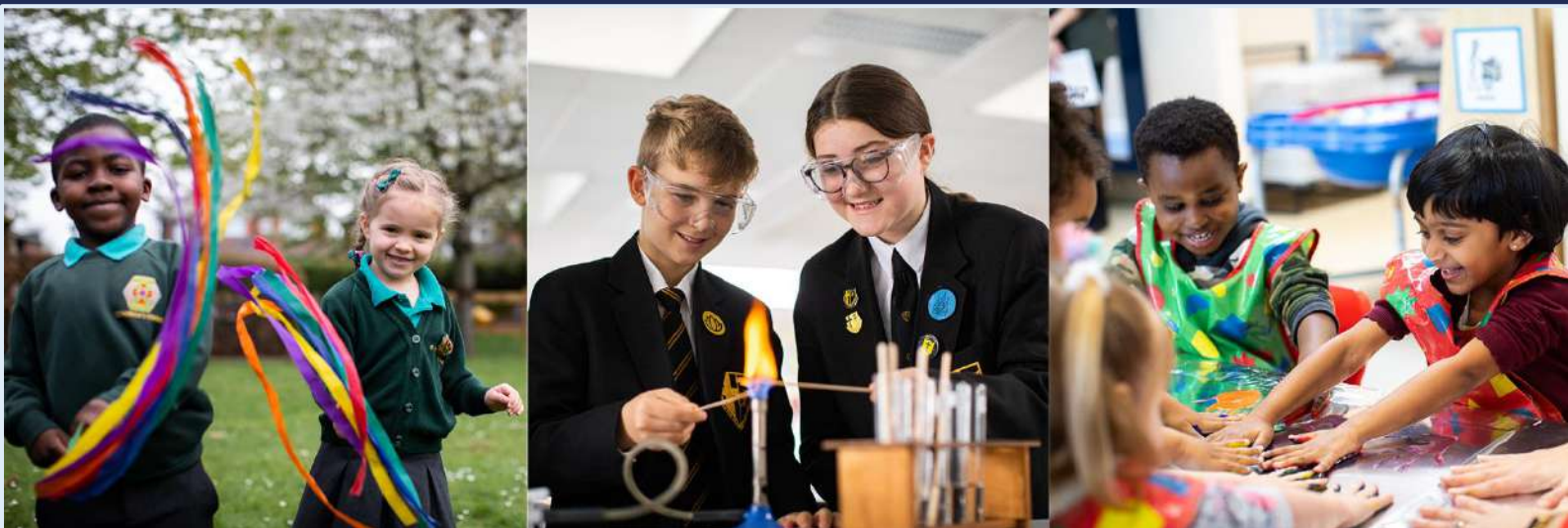




**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Application pack

Subject Leader for RE

*St Bede's Catholic Voluntary Academy,
Scunthorpe*

MPS- UPS - £28,000 -
£43,852 plus TLR award of



**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 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 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.

I believe that our Subject Leaders for RE are central to ensuring the very best spiritual, social, and academic education for all our young people. Recruiting an outstanding Subject Leader for RE at St Bede's 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 with the Headteacher, me, in my role as CEO, and our Directors of Performance and Standards.



"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 Subject Leader for RE post at **St Bede's 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. 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 St Bede's

St Bede's was founded in 1962 and for over 50 years has provided Catholic education in Scunthorpe. Our school mission is to "Love, Respect and Serve one another as disciples of Jesus Christ". This was noted in our recent outstanding Canonical Inspection:

There is a genuine sense of community, which comes from the Mission Statement's three pillars of love, respect and service being clearly understood and lived out by all.

Canonical Inspection report (2017)

At St Bede's we have the highest expectations of the young people in our care. Examination results are amongst the highest in the area and these excellent outcomes have equipped our learners for the future with over 94% going onto education or training after leaving the academy. We also expect the highest standards of behaviour. This is assisted by our dedicated staff, Catholic ethos and the excellent support of parents.

We offer a wide range of extra-curricular activities, including modern sporting facilities, lunchtime and after school clubs, as well as a number of school trips to complement academic learning. Please take time to explore our school website where you will find our most recent OFSTED report, examination results and curriculum information.

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](#).

Indicative timescales:

Closing date: Wednesday 8 February 2023 at 9am
Interview date: 23 February 2023
Start date: 17 April 2023, or 1 September 2023.

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

For further information regarding this role, please call 01724 245151. To arrange a visit, please email kglynn@stbedesscunthorpe.org.uk

The successful applicant will:

- Be a practising Catholic and fully support the Catholic life of Academy and Our Lady of Lourdes Multi Academy Trust.
- 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.
- 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.

Job Description

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 St Bede's

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 St Bede's 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) in order 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

Person specification

Category/item	Essential	Desirable	Evidence
Experience			
Successful experience of teaching Religious Education in a secondary school	X		A/I
Ability to plan and deliver good/outstanding lessons	X		A/I
Experience of coaching/mentoring colleagues		X	A/I
Involvement in Diocesan canonical inspections		X	A/i
Education and training			
Maths and English GCSE/O Level	X		A
Teaching qualification	X		A
Good Religious Education or relevant degree	X		A
Catholic Teacher's Certificate (CCRS)		X	A
Knowledge			
A good knowledge and understanding of teaching Religious Education in the different key stages	X		A/I
The ability to be able to teach students according to their ability, including the setting and marking of work	X		A/I
A good working knowledge and understanding of new developments and specifications in Religious Education	X		A/I
Be able to assess information relating to the new assessments and implement the new arrangements	X		A/I
Skills/aptitudes			
Innovative classroom practice	X		A/I
Ability to be able to coach colleagues to improve their potential	X		A/I
Use data effectively to plan next steps	X		A/I
Ability to produce high quality teaching materials	X		A/I
Good presentation skills, both written and oral	X		A/I
Excellent interpersonal skills	X		A/I
Ability to be able to prepare and update subject materials	X		A/I
Ability to be able to use a variety of delivery methods	X		A/I
Ability to be able to develop effective teaching, learning and behaviour management strategies	X		A/I
To be an effective team member	X		A/I

Specific requirements			
Practising Catholic	X		I
Commitment to supporting the school's Catholic ethos	X		I
To play a full part in the life of the school, supporting its aims and objectives	X		I
Commitment to continue to develop professionally	X		I
DBS and identity check	X		I
Right to work in the UK	X		I
Personal qualities			
High standards of personal achievement	X		I
Energy, enthusiasm, initiative and flexibility	X		I
Innovative and creative	X		I
A willingness to listen to and respond positively to the views of others	X		I
Sense of humour	X		I

A: Application Form I: Interview R: References

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
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Multi Academy Trusts

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