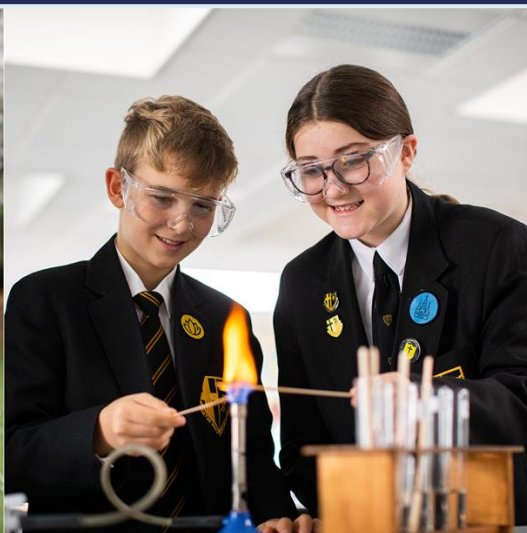




**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Application pack

Headteacher

St Margaret Clitherow Catholic

Voluntary Academy

Mildenhall Crescent, Bestwood Park,

Nottingham, NG5 5RS

Leadership Spinal Points 15-21

(£62,561 - £72,483 pa)



**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 Headteachers are central to ensuring the very best spiritual, social, and academic education for all our young people. Recruiting an outstanding Headteacher at St Margaret Clitherow 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.

This vacancy offers a wonderful opportunity for a talented and successful leader to take their career to the next level. The successful candidate will work closely 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.

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 Assistant Headteacher post at ***St Margaret Clitherow 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

Twitter: **@NottsDiocese**



@OLOLCatholicMAT



ololcatholicmat.co.uk

Working within the Our Lady of Lourdes CMAT

Our Lady of Lourdes CMAT (OLOL) 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 St Margaret Clitherow Catholic Voluntary Academy

St Margaret Clitherow is situated on the Bestwood Park area of North Nottingham. This is a one-form entry Primary School within the Pax Christi Catholic Academy Trust. We are a one form entry primary and nursery school with a roll of around 228 pupils.

Our Mission Statement is:

‘Love one another as I have loved you’.

Through living out our mission statement, we know that our children are confident in expressing their faith and are enthusiastic about their learning. We want all our children to achieve success and return eagerly to school each day.

We are an **Ofsted ‘Good’ School** (November 2017):

- *The leadership team has maintained the good quality of education in the school since the last inspection. You know the school well and have an accurate understanding of the school’s strengths and areas needing further work.*
- *The quality of teaching is good. Teachers plan interesting and engaging learning activities. They provide many opportunities for pupils to write at length. Pupils appreciate the challenge of the problem-solving tasks teachers set in mathematics. They take pride in their work and are keen to do well.*
- *Pupils enjoy learning about many different subjects. They also take part in extracurricular activities. These range from sport to music and drama. The school’s curriculum supports leaders in preparing pupils for life in modern Britain. Pupils’ behaviour and conduct are good. At times, they are exemplary. Pupils listen respectfully to staff and work well, both independently and together.*

Our most recent **Diocesan Canonical Inspection** (October 2017) continued to rate us as an **Outstanding school**:

- *Religious Education at St Margaret Clitherow is outstanding. Pupils have impressive religious literacy skills and have systematically developed their knowledge and understanding from their earliest years. Religious Education has an undoubted high profile within the school. Marking and the presentation of work now needs to be consistently high across the school, with an emphasis on writing at length.*
- *Pupils respect the Catholic tradition of the school. The mission statement is constantly revisited and explored by the pupils. ‘Love one another as I have loved you’ is a clear and inspiring ‘golden rule’ that is at the heart of the school’s ethos.*

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.

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, **summarizing 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.
- For an informal discussion with Moira Dales, Deputy CEO, about this role please contact tamer.robson@ololcatholicmat.co.uk
- Applicants are invited to visit our school and meet our staff and students, please contact the school office on 0115 915 0296 to arrange.

Indicative timescales:

Closing date: Friday 10 February 2023 at 9.00am
Interview date: To be confirmed
Start date: 1 September 2023

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

Job description

Introduction

St Margaret Clitherow 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.

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

Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The 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 Headteacher

The core purpose of the Headteacher is to provide professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

The Headteacher, working with the CEO, Trust Board, Local Governing Body, and others, is expected to draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates students, staff, and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Headteacher must establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students and staff.

Headteachers must establish a culture that promotes excellence, equality and high expectations of all students and staff. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline, and general and particular norms of the Catholic Church.

The Headteacher is the leading professional in the school and is accountable to the CEO, Trust Board and Local Governing Body.

The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets.

The Headteacher, working with others, is responsible for evaluating the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives, and for the day-to-day management, organisation, and administration of the school.

The Headteacher, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for young people, parishes, the diocese, the local authority, higher education institutions and employers. Through such partnerships and other activities, Headteachers play a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

Drawing on the support provided by members of the school community, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all students.

B. The four domains of Headship

1. Qualities and Knowledge

The strategic direction and development of the school stem from the educational mission of the Church. The Headteacher will ensure that his/her leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work.

The Headteacher will:

1. Recognise the authority of the bishop in relation to the provision of education in the diocese and work within the school and parish community to create and promote an educational vision and values for the school which take account of the school's Catholic mission and of the diversity, values and experiences of the school and the community it serves.
2. As an employee of Our Lady of Lourdes Catholic Multi-Academy Trust, understand that he/she is accountable to the CEO and the wider Trust Board and provide an accurate evaluation of the school's strengths and areas for improvement as required.
3. Hold and articulate clear Catholic values and moral purpose focused on providing a world-class education for the students they serve and reflecting the Catholic foundation of the school.
4. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their students and staff, and towards parents, governors and members of the local church and wider community.

5. Lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise, and skills and that of those around them.
6. Sustain wide, current knowledge and understanding of education and school systems locally, nationally, and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
7. Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national, and diocesan policy into the school's context.
8. Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.

2. Students and Staff

In a Catholic school, the Headteacher leads a learning community rooted in Catholic belief and principles. The search for excellence is given expression in learning and teaching which recognise students' individual worth as made in the image and likeness of God. The Headteacher will lead the school community in promoting positive attitudes to learning amongst students and staff, which stem from Christ's vision for humanity.

In accordance with the school's Catholic ethos, the Headteacher will:

1. Demand ambitious standards of achievement and attendance for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church. Ensure quality provision for students' spiritual, moral, social, and cultural education in line with the distinctive Catholic nature, purpose and aims of the school.
2. Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and students' well-being, taking full account of the school's Catholic foundation.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos based on Catholic values within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.

3. Systems and Process

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school's Mission Statement.

In accordance with the school's Catholic ethos, the Headteacher will:

1. Ensure that the school's systems, organisation, and processes are well-considered, efficient, and fit for purpose, upholding the principles of transparency, integrity and probity within the Catholic context and are fully compliant with CES and Trust policies and procedures and statutory requirements. Ensure arrangements for the daily Act of Collective Worship and the spiritual life of the school. Ensure the diocesan policy for Religious Education is fulfilled.
2. Provide a safe, calm, and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair, and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve, and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular, its functions to set school strategy and hold the Headteacher to account for student, staff, and financial performance.
5. Exercise strategic, curriculum-led strategic planning to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements, the school's sustainability and its Catholic character.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

4. The Self-improving School System

In a Catholic school, the Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. The Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

Working in a spirit of collaboration to secure Catholic principles of equity and entitlement, the Headteacher will:

1. Create an outward-facing school, which works with other schools within the Trust and beyond, organisations and the local community, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all students. Build a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the school's communities.
2. Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers, and the parish community to improve academic and social outcomes for all students.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame self-regulating and self-improving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development of all staff.
5. In the context of the school's Catholic ethos, model entrepreneurial and innovative approaches to school improvement, leadership, and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others, within and beyond schools, to believe in the fundamental importance of education in young people's lives and to promote the value of education especially within a Catholic context.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteachers

Person specification

A: Training and Qualifications	Essential	Desirable	Source:
Qualified Teacher Status	•		
Catholic Certificate of Religious Studies or equivalent		•	A
Degree or equivalent	•		A
National Professional Qualification for Headship		•	A
Evidence of commitment to continual professional development including recent participation in a range of relevant In-service training	•		A/I

B: Faith Commitment	Essential	Desirable	Source:
Practising Catholic with evidence of participation in life of faith community	•		A/R
Understanding of the distinctive nature of the Catholic school	•		I/A/R
Able to articulate a philosophy for Catholic education	•		I/A
Commitment to leadership role in spiritual development of pupils and staff	•		I
Understanding of and commitment to curriculum Religious Education and the implications of the Bishops' Conference Religious Education Curriculum Directory	•		I
Experience in leading and evaluating collective acts of worship		•	I
Commitment to developing school's role in the parishes and wider community	•		I
Understanding the importance of sensitivity in working with other denominations and faiths in the school and local community	•		I

C: Experience of teaching and school leadership and management	Essential	Desirable	Source:
Experience of a leadership role in a Catholic primary school		•	A/I
Evidence of effective classroom practice	•		A/I
Effective leadership experience at head, assistant head or SLT level	•		A/I
Evidence of strategic planning to raise standards for all students	•		A/I/R
Experience of successful implementation of strategies for raising achievement and ensuring effective teaching and assessment	•		A/I
Secure understanding of strategies for staff performance management, pay and progression	•		I

D: Professional knowledge and understanding Applicants should be able to demonstrate knowledge and understanding of the following areas and of their implications for a Catholic primary school:	Essential	Desirable	Source:
Ability to enhance a balanced curriculum to enable pupils to achieve their full potential	•		A/I
Ability to initiate and support research and debate on effective learning	•		A/I
Experience of offering challenge and support to improve performance of academic, pastoral and support work	•		A/I
Experience of leading/co-ordinating professional development opportunities	•		A/I
Understanding of local and national policies, priorities and statutory frameworks		•	A/I
Understanding of roles of the CMAT, Trust Board and Local Governing Body		•	A/I
The use of data to establish benchmarks and set targets for improvement	•		A/I
Confidence in accessing, analysing, interpreting and synthesising information	•		A/I/R

E: Personal skills and abilities Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:	Essential	Desirable	Source:
Live and bear witness to faith and act as a role model	•		A/I/R
Purposeful leadership	•		A/I/R
Approachable, has presence and enjoys being highly visible to staff, pupils and parents	•		I/R
Ability to remain resilient, positive, enthusiastic and good humoured when working under pressure	•		A/I/R
Understanding of the school's role in the parishes and wider community	•		A/I/R
Adaptability; able to embrace change	•		A/I/R
Successful involvement in recruiting, appointment and induction of staff	•		A/I/R
Strong commitment to raising standards	•		A/I/R
Ability to relate to children	•		A/I/R
Imaginative, inspirational and enthusiastic	•		A/I/R
Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement	•		I/R
Self-motivated with excellent organisational skills and the ability to prioritise workload effectively	•		A/I/R
Confidence to delegate management tasks, trust those responsible and monitor their implementation	•		I/R
Good communication skills (written and oral)	•		A/I/R

Positive views about parental involvement and the partnership between home school and parish	•		A/I/R
Able to ensure resources are deployed to the maximum benefit of staff and pupils	•		A/I/R
Ability to inspire and develop leadership in others	•		A/I/R
Ability to collaborate effectively with other partners and build and maintain good relationships with all stakeholders	•		A/I/R
Values diversity and the unique contribution that every individual makes to the learning community	•		A/I/R
Competent user of ICT	•		A/I/R

F: Safeguarding	Essential	Desirable	Source:
Understanding of responsibilities of the Head Teacher in ensuring compliance with Health and Safety legislation	•		A/I/R
Clear commitment to and understanding of child protection matters, safeguarding legislation and practice	•		A/I/R

A – Application **I** – Interview **R** – Reference

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



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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t: 0115 8515454



**Nottingham
Diocese**
Multi Academy Trusts

CATHOLIC SCHOOLS
Moving Forward Together

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