



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Application pack

Director of Performance and Standards (two roles)

Trust Executive Pay Band E4
(£85,286 – £96,841)

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 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 Jesus 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.

These Director of Performance and Standards roles are key roles in our school improvement team. They have arisen from our Trust expansion project and the promotion of one current post holder to Deputy CEO. Although they are open to people of any faith, or no faith, the successful applicants would need to demonstrate a deep commitment to our values.

These roles provide opportunities for colleagues to develop their understanding of system leadership and to make a real difference to the life chances of children and young adults across our Trust. The successful candidates will have the opportunity to develop their leadership skills further as they will be part of the Trust's executive team.

This vacancy offers a wonderful opportunity for a talented and successful leader with a passion for school improvement.



"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 Director of Performance and Standards posts at ***Our Lady of Lourdes Catholic Multi Academy Trust*** 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. 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 our Trust. I hope that you will consider applying for the post and I wish you every success.

Yours faithfully

Peter Giorgio, Director of Education

www.dioceseofnottingham.uk

Twitter: **@NottsDiocese**



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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.

We warmly welcome those of different cultures, ethnicities, and beliefs. This includes those of all faiths, the Catholic faith and those without a faith who are supportive of the Trust’s Catholic character and Christian ethos. This diversity is fundamental to our values and enriches the lives of the students within our schools.

‘Outstanding Catholic education for all’



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 21 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.

Director of Performance and Standards (Two Roles)

Our Lady of Lourdes Catholic Multi-Academy Trust
Nottingham, Nottinghamshire, Lincoln & Lincolnshire

Salary: Trust Executive Band E4 (£85,286 - £96,814)

Contract type: Full time

Contract term: Permanent

Closing date: Monday, 4 July 2022 (9.00 am)

Interviews: Tuesday, 12 July 2022

Job starts: 1 September 2022 or January 2023

'Inspired by Mary's love for God'

Our Lady of Lourdes Catholic Multi-Academy Trust has two exciting development opportunities for a Director of Performance and Standards. The posts have arisen from our Trust expansion project and the promotion of one current post holder to Deputy CEO.

As part of the executive team, based in Nottingham or Lincoln, the Directors of Performance and Standards will work closely with the CEO, DCEO and the Directors of the CMAT to provide highly effective strategic focus on attainment and progress across a group of schools. Your work with headteachers will ensure our schools have the highest quality support, challenge and intervention, so that they offer the very best education for all of our young people.

The successful candidates will have responsibility for a group of schools within the CMAT.

This will be predominantly primary schools initially. We would expect successful candidates to look to develop their expertise, with the relevant training, to become more cross-phase over time.

The two vacancies offer wonderful opportunities for two innovative leaders and inspirational communicators, with strong educational backgrounds to take their careers to the next level.

The successful candidates will have exceptional leadership skills with a strong understanding of school improvement. Experience of leading or supporting improvements in standards in more than one school is essential.

The role is to be based in Nottingham or Lincoln. Travel is required for this role so access to a vehicle is essential.

To be successful you will have:

- A proven track record of successful senior leadership in schools.



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- An unswerving desire to see all children and staff flourish.
- Experience of leading or supporting improvements in standards in more than one school.
- Experience of successful implementation of strategies for raising achievement and ensuring effective teaching, learning and assessment.
- A strong understanding of the Ofsted inspection framework and experience of preparing a school for Ofsted Inspection and / or supporting other schools in this.

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.

How to apply

To apply and for further details about the role and the Trust, please visit:

<https://www.ololcatholicmat.co.uk/work-with-us/vacancies/>

For an informal discussion in relation to the opportunity, please email Moira Dales, Senior Director of Performance and Standards (m.dales@ololcatholicmat.co.uk).

Additional Information Relating to the Post

Start date	By 1 January 2023
Salary	Executive Band 4 (NJC 71 – 77) £85,286 - £96,814 (Full Time Equivalent). It is anticipated the successful candidate will commence at the bottom of the band.
Hours of Work	37 hours per week (full time). However, staff at this level may be required to work additional hours to meet the requirements of the role. There will be a requirement to work outside of normal office hours.
Contract	Permanent
Pension	Teachers' Pension Scheme (for existing members) or other by arrangement
Expenses	Work-related expenses will be paid per the relevant Our Lady of Lourdes Catholic Multi-Academy Trust policies
Annual Leave	30 days per calendar year – to be taken outside of term time(s) plus bank holidays
Probation	6 months (not applicable for existing Our Lady of Lourdes CMAT employees)



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Notice Period

6 months



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Job Description

Job title:	Director of Performance and Standards (Primary)
Reporting to:	The Deputy Chief Executive Officer (DCEO)
Responsible for:	The line management of an agreed group of Headteachers
Liaising with	The Board of Directors, sub-committees of the Board of Directors, the CEO, Local Governing Bodies, the Director for Education for the Diocese of Nottingham
Grade	Trust Executive pay Band E4
Hours per week	Full time, all year round, 37 hours per week (additional hours may be required to meet the requirements of the role)

Core Purpose

The core purpose of the role of the Director of Performance and Standards (DPS) is to support the CEO of the Catholic Multi-Academy Trust (hereafter referred to as the 'Trust') and their Deputy in the efficient and effective delivery of the Trust's strategic aim, which is to drive high standards by ensuring outstanding educational performance in all academies.

The DPS will be responsible for educational standards and Headteacher performance review within an allocated group of schools.

The DPS will take the lead on identified cross-trust priorities and projects, to be agreed with the CEO and DCEO.

The Trust's objectives relate to the provision of Catholic education. All academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Nottingham.

Performance and Standards

- To provide a strategic lead on monitoring and evaluating standards across all academies within the Trust
- To be familiar with the latest requirements for Ofsted for all academies in the Trust
- To carry out risk assessments, through careful analysis of performance data, for all academies and to identify schools which may be 'at risk' of declining standards
- To collect internal and external performance data including end of year outcomes, attendance data and exclusion data
- To quality assure all data collected from academies in the Trust
- To ensure that the Trust's Performance Data Calendar is followed by all academies in reporting their current performance
- To work closely with headteachers of academies 'at risk' of declining standards and to monitor

school improvement progress regularly

- To provide accurate and incisive summary reports for the CEO and DCEO and the Trust's Standards Committee

Supporting Schools

- To raise standards in all schools, not just those that are 'at risk' of declining standards
- To maintain up to date information on reliable and effective school improvement strategies
- To liaise with other relevant bodies for all aspects of school improvement including Teaching Schools, the National College etc
- To ensure that appropriate school improvement advice and guidance is available as required
- To provide a strategic direction for all headteachers on school improvement plans within the Trust
- To ensure all academy self-evaluations are accurate and Ofsted compliant
- To carry out learning walks, departmental reviews, work scrutiny, data checks and data validation in academies supporting the work of headteachers in their responsibility for standards in the individual academies
- To support headteachers with post-Ofsted action plans
- To monitor schools' post-Ofsted action plans and to support and challenge headteachers to bring about rapid and sustained school improvement

Strategic Educational Leadership

- To provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance and ensure a culture of continuous improvement and continuous professional development within all academies in the Trust
- To act as an advocate for the Trust, its mission and values, in forming and developing effective strategic partnerships with national bodies, other educational institutions, the Diocese of Nottingham, business and the wider Catholic and local community
- As a member of the executive leadership team, to work constructively and positively with the CEO and DCEO to shape the strategic direction of the Trust
- To deputise for the DCEO as required in areas of standards and school improvement
- To provide a strategic lead in specific areas of the Trust's work as agreed with the CEO and DCEO

Staffing and Performance Management

- To work with the CEO/DCEO and Local Governing Bodies on setting rigorous and robust performance management/appraisal targets for headteachers
- To monitor headteacher performance management/appraisals and ensure consistency across the Trust
- To ensure the implementation of the requirements set out in the *Bishops' Memorandum on the Appointment of Teachers in Catholic Schools* in respect of staffing and the use of Catholic Education Service employment documentation taking into account any requirements specified by the Diocese of Nottingham and employment legislation
- To ensure that academies have an effective system of performance management that provides for the continuous development of all employees

Operations

- To ensure that the Trust complies with all legislative/statutory and regulatory requirements

CEO and the Board of Directors

- To report to the DCEO and all matters regarding standards and school performance in the Trust
- To report to and attend all Trust Standard Committee meetings and where applicable, Board of Director meetings

The Our Lady of Lourdes 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 Our Lady of Lourdes 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Director of Performance and Standards

A Training and Qualifications	Essential	Desirable
Educated to degree level	Y	
Qualified Teacher Status (QTS)	Y	
Catholic Certificate of Religious Studies or equivalent		Y
National Professional Qualification for Headship (NPQH)		Y
National Leader of Education/Local Leader of Education		Y
Trained Ofsted and/or Diocesan Inspector		Y
Evidence of commitment to continuing professional and personal development of self and others	Y	

B Faith Commitment	Essential	Desirable
Practising Catholic in full communion with the Catholic Church		Y
A willingness to support the Catholic Life of schools	Y	

C Experience of Educational Leadership and Management	Essential	Desirable
A proven track record of successful senior leadership in schools	Y	
Experience of leading or supporting improvements in standards in more than one school	Y	
Demonstrable experience of system leadership across a range of schools		Y
Experience of working with teaching schools and completing successful bids to secure funding for educational improvement projects		Y
Experience of successful implementation of strategies for raising achievement and ensuring effective teaching, learning and assessment	Y	
Experience of monitoring and evaluating teaching and learning which leads to raised standards	Y	
Experience of successfully leading and managing whole school change initiatives	Y	
Experience of working cross-educational phase		Y
Experience of preparing a school for Ofsted/Diocesan Inspection	Y	

D Professional Experience and Knowledge	Essential	Desirable
Evidence of continual professional development	Y	
An understanding of the philosophy of Catholic education	Y	
An understanding of the central role of curriculum Religious Education	Y	
Sound up-to-date knowledge of developments in education, teaching and learning, assessment and best practice	Y	
Sound understanding of the wider educational system and how successful schools continually improve	Y	
Knowledge of data and school outcomes/progress measures including all performance indicators at all key stages	Y	
Evidence of the ability to build effective leadership functions	Y	
Knowledge of appraisal and understanding of setting challenging and rigorous performance targets	Y	
Evidence of robust performance management of others that has resulted in improvement in standards and building leadership capacity	Y	
A clear understanding of the current educational landscape, including issues specifically relating to academies, safeguarding and Ofsted	Y	
An understanding of the diocesan inspection process		Y

E Professional Competencies	Essential	Desirable
Evidence of maintaining positive relationships with headteachers, governors, parents, local parishes and with other individuals and agencies	Y	
To think analytically, making informed use of inspection, benchmarking and research findings	Y	
To be able to investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes	Y	
To be able to evaluate and assess school improvement plans/ inspection dashboards and use Analyse School Performance (ASP)/RAISE online data effectively	Y	
To be able to lead a range of school improvement strategies including how to tackle underperformance via intervention and prevent failure in schools via early warning indicators	Y	
Well-developed written and oral presentation skills	Y	
To manage, motivate and develop individuals and teams to achieve high standards of performance	Y	
To manage conflict effectively	Y	

F Personal Attributes	Essential	Desirable
To command credibility and respect from all members of school communities	Y	
To have emotional resilience	Y	
To have the ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
To be an inspiring role model for staff and pupils and for present and future Catholic leaders	Y	
Empathy with children of all ages	Y	

G Safeguarding	Essential	Desirable
Understanding of responsibilities of the MAT and schools in ensuring compliance with all relevant legislation	Y	

Special Requirements:

Full driving licence and use of car is essential for the duration of employment. There is an absolute expectation that the successful candidate will be able to travel.

How to apply

If you wish to apply for this post, please:

- Apply online by the closing date on our [vacancies page](#).

Indicative timescales:

Closing date:	Monday, 4 July 2022, at 9.00 am.
Interview date:	Tuesday, 12 July 2022.
Start date:	1 September 2022 or 1 January 2023

For an informal discussion in relation to the opportunity, please email Moira Dales, Senior Director of Performance and Standards (m.dales@ololcatholicmat.co.uk).

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

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**Nottingham
Diocese**
Multi Academy Trusts

CATHOLIC SCHOOLS
Moving Forward Together

Outstanding Catholic education for all