Notre Dame Catholic Girls

'Igniting brilliant minds'

Headteacher

Candidate Information Pack

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Notre Dame Catholic Girls is now recruiting

Headteacher

Contract Length:	Permanent
Salary Range:	L14 to L27 (Group 4 School) / Inner London
Location:	118 St George's Rd, London, SE1 6EX
Accountable to:	CEO & Local Governing Committee

An exciting opportunity has arisen for an exceptional candidate to become the next Headteacher of Notre Dame Catholic Girls. We are seeking a Headteacher who is ambitious, collaborative and a practising Catholic; someone who has passion to take the school into the next stages of its development working as part of the team at our Catholic Multi Academy Trust.

You will be committed to establishing a positive and proactive culture that promotes excellence, focusing on collaboration and driving internal excellence, underpinned by our Gospel Values.

Being a Headteacher within St Oscar Romero also provides opportunity to work with an experienced Executive Team and other experienced Headteachers, networking and having opportunity to shape the educational landscape within the area.

The ideal candidate will:

- Have extensive previous experience of working as part of a Senior Leadership Team
- Be able to demonstrate success at leading school improvement and raising education standards for children
- Possess the ability to empower staff and include them in the next stages of the school's journey
- An excellent written and verbal communicator
- Align to the mission, vision and values of St Oscar Romero and the Diocese

In return we offer:

- Opportunity to work within a highly skilled and supportive team
- A commitment to continue with national pay, terms and conditions
- Access to the generous Teachers Pension Scheme
- Highly supportive Executive Leadership Team
- Access to a professional service with the Trust's Central Services for school improvement, HR, finance, estates and IT

Candidate Information Pack available from our website www.OscarRomero.co.uk

Closing date:
30th Sept 2025 @ 1pm
Interview date:
w/c 20th Oct 2025
Start date:
Jan/Apr 2026

Please do take the opportunity to visit our lovely school. To arrange an informal conversation with the Interim CEO and/or to arrange a tour then please contact Sarah Yusuf Watson, Executive Assistant to the Interim CEO, via syusufwatson@OscarRomero.co.uk or contacting 0207 202 8199.

Welcome Letter

Dear Prospective Headteacher,

Thank you very much for the time you have taken to consider applying for the headship at Notre Dame Catholic Girls School. This role will be occupied for the first time by someone other than a sister of Notre Dame, the religious order, which founded the school. You will be joining it at a time of renewed consideration of the mission of St Julie Billiart, our founding mother. St Julie was determined that young women would receive a first-class education that would enable them to take an active role in the world. She has inspired generations of such people to work for justice and peace, to be on the side of the poor and disadvantaged and to embrace the richness and diversity of the world.

At Notre Dame we strive daily to make St Julie's liberative vision a reality. We welcome young women whose heritages are derived from each of the continents of the planet. We celebrate the rich language diversity in our community, and we make education accessible to everyone, including those recently arrived in the UK or on the margins of society. As we are located right opposite the cathedral that houses the national shrine to St Oscar Romero, we are dedicated also to living out 'the preferential option for the poor'. We are a proud member of the multi-academy trust that bears St Oscar's name. We do this through commitment to an empowering curriculum, strong pastoral care, imaginative approaches to careers and life planning and respectful interpersonal relationships.

All of these were noted in our last Ofsted inspection. We are currently working on embedding fully the high-quality teaching that was evinced at that time in some subjects. We are also working to preserve our special approach in an era where rolls are declining in the inner London boroughs.

We would love you to come and join us on the next stage of our development. We would love you to come and work in our historic buildings opposite the Imperial War Museum and with their easy access to the Transport for London system and proximity to important London landmarks like the Elephant and Castle. Serving the community of Notre Dame is a rare privilege in education. We sincerely hope you will take up this considerable opportunity and challenge.

Please address any enquiries you may have about the role to the Interim CEO for the St Oscar Romero Trust. I would be happy to speak to you informally about the role by arrangement with the Trust.

Dr Simon Hughes FRSA

Chair of Governors
Notre Dame Catholic Girls

Welcome to **ST OSCAR ROMERO CATHOLIC ACADEMY TRUST**

Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future.

Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge we strengthen the capacity of individual schools to act as beacons of learning and love.

I am honoured to have the privilege to serve our school communities and work alongside such dedicated and inspiring school staff.

As a group of schools we are on an exciting journey. A journey that has as its goal our determination to provide the young people in our schools with the very best that Catholic education has to offer. I believe that the scope of our mission and the opportunities that we will be able to provide for our schools, staff and the young people we serve, is only limited by our imagination. Our schools are already driven by a passion to do their very best for the children and young people in their care. Every day and every lesson each member of staff strives to add value to our schools to ensure they are vibrant, exciting, welcoming places for your children to learn and grow.

The Trust's commitment to the parents of the young people in our schools is that guided by the teachings of Christ and His Church, we will care for, support and educate your children to the highest possible standards.

Clare Verga
Interim CEO

Information about the process

Please use the personal statement on your application form to demonstrate how you meet the person specification, with evidence provided wherever possible of outcomes and positive impact.

Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the person specification.

School visits are strongly encouraged. To arrange an informal conversation with the Interim CEO and/or to arrange a tour then please contact Sarah Yusuf Watson, Executive Assistant to the Interim CEO, via syusufwatson@OscarRomero.co.uk or contacting 0207 202 8199.

The deadline for receipt of applications is 1.00pm on Tuesday 30th September 2025

Completed forms should be submitted to syusufwatson@OscarRomero.co.uk

Shortlisted candidates will be asked to attend an assessment centre and interview week commencing Monday 20th October 2025

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.

Notre Dame Catholic Girls

'Igniting brilliant minds'

Number on roll: 445
Capacity: 620

Ofsted Rated: Requires Improvement (May 2024)

Notre Dame Catholic Girls is a friendly and inclusive secondary school in the Archdiocese of Southwark. We have a strong Catholic ethos with the aim of helping our students deepen their faith and grow in the love of God. As part of St Oscar Romero Catholic Academy Trust, we have a shared goal of providing outstanding Catholic education for the children and young people in our care.

We are looking for an enthusiastic and innovative school leader who has the drive and strategic vision to build upon the success of our school. A practising Catholic, our new Headteacher will develop strong relationships with the parish and wider school community whilst further strengthening the involvement of parents, carers and other stakeholders in the school's work. The successful candidate will have high expectations of all our students, driving academic excellence whilst also nurturing those special gifts which make each child unique.

In addition, our new Headteacher will:

- Be committed to the aims and ethos of St Oscar Romero and play a lead role further developing its growth
- Welcome the contribution of staff and develop leadership throughout the school
- Cater for the individual needs and development of each child, enabling them to become happy and responsible adults

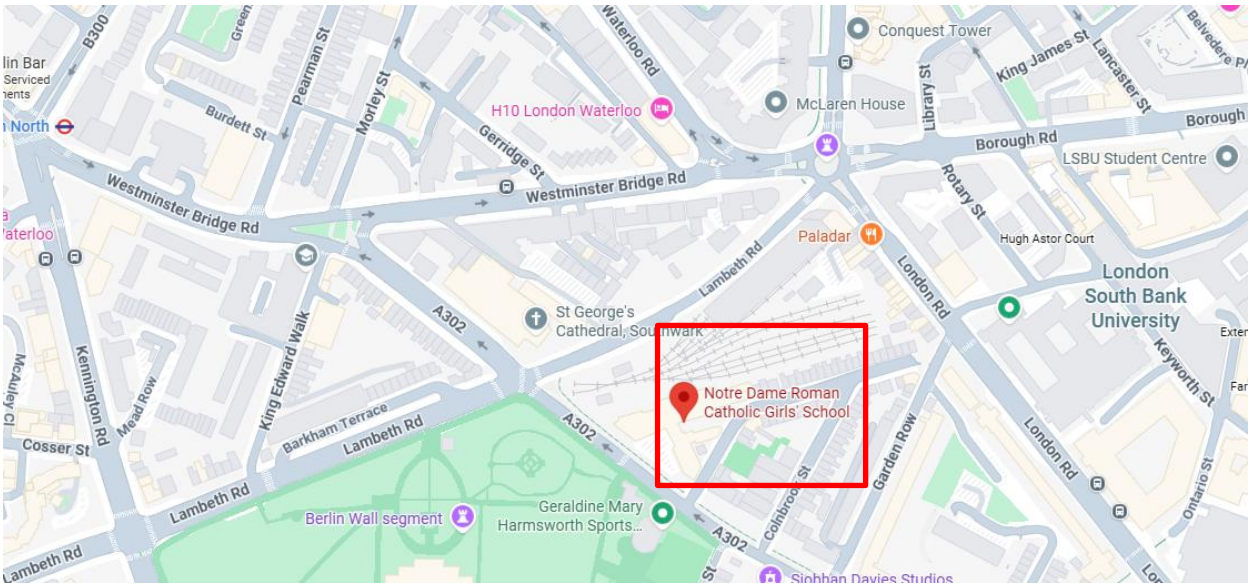
In return, we can offer you the opportunity to:

- Lead a team of highly skilled staff all of whom are passionate about working in in a caring Christian atmosphere
- Work with supportive parents and our well-behaved and supportive pupils
- Develop the school's strategy and vision alongside a supportive and effective governing body that is committed to your continued professional development

At Notre Dame Catholic Girls we actively embrace new ideas and constantly look to develop and improve. We are looking for that exceptional person who is ready to make their mark and lead our school into the future. If you are ready for the challenge then we would love to hear from you.

Visits to the school are strongly encouraged.

St Oscar Romero Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service.



Notre Dame Catholic Girls
118 St George's Road
London
SE1 6EX

Tel: (0207) 261 1121

www.notredameschool.co.uk

Headteacher job description

Reporting to the CEO, the main purposes of the role are:

- To promote the Catholic ethos of the school.
- To provide professional leadership for the school within a Catholic context to secures its success and improvement.
- To ensure high quality education for all pupils and good standards of learning and achievement.

MAIN TASKS

1. Strategic direction and development of the school

- Provide inspiring and purposeful leadership for the staff and pupils, within a Catholic context.
- To work in partnership with the governing body, staff and parents, generating the ethos and values which will underpin the school.
- To continue to implement a Development Plan to secure continuous school improvement.
- To monitor and evaluate the performance of the school and respond and report to the governing body as required.
- To ensure that management, finances, organisation and administration of the school supports its vision and aims.
- To ensure that school policies and practices take account of national, local and school requirements.
- To monitor, evaluate and review the impact of policies, priorities and targets of the school in practice, and take action if necessary.
- To ensure that all those involved in the school are committed to its aims; motivated to achieve them; and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- To play an active role in the development of SELCAT.

2. Teaching and learning

- To continue to promote the Catholic ethos of the school.
- Continue to maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- Determine and implement policies which promote:
- positive strategies for developing good race relations and dealing with racial incidents.
- Equality of access.
- Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extra curricular activities in accordance with the educational aims of the school.

3. Leading and managing staff

- To promote Catholic leadership and the aims of the school.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Headteacher.
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Head would benefit from further training and undergoing such training.
- Ensure that a suitable person from the School Leadership Team assumes responsibility for the discharge of the Headteacher's function at any time when absent from school.
- Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

4. Efficient and effective deployment of staff and resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality in line with the Catholic ethos of the school.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. SEND

- To ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social Teaching
- To ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the needs of SEND children, providing support and adaptation where required.
- To ensure that the school fulfils its statutory duties with regards to the SEND code of practice.

6. Accountability

- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school and the Catholic ethos.
- Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, SELCAT, the diocese, the local community, Ofsted and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the CEO.

Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and the Keeping Children Safe in Education document and expects all staff and volunteers to share this commitment.

Actions

The Headteacher should ensure that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description forms part of the contract of employment of the person appointed to this 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 as they relate to Headteachers.

Ethics and Professional Conduct.

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct, inspired by Christ and demonstrate the qualities of character, fundamental to the Catholic tradition: faith, hope, love, justice, solidarity temperance, fortitude and practical wisdom. A Catholic Headteacher is expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, a Catholic headteacher upholds and demonstrated the Seven Principles of Public Life, at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

A Catholic Headteacher is the custodian of a Catholic school and as such embodies the abundant hope of the Church has placed in education. A Catholic Headteacher is entrusted with the task of human formation in conformity with Christ and Church teaching, maintaining high standards of ethics and behaviour, both within and outside school.

A Catholic Headteacher:

- Builds relationships of mutual respect, rooted in the belief that all are made in the image and likeness of God and observe proper boundaries appropriate to their professional position.
- Will show tolerance and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary society, enabling each person to play their full part in building and sustaining the Common Good.
- Will uphold British values, including democracy, rule of law, individual liberty and mutual respect, tolerance of those of different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and Catholic Social Teaching.

ARCHDIOCESE of SOUTHWARK

ST OSCAR ROMERO CATHOLIC ACADEMY TRUST

Person Specification

The core purpose of the Headteacher in the Catholic school is to provide leadership in the context of a community rooted in the Catholic faith. Thus it is an essential requirement the person appointed to the post has a strong, personal faith and recognises the opportunities and challenges facing the Catholic school as a vibrant part of the mission of the Church in education.

FAITH COMMITMENT	Essential or Desirable
A practising and committed Catholic	E
A secure understanding of the distinctive nature of the Catholic school	E
Understanding of the Head's role as pastor	E
Understanding of the school's role in the Catholic and wider community	E
Ability to demonstrate care, compassion and reconciliation	E
Ability to lead acts of worship in the Catholic school	E
Evidence of participation in parish or Catholic community life	E

QUALIFICATIONS & TRAINING	Essential or Desirable
Qualified Teacher Status	E
Honours graduate or equivalent	E
Evidence of continuing professional development including leadership	E
Evidence of ability to lead quality professional development opportunities	E
Qualification in Catholic teaching or leadership e.g. CCRS, MA in Catholic Education	D
NPQH or equivalent	D

EXPERIENCE	Essential or Desirable
Proven successful track record of teaching in at least two key stage areas	E
Successful experience of senior leadership at assistant or deputy level or equivalent	E
Successful experience of leading one or more subject areas, key stages or whole school curriculum initiatives	E
Thorough knowledge and understanding of current educational issues	E
Recent experience in a Catholic school	E

STRATEGIC LEADERSHIP	Essential or Desirable
Ability to articulate and share a vision for the Catholic school	E
Ability to inspire and motivate all in the school community	E
Evidence of successful strategies for planning, monitoring, reviewing and evaluating school improvement	E
Ability to analyse data, develop strategic plans, set targets and achieve desired outcomes	E
Ability to develop policies and procedures that demonstrate the Catholic ethos of the school and a commitment to equal opportunities for all	E
Understanding of the role of the governing body in the Catholic school	E
Ability to develop and maintain a positive culture of high expectation and performance	E
Understanding of Academy Trusts	D

STRATEGIC LEADERSHIP CONTINUED	Essential or Desirable
Understanding of and commitment to promoting the safeguarding and welfare of pupils	E

LEARNING & TEACHING	Essential or Desirable
A secure understanding of the statutory requirements for the curriculum and assessment	E
Knowledge and experience of a range of successful learning and teaching strategies to meet pupils' needs	E
A secure understanding of assessment procedures and practices which enhance pupils' learning	E
Experience of effective monitoring and evaluation of learning and teaching	E
Experience of individual pupil tracking and monitoring to improve achievement including the use of new technology	E
Successful experience in creating an effective learning environment and developing and implementing policy and practice to ensure excellent pupil behaviour	E
The ability to role model excellent teaching	D
An understanding of the Curriculum Directory for Religious Education	D

LEADING & MANAGING STAFF	Essential or Desirable
Ability to build and support effective teams	E
Ability to delegate and support colleagues	E
Experience of performance management for staff and supporting continuing professional development relevant to the school and the individual	E
Understanding of budget planning, staff deployment and effective use of resources	E
A commitment to the pastoral care of staff	E
Experience of working with governors in strategic areas	D
Involvement in staff recruitment, appointment and induction	D

ACCOUNTABILITY	Essential or Desirable
An understanding of the relationship between the Headteacher, Trust Board and the governing body	E
Ability to communicate effectively in writing and orally to a range of audiences including pupils, parents, staff, governors, clergy, fellow professionals and the media	E
Ability to produce clear reports, information and advice to staff and governors	E
Ability to provide clear information to the Diocese and the CES when required	E
Ability to set clear targets and the means in which to achieve them	E
Ability to present the school at its best in the Catholic and wider communities and in the media	E
Understanding the criteria for evaluating a Catholic school	E
Experience of presenting reports to governors	D

SKILLS, QUALITIES & ABILITIES	Essential or Desirable
High quality teaching skills	E
Unreserved commitment to the mission of the Catholic school	E

SKILLS, QUALITIES & ABILITIES CONTINUED	Essential or Desirable
High expectation of pupils' learning and attainment	E
Strong commitment to school improvement through the pursuit of excellence	E
Ability to build and maintain good relationships	E
Ability to remain positive an enthusiastic when working under pressure	E
Ability to prioritise, meet deadlines and manage own time effectively	E
Empathy with children	E
Good interpersonal skills	E