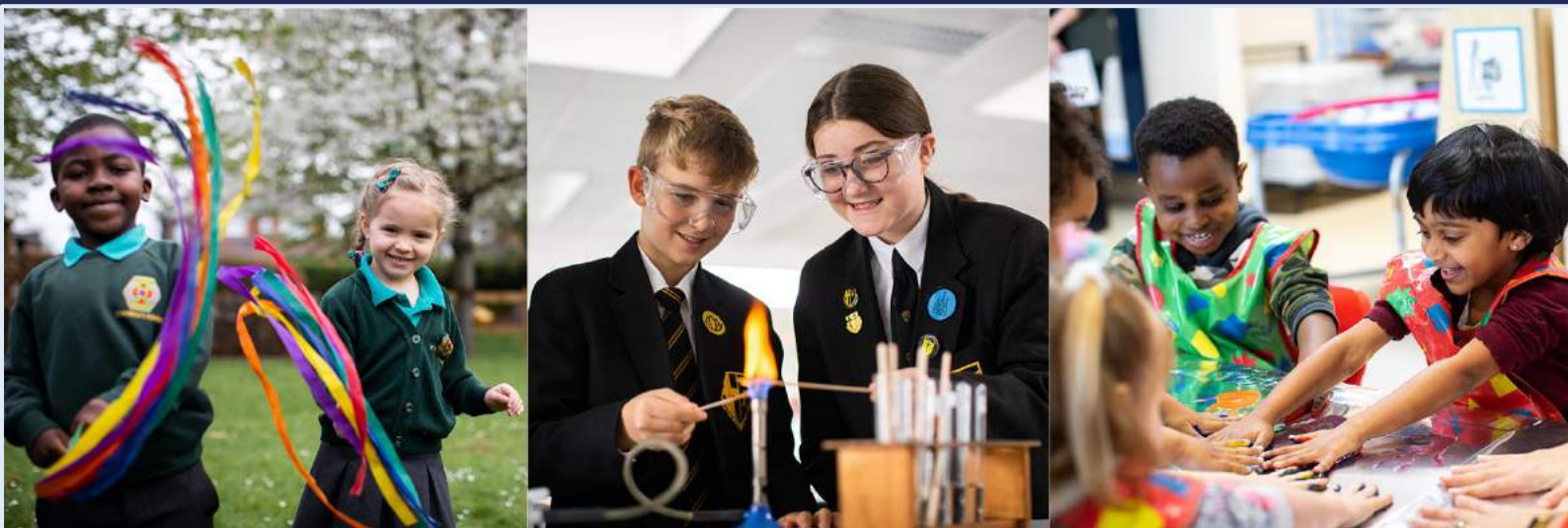




**OUR LADY  
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



# Application pack

## Assistant Headteacher

*The Becket School, Nottingham*

Leadership Spinal Points 11 to 15  
(£54,091- £59,581)



**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 of 21 schools – 4 secondary and 17 primary – aiming to provide a first-class Catholic education for all our students, who come from across Nottinghamshire and the city of Nottingham. Consequently, we set everything we do within Christian values and look to follow the example of Christ in all our work.

Our Trust has been identified by the DfE as high performing and is in the process of expansion, as we will be welcoming 15 Catholic schools from Lincolnshire into our Trust family from 1 September 2022. We will then become a CMAT of 36 schools (6 secondary and 30 primary) with over 14,000 pupils and almost 2,000 staff.

I believe that our Assistant Headteachers are central to ensuring the very best spiritual, social, and academic education for all our young people. Recruiting an outstanding Assistant Headteacher at The Becket School is a priority for us. This school is high performing both in terms of the Catholic Life of the school and academic outcomes. It is heavily oversubscribed and full in all year groups. 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 successful leader to take their career to the next level. The successful candidate will work closely with the Headteacher, me, in my role as CEO, and our Directors of Performance and Standards.



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

A handwritten signature in black ink that reads "James McGeachie".

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

## Working in the Diocese of Nottingham

Thank you for taking the time to find out more about the Assistant Headteacher post at ***The Becket School*** 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**

[www.dioceseofnottingham.uk](http://www.dioceseofnottingham.uk)

Twitter: @NottsDiocese



@OLOLCatholicMAT



ololcatholicmat.co.uk

# Working within the Our Lady of Lourdes CMAT

Our Lady of Lourdes CMAT was formed in September 2018 and brought together all the Catholic Schools in Nottingham and Nottinghamshire. From September 2022, the Trust will welcome 15 Catholic schools from Lincoln and Lincolnshire into OLoL. After this, we will have 6 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 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 and 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’**



# Working at The Becket School



The Becket Catholic Voluntary Academy is located in the well-regarded area of West Bridgford in Nottingham. We are a school of over 1100 students with a large sixth form and heavily oversubscribed in all year groups. The Becket serves a wide geographical area from Long Eaton in the West, Radcliffe on Trent in the East, Clifton, and parts of the City of Nottingham and the local areas of Rushcliffe and West Bridgford around the school

The Becket school is housed in a relatively new building which has been well maintained with excellent teaching, sport and creative arts facilities. Our school facilities are very popular with local community groups and sports teams. There are excellent public transport links, including swift access to the city tram and bus networks as well as the Nottingham ring road.

We were judged 'outstanding' in our latest Diocesan Canonical inspection, and we are currently rated 'good' by Ofsted.

We aim to create an orderly, welcoming environment where the Gospel values of love, peace and justice are reflected in the behaviour of all members of the school community. A visible part of this is that prayer and worship are a core part of our daily school life. The school has recently introduced **The Becket Way** which outlines our values and expectations. The three essential components of this are – **to work hard, be kind and do the right thing**. Our students and staff have really embraced this programme and we have plans to extend it throughout all areas of the school.

We offer a broad and balanced curriculum, enriched with visitors, school trips, events and activities to inspire each student in the joy of learning. All our leadership teams in the school follow the principle of distributed leadership and are supported to be both accountable and also innovative in their work. Our SLT meet twice a week combining strategic and operational leadership and are highly visible throughout the school. SLT are on call throughout the week to support staff in their classrooms. One of the many strengths of the school is the work of our support staff and they are also supported to lead and engage in high quality CPD programmes. As a result, the staff community is collaborative and supportive with many of our staff working across different areas which makes a major contribution to *The Becket Way*. The Becket is one of the lead schools for ITT training and works with Nottingham Trent University to provide a successful school direct training programme.

Our parents and families are very supportive, and we work closely with them. We also have very strong links with our parish communities with our students acting as parish ambassadors and our priests are regular visitors to the school. Our governing body is strong and take an active interest in our school attending many school events and also undertaking link visits to support our work and engage with our students and staff.



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Our recent work on Curriculum and The Becket Way have had a positive impact on our school community. Exam results at both A Level and GCSE have been very strong over the last 4 years not just our headline figures but also the progress made by our SEND and Pupil Premium students.

### **Our mission statements:**

Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic, and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do.
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents.
- Working together so that we can all achieve our full potential, deepen our faith, and know that God loves us.
- Being an example of healing, compassion, and support for the most vulnerable in our society.

Applicants are invited to visit our school and meet our staff and students. Please contact Shelly Rowley (P.A. to the Headteacher) –[M.Rowley@becketonline.co.uk](mailto:M.Rowley@becketonline.co.uk) or 0115 9824280 to arrange a visit.



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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.

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## Opportunities for career progression

With 21 academies in our family, and 84 academies across the Diocese, opportunities for career progression are a reality.

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## 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.

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## Cycle to Work scheme

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

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## 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.

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## 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 [vacancies@ololcmat.co.uk](mailto:vacancies@ololcmat.co.uk).

## Indicative timescales:

Closing date: Wednesday, 18<sup>th</sup> May 2022 at 9am  
Interview date: Thursday, 26<sup>th</sup> May 2022  
Start date: 31 August 2022

If you have any queries regarding this post, please email: [vacancies@ololcmat.co.uk](mailto:vacancies@ololcmat.co.uk)

## The successful applicant will:

- Be responsible for the strategic leadership of behaviour and inclusion.
  - Be responsible for leadership of pupil premium and attendance
  - Be responsible for leading Learning and Teaching CPD
  - Have a proven track record 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.
  - Be able to build successful teams and work collaboratively with others to achieve success.
  - Have the ability to drive themselves 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.
- Place safeguarding at the heart of the school.

# Job description

## Introduction

This job description is based on the key areas identified in the National Standards of Excellence for Headteachers (2015). These standards are in turn built upon the Teaching Standards (2011) which apply to all teachers, including Assistant Headteachers.

*Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the highest welfare of children and young people. The Assistant Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding*

## Job Purpose:

To provide whole school strategic leadership of behaviour and inclusion.

## Key Leadership and Management Responsibilities specific to this post –

- Be responsible for the development of behaviour within the school including line managing the relevant pastoral teams and the Director of Inclusion
- Be responsible for leading on the school's pupil premium work including managing the school's pupil premium champion
- Lead on whole school attendance
- Lead and co-ordinate the school's learning and teaching CPD package
- Take a leading role in ensuring the school aligns to the new Ofsted framework section on behaviour and attitudes
- Reduce barriers to learning and increase participation for all students.
- Develop and lead a strategic approach to student roles in school and student leadership.
- Liaise creatively with outside agencies in order to facilitate student development and well-being.
- Oversee alternative provision and other support packages for students
- Lead and be responsible for organising, implementing, and ensuring that students are involved in activities that develop their 'Cultural Capital
- Liaise with the Assistant Headteacher on personal development to ensure there is an embedded rewards system.

The responsibilities of the permanent Assistant Headteachers will change according to rotation. It is highly likely that the Assistant Headteacher rotations will change every 2/3 years.

## 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.
- Playing a full part in quality assurance procedures.
- Establishing a strategic view of the school's development especially in the designated rotational key responsibility area; 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 School Development Plan.
- Providing effective leadership and support for all staff by:
  - Setting high professional standards through personal practice
  - Maintaining a high level of visibility around the school site, including during student recreation times
  - Leading to 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 Acts of Worship 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.
  - Deputising for any of the Senior Leadership Team 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.

## Person specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Relevant academic and teaching qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional study</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• An experienced teacher with at least 5 years teaching/ management experience</li> <li>• Significant management experience in a secondary school (e.g.) head of department, head of Year etc)</li> <li>• Proven track record of the sustained raising of educational standards</li> <li>• Evidence of commitment to personal professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading on a whole school initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Inspirational leader able to motivate by example and who has a high profile in school</li> <li>• Ability to use a range of leadership and management styles with a commitment to team working</li> <li>• Able to demonstrate a strong commitment to the basics of behaviour, learning and achievement for all pupils</li> <li>• Strong communication skills</li> <li>• Confidence, independence and flexibility</li> <li>• Enthusiastic, decisive and authoritative</li> <li>• Integrity – honesty and professionalism</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>
Shaping the Future	<ul style="list-style-type: none"> <li>• Clear vision and ability to deliver a strategy</li> <li>• Commitment to the development of an inclusive school ethos and standards of behaviour.</li> <li>• Commitment and ability to work effectively with relevant agencies to secure the protection of children</li> <li>• 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</li> <li>• Ability to lead the development of high-quality learning and teaching, especially personalised learning</li> </ul>	<ul style="list-style-type: none"> <li>• High profile in the school and wider community</li> <li>• Proven track record of change management</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to secure staff accountability and use performance management to drive up standards</li> <li>• Commitment to continuous professional development for all staff</li> <li>• Ability to use data effectively and efficiently in order to inform whole School Improvements</li> <li>• Understanding of OFSTED regime and thorough Quality Assurance processes in order to support rigorous School Evaluation processes</li> <li>• Commitment to manage and develop high performing teams</li> <li>• Ability to communicate a strategic vision and measure its impact</li> <li>• Implementation of appropriate improvement plans and policies</li> </ul>		
Leading learning and teaching	<ul style="list-style-type: none"> <li>• Placement of learning at the centre of strategic planning and resource management</li> <li>• Commitment to school wide focus on pupil attainment, achievement and on high quality teaching</li> <li>• Demonstrable knowledge of a range of effective classroom and behaviour management strategies</li> <li>• Ability to use a wide range of appropriate data to inform teaching and learning</li> <li>• Ability to ensure that a stimulating, rigorous and suitably challenging learning environment exists</li> <li>• Commitment to use of research to develop pedagogy across the school</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of implementing strategies that improve other teachers' teaching and target -setting</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>
Values	<ul style="list-style-type: none"> <li>• A commitment to inclusive comprehensive education</li> <li>• An empathy for children from a wide variety of social and cultural backgrounds</li> <li>• Be committed to and in strong support of the important Christian values of the school and the Trust</li> <li>• Ability to promote the collective vision and mission for at the school</li> <li>• Commitment to the Catholic nature and ethos of the school</li> <li>• Commitment to and ability to lead Academy improvement and change</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Selection process</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• A willingness to work hard, with enthusiasm and vision</li> <li>• Demonstrates creativity, enthusiasm and a keenness to embrace new ideas and challenges</li> </ul>		
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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.



# OUR LADY OF LOURDES

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](http://www.ololcatholicmat.co.uk)**

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