



**OUR LADY  
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



# Application pack

## Deputy Headteacher

*Our Lady of Lincoln Catholic Voluntary  
Academy, Lincoln*

Leadership Scale Points 8 - 12  
(£56,082- £61,882 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**

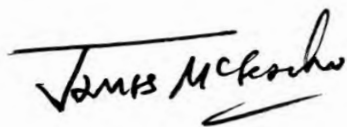
Thank you for expressing an interest in this vacancy within Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT).

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 Deputy Headteachers play a critical role in ensuring the very best spiritual, social, and academic education for all our young people. Recruiting an outstanding Deputy Headteacher at Our Lady of Lincoln 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 Deputies 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."***

# Working in the Diocese of Nottingham

Thank you for taking the time to find out more about the Deputy Headteacher post at *Our Lady of Lincoln 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.

- 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)

X: @NottsDiocese





# 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 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'



# Working at Our Lady of Lincoln Catholic Voluntary Academy

Our Lady's is a one form entry Catholic Primary Academy, located in the historic City of Lincoln. The Academy is served by the Parish Churches of Our Lady of Lincoln and St Hugh of Lincoln. We have a calm and nurturing ethos, which is rooted in the strong Catholic Values that drive both the pastoral and academic fulfilment of all stakeholders who work hard to 'flourish on their road to success in the footsteps of Jesus.'

Our Lady's is on a journey of rapid development which is driven by a dynamic Headteacher with excellent support from Our Lady of Lourdes CMAT. Despite being a small Academy, our whole school staff work very hard to provide our pupils with daily opportunities for enjoyment and growth, placing their individual needs and future aspirations at the heart of all we do.

Our Academy is going from strength to strength, and we now have an exciting opportunity to appoint a forward-thinking Deputy Headteacher with a bright and positive outlook, who will work together with the Headteacher, the leadership team and all the staff to continue to develop and grow our school.

Much work has been done in creating and mapping an engaging and inspiring curriculum, which our Deputy Headteacher will coordinate, refine, and embed. Ideally, you will have a strong passion for English and may also have experience of managing the Sports Premium spend in school. The Deputy Headteacher will also oversee assessment across the school, working with the teachers, leadership team and SENCO to identify needs, and support and challenge all pupils to actively engage in learning so that they fulfil their potential, enjoy and thrive in all aspects of school life.

Our vision and values lie at the core of everything we do. Our chosen Catholic Virtues place Christ at the centre of all we do and underpin our relationships, teaching and learning, providing an environment in which our children can flourish. Our understanding of these virtues guides our thinking and our behaviour at Our Lady.

Ours is a happy school and we are keen to find the right Deputy Headteacher to further enhance this. If you are successful in your application, you will join a team of enthusiastic and dedicated staff, supportive parents and a governing body who work in partnership to ensure that each child is happy, safe, supported and encouraged in all they do. We are looking for an inspiring Deputy Headteacher who will help drive forward and further shape our vision for the school's future development. You will be an active member of the school community who will lead, support, and encourage collaboration to help the school meet and exceed its objectives.

Join us and help us shape the future of Catholic education in Lincolnshire.



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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 36 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@ololcma.co.uk](mailto:vacancies@ololcma.co.uk).
- Prior to applying for this role, please contact Moira Dales, Deputy CEO, via email, to discuss the role: [m.dales@ololcatholicmat.co.uk](mailto:m.dales@ololcatholicmat.co.uk)
- Applicants are invited to visit our school and meet our staff and students, please contact the school office on 01522 527500 to arrange.

Indicative timescales:

Closing date: Monday, 19 February 2024 at 9.00am.  
Interview date: Thursday, 28 March 2024.  
Start date: 1 September 2024.

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

The successful applicant will:

- Be a practising Catholic (please see accompanying NRCDES document 'Catholic School and the Definition of a Practising Catholic) with a strong faith commitment and a clear vision for Catholic Education.
- 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.
- 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.

# What is the objective definition of a 'practising Catholic' for appointments to key posts in Catholic Schools?

To objectively define what a 'practising Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church.

This is the 'practice' of the Catholic faith in its widest and all-encompassing sense. At the heart of these general obligations though, there are essential components for "*full communion*" with the Catholic Church.

These are sacramental initiation (Baptism, Confirmation, and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practising Catholic'.

For further information, including examples where there may be a reason why somebody is not able to take up a key responsibility in a Catholic school, please see '*Christ at the Centre*' by Mgr. Marcus Stock, CTS Publications ISBN 978-1-86082-843-0.



# Job Description

## Introduction

Our Lady of Lincoln Catholic Voluntary Academy is a Catholic School, part of the Catholic Church, and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the diocesan trust deed. At all times, the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is, therefore, reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

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

## A. The core purpose of the Deputy Headteacher

Responsible to: The Headteacher

This primary academy has been designated by the Secretary of State as a school with a religious character and is part of the Our Lady of Lourdes Catholic Multi-Academy Trust (the Trust). The Articles of Association for the Trust state that it and the academies within the Trust are part of the Catholic Church and the academies are to be conducted as Catholic schools in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of the Diocese of Nottingham. At all times, the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This is a reserved post which means that applicants must be practising Catholics.

Please consult the document produced by the Diocese of Nottingham '*Catholic Schools and the Definition of a Practising Catholic*' for further information. A copy of this document is included as part of the application pack.

This appointment is with the directors of the Trust under the terms of the Catholic Education Service contract signed with the Trust as employers. It is subject to the current conditions of service for Deputy Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Deputy Headteacher shall consult with the Headteacher and, when appropriate, with the school governing body, the Nottingham Roman Catholic Diocesan Education Service, the Local Authority, the staff of the school, the parents of its students, the parish/es served by the school and the other schools within the Trust.



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## Catholic Purpose and Identity of the School

The Deputy Headteacher (DHT) must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the Headteacher in establishing and sustaining the Catholic identity of the school and safeguarding the teachings of the Church.

You must help to ensure that this Catholic identity is reflected in every aspect of the life of the school, in particular: in the curriculum; the day-to-day organisation of the school; staff development; staff and student relationships; the partnership between school, home, parish; extended partnerships with the wider local community, other schools, the LA and other agencies.

This duty provides the context for the proper discharge of all other duties and responsibilities.

## Leadership in Catholic Education

With the Headteacher, the Deputy Headteacher shares responsibility for the leadership of a Catholic school community. A Catholic Deputy Headteacher has the responsibility to develop an ever-deeper understanding of this leadership role through regular reading and participation in appropriate courses, together with frequent reflection.

The Deputy Headteacher must support the Headteacher to establish a culture that promotes excellence, equality, and high expectations of all students.

## KEY AREAS OF THE ROLE

### Strategic direction and development of the academy and Trust

The Deputy Headteacher will:

- Be able to clearly articulate the school's faith values, mission and ethos.
- Help to formulate the aims and objectives of the school and to develop policies and whole school strategies to achieve them.
- Lead the implementation of new strategies for academy and when required Trust improvement.
- Effectively take a significant lead in school improvement and staff development in the academy.
- Work with the senior leadership teams on Trust improvements and staff development.
- Work in partnership with the Headteacher, Governors and Directors of Performance and Standards to contribute to the cycle of planning, implementation, review and evaluation of the School Improvement and Development Plan.

- Monitor and evaluate the impact of the school's policies, practices, targets, and priorities, identifying developments needed and work with the Headteacher to achieve them.

## Teaching and Learning

The Deputy Headteacher will:

- Share responsibility for the whole-school curriculum.
- Assist the Headteacher and RE coordinator in the delivery of the school's Religious Education programme.
- Provide an excellent role model of teaching in a Catholic school.
- Assist the Headteacher, through rigorous monitoring activities, to maintain high standards of teaching and learning throughout the school.
- Provide additional support for colleagues whose performance has been identified as requiring improvement over time.
- Ensure that students across the school make good progress by regularly monitoring classroom practice and analysing assessment information.
- Take a lead in planning for intervention support when students are identified as in danger of falling behind.

## Leadership and Management

The Deputy Headteacher will:

- Undertake, in the absence of the Headteacher, the professional duties of the Headteacher.
- Take a major role in the leadership of the school as a member of the Senior Leadership Team
- Take a significant role in the leadership of the Academy Trust
- Support the Headteacher in organising the day-to-day running of the school.
- Provide an excellent model of subject leadership.
- Recognise and develop leadership potential in others.
- Challenge and support colleagues and support the Headteacher in holding staff to account for poor performance.
- Support the Headteacher in the recruitment and deployment of staff.
- Support the Headteacher in the performance management of staff.
- Have an ongoing commitment to personal continuing professional development.
- Have a commitment to promoting safeguarding, in all its aspects.
- Provide analyses and reports on the school's performance to a variety of audiences.
- Motivate and enthuse children and colleagues by a positive, active, and supportive attitude.
- Be responsible for the school's financial management, working with the Trust Finance team in the absence of the Headteacher.
- Be responsible for income and expenditure of any specifically allocated budget(s).



- Adhere to the School's Financial Policy and Procedures

## Personal Development, Behaviour and Welfare

The Deputy Headteacher will:

- Strive to live out the school's Mission Statement.
- Provide an excellent model of positive professional behaviour and self-discipline.
- Promote the highest standards of behaviour for students.
- Ensure the school's policies on personal development, behaviour and welfare are fairly and consistently implemented across the school.
- Ensure that all safeguarding policies and procedures are followed rigorously.

## Communication

The Deputy Headteacher will:

- Fully support the ethos and educational mission of the school
- Help maintain and further develop positive relationships with parents, Governors, local parishes, and the wider community.
- Help maintain and further develop positive relationships with the Diocese, the LA, and Support Services
- Provide information and support to the Governing Body to enable it to meet its statutory responsibilities.

# Person Specification

FAITH COMMITMENT/PERSONAL QUALITIES	Essential	Desirable	Source
Practising Catholic	E		A, R
Ability to build and sustain relationships with the wider community including the Parish	E		A, I, R
Commitment to curriculum Religious Education and Catholic Life	E		A, I, R
Experience in leading collective acts of worship		D	A, R
Understanding of school's role in the community	E		A, I
Ability to communicate effectively, both verbally and in writing, in a wide range of situations	E		I, P
Commitment to working flexibly	E		A, I
Good attendance record	E		A, I
Caring pastoral attitude towards staff and pupils	E		A, I
Not afraid to make difficult decisions	E		I, R
Ability to relate to and work effectively with others as part of a team.	E		I

EXPERIENCE	Essential	Desirable	Source
Teaching experience of Primary aged pupils	E		A, R
Teaching experience in Foundation, Key Stage 1 and Key Stage 2		D	A, R
Experience in a Catholic School		D	A
Excellent classroom management and practice	E		I, R
Experience/evidence of initiating, implementing, managing and evaluating curriculum development	E		
Experience of whole school assessment procedures	E		A, I, R
Experience of interpreting and analysing assessment information in order to set targets for raising standards	E		A, I, R
Experience of monitoring and evaluating Teaching and Learning		D	A, I
Experience in more than one school		D	A
Experience of working with a school's community including Parish		D	A, I, R

EDUCATION AND TRAINING	Essential	Desirable	Source
Qualified teacher status	E		A
Catholic Certificate in Religious Studies or equivalent		D	A
Extended and appropriate professional development	E		A

KNOWLEDGE AND UNDERSTANDING	Essential	Desirable	Source
Understanding of School Development/Improvement process	E		A, I, R
Understanding of Curriculum Development	E		A

Knowledge and understanding of moral, spiritual and cultural development of pupils	E		I, P
Commitment to school improvement and aspiration to be outstanding	E		I, P
An understanding of contemporary issues in education	E		A, I, R
Detailed knowledge of the structure and content of the National Curriculum and assessment arrangements	E		A, I, R
Ability to monitor and evaluate the performance and progress of the school, in particular standards, achievement and the quality of teaching and learning	E		A, I, R
Confidence in using ICT to support teaching	E		I, R
Knowledge and understanding of target setting at classroom and whole school level	E		A, I, R, P

PROFESSIONAL SKILLS	Essential	Desirable	Source
A commitment to sound equal opportunities practice and inclusion	E		A, I, P
Clear understanding of all elements of educational inclusion		D	I
Ability to promote the school's Catholic ethos in line with its Mission Statement	E		I
A positive approach to managing school discipline and behaviour	E		A, I
Commitment to continuous professional development and promotion of INSET to other staff and leading training	E		A, I
Willingness to undertake NPQH or equivalent		D	I
Experience as a School Governor		D	A, I
High quality personal ICT skills	E		A, I, R
Flexibility and adaptability to work with a wide range of people from the community	E		A, I, R

LEADING AND MANAGING STAFF	Essential	Desirable	Source
Commitment to develop and drive staff CPD and provision that is evidence informed and research based.	E		I
Ability to demonstrate and implement a range of management and leadership styles	E		A, I, R
Ability to solve problems under pressure	E		A, I, R
Understanding of the importance of coaching and mentoring and its impact on staff development at all levels	E		A, I, R
Ability to establish effective relationships and work with others – staff and volunteers – often under pressure and within given deadlines	E		A, I, R
Knowledge and understanding of implementing effective procedures for Performance Management and professional development		D	A, I
Awareness of the need for all staff to maintain suitable work/life balance		D	A, I, R



SAFEGUARDING	Essential	Desirable	Source
Understanding of responsibilities in ensuring compliance with Health and Safety Legislation	E		I
Clear commitment to and understanding of child protection and safeguarding arrangements	E		A, I
Safer Recruitment Training		D	A

The Trust is 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

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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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