



**Application Pack**  
**Deputy Headteacher**  
**Sacred Heart Catholic Voluntary Academy**

Mere Close, Leicester, LE5 3HH  
 0116 2624418 | [school.office@sacredheart.leicester.sch.uk](mailto:school.office@sacredheart.leicester.sch.uk)  
 Leadership Pay Range (L10-L14)  
 Start Date: Advent (Autumn) Term 2024





**Sacred Heart**  
CATHOLIC VOLUNTARY ACADEMY



Dear Applicant,

Thank you for the interest you have expressed in our Deputy Headteacher vacancy.

As we continue to uphold the Sacred Heart Catholic Voluntary Academy traditions of excellence in education, we are seeking a Deputy Headteacher who shares our vision and is dedicated to guiding our school community towards continued success. Sacred Heart is a Catholic Academy within the Diocese of Nottingham and the City of Leicester and is part of the St, Thomas Aquinas Trust along with 22 other Leicester City, Leicestershire and Rutland schools.

The school was formed to educate the catholic children living in the Parish of Sacred Heart in Leicester. The date 1884 is engraved on one of the original buildings of the school. The school have very strong links with the Church, the Parish Priest, Fr. David Cain, Deacon Seamus O'Looskan and the Parish.

As a school we are committed to fostering a nurturing environment where each child is encouraged to flourish academically, spiritually and socially. As Deputy Headteacher, the successful applicant will work closely with the Headteacher and CMAT Director of Performance & Standards to shape and develop the direction of the school, and to monitor the impact of all work done.

This is a reserved post, meaning that we are looking for someone who meets the definition of a practising Catholic. Beyond that, we are seeking someone with a demonstrable track record of evidenced school improvement work; someone who is a genuine team player, and who can show through examples that they are able to take people with them on their strategic journey.

If you feel that this could be the exciting next step on your own career pathway, we would be delighted to receive an application from you. The deadline is 9.00am on 15th April 2024, and interviews are scheduled for Friday 3rd May 2024.

Please contact the school office on 01162 624418 to arrange a meeting with Kate Hayles, Headteacher to discuss this post further. Thank you again for your interest in this post. I wish you every success in your application.

I hope that this insight into our vision and the opportunities open to our staff has further interested you, and we look forward to receiving an application from you to work in our Trust.

With best wishes

A handwritten signature in black ink that reads 'N. Lockyer'.

Neil Lockyer  
Chief Executive Officer



# Welcome to St Thomas Aquinas Catholic Multi-Academy Trust



We are a vibrant Trust of 23 schools – 19 primary and 4 secondary – serving young people, their families and parishes across Leicester, Leicestershire and Rutland. We are proud to work both with our fellow Catholic MATs across the Diocese of Nottingham, and a wide range of other schools and MATs across our city and county.

Our CMAT provides innovative ways for our schools to work together. Children benefit from the expertise of staff from across the schools, and they have increased opportunities to work with young people from other schools also. Training for our staff provides even greater quality in our classrooms, and better value for money means that more resources can be focussed in those classrooms.

We are truly blessed to be a family of schools which, with Christ at the heart of all that we do, shares a common mission to prepare our young people for a wholesome, fulfilling, active life in the future. Our commitment to the parents is to care for, support and educate your child to the highest possible standards.



# Our Trust

## Vision and Values



### Our Vision

All of our young people tangibly benefit from a consistently outstanding Catholic education.

### Our Mission

With Christ at the centre of all that we do, we work collaboratively, openly and honestly to provide all young people within our Catholic MAT with a world-class education that enables them to be lifelong learners and fruitful contributors to our society.

### Our Goals

- **Rich Catholic life:** the formation of our young people will be based on the life and teachings of Christ. Our schools will be accepting and encouraging of people of all faiths and none.
- **Happy, safe and well:** the safety and well-being of our pupils and staff is of paramount importance in our CMAT.
- **World-class education:** research-based practice will ensure educational excellence of the whole person from EYFS to Year 13.
- **Collaboration and trust:** staff, governors and directors will work together with parents/carers and parishes in a spirit of openness, honesty and ongoing development for the good of the young people in our care. We will also celebrate the distinctive nature of each of our schools.
- **Equality for all:** social justice and a strong desire for upward social mobility will underpin our work to remove all barriers to learning, progress and success. Every member of our community will be welcomed and valued; no one will be prejudged on their ethnicity, faith (or none), gender, sexuality or age.
- **Life-long learning:** our curricula will ensure that our young people are inspired and excited by learning, maintaining a thirst for education.
- **Staff development:** evidence-based, highly effective professional development at all levels will ensure both excellent progress and outcomes for our young people, and first-rate developmental career progression for all staff.

### Our values are at the heart of all we do

*"All that is true has its origin in the Spirit"*

#### Christ-centered



We take our lead from the example & teachings of Christ

#### Ambitious



We are driven to ensure the very best outcomes for all

#### Together



We take decisions for the Common Good of all

#### Restorative



We don't give up on our young people, always believing in them

#### Joyful



We feel blessed to have been called to this vocation & we are a people of hope

## Trust Benefits

# Why work for us?



### Access to First Class CPD Opportunities

The benefits of our Leicestershire and Rutland Teaching School Hub and Exemplary Leadership Programme which is based within our Trust. You could also lead CPD for the Hub, potentially as an Ambition Institute Visiting Fellow.



### Opportunities for Career Progression

With 23 academies in our family and 84 academies across the Diocese, opportunities for career progression are a reality.



### Medicash

Healthcare plans for our employees that focus on wellbeing, covering dental, optical & physio, plus access to virtual GP, stress helplines, savings on gym & retail and much more.



### Terms & Conditions

We have committed to following nationally agreed terms and conditions for pay, for both Teachers' and Support Staff.



### Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.



### Cycle to work scheme

We offer employees the opportunity to obtain a new bike and cycling equipment through the cycle to work scheme provided by our partners, Cycle Solutions.



### Electric Car Scheme

Access to our new electric dreams car scheme, in partnership with Octopus Energy.



### 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.



### After / Before School Childcare

If you have children who attend one of our schools that offer their own before / after school clubs, as an employee you will be able to access this resource for free.

## Application Process

### How to Apply



If you wish to apply for this post, please complete the Catholic Education Service Application Form via our website [www.aquinas-cmat.org/vacancies/](http://www.aquinas-cmat.org/vacancies/)

#### **Interviews will be held on Friday 3rd May 2024**

If you have any queries regarding this post, please do not hesitate to contact the HR Helpdesk email: [HRHelpdesk@aquinas-cmat.org](mailto:HRHelpdesk@aquinas-cmat.org)

The successful applicant will:

- Be a practising Catholic (please see accompanying NRCDES document 'Catholic Schools 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’.



## Working in the Diocese of Nottingham



Thank you for taking the time to find out more about the Deputy Headteacher vacancy at **Sacred Heart Catholic Voluntary Academy**, in the Diocese of Nottingham.

The Diocese of Nottingham, which 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 and one school with St Thomas Aquinas Catholic Multi-Academy Trust. These transfers were completed in September 2022.

- St Thomas Aquinas Multi-Academy Trust - Leicester, Leicestershire & Rutland
- Our Lady of Lourdes Catholic Multi-Academy Trust - Nottinghamshire & Lincolnshire
- St Ralph Sherwin Catholic Multi-Academy Trust - Derbyshire

Our Catholic Multi-Academy Trust works in very close partnership with us at 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 faithfully,

A handwritten signature in black ink that reads "Peter Giorgio". The signature is written in a cursive style and is positioned above a horizontal line.

**Peter Giorgio**

Director of Education

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

Twitter: [@NottsDiocese](https://twitter.com/NottsDiocese)





## **Job Description**

### **Deputy Headteacher**



#### **Introduction**

Sacred Heart Catholic Voluntary Academy is 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 practicing 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.

#### **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 St Thomas Aquinas Multi-Academy 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 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.

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.

##### **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.

He or she 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 organising 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.

# Job Description

## Deputy Headteacher



### 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:

- Be an outstanding practitioner
- Lead of the whole school curriculum
- Assist the Headteacher and RE co-ordinator in the delivery of the school's RE 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 the 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.

# Job Description

## Deputy Headteacher

### 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 within 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 and attendance as a deputy DSL 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 Deputy Headteacher

A: Faith Commitment / Personal Qualities	Essential	Desirable
Practising Catholic	A	
Ability to build and sustain relationships with the wider community including the Parish	A	
Commitment to curriculum Religious Education and Catholic Life	A	
Understanding of school's role in the community	A	
Ability to communicate effectively, both verbally and in writing, in a wide range of situations	A	
Commitment to working flexibly	A	Desirable
Good attendance record	A	
Caring pastoral attitude towards staff and pupils	A	
Not afraid to make difficult decisions	A	
Ability to relate to and work effectively with others as part of a team	A	
B. Experience	Essential	Desirable
Teaching experience of Primary aged pupils	A I	
Teaching experience in Foundation, Key Stage 1 and Key Stage 2		A I
Experience in a Catholic School		A I
Excellent classroom management and practice	A I	
Experience/evidence of initiating, implementing, managing and evaluating curriculum development	A I	
Experience of whole school assessment procedures	A I	

## Person Specification Deputy Headteacher

<b>B. Experience (continued)</b>	<b>Essential</b>	<b>Desirable</b>
Experience of interpreting and analysing assessment information in order set targets for raising standards	A I	
Experience of monitoring and evaluating Teaching and Learning	A I	
Experience in more than one school		A I
Experience of working with a school's community including Parish		A I
<b>C. Education &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher status	A I	
Catholic Certificate in Religious Studies or equivalent		A I
Extended and appropriate professional development	A I	
<b>D. Knowledge &amp; Understanding</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of School Development/Improvement Process	A I	
Understanding of Curriculum Development	A I	
Knowledge and understanding of moral, spiritual and cultural development of pupils	A I	
Commitment to school improvement and aspiration to be outstanding	A I	
Ability to monitor and evaluate the performance and progress of the school, in particular standards, achievement and the quality of teaching and learning	A I	
An understanding of contemporary issues in education		A I
Detailed knowledge of the structure and content of the National Curriculum and assessment arrangements	A I	
Ability to monitor and evaluate the performance and progress of the school, in particular standards, achievement and the quality of teaching and learning	A I	

## Person Specification Deputy Headteacher

D. Knowledge & Understanding (continued)	Essential	Desirable
Confidence in using ICT to support teaching	A I	
E. Professional Skills	Essential	Desirable
A commitment to sound equal opportunities practice and inclusion	A I	
Clear understanding of all elements of educational inclusion		A I
Ability to promote the school's Catholic ethos in line with its Mission Statement	A I	
A positive approach to managing school discipline and behaviour	A I	
A commitment to continuous professional development and promotion of INSET to other staff and leading training	A I	
Willingness to undertake NPQH or equivalent		A I
Experience as a School Governor		A I
High quality personal ICT skills	A I	
Flexibility and adaptability to work with a wide range of people from the community	A I	
F. Leading & Managing Staff	Essential	Desirable
Commitment to develop and drive staff CPD and provision that is evidence informed and research based	A I	
Ability to demonstrate and implement a range of management and leadership styles	A I	
Ability to solve problems under pressure	A I	
Understanding the importance of coaching and mentoring and its impact on staff development at all levels	A I	
Ability to establish effective relationships and work with others - staff and volunteers - often under pressure and within given deadlines	A I	

## Person Specification Deputy Headteacher

F. Leading & Managing Staff (continued)	Essential	Desirable
Knowledge and understanding of implementing effective procedures for Performance Management and professional development		A I
Awareness of the need for all staff to maintain suitable work/life balance		A I
F: SAFEGUARDING	Essential	Desirable
Understanding of responsibilities ensuring compliance with Health and Safety legislation	A I	
Clear commitment to and understanding of child protection matters, safeguarding legislation and practice	A I	
Safer Recruitment and enhanced satisfactory DBS		A I

*The post of Deputy Headteacher 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.*

## Additional Information Deputy Headteacher

Start date	22nd August 2024 (Advent / Autumn Term 2024)
Salary	The post is remunerated at L10 – L14
Contract	Permanent
Expenses	Work-related expenses will be paid per the relevant St Thomas Aquinas Catholic Multi-Academy Trust policies

*The St Thomas Aquinas Catholic Multi-Academy Trust Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The St Thomas Aquinas Catholic Multi-Academy Trust Company is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.*





## THANK YOU

For the interest you have shown in working with our trust  
For more details about our team and our schools you can visit:



[www.aquinas-cmat.org](http://www.aquinas-cmat.org)



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