

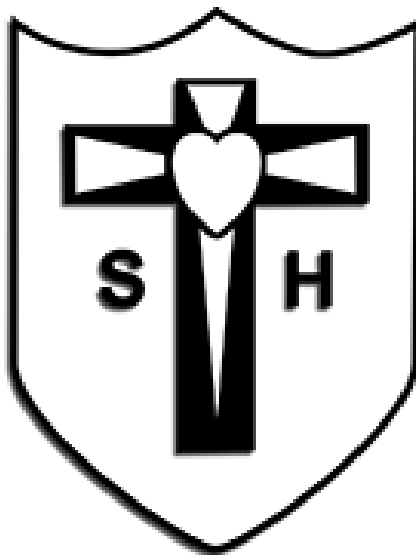


**Sacred Heart**  
Catholic Voluntary Academy

A caring Catholic Community based upon  
the life and example of Jesus Christ

## HEADTEACHER APPLICATION PACK

### Sacred Heart Catholic Voluntary Academy



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**Dear Applicant,**

**On behalf of the Our Lady of Lourdes Catholic Multi-Academy Trust, I extend to you a very warm welcome and thank you for expressing an interest in this vacancy with the Trust.**

The Trust, which came into being on 1<sup>st</sup> September 2018, is first and foremost a Catholic organisation of 21 schools – 4 secondary and 17 primaries - 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 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 Sacred Heart Catholic Voluntary Academy is, therefore, a priority for us. This school is high performing both in terms of the Catholic Life of the school and also 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 with me, in my role as CEO, and our Directors of Performance and Standards. Your professional development will be an absolute priority for us, and you will have access to our outstanding teaching school, the Nottingham Catholic Teaching School Alliance, to support your development and for you to play a role in developing our own leaders of the future. We work as a team of Headteachers and you will also be expected to make a positive contribution to the overall development of the Trust.

Please contact my Executive Assistant, Karen Rich, ([k.rich@ololcatholicmat.co.uk](mailto:k.rich@ololcatholicmat.co.uk)) to arrange a virtual meeting with me to discuss this post further..

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

Yours sincerely

**James McGeachie**  
**CEO, Our Lady of Lourdes Catholic Multi-Academy Trust**





## WELCOME TO OUR LADY OF LOURDES

This CMAT is one of four created across the Diocese of Nottingham as part of a visionary approach to Catholic education across the Diocese. The Our Lady of Lourdes CMAT brings together the 21 Catholic Primary and Secondary schools in Nottingham City and Nottinghamshire.

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***

Our priority is to ensure the very best Catholic Education for all young people in our community, whatever their circumstances. We will achieve this together, through a strategic approach to sharing best practice, effective challenge and support from a central standards and performance team and opportunities for high quality Continuing Professional Development offered by the CMAT’s teaching school, The Nottingham Catholic Teaching School Alliance.

## Our Vision - *Outstanding Catholic Education for All*

### Key principles:

- Supporting parents and parishes in maintaining a 'living sense of the faith'
- Improving life chances through spiritual, academic and social development
- Empowered headteachers
- A culture of caring, sharing and supporting
- Consistently high standards in all schools for all young people



## **Our Mission Statement**

We are a partnership of Catholic schools and 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.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do.
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents.
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us.
- Being an example of healing, compassion and support for the most vulnerable in our society.

**For more information, please visit our website: [www.ololcatholicmat.co.uk](http://www.ololcatholicmat.co.uk) and follow us on Twitter: @OLOLCatholicMAT**



## WORKING IN THE DIOCESE OF NOTTINGHAM

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

The Diocese of Nottingham, which was established on 29<sup>th</sup> September 1850, covers a wide geographical area comprising the counties of Nottinghamshire, Derbyshire, Leicestershire, Lincolnshire and Rutland except 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 four Catholic Multi-Academy Trusts which were established on 1<sup>st</sup> September 2018.

Our Catholic Multi-Academy Trusts (CMAT) 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**

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

Twitter: @NottsDiocese



## WELCOME TO OUR SCHOOL

Sacred Heart Catholic Voluntary Academy is located in the popular town of Carlton, east of Nottingham and in the borough of Gedling. We are a one form entry primary school (241 children on roll), including a purpose-built Foundation Unit (for Foundation 1 and Foundation 2 children), providing a wonderful start to our children's education rooted in love and growing in faith.

Carlton offers excellent public transport links and Carlton Railway Station is within a short walking distance from the school. Close by in the town centre are a range of supermarkets, cafes and coffee shops.

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

We aim to develop a caring Catholic Community based upon the life and example of Jesus Christ, which embraces the life and lives of everyone and everything in our school. Our school motto is: What would Jesus do? Do what Jesus did! This encourages us all to reflect on our words and actions and to take responsibility for our choices.

It is through Jesus' message of love and forgiveness that children, all staff, parents and governors, preserve the essential Catholic ethos of our school. We aim to assure all children that they are valued, and they in turn are encouraged to show respect and value to each other and the community. This message is reinforced through our collective worship within school and also with the parish.

Our basic objective is to enable each child to strive for excellence and achieve their true potential within a happy Christian environment. We also aim to prepare our children to take their place in society as well-rounded and responsible citizens, with the skills, knowledge and understanding necessary to contribute to the life and culture of our society.

### Our objectives are:

- To help children to learn that courtesy, good manners, tolerance and helping each other are essential qualities for life.
- To teach a command of basic English and the ability to communicate well through the spoken and written word.
- To promote and encourage an enjoyment of reading.
- To develop a sound knowledge and understanding of mathematical concepts and operations.
- To teach skills in handwriting, design and technology and other creative arts.
- To develop an understanding and a desire for good health and hygiene. This includes the enjoyment of physical activities, drama, movement and mime, together with a range of recreational games and skills, sports competitions and our Healthy Schools programme.



- To encourage an enquiring mind through the provision of a broad and balanced curriculum and a stimulating environment in which both pupil and teacher can develop his/her knowledge, skills and values. As a result, develop lifelong learners, who when using technology, know how to keep safe and show respect for self and others.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

*What would Jesus do?*



*Do what Jesus did!!*



*Our Mission:*

*To make good choices in all areas of our lives, using Jesus as our role model.*

**You can find out more about our school by visiting:**

**[www.sacredheart.notts.sch.uk](http://www.sacredheart.notts.sch.uk)**





## HOW TO APPLY

If you wish to apply for this post, please complete the Catholic Education Service Application Form and include a supporting statement of no more than 2 sides, and an additional single side of A4, summarising the impact of your work as a school leader in your current / recent roles.

The Catholic Education Service Application Form can be found here: [Model Application Forms \(cesew.org.uk\)](https://cesew.org.uk)

Please address your application to James McGeachie, CEO, Our Lady of Lourdes Catholic Multi-Academy Trust, and return it to [vacancies@ololcmat.co.uk](mailto:vacancies@ololcmat.co.uk) by no later than **9am, on Wednesday 17<sup>th</sup> March 2021**.

**Interviews will be held on Wednesday, 24<sup>th</sup> March 2021.**

If you have any queries regarding this post, please do not hesitate to contact the Central HR Team via email: [vacancies@ololcmat.co.uk](mailto:vacancies@ololcmat.co.uk)

### The successful applicant will:

- Be a practising Catholic (*please see the 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 in a position 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

The Sacred Heart 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 safeguarding 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	•		A
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

<b>D: PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b> <i>Applicants should be able to demonstrate knowledge and understanding of the following areas and of their implications for a Catholic primary school:</i>	<b>Essential</b>	<b>Desirable</b>	<b>Source:</b>
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

<b>E: PERSONAL SKILLS AND ABILITIES</b> <i>Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:</i>	<b>Essential</b>	<b>Desirable</b>	<b>Source:</b>
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

<b>F: SAFEGUARDING</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source:</b>
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**