



Headteacher Candidate Pack

**OUR LADY
IMMACULATE**
CATHOLIC ACADEMIES TRUST

Welcome to Our Lady Immaculate Catholic Academies Trust

Dear Applicant,

I am so pleased that you are interested in a position with us and I hope the information enclosed gives you some idea of who we are as a Trust.

Thomas Becket Catholic School is a wonderful, vibrant community with staff committed to improve the life chances of all pupils and to develop a school that embraces the teachings of the Church. Staff have high aspirations for pupils and are passionate about establishing a sustainable and successful place of learning. It is an improving school and is well on the way to the next stages of success.

We are looking for a Headteacher who understands the power of strong, ethical leadership and can work alongside a group of outstanding leaders both within the school and across the Trust. Outstanding practitioners supporting leadership, learning, reading, wellbeing and Catholic life already work alongside school leaders to support their journey. The successful candidate will also have the opportunity to lead and develop the CPD offer not only within our MAT but also nationally through our support for providers to deliver on programmes such as the new suite of NPQ qualifications and as a strategic partner for our local Teaching School Hub.

As a Catholic Trust our ethos is founded in the values of the Church. We work in partnership with the Diocese of Northampton and our sister trust in the south of the diocese. We support and nurture the Catholic faith of our pupils and staff and are forging strong links with our parishes and the wider community. We work hard to ensure that all of our pupils live their lives to the fullest as well educated, thoughtful and caring citizens. We care deeply for all of the schools in our MAT and support each other wherever we can but also embrace positive relationships with schools and organisations in our localities to ensure that we can all do the best for the children in our care.

We are a living, joyous community of schools working together for the good of the whole Trust community. At our best, the energy of our Headteachers working together and supporting each other is tangible. We are a Trust that believes that the needs of pupils are best met by ensuring that Headteachers and school staff can focus on teaching, learning and the spiritual and emotional needs of pupils. There are a number of processes that are part of our structure but our philosophy is, autonomy within a supportive framework.

We are a new Trust– still exploring ways forward. The successful candidate will be part of a team not only building strengths within the school but also working together with leaders across the Trust to shape the future of Catholic education in the area. As our Trust develops, the opportunities to support and nurture education across our family of schools will also grow. This is a really exciting time to be part of Thomas Becket Catholic School and Our Lady Immaculate Catholic Academies Trust. I hope that you choose to be part of our journey.

Yours sincerely,

Tony Bishop
Strategic Executive Lead



About our Trust

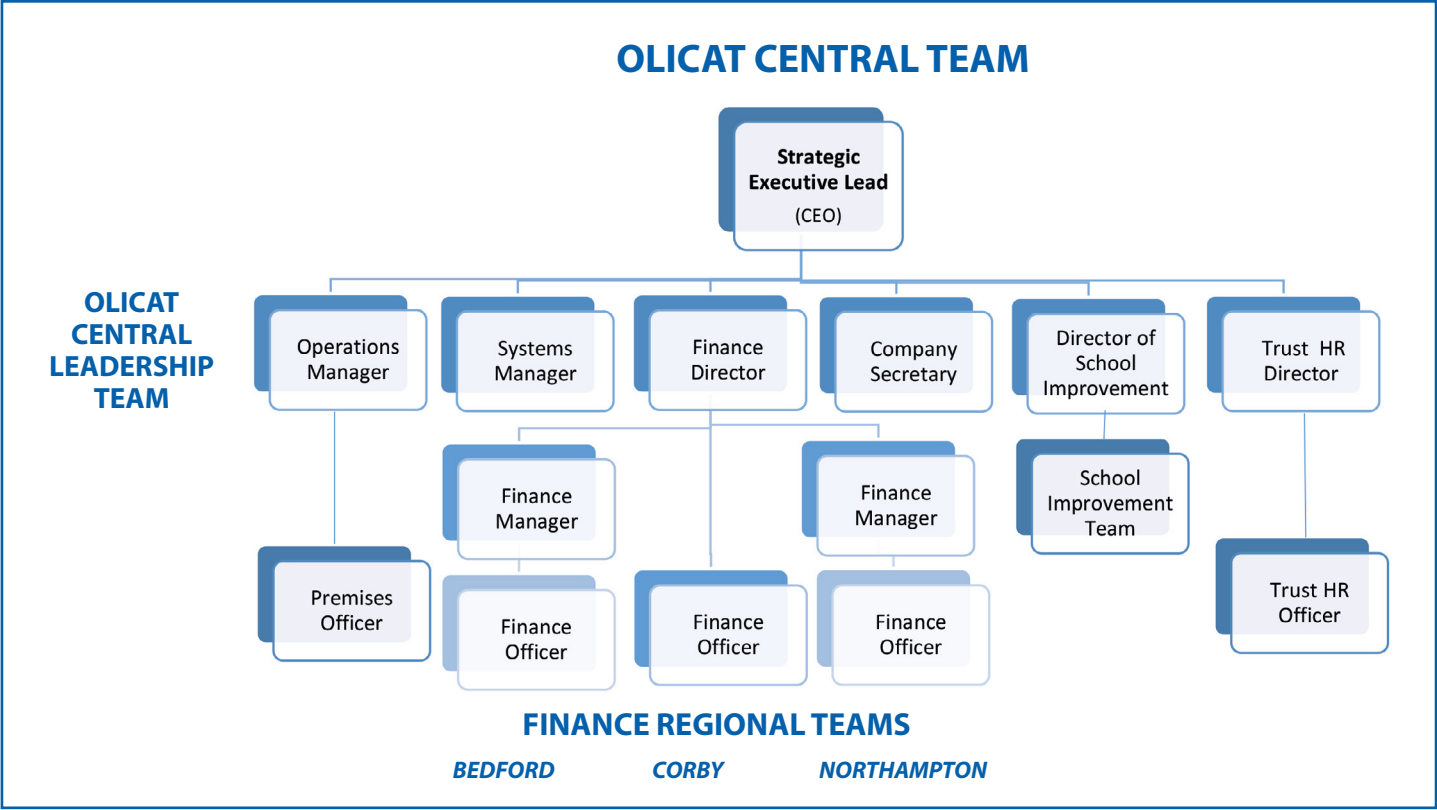
Our new trust was formed in February 2020 with the merger of St Thomas of Canterbury Catholic Academies Trust, St Luke’s Academy Trust and the Bedford Catholic Schools. The new group of schools consists of Primary and Secondary Schools across Northamptonshire and Bedford.

Our OLICAT family brings together Catholic Primary and Secondary Schools within the northern part of the Diocese of Northampton. Our community of schools, consists of 10 Primary Schools and 2 Secondary Schools.

Tony Bishop, our Strategic Executive Lead, is leading a central OLICAT Schools Trust team with regional teams in Bedford, Corby and Northampton.

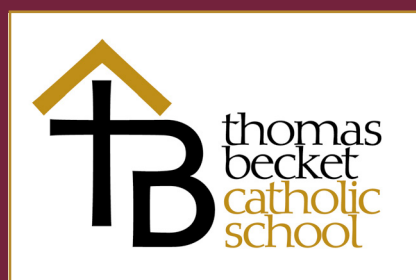
Our sister trust in the Diocese, St Thomas Catholic Academies Trust (STCAT), comprises of the Catholic academies in Luton, Central Bedfordshire and Slough.

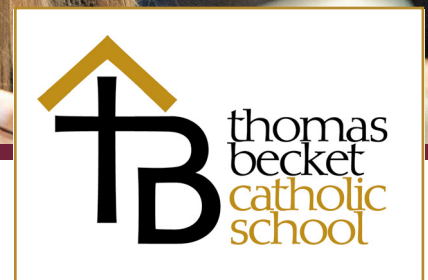
A larger family of schools opens up exciting opportunities. It also allows governors and staff to collaborate and share best practice and ensure that every single child in our care is provided with the best possible education and life skills.



JOB DESCRIPTION OVERVIEW

Job Title:	Headteacher
Commencement Date:	January 2022
Purpose of the Position:	<p>The Headteacher is responsible for providing vision, leadership and direction for the school and ensuring that it is managed and organised to meet its aims and targets. The Headteacher shall provide professional leadership for the school that secures its success, ensures high quality education and realises the potential of all pupils.</p> <p>The Headteacher shall work in partnership with other Headteachers within Our Lady Immaculate Catholic Academies Trust, and under the direction of the Trust Strategic Executive Lead (Chief Executive Officer).</p>
Key Responsibilities:	<p>The professional duties of the Headteacher are contained in the School Teachers' Pay and Conditions Document and the DfE Head Teachers' Standards. This job description may be amended at any time, following consultation between the employee and the Strategic Executive Lead and will be reviewed annually.</p>
Responsible to:	OLICAT Strategic Executive Lead
Accountable to:	OLICAT Strategic Executive Lead





JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

1. Catholic Purpose and Identity of the School

The Headteacher must understand the nature and purpose of Catholic education and know that their first responsibility is to establish and sustain the Catholic identity of the school and safeguard the teaching of the Church. They must 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 pupil relationships and the partnership between the school, home, parish, local community, schools within the Trust, the Local Authority and other agencies. This duty provides the context for the proper discharge of all other duties and responsibilities.

2. Leadership in Catholic Education

The Headteacher must provide professional leadership and management for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. To gain this success, the Headteacher must establish high quality education by effectively managing, teaching, learning and using personalised learning to realise the potential of pupils. Headteachers must establish a culture that promotes excellence, equality and high expectations of all pupils.

3. Shaping the Future

Work with the Strategic Executive Lead, Local Academy Committee, Trust Board of Directors, members of the school senior leadership team and, other Headteachers in the Trust to create a shared vision which expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs.

The 'preferred future', expressed in the strategic vision and development of the Catholic School, stems from the educational mission of the Church, which is reflected in the school's mission statement and the School Improvement Plan. The Headteacher,

working with the Strategic Executive Lead 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 pupils, staff and all other members of the community. The vision should explore Gospel values, core educational values and beliefs to:

- ensure that the Religious Education programme is given full regard both in terms of classroom religious education and the overall programme of the school.
- ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- lead by example, providing inspiration and motivation for pupils, staff, Directors and parents, demonstrating the vision and values in everyday work and practice in order to create a shared culture and positive climate.
- work within the school community to translate the vision into agreed objectives and operational plans, which will promote and help sustain school improvement.
- create and implement a strategic plan, underpinned by sound financial planning, which aims for school improvement by identifying priorities and targets for ensuring that pupils achieve high standards and make good progress.
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and enjoyment.
- ensure the policies and practices take account of national, local and school data and inspection research findings.
- develop and maintain the educational partnership currently existing between the school and parents, within Our Lady Immaculate Catholic Academies Trust, the Board of Directors, linked schools, the Local Authority, the local community and other agencies including the Health Authority and Social Services.
- ensure that strategic planning takes account of the diversity, values and experiences of the school community at large.

JOB DESCRIPTION continued

4. Leading, Learning and Teaching

In a Catholic School the search for excellence is expressed in learning and teaching, which responds to the needs and aspirations of its pupils and acknowledges their individual worth as children of God. The Headteacher, supported by the Strategic Executive Lead, Local Academy Committee and Trust Board Directors, has a central responsibility for raising the quality of teaching and learning and for pupil achievement. This implies enabling pupils to achieve their God-given potential, setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning; the Headteacher is expected to:

- create and maintain an environment which promotes and secures creative, responsible and effective approaches to learning and teaching, high expectations, high standards of achievement and good behaviour.
- determine, organise and provide equal access to a diverse, flexible and relevant curriculum which values and challenges all children, including those with Special Educational Needs and English as an Additional Language, and to ensure that appropriate provision is made for the more able pupils.
- establish and maintain effective systems of planning, assessment for learning, recording and reporting, using data and benchmarks to monitor progress in every child's learning.
- monitor and evaluate curricular provision, regularly review classroom practice and the achievement of all pupils in order to set and meet challenging, realistic targets for improvement.
- manage regular reviews of all aspects of the curriculum, to initiate and encourage new and effective ideas, taking strategic roles in the development of emerging technologies to enhance and extend the learning experience of all pupils.

- establish effective relationships and communications in order to build a professional learning community within Our Lady Immaculate Catholic Academies Trust that enables others to achieve.

In a Catholic School, the role of Headteacher is leadership of a learning community rooted in faith. The Headteacher's leadership should take Christ as its inspiration. The Headteacher's management of staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God. Headteachers must manage themselves and their relationships as well. The Headteacher will build a professional learning community, which enables others to achieve their potential as children of God. Through appraisal and effective continuing professional development practice, the Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and range of leadership skills and actions required of them, Headteachers should be committed to their own professional development. The Headteacher is expected to:

- give a clear lead to all staff in the development and the continuing formation of the School's Catholic identity
- support and advise staff, both in the deepening of their Catholic awareness and in all areas of their work and professional development.
- create a positive and collaborative learning culture within the school and throughout Our Lady Immaculate Catholic Academies Trust by treating people fairly, equitably and with dignity and respect.
- plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring that there is a clear delegation of tasks and devolution of responsibilities.





JOB DESCRIPTION continued

- implement and sustain systems for the effective management of all staff performance, incorporating targets for future development.
- motivate and enable teachers and support staff to develop expertise in their respective roles through a wide range of high-quality induction and continuing professional opportunities in the context of the school's agreed improvement priorities.
- acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- maintain and develop a Senior Management Team and wider management structure and culture which enables effective communication, involvement and development.
- regularly review own practice, set personal targets and take responsibility for own personal development.
- manage own workload and that of others to allow for an appropriate work/life balance.

5. Managing the Organisation

Provide effective organisation and management of the school in order to maintain an efficient, effective and safe learning environment. The Headteacher will be expected to:

- ensure spiritual and moral development of individuals is given clear focus and is promoted through the prayer life and liturgy of the school.
- create an organisational structure which reflects the school's values, enabling both the school and Trust management systems, structures and processes to work effectively in line with legal requirements.
- produce clear, evidence-based improvement plans and policies for the development of the school and its facilities in collaboration with the Trust Central Team particularly the Trust Operations Manager and Premises team.
- work with the Strategic Executive Lead, Trust HR Director and other senior Trust and school colleagues to recruit, retain and deploy staff appropriately, managing their workload to achieve the vision and goals of the school.

- work with the Strategic Executive Lead and Trust Finance Director to set appropriate priorities for expenditure, allocate funds and ensure effective administration and control of financial matters.
- work with the Trust Operations Manager to manage and organise the school accommodation effectively and efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
- manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure the value for money.
- work with the Trust IT Systems Manager and external IT agencies to use and integrate a range of technologies effectively and efficiently to manage the school.

6. Securing Accountability

The Headteacher is accountable for ensuring that pupils benefit from a high-quality education, promoting collective responsibility within the whole school community.

The Headteacher will ensure the Strategic Executive Lead, Trust Central Team, Local Academy Committee members and Trust Board of Directors are welcomed into the school and invited to share in its Catholic life. The Headteacher will be expected to:

- provide information, objective advice and support to the Strategic Executive Lead and Trust Board of Directors to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- create and develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for the outcomes.
- present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Strategic Executive Lead, Local Academy Committee,

JOB DESCRIPTION continued

Board of Directors, the LA, the local community, Ofsted and others, to enable them to play their part effectively.

- ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to regular review and evaluation.
- reflect on personal contribution to school achievement and take account of feedback from others.
- ensure that parents and pupils are well informed about the curriculum, the attainment and progress of pupils, are able to understand realistic and challenging targets for improvement, and to contribute to achieving them.

7. Strengthening Community

Work collaboratively at both strategic and operational levels with all schools within Our Lady Immaculate Catholic Academies Trust, in particular St Thomas More Secondary School, and all connected with the school community, for the well-being of all children. The Headteacher will be expected to:

- recognise that the school is part of the Church locally and seek to promote the partnership between contributory parishes, home and school.
- promote and support the positive benefits of living within a culturally and ethnically diverse society, building a school culture and curriculum that takes account of the riches and diversity of the school's communities.
- create and promote positive strategies for challenging racial and other prejudices and dealing with bullying and racial harassment.
- ensure that the learning experiences for pupils are linked into opportunities provided in the wider world.
- collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families, and work with the relevant agencies to protect children.
- create and maintain a positive and effective relationship linking home and school in a supportive, working partnership to encourage and improve pupils' achievement and personal development.
- seek opportunities to invite parents and carers, community figures, businesses and other organisations into school to enhance and enrich the school and its value to the wider community.
- contribute to the development of the education system by sharing effective practice, working in learning networks and partnerships with other schools and promoting innovative initiatives.

8. Working with colleagues and other relevant professionals

- Collaborate and communicate effectively and professionally with colleagues, Strategic Executive Lead, Trust Central Team, Trust Board of Directors, Local Academy Committee and other external agencies where appropriate.
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust including Northampton Office for Religious Education, Evangelisation, Catechesis and Schools (NORES) DfE, Local authorities where appropriate, other schools and other relevant organisations.

9. Personal and Professional Conduct

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Uphold public trust in the teaching profession and maintain

high standards of ethics and behaviour, within and outside the Trust and its schools.

- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.

10. Any other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references that will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Trust's Strategic Executive Lead (Chief Executive Officer).



PERSON SPECIFICATION

	Essential	Desirable	Evidence
1. TRAINING AND QUALIFICATIONS			
Qualified Teacher Status	√		AF
Degree	√		AF
Master's degree (or equivalent)		√	AF
National Professional Qualification for Headship (NPQH)		√	AF
Recent participation in range of relevant in-service training	√		AF
2. FAITH COMMITMENT			
Practising Catholic	√		AF
Evidence of participation in life of faith community	√		AF
Evidence of an educational philosophy informed by a Catholic faith and ideals whilst encompassing inclusion and respect for other faiths and beliefs.	√		AF
3. EXPERIENCE			
Substantial and significant leadership experience across the secondary school Key Stages	√		AF/I
Proven evidence of being a highly effective teacher and practitioner	√		AF/I
Previously held senior level post at least Deputy Head	√		AF/I
Evidence of strategic planning, managing change and identify areas for improvement	√		AF/I
Evidence of successful partnership working with families, parents and carers	√		AF/I
Experience of using data and feedback for developing school improvement initiatives	√		AF/I
Evidence of working with others to monitor the quality of provision and planning for improvement	√		AF/I
Experience of working within a Multi Academy Trust		√	AF/I
4. SKILLS AND KNOWLEDGE			
Excellent skills and knowledge to be able to communicate effectively and with impact with pupils, parents and other stakeholders	√		I
Excellent understanding of what constitutes highly effective teaching to maximise learning outcomes across all Key Stages	√		I
Evidence of Christian leadership and management style	√		I
Evidence and ability to motivate, inspire and create a vision for both the school and in collaboration with the Trust	√		I
Understanding of approaches to curriculum development and the national curriculum requirements	√		I
Ability to plan, monitor, evaluate and review impact of provision including effective self-evaluation	√		I
Ability to develop relationships and effective partnerships within the Trust, other schools, parishes and the local community	√		I
Ability to manage financial, human and material resources liaising closely with Trust central team harnessing their professional expertise	√		I
Ability to recognise the value of effective teamwork within a school/Trust environment appreciating the contribution of all staff whether teaching or non-teaching	√		I
Ability to liaise and work within a Multi Academy Trust, other schools	√		I
Competent in the use of Information Technology including Microsoft, databases and virtual platforms for teaching delivery	√		I
High awareness and understanding of changes within education and impact on pupils, staff and standards	√		I

PERSON SPECIFICATION continued

	Essential	Desirable	Evidence
5. EQUALITY, INCLUSION & SAFEGUARDING			
Evidence of ability to integrate equality and safeguarding policies into service delivery	√		I
Evidence of a strong commitment to inclusion with high expectations of all learners	√		I
Experience of implementing strategies for social inclusion		√	I
6. PERSONAL QUALITIES			
Strong interpersonal skills	√		I
Ability to promote a high standard of education ensuring academic progress and excellent standards of behaviour			I
Evidence of an educational philosophy informed by a Catholic faith and ideals whilst encompassing inclusion and respect for other faiths and beliefs.	√		I
Substantial and significant leadership experience across the secondary school Key Stages	√		I
Committed to continued professional development of self and others	√		I
Demonstrate ability to remain calm and work under pressure whilst prioritising effectively	√		I
Ability to deal sensitively with people and resolve conflict	√		I
Commitment to maintaining confidentiality at all times	√		I
Commitment to safeguarding and diversity	√		I
7. CONFIDENTIAL REFERENCES AND OUTCOMES			
Applicants must be able to positively provide the following information if successfully appointed:			
At least 2 written professional references			
Positive and supportive faith reference from priest where applicant regularly worships			
Confirmation of professional and personal knowledge, skills and abilities			
Positive recommendation from current employer			
Satisfactory health and attendance record			
Satisfactory enhanced DBS check and other pre-employment checks as required			

AF = Application Form I = Interview



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How to apply:

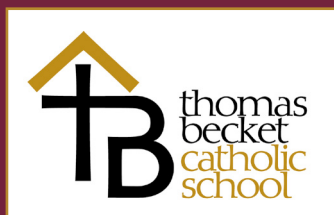
If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our recruitment partner at Academicis: **Caroline Olsen: colsen@academicis.co.uk**
01223 907 979 / 07500 889 504

In addition to an application form, you will need to submit a supporting statement, setting out the vision, relevant experience, skills and competencies. Please email your application to: **colsen@academicis.co.uk**

Closing date: Noon, Monday 20th September 2021

Shortlisting: Wednesday 22nd September 2021

Interviews: Tuesday 28th and Wednesday 29th September 2021



Thomas Becket Catholic School
Becket Way, Northampton
Northamptonshire, NN3 6HT



Our Lady Immaculate Catholic Academies Trust (OLICAT Schools)
c/o St Thomas More Secondary School
Tyne Crescent, Bedford, MK41 7UL