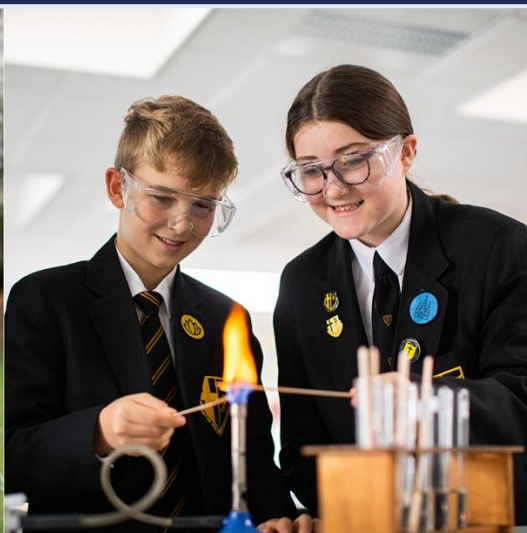




**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Application pack

Head of RE

All Saints' Catholic Voluntary
Academy

Mansfield, Nottinghamshire

Pay Scale: UPS 1 - 3 + TLR 1
(£40,625 - £43,685 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. We have been identified by the DfE as high performing and have recently expanded to include the Catholic Schools from Lincolnshire into our family. We now have 36 schools – six secondary and 30 primary – with over 14,000 pupils and almost 2,000 staff. Our aim is to provide a first-class Catholic education for all our students, who come from across Nottinghamshire and Lincolnshire. 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 Head of Departments are central to ensuring the very best spiritual, social, and academic education for all our young people. Recruiting an outstanding Head of RE at All Saints '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. 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.

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

We work as a team, and you will also be expected to make a positive contribution to the overall development of the Trust.

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



"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 Head of RE post at All Saints' Catholic Voluntary Academy in the Diocese of Nottinghamshire.

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

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 All Saints' Catholic Voluntary Academy

The All Saints' Catholic Voluntary Academy is located in the well-regarded area of Mansfield in Nottinghamshire. The school serves a wide geographical area in Mansfield itself and in the counties of Nottinghamshire and Derbyshire. All Saints' is consistently ranked as one of the highest performing comprehensive schools in Mansfield and we continue to strive for excellence academically, spiritually, and pastorally.

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

At All Saints', we know that the student's faith is a major part of their time here and their impact on the world around them. With this in mind, we use the diocesan model for an 'Act of Worship' of: 'Gather, Word, Response and Mission'. We think about how we can 'Gather' everyone effectively into the space, how we can present God's 'Word' appropriately and, subsequently, how we can 'Respond' to that scripture. The final thing to explore is what students and staff can take with them after the Act of Worship is finished so God's message doesn't just stop with us.

To make an 'Act of Worship' accessible for all, we consider what pupils can 'Hear, See, Think and Do' throughout all stages of planning so it is an effective and engaging process for every person at All Saints'.

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.

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.



@OLOLCatholicMAT



ololcatholicmat.co.uk

We will achieve this by:

- caring for each other and treat each other with respect, recognising the uniqueness, diversity, and dignity of each person in our community.
- challenging each other to set and achieve the highest goals in academic subjects and personal development.
- striving to create a welcoming environment for each student with the love of Christ at its centre.
- Above all, we will actively grow in faith by seeking to know Jesus Christ and His holy Catholic Church, so that through prayer, working for justice and peace, and all we say and do, we will be his witness to the world.

Why work for us?



Access to first class CPD opportunities

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



Opportunities for career progression

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



Professional assistance

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



Cycle to Work scheme

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



Pension

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



Terms and Conditions

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

How to apply

If you wish to apply for this post, please:

- Apply online by the closing date on our [vacancies page](#).
- include a supporting statement of no more than two sides of A4 (included within the online application form)
- **Include** an additional single side of A4, **summarising the impact** of your work as a leader in your current / recent roles. This can be uploaded via our online recruitment system or emailed to vacancies@ololcmat.co.uk.

Indicative timescales:

Closing date: 9am, Friday 21 April 2023
Interview date: To be confirmed
Start date: September 2023

If you have any queries regarding this post, please email: vacancies@ololcmat.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.



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

Job description
Head of Religious Education
All Saints' Catholic Voluntary Academy

Job purpose

To foster the teaching of Religious Education by providing positive leadership, managing the use of resources, and promoting excellent professional practice; to contribute positively to whole school effectiveness.

To lead by example in promoting the Catholic Ethos of the school and in developing the faith life of all within our community

Accountable for

- Ensuring the highest quality of teaching and learning in the Curriculum Area; promoting and accounting for the highest standards of progress and attainment in the Curriculum Area.
- To lead on the preparation of the DCI (Diocesan Canonical Inspection)
- All Departmental staff, as indicated in the Key Tasks specified below.
- Managing the Curriculum Area budget and resources.
- Establishing and maintaining a strategic direction for the department in accordance with the priorities of the School Development Plan; devising, implementing, and evaluating a Departmental Development Plan; advising the school's leadership team accordingly.
- Active support of Chaplaincy provision in the Catholic Life of All Saints'.

General responsibilities

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head of School
- To be accountable for student progress and development within the curriculum area.
- To be accountable for leading, managing and developing the subject/curriculum area.
- Effectively to manage and deploy teaching/support staff, financial and physical resources within the curriculum area.
- To lead the training of staff on the Prevent agenda.
- To fully support the Catholic life visits to the Academy from the Director of Performance and Standards from Our Lady of Lourdes Multi Academy Trust.

Operational/strategic planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To ensure all students at the All Saints' Catholic Academy have access to high quality RE provision and that they are given the opportunity to explore their faith in RE lessons.
- The day-to-day management, control, and operation of course provision with the department, including effective deployment of staff and physical resources.
- Actively to monitor and follow up student progress.

- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To produce, implement and evaluate a Departmental Improvement Plan and to contribute as appropriate to the production and evaluation of the School Improvement Plan.
- To make a significant contribution to the aims of the school as stated in School policies.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives, and strategic plans of the school.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the school.
- To link with the holders of other posts within the Curriculum Area to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To foster and oversee the application of I.C.T. as appropriate and in accordance with overall school plans.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.
- To be a member of the school's curriculum leadership group and to promote the department's representation on study groups.
- To take a lead role in co-ordinating and preparing for the DCI inspection.
- To manage staff training and support in the curriculum area.
- To take a lead role ensuring the provision of attractive learning environment in all classrooms in RE making use of student work and other material.

Curriculum provision

- To liaise with the designated Senior Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan/School Evaluation.
- To be accountable for the development and delivery of related subjects.
- To be responsible for the development, implementation, and evaluation of schemes of work, in accordance with school policies and procedures.
- To develop, implement and evaluate practice in assessment, recording and reporting in accordance with school policy.

Curriculum development

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To be responsible for and to monitor the quality of Learning and Teaching in the curriculum area then improve following quality assurance outcomes. To guide staff on appropriate methodology and deployment of resources. To ensure an enriching curricular experience for all pupils in the curriculum area. To liaise with the Leader of Learning Support in the provision of appropriate learning programmes for pupils with special educational needs.
- To contribute to the continuous development of Learning and Teaching across the school and to lead the implementation of appropriate school, local and national initiatives.
- Actively to monitor and respond to curriculum development and initiatives at national, regional, and local levels.

- To liaise with the designated Senior Leader and the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the curriculum area.
- To ensure that the development of related subjects is in line with national developments.

Staff development and deployment/redeployment of staff

- To work with the appropriate Senior Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To facilitate staff development through innovation, in-service education, and devolved responsibility.
- To be responsible for the efficient and effective deployment of any support staff within the Department.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme. To supervise, organise and assess the work of student teachers and NQTs in liaison with staff with specific responsibilities in these areas.
- To be responsible for the day-to-day leadership and management of staff within the designated department and act as a positive role model.

Quality assurance

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan. To maintain a departmental Self Evaluation Form and to contribute to the school Self Evaluation Form.

Management information

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system, currently Go for Schools.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on the action taken.

- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Senior Leader, to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Departmental performance and development and to attend meetings of Governors as required.

Communications

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies, and other relevant external bodies.
- To represent the Departments views and interests
- To ensure that the appropriate departmental documentation, including the departmental handbook and schemes of work, is in place and up to date.
- To work closely with the NRCDES- Nottingham Roman Catholic Diocese Education Service and attend all NRCDES events and Head of RE meetings.

Marketing and liaison

- To link with the Chaplaincy team in spiritual areas of the school to help support and develop the Catholic Ethos.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community to give attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To promote actively the development of effective subject links with external agencies.

Management of resources

- To produce finance bid in accordance with the departmental development plan and to evaluate the effectiveness of resource allocation. To manage the available resources of space, staff, money, and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising, and maintaining equipment and stock, and keeping appropriate records.
- To work with the Senior Curriculum Leader(s) to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHCE and citizenship and enterprise according to school policy
- To apply the Behaviour management systems so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional duties

To play a lead part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students to follow this example.

Other specific duties

- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements, or the natural development of the Academy and/or Trust. Such changes are; therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.