



## DEPUTY HEADTEACHER APPLICATION PACK



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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 Deputy Headteachers are central to ensuring the very best spiritual, social and academic education for all our young people. Recruiting an outstanding Deputy Headteacher at The Good Shepherd Primary Catholic 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 is a reserved post and, as such, you must be a practicing Catholic to be eligible to apply.

This vacancy offers a wonderful opportunity for a talented and successful teacher to take their career to the next level. The successful candidate will work closely with the Headteacher of The Good Shepherd. 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. Working closely with the headteacher you will be expected to make a positive contribution to the school and wider Multi-academy Trust.

Please contact the office at The Good Shepherd ([office@goodshepherd.notts.sch.uk](mailto:office@goodshepherd.notts.sch.uk)) to arrange a tour of the school. For an informal conversation with the Headteacher, please contact Celine Toner on 0115 9150 500 or email: [headteacher@ourladyops.nottingham.sch.uk](mailto:headteacher@ourladyops.nottingham.sch.uk)

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 Trust 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 The Good Shepherd Primary Catholic 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

The Good Shepherd is a vibrant Catholic school where Christ is at the centre of all we do. Each member of the community feels safe, loved, valued and respected. Children are kind and courteous towards each other, and to adults, and have a real love of learning.

Located in the well-regarded area of Woodthorpe, Nottingham, The Good Shepherd is a large two form entry primary school and we are excited to open our new Nursery in September 2021.

Woodthorpe offers excellent public transport links, as well as swift access to the Nottingham ring road. The shops at Mapperley Top are close by providing a range of supermarkets, cafes and coffee shops and the Green Flag awarded Woodthorpe Grange Park is within walking distance.

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

Prayer and worship is integral to life at The Good Shepherd and the Gospel values are clearly visible in the behaviour and attitudes of the children.

We offer an exciting curriculum that is broad, balanced and cohesive. Subjects are enriched with visitors, school trips, events and activities to inspire each child in the joy of learning. We nurture and develop unique and individual talents and provide memories that sustain children beyond their time at school and help to equip them for later life.

The new Deputy Headteacher joins the school at an exciting time in its journey, with the appointment of a new Headteacher, also starting in September 2021 coupled with the opening of the new Nursery. This really is a tremendous opportunity to build on this already successful school and be part of a dynamic and innovative staff team.

**You can find out more about our school by visiting:  
[www.goodshepherd.notts.sch.uk](http://www.goodshepherd.notts.sch.uk),  
Twitter @thegsaprimary  
YouTube channel: Good Shepherd Primary Catholic  
Academy - YouTube**



## The Good Shepherd Mission Statement

Our mission is to develop our children with active and creative minds, a sense of understanding and compassion for others and the courage to act on their Catholic beliefs.

In our school community, we celebrate our faith and we work together to achieve our personal potential by trying to live like Jesus and become the person that he wants us to be.





## Applications

If you wish to apply for this post, please complete the Catholic Education Service Application Form.

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 Monday 19 May 2021**.

## Interviews will be held on Thursday 27 May 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

**Responsible to:** The Headteacher

This primary academy has been designated by the Secretary of State as a school with a religious character and is part of the Our Lady of Lourdes Catholic Multi-Academy Trust (the Trust). The Articles of Association for the Trust state that it and the academies within the Trust are part of the Catholic Church and the academies are to be conducted as Catholic schools in accordance with Canon Law, the teaching of the Roman Catholic Church and the Trust Deed of the Diocese of Nottingham. At all times, the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This is a reserved post which means that applicants must be practising Catholics.

Please consult the document produced by the Diocese of Nottingham '*Catholic Schools and the Definition of a Practising Catholic*' for further information. A copy of this document is included as part of the application pack.

This appointment is with the directors of the Trust under the terms of the Catholic Education Service contract signed with the Trust as employers. It is subject to the current conditions of service for Deputy Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Deputy Headteacher shall consult with the Headteacher and, when appropriate, with the school governing body, the Nottingham Roman Catholic Diocesan Education Service, the Local Authority, the staff of the school, the parents of its students, the parish/es served by the school and the other schools within the Trust.

### **Catholic Purpose and Identity of the School**

The Deputy Headteacher (DHT) must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the Headteacher in establishing and sustaining the Catholic identity of the school and safeguarding the teachings of the Church.

He or she must help to ensure that this Catholic identity is reflected in every aspect of the life of the school, in particular: in the curriculum; the day to day organisation of the school; staff development; staff and student relationships; the partnership between school, home, parish; extended partnerships with the wider local community, other schools, the LA and other agencies.

This duty provides the context for the proper discharge of all other duties and responsibilities

### **Leadership in Catholic Education**

With the Headteacher, the Deputy Headteacher shares responsibility for the leadership of a Catholic school community. A Catholic Deputy Headteacher has the responsibility to develop an ever-deeper understanding of this leadership role through regular reading and participation appropriate courses, together with frequent reflection

The Deputy Headteacher must support the Headteacher to establish a culture that promotes excellence, equality and high expectations of all students

## **KEY AREAS OF THE ROLE**

### **Strategic direction and development of the academy and Trust**

The DHT will:

- Be able to clearly articulate the school's faith values, mission and ethos
- Help to formulate the aims and objectives of the school and to develop policies and whole school strategies to achieve them
- Lead the implementation of new strategies for academy and when required Trust improvement.
- Effectively take a significant lead in school improvement and staff development in the academy
- Work with the senior leadership teams on Trust improvements and staff development
- Work in partnership with the Headteacher, Governors and Directors of Performance and Standards to contribute to the cycle of planning, implementation, review and evaluation of the School Improvement and Development Plan
- Monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and work with the Headteacher to achieve them

### **Teaching and Learning**

The DHT will:

- Assist the Headteacher in the delivery of the school's Catholic Life programme.
- Provide an excellent role model of teaching in a Catholic school.
- Assist the Headteacher, through rigorous monitoring activities, to maintain high standards of teaching and learning throughout the school.
- Provide additional support for colleagues whose performance has been identified as requiring improvement over time.
- Ensure that students across the school make good progress by regularly monitoring classroom practice and analysing assessment information.
- Take a lead in planning for intervention support when students are identified as in danger of falling behind.
- Lead the remote teaching provision across the school.

### **Leadership and Management**

The DHT will:

- Undertake, in the absence of the Headteacher, the professional duties of the Headteacher
- Take a major role in the leadership of the school as a member of the Senior Leadership Team
- Take a significant role in the leadership of the Academy Trust
- Support the Headteacher in organising the day-to-day running of the school.
- Take on the role as Designated Safeguarding Lead
- Take on the role of Curriculum Leader
- Provide an excellent model of subject leadership.

- Recognise and develop leadership potential in others
- Challenge and support colleagues and support the Headteacher in holding staff to account for poor performance.
- Support the Headteacher in the recruitment and deployment of staff.
- Support the Headteacher in the performance management of staff
- Have an ongoing commitment to personal continuing professional development
- Have a commitment to promoting safeguarding, in all its aspects
- Provide analyses and reports on the school's performance to a variety of audiences.
- Motivate and enthuse children and colleagues by a positive, active and supportive attitude
- Be responsible for the school's financial management, working with the Trust Finance team in the absence of the Headteacher
- Be responsible for income and expenditure of any specifically allocated budget(s).
- Adhere to the School's Financial Policy and Procedures

### **Personal Development, Behaviour and Welfare**

The DHT will:

- Strive to live out the school's Mission Statement.
- Provide an excellent model of positive professional behaviour and self-discipline.
- Promote the highest standards of behaviour for students
- Ensure the school's policies on personal development, behaviour and welfare are fairly and consistently implemented across the school.
- Ensure that all safeguarding policies and procedures are followed rigorously.

### **Communication**

The DHT will:

- Fully support the ethos and educational mission of the school
- Help maintain and further develop positive relationships with parents, Governors, local parishes and the wider community.
- Help maintain and further develop positive relationships with the Diocese, the LA and Support Services
- Provide information and support to the Governing Body to enable it to meet its statutory responsibilities
- Develop positive working relationships with parents of children with SEND.

### **Person Specification**

**The successful candidate will:**

- be a practising Catholic (a supportive reference will be required from the Parish Priest where you worship) with a strong faith commitment and be able clearly to articulate the school's faith values, mission and ethos
- have the vision, drive and energy to help to formulate the aims and objectives of the school and to develop whole school strategies to achieve them
- be passionate about ensuring that each student fulfils their unique potential
- be a confident, positive and visible member of the leadership team with the ability to build relationships with staff, students, parents, Governors, Directors and others working in the CMAT and a wide variety of external partners
- have QTS

- be able to work collaboratively with others to achieve success
- have the ability to drive themselves and inspire 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

This job description will be reviewed at least annually as part of your Performance Management programme.

The post-holder will be expected to operate under the current School Teachers Pay and Conditions of Service Document.

The Deputy Headteacher will have access to a range of professional development activities and opportunities.

## PERSON SPECIFICATION

<b>FAITH COMMITMENT/PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A Application I Interview R References P Presentation
Practising Catholic	<b>E</b>		<b>A, R</b>
Ability to build and sustain relationships with the wider community including the Parish	<b>E</b>		<b>A, I, R</b>
Commitment to curriculum Religious Education and Catholic Life	<b>E</b>		<b>A, I, R</b>
Experience in leading collective acts of worship		<b>D</b>	<b>A, R</b>
Understanding of school's role in the community	<b>E</b>		<b>A, I</b>
Ability to communicate effectively, both verbally and in writing, in a wide range of situations	<b>E</b>		<b>I, P</b>
Commitment to working flexibly	<b>E</b>		<b>A, I</b>
Good attendance record	<b>E</b>		<b>A, I</b>
Caring pastoral attitude towards staff and pupils	<b>E</b>		<b>A, I</b>
Not afraid to make difficult decisions	<b>E</b>		<b>I, R</b>
Ability to relate to and work effectively with others as part of a team.	<b>E</b>		<b>I</b>

<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Teaching experience of Primary aged pupils	<b>E</b>		<b>A, R</b>
Teaching experience in Foundation, Key Stage 1 and Key Stage 2		<b>D</b>	<b>A, R</b>
Experience in a Catholic School		<b>D</b>	<b>A</b>
Experience/evidence of initiating, implementing, managing and evaluating curriculum development	<b>E</b>	<b>D</b>	<b>A, I, R</b>
Excellent classroom management and practice	<b>E</b>		<b>I, R</b>
Experience of whole school assessment procedures	<b>E</b>		<b>A, I, R</b>
Experience of interpreting and analysing assessment information in order to set targets for raising standards	<b>E</b>		<b>A, I, R</b>
Experience of monitoring and evaluating Teaching and Learning		<b>D</b>	<b>A, I</b>
Experience in more than one school		<b>D</b>	<b>A</b>
Experience of working with a school's community including Parish		<b>D</b>	<b>A, I, R</b>

<b>EDUCATION AND TRAINING</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Qualified teacher status	<b>E</b>		<b>A</b>
Catholic Certificate in Religious Studies or equivalent		<b>D</b>	<b>A</b>
Extended and appropriate professional development	<b>E</b>		<b>A</b>

<b>KNOWLEDGE AND UNDERSTANDING</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Understanding of School Development/Improvement process	<b>E</b>		<b>A, I, R</b>
Understanding of Curriculum Development	<b>E</b>		<b>A</b>
Knowledge and understanding of moral, spiritual and cultural development of pupils	<b>E</b>		<b>I, P</b>
Commitment to school improvement and aspiration to be outstanding	<b>E</b>		<b>I, P</b>
An understanding of contemporary issues in education	<b>E</b>		<b>A, I, R</b>
Detailed knowledge of the structure and content of the National Curriculum and assessment arrangements	<b>E</b>		<b>A, I, R</b>

Ability to monitor and evaluate the performance and progress of the school, in particular standards, achievement and the quality of teaching and learning	<b>E</b>		<b>A, I, R</b>
Confidence in using ICT to support teaching	<b>E</b>		<b>I, R</b>
Knowledge and understanding of target setting at classroom and whole school level	<b>E</b>		<b>A, I, R, P</b>

<b>PROFESSIONAL SKILLS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
A commitment to sound equal opportunities practice and inclusion	<b>E</b>		<b>A, I, P</b>
Clear understanding of all elements of educational inclusion		<b>D</b>	<b>I</b>
Ability to promote the school's Catholic ethos in line with its Mission Statement	<b>E</b>		<b>I</b>
A positive approach to managing school discipline and behaviour	<b>E</b>		<b>A, I</b>
Commitment to continuous professional development and promotion of INSET to other staff and leading training	<b>E</b>		<b>A, I</b>
Willingness to undertake NPQH or equivalent		<b>D</b>	<b>I</b>
Experience as a School Governor		<b>D</b>	<b>A, I</b>
High quality personal ICT skills	<b>E</b>		<b>A, I, R</b>
Flexibility and adaptability to work with a wide range of people from the community	<b>E</b>		<b>A, I, R</b>

<b>LEADING AND MANAGING STAFF</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Commitment to develop and drive staff CPD and provision that is evidence informed and research based.	<b>E</b>		<b>I</b>
Ability to demonstrate and implement a range of management and leadership styles	<b>E</b>		<b>A, I, R</b>
Ability to solve problems under pressure	<b>E</b>		<b>A, I, R</b>
Understanding of the importance of coaching and mentoring and its impact on staff development at all levels	<b>E</b>		<b>A, I, R</b>
Ability to establish effective relationships and work with others – staff and volunteers – often under pressure and within given deadlines	<b>E</b>		<b>A, I, R</b>
Knowledge and understanding of implementing effective procedures for Performance Management and professional development		<b>D</b>	<b>A, I</b>
Awareness of the need for all staff to maintain suitable work/life balance		<b>D</b>	<b>A, I, R</b>

<b>SAFEGUARDING</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Understanding of responsibilities in ensuring compliance with Health and Safety Legislation	<b>E</b>		<b>I</b>
Clear commitment to and understanding of child protection and safeguarding arrangements	<b>E</b>		<b>A, I</b>
Safer Recruitment Training		<b>D</b>	<b>A</b>