising the counties of Nottinghamshire, Derbyshire, Leicestershire, Lincolnshire, and Rutland with the exception of the District of Bassetlaw, Nottinghamshire and the area around Chesterfield, Derbyshire which was given to create the Diocese of Hallam in 1980.

There are 84 maintained schools in the Diocese of Nottingham: 69 primary schools and 15 secondary schools.

We serve around 30,000 children and young people. Each school is part of one of our Catholic Multi-Academy Trusts which were established in September 2018. In January 2022, Bishop Patrick McKinney and the Members of the Diocesan Catholic Multi-Academy Trusts made the decision to merge the St Therese of Lisieux Catholic Multi-Academy Trust with the Our Lady of Lourdes Catholic Multi-Academy Trust. The transfer of schools is due to be completed by September 2022.

- Our Lady of Lourdes Catholic Multi-Academy Trust – Nottinghamshire and Lincolnshire
- St Ralph Sherwin Catholic Multi-Academy Trust – Derbyshire
- St Thomas Aquinas Catholic Multi-Academy Trust – Leicestershire and Rutland

Our Catholic Multi-Academy Trusts work in very close partnership with us at the Nottingham Roman Catholic Diocesan Education Service (NRCDES) particularly in terms of promoting the Catholic Life of our schools and providing a range of continuing professional development opportunities in collaboration with our teaching schools.

On behalf of Bishop Patrick McKinney, I would like to thank you once again for your interest in one of our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Peter Giorgio, Director of Education

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X: @NottsDiocese



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Working within the Our Lady of Lourdes CMAT

Our Lady of Lourdes CMAT (OLOL) was formed in September 2018 and brought together all the Catholic Schools in Nottingham and Nottinghamshire. From September 2022, the Trust welcomed 15 Catholic schools from Lincoln and Lincolnshire into OLOL. We now have six secondary and 30 primary schools. Our central offices are located in Nottingham and Lincoln and our central teams support schools with Finance, HR, Estates, Health and Safety, IT, Marketing, Procurement, and compliance matters, as well as school improvement and CPD for all staff.

'Inspired by Mary's love for God.'

Our Catholic faith is of paramount importance to us, and we place Christ at the centre of all we do. As our patron, Our Lady inspires us with the unconditional love she shows for God and we seek to follow in Jesus' footsteps, learning from his teachings and the example of his life.

Our Trust Strategic Plan is underpinned by our key principles of: Faith, Community, Safety, Happiness, and Equality and looks to achieve our vision of '**Outstanding Catholic Education for all.**' The children and young adults in our schools are wonderful individuals; all have amazing God-given talents, and it is our calling to help them fulfil their potential and to help them to understand that they are loved as God's children.

A key pillar of our trust strategy is being an employer of choice, so that our staff feel valued, have opportunities to develop in their roles and can progress their careers within our Trust. A key component of this is our well-established CPD hub, which provides training and development for all staff, whatever their roles

'Outstanding Catholic education for all'



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Working at St Peter and St Paul Catholic Voluntary Academy

St Peter and St Paul Catholic Voluntary Academy is **an improving school** which is now full, with over 600 pupils on roll, including a Sixth Form which has doubled in size, in the last two years. Our Mission is **'I have come that they might have life and have it to the full'** (John 10:10), as we seek to ensure the very best spiritual, emotional and academic growth for all our pupils.

It means that we work together as a community, supporting and encouraging each other to reach our potential. **Every person** has a specific role to play, and we make a commitment, when we join the community, to fulfil our part. The school itself is situated in the city of Lincoln but serves a wide and diverse community from across the whole city and surrounding areas. Inclusion is a fundamentally important aspect of the St Peter and St Paul community, and our recent Ofsted inspection (May 2024) stated that pupils **'enjoy positive relationships with caring staff. Pupils are guided by the school's values to be tolerant and respect difference.'**

We want pupils to achieve in all aspects of their development. We **value the uniqueness** of each person and believe it is a part of our mission as a Catholic school, to ensure that we also have opportunities to develop individuals so that they can reach their full potential. This means that we support our pupils to reach the highest levels academically, but also that we provide experiences that allow them to develop spiritually, socially, and morally too.

We believe that God created us all to be unique and so we celebrate differences whilst at the same time strengthening the bonds that hold us all together. Visitors comment on the warm and welcoming atmosphere which permeates the whole schools, with Ofsted commenting that our pupils are **'polite and respectful'** (May 2024). Staff and pupils live by the message in the gospel that we should treat others as we would want to be treated.

We make it a commitment to enable pupils to encounter Jesus in all that we say and do. This means that the values in the gospel of love, forgiveness and tolerance are evident in the ways that we interact with each other. It means that we provide opportunities within each day for pupils to pray, reflect on their life and their beliefs, and their actions towards others. Some pupils and staff at the school come from a non-Catholic background, however, all are welcome and immersed in the Catholic values and mission of St Peter and St Paul Catholic Voluntary Academy. St Peter and St Paul is a wonderful place to work, develop, learn, and pray. This is a fabulous opportunity to really make a difference to the lives of the young people who are at the heart of our community. You would be joining at an exciting and innovative time, as the school continues on its pathway of providing a journey of faith and education for all.



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Why work for us?



Access to first class CPD opportunities

We have a specialised CPD Hub to deliver meaningful and relevant CPD for all our staff. Our Leadership Academy identifies and develops future leaders.



Opportunities for career progression

With 36 academies in our family, and 84 academies across the Diocese, opportunities for career progression are a reality.



Professional assistance

Our Employee Assistance Programme gives you access to confidential, independent and unbiased information and guidance 24/7. If clinically advisable, it also offers face-to-face counselling sessions.



Cycle to Work scheme

As well as saving money and improving your mental health and wellbeing, you can help reduce your carbon footprint.



Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme with 23.68% employer contributions. As support staff you can opt-in to the Local Government Pension Scheme – one of the most competitive on the market, with employer contributions of above 20% in most cases.



Terms and Conditions

We have committed to following nationally agreed terms and conditions for pay for both teachers and support staff.

How to apply

If you wish to apply for this post, please:

- Apply online by the closing date on our [vacancies page](#).
- Include a supporting statement of no more than two sides of A4 (included within the online application form)
- **Include** an additional single side of A4, **summarising the impact** of your work as a leader in your current / recent roles. This can be uploaded via our online recruitment system or emailed to hr@lolcmat.co.uk.
- **Applicants are invited to visit our school and meet our staff and pupils; please contact the school office on 01522 871400 to arrange.**

Indicative timescales:

Closing date: 4th October 2024
Start date: 1st January 2025

If you have any queries regarding this post, please email: HR@lolcmat.co.uk

The successful applicant will:

- Place safeguarding at the heart of the school.
- Ensure that the example and teachings of Jesus Christ are at the centre of all that we do.
- Have a proven track records of successful leadership, management, and school improvement.
- Have the vision, drive, and energy to initiate, lead and manage strategies to build on the current successes and achievements of the school.
- Be passionate about ensuring that each pupil fulfils their unique potential.
- Be a confident, positive, and visible leader with the ability to build relationships with staff, pupils, parents, Governors, Directors, and others working in the CMAT and a wide variety of external partners.
- Constantly be looking ahead, working closely with the CMAT, Governors and the SLT to develop a compelling faith centred vision for the school that acts as the focus of all activity and drives improvement.
- Be able to build successful teams and work collaboratively with others to achieve success.
- Can motivate yourself and others.
- Be able to respond and adapt effectively to changing circumstances, maintaining high levels of performance.
- Actively listen and effectively communicate to a wide range of audiences.

Job description

Assistant Headteacher (Behaviour and Attitudes and Safeguarding)

Position available from 1st January 2025

Pay Grade: Leadership Spine 10 -14

Job Purpose:

To provide strategic leadership in ensure that the Behaviour and Attitude of all pupils in KS3/4 meet the required standards, incorporating all policies and procedures and ensuring that all stakeholders understand their roles and responsibilities in ensuring outstanding Behaviour and Attitudes across the Academy.

To be responsible for the management of Heads of Year and the Pastoral hub, together with line management for named departments (these could be subject to change).

To be the Designated Safeguarding Lead and responsible for safeguarding across the school, including line management of the Safeguarding Officer.

To be a visible embodiment of the school's distinctive Catholic ethos and values within the school and its broader community.

Responsibilities:

Whole School Leadership and Management:

To play a full role as a member of the school's Senior Leadership Team, including:

- Ensuring that the school's policies and procedures are fully implemented.
- Taking a proactive role in leading and supporting whole school activities and whole school improvement; this to include a visible engagement with the broader life of the school.
- Operating entirely within statutory procedures and ensuring that all staff are aware of statutory procedures within the specific area of responsibility.
- Operating within and developing further the principle of distributed leadership and responsibility.
- Playing a full part in quality assurance procedures.
- Establishing a strategic view of the school's development especially in the designated key responsibility areas; maintaining an awareness of whole school priorities, local and national priorities, and the statutory framework in which the school operates.
- Contributing to the formulation, monitoring and evaluation of the Academy Development Plan.
- Providing effective leadership and support for all staff by:
 - Setting high professional standards through personal practice



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- Maintaining a high level of visibility around the school site, including during student recreation times
- Leading on whole school behaviour management.
- Contributing to the school's calendar of events to ensure that events are balanced, reasonable, and effective.
- Playing a major role in ensuring that the quality of learning and teaching is of an exceptionally high standard.
- Providing effective leadership for area leaders by:
 - Developing a sense of true responsibility and accountability through line management structures
 - Ensuring that allocated line management areas function efficiently and effectively, including monitoring the deployment of resources in accordance with value for money principles.
 - Working with relevant Leader on all aspects of staffing and recruitment within line management areas
- Supporting and monitoring the evaluation work and improvement planning which takes place within areas of responsibility in accordance with school policy and procedures:
 - Providing information about areas of responsibility as required.
 - Monitoring and supporting good order and discipline within line management areas.
 - Monitoring assessment and challenging attainment targets and their evaluation in line management areas
 - Working with the relevant leaders of learning to ensure an effective curriculum is in place with structures that allow equal access and help maximise achievement.
- Contributing to the day-to-day management of the school.
- Promoting the Catholic Ethos of the school. Taking Celebration of the Word on a rota basis.
- Developing school policies related to specific areas of responsibility and monitoring, reviewing, and evaluating their impact.
- Attending Governor meetings as appropriate.
- Fulfil any other related role under the reasonable direction of the Headteacher.
- To exercise the professional duties as set out in the terms and conditions of employment of all teachers, in accordance with professional expectations and with proper regard to the ethos and character of the school.

Key Leadership and Management Responsibilities Specific to This Post regarding Behaviour and Attitude and Safeguarding

- Take responsibility for the Behaviour and Attitude of pupils in KS3/4, ensuring the appropriate policy and procedures are in place to ensure that students follow 'STAR' and 'AT SSPP WE'.
- To monitor and develop the school's STAR points reward system and place rewards at the heart of behaviour and attitudes.
- Reduce barriers to learning and increase participation for all students.



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- Develop a school strategic approach to behaviour management that impacts on inclusive classroom practice. Ensure that the school's discipline and behaviour guidelines are in place and followed throughout the school, including the celebration of positive behaviour.
- Play a key role in the use of the school's management systems to promote good practice in the management of behaviour. Ensure that the appropriate registers including class registers, bullying and racist registers monitored and kept up to date.
- To be the Designated Safeguarding Lead and to manage the CPOMS register.
- To liaise with outside agencies regarding safeguarding concerns.
- To lead on Safeguarding CPD.
- Liaise creatively with outside agencies in order to facilitate pupil development.
- Coordinate all processes related to the suspension of pupils.
- Monitor and evaluate the inclusive practice of all policies.
- Lead on new initiatives to enhance provision for all students ensuring that all students receive a high-quality education which promotes enjoyment and enthusiasm in learning.
- Ensure that all appropriate strategies to avoid exclusion have been put into place, are understood by all staff, and are documented.
- To lead the school's effective development and deployment of pastoral hub.
- Where exclusion is unavoidable, advising the Headteacher or the Senior Leader in charge of the school in the absence of the Headteacher of this and ensuring that the prevailing procedures have been followed rigorously in line with policy.
 - Ensuring that an appropriate report is completed.
 - Ensuring that effective reintegration procedures are in place.
- Maintain liaison with the DfE, the Local Authority and other relevant agencies in order to be aware of developments and initiatives on a local and national scale regarding Behaviour and Attitude and safeguarding.
- Lead on Behaviour and Attitude development, including the development of "Alternative Curriculum" opportunities, in order to provide the most appropriate curriculum for the pupils at St Peter and St Paul's.
- Prepare and submit statistical information on Behaviour and Attitude in particular behaviour incident, suspensions, and permanent exclusions. Prepare analyses of data relating to Behaviour and Attitude as required by the Headteacher, by governors and by appropriate outside agencies.
- Work closely with the Family Liaison Officer so that the position is used effectively in engaging with 'hard to reach' families who are in need to additional support.

Person Specification

Category/item	Essential	Desirable
Qualifications		
Good Honours Degree	X	
Relevant academic and teaching qualification	X	
Evidence of Further professional study		X
Experience		
An experienced teacher with at least 5 years teaching/management experience	X	
Significant management experience in a secondary school (EG: Head of Department; Head of Year/Achievement Leaders etc)	X	
Proven track record of sustained raising of educational standards	X	
Evidence of commitment to personal professional development	X	
Experience of leading on a whole school initiative		X
Personal Qualities		
Inspirational leader able to motivate by example and who has a high profile in school	X	
Ability to use a range of leadership and management styles with a commitment to the basics of behaviour, learning and achievement for all pupils	X	
Strong communication skills	X	
Confidence, independence and flexibility	X	
Enthusiastic, decisive and authoritative	X	
Integrity – honesty and professionalism	X	
Shaping The Future		
Clear vision and ability to deliver a strategy	X	
Commitment to the development of an inclusive school ethos and standards of behaviour	X	
Commitment and ability to work effectively with relevant agencies to secure the protection of children	X	
Commitment to continuous school improvement with an ability to recognise what needs changing to improve the quality of outcomes for learners and effectively manage the change	X	
Ability to lead the development of high-quality learning and teaching, especially personalised learning	X	
Ability to secure staff accountability and use performance management to drive up standards	X	
Commitment to continuous professional development for all staff	X	
Ability to use data effectively and efficiently in order to inform whole school improvement	X	
Understanding of Ofsted regime and thorough Quality Assurance processes in order to support rigorous School Evaluation processes	X	

Commitment to manage and develop high performing teams	X	
Ability to communicate a strategic vision and measure its impact	X	
Implementation of appropriate improvement plans and policies	X	
High profile in the school and wider community		X
Proven track record of change management		X
Leading Learning and Teaching		
Placement of learning at the centre of strategic planning and resource management	X	
Commitment to school wide focus on pupil attainment, achievement and on high quality teaching	X	
Demonstratable knowledge of a range of effective classroom and behaviour management strategies	X	
Ability to use a wide range of appropriate data to inform teaching and learning	X	
Ability to ensure that a stimulating, rigorous and suitably challenging learning environment exists	X	
Commitment to use of research to develop pedagogy across the school	X	
Experience of implementing strategies that improve other teachers' teaching and target-setting		X
Values		
A commitment to inclusive comprehensive education	X	
An empathy for children from a wide variety of social and cultural backgrounds	X	
Be committed to and in strong support of the important Christian values of the school and Trust	X	
Ability to promote the collective vision and mission for Christ The King school	X	
Commitment to and ability to lead Academy improvement and change	X	
A willingness to work hard, with enthusiasm and vision	X	
Demonstrate creativity, enthusiasm and a keenness to embrace new ideas and challenges	X	

The Trust are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. An enhanced DBS check and other pre-employment checks are required for successful applicants.

Our Trust strives to be a supportive, inclusive, caring, and positive community where every staff member has a sense of belonging. We are committed to cultivating an equitable working environment where staff treat one another with dignity and respect and where every individual can fulfil their potential.

We are a Disability Confident Committed employer and welcome applications from people with a disability or long-term health condition.



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CATHOLIC MULTI-ACADEMY TRUST

Thank you for your interest in working for our Trust.

To find out more about us and our schools, please visit us online:

www.ololcatholicmat.co.uk

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