



OLA
OUR LADY'S
ABINGDON



APPOINTMENT OF
DEPUTY HEAD (ACADEMIC)

FOR SEPTEMBER 2024 (OR JANUARY 2025)

MESSAGE FROM THE EXECUTIVE LEADERSHIP TEAM

Dear Candidate,

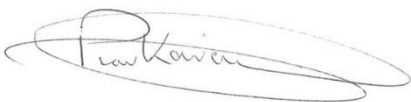
This is an exciting time to be joining OLA and a future of opportunity awaits the successful applicant. As the Executive Leadership Team of OLA, we are honoured and privileged to lead a school which is high performing in all areas, and which benefits from the full support of the Governing Board to grow the pupil headcount, invest in futureproofing the school and develop staff so that they can empower our pupils to be the best versions of themselves. The value-added for public exam results is excellent; pastoral care is child-centered and consistently of the highest quality, and; the co-curricular programme is growing from strength to strength. OLA is defined by its Catholic ethos and this underpins all that we do:

Each child who joins us embarks on an educational journey, directed by our mission statement, providing for each one in accordance with their needs and encouraged by our ethos summed up in our school motto, "Whatever you do, do it well". Our ethos provides an individual approach that ensures we uncover a child's potential and nurture them to achieve, enabling them to thrive both academically and as people.

Our ethos is reflected in the positive relationships that exist between all members of our school community. We are proud of our distinctive family atmosphere, which fosters a tangible sense of community and happy relationships between staff and pupils.

If you choose to apply for this post, we will give your application all the seriousness it deserves. OLA is a wonderful, vibrant and happy environment in which to work, with a palpable sense of belonging among our staff. The role we are looking to fill is important to the flourishing of the school and we hope you will feel that you are the right person to fill it.

Kind regards,



Mr Prav Karian
Chief Operating Office & Executive Leader



Mr Daniel Gibbons
Head of OLA





ABOUT THE SCHOOL

OLA is a Catholic co-educational day school located close to Oxford in the heart of Abingdon, welcoming pupils of all faiths and none. It was established by an Order of Catholic nuns founded by the Venerable Catherine McAuley called the Sisters of Mercy, who came to Abingdon in 1860 at the invitation of Sir George Bowyer of Radley Park. Reverend Mother Clare Moore was a national heroine who had worked closely with Florence Nightingale during the Crimean War - their joint portrait, entitled 'The Mission of Mercy', hangs in the National Portrait Gallery. Recently returned from Constantinople, Mother Clare brought three young Sisters to Abingdon on January 10th 1860 and teaching commenced the very next day. The girls' and boys' schools, now Our Lady's Abingdon School, were actively run by Sisters for almost a century.

Our co-educational ethos provides an atmosphere where pupils are at ease with one another and natural relationships are fostered. OLA is a purposeful, outward- looking school with a happy, family atmosphere that gives children the freedom to develop within a structured framework. As our school motto says:

“age quod agis” – “whatever you do, do it well”



MISSION STATEMENT

Our mission statement reflects the reality of daily life at OLA, and encompasses the vision and values of our founding Sisters at Our Lady of Mercy. 'As God's family we learn to love, respect and forgive - guided by His Word'.

We believe that God created each of us as a unique person with gifts that need to be recognised, celebrated and developed. Inspired by the words of our foundress, Catherine McAuley, "*To each according to their needs*", we encourage a respect for every individual, regardless of background, beliefs or ability.

Our aim is to develop a loving, caring and welcoming community in which all may grow as children of God. In partnership with parents and the wider community we seek to respond to God's invitation to faith, mercy and love. To develop skills for life in an ever-changing world, we cherish integrity, compassion, openness, forgiveness and reconciliation, co-operation and courage. We nurture wisdom, the value of learning, independent thinking, a sense of self-worth and care for each other that all may reach their full potential.

AIMS AND ETHOS

The following are central to our Mission Statement and the school wishes to foster a happy, caring Christian atmosphere in which these aims may be realised:

STRATEGIC AIMS 2023-26

1. **ACADEMIC:** Support for each individual pupil to fulfil their potential.
2. **PASTORAL:** A safe and caring environment for each individual pupil to become the best version of themselves.
3. **CO-CURRICULAR:** A wide range of opportunities for each individual pupil to discover and explore their gifts.
4. **CATHOLIC VALUES:** A loving, caring and welcoming community in which all may grow as children of God.
5. **SUSTAINABLE DEVELOPMENT:** Formation of globally responsible citizens.
6. **RECRUITMENT & RETENTION:** A full School roll.
7. **FINANCIAL:** A sustainable model for future investment and growth.

ETHOS

We believe that every human being is created to become a unique person with gifts that should be accepted and valued.

Our foundress Catherine McAuley said: "*To each according to their needs*".

We owe it to our pupils to help them recognise and achieve the best of which they are capable to obtain the qualifications they need and to develop a sense of personal fulfilment.

A sound Christian framework is important as a basis for the whole of their lives

This is the basis of life-long learning

SCHOOL LEADERSHIP

EXECUTIVE LEADERSHIP TEAM	HEAD OF OLA and COO		
LEADERSHIP TEAM	SENIOR DEPUTY HEAD		
	SENIOR DEPUTY HEAD	DEPUTY HEAD (PASTORAL) (DSL)	DEPUTY HEAD (ACADEMIC)
MIDDLE LEADERSHIP	HEAD OF KS2	SENDCo HEADS OF SECTION DDSLs	HEADS OF FACULTY
OTHER LINE MANAGEMENT	SCHOLARSHIPS COORDINATOR CO-CURRICULAR COORDINATOR PSHEE COORDINATOR EVC ACADEMIC ADMINISTRATOR	PASTORAL MANAGER (DDSL) COUNSELLORS NURSE HEAD OF CAREERS <i>HEAD of OLA SIXTH line manages ASSISTANT HEAD OF OLA SIXTH</i>	HEAD OF DIGITAL LEARNING TIMETABLE & CURRICULUM COORDINATOR READING & LITERACY SUPPORT COORDINAOR EPQ COORDINATOR EXAMS OFFICER <i>HoF (SCIENCE) line manages SCIENCE ENRICHMENT COORDINATOR</i>
KEY RESPONSIBILITIES	STAGE 1 COMPLAINTS SCHOOL CALENDAR STAFF ABSENCE INSPECTION PREPARATION POLICY REVIEWS PERFORMANCE MANAGEMENT	SAFEGUARDING WELLBEING ATTENDANCE BEHAVIOUR UNIFORM MENTAL HEALTH STUDENT COUNCIL HOUSES	ACADEMIC STANDARDS ASSESSMENT REPORTING TRACKING & MONITORING ACADEMIC ENRICHMENT
TEAMS CHAIRED	CALENDAR COMMITTEE OPERATIONAL COMMITTEE (DEPUTY HEAD ACADEMIC AND ASSISTANT HEADS)	WSST HoS	HoF



ACADEMIC

OLA promotes a challenging and progressive curriculum, which reflects the learning requirements of each individual pupil. It aims to nurture independent, analytical and creative thinking and to build the confidence in our pupils to articulate clearly their views of the world around them.

The School achieves strong academic results, as a result of effective and well-developed relationships between pupils and staff and a positive attitude to learning. In 2023, an 95% pass rate was achieved at GCSE, with 69% of all grades at 9 to 6. Our 2023 results were higher than 2019, which was a great achievement. In addition, 46% of pupils achieved at least one 9 grade, demonstrating that pupils can achieve at the highest level in any subject for which they have an aptitude and passion. A Level results were equally impressive, with 57% of all grades at A* to B. Similar to GCSE, almost half of our students achieved at least one A grade. OLA's value-added is outstanding, year on year, and belies our raw results which reflect our relatively broad ability intake. Upper Sixth leavers achieved places at a range of prestigious universities, including Cardiff, Bath, York, Warwick, Kings, Leeds and Birmingham.

In Years 7, 8 and 9, pupils study Mathematics, English, Science, a Modern Foreign Language (French or Spanish), Geography, History and Religious Studies as core subjects, alongside other practical-based subjects such as Art, Drama, Music, Design Technology, Food and Nutrition, Latin, PE, Textiles, and Computer Science. Year 9 pupils choose up to four of these practical subjects to study in greater depth.

At GCSE, pupils choose up to three optional subjects in addition to their core subjects of Mathematics, English, Science (Double or Triple) and Religious Studies. There is the option to study Further Maths as an extra GCSE, and also an additional Modern Foreign Language (French or Spanish).

This wide range of options is also offered at A Level, in addition to Economics, Philosophy, Ethics and Religion, Psychology and Business Studies. OLA Sixth pupils study three A Levels, with many choosing the additional option of the Extended Project Qualification. In addition, students can opt for Further Maths as a fourth A-level. University application and career choice guidance is excellent, and the majority of OLA Sixth leavers go on to their first choice of university and to study a diverse range of subjects.



ACADEMIC (continued)

A new faculty structure was introduced from September 2022, the aim of which is to improve the efficacy of the academic leadership structure and create a clear middle leadership level within the School. The faculty structure comprises:

1. **English, Drama and Film and Media** (including responsibility for Academic Enrichment and Literacy)
2. **Mathematics and Computer Science** (including responsibility for Academic Scholarship and Numeracy)
3. **Science** (including Academic PE)
4. **Religious Studies** (including responsibility for Chaplaincy, PSHE and RSE)
5. **Creative Arts** (Art, Design Technology, Food Technology, Textiles and Music)
6. **Humanities** (Business, Economics, Geography, History and Psychology)
7. **Languages** (Modern Languages and Classics) (including line management of the EPQ Coordinator)

Within the above are Subject Coordinators for each subject who report to the Head of Faculty. Academic staff report to the Subject Coordinator who, in turn, report to the Head of Faculty. The Head of Faculty is also a 'Subject Coordinator' and, as such, will line manage the staff within their own subject.

OLA provides academic enrichment beyond the classroom and curriculum. A strong track record exists of enriching pupil experiences by applying their learning in real contexts through a varied trips programme. The School runs a Scholarship Programme, which seeks to enrich pupil experiences and extend their learning beyond the classroom. Lower Sixth pupils benefit from tailored programmes in preparation for life beyond school, and there is a parallel path for those who have expressed an interest in Oxbridge.



THE WHOLE PERSON

OLA offers a growing programme of activities that enable our pupils to explore passions and to develop important skills and characteristics, including teamwork and determination, all within the safety of a caring and compassionate community. The rich programme of activities caters for broad tastes, from creative arts, coding and textiles to a variety of academic clinics.

The School has a particularly impressive offering in the performing arts. Several choirs and orchestral groups provide regular music performance opportunities, and take-up of instrumental lessons is high. Music partnerships with local schools are strong, and visiting musicians provide a series of masterclasses. OLA has its own drama studio and theatre. Pupils across the school community are involved in productions, including an annual inclusive whole-school musical. The School is also a LAMDA (London Academy of Music & Dramatic Art) centre through which pupils can develop skill and confidence in public speaking, articulation, presentation and acting skills.

OLA offers a range of sports for all ages and abilities to encourage participation, fitness and an enjoyment of team sport. Sports on offer include swimming, gymnastics, cricket, athletics, rugby, netball, hockey and football. OLA has generous facilities including a heated indoor swimming pool and access to the extensive range of facilities at the Tilsley Park Centre. The Duke of Edinburgh's Award scheme is also popular at OLA, with many pupils supported through to the Silver and Gold Awards.

In the development of our pupils OLA pays special attention to pastoral care and spiritual nourishment, promoted by all staff but particularly by our dedicated chaplaincy team that arranges retreats, assemblies and liturgies. Our beautiful Chapel is a real centre for prayer and our Catholic ethos ensures all pupils, whatever their background, have opportunities to step back from the busy school day and benefit from quiet reflection. We have a justified reputation for being a caring, compassionate and nurturing school with a calm purpose that gives all pupils the opportunity to thrive in a safe environment.

OLA prepares children for life. Pupils leave us at 18 as young adults not only equipped academically for university, but as well-balanced individuals with the confidence to make their way successfully in the world beyond school. Following their chosen paths with enthusiasm and confidence, they can use the broad skills they have acquired at OLA to become valuable members of society.



JOB DESCRIPTION

The Deputy Head (Academic) is responsible for achieving and sustaining the highest academic standards and levels of attainment within the school. Their role includes the following responsibilities, although this list is not exhaustive:

- Meet regularly with the Head to provide updates on pupil progress and staff performance.
- Effective development planning to achieve and sustain excellent pupil achievement.
- Line management responsibility:
 - Heads of Faculty
 - Head of Digital Learning
 - Timetable and Curriculum Coordinator
 - Reading and Literacy Support Coordinator
 - EPQ Coordinator
 - Exams Officer
- Oversee a vibrant and exciting Academic Enrichment Programme.
- Deputise for the Senior Deputy Head or Head as necessary.

RESPONSIBILITIES OF THE DEPUTY HEAD (ACADEMIC)

Whole School

- To work with the LT (Leadership Team) in planning the strategic development of OLA, and delivering upon its strategic aims.
- To deputise for the Head as necessary if the Senior Deputy Head is not available.
- To report to, and be available for, Governors' meetings upon request.
- Support the School at School events.
- Assist the Head and other members of the LT in updating the SEF and preparing for inspections.
- To liaise with the LT in reviewing all policies and procedures.
- Lead School assemblies.

Leadership

- To be responsible for School academic development planning to ensure the highest standards of achievement and attainment.
- To develop the performance of each Head of Faculty through the Professional Growth model.
- To oversee the development planning of each faculty.
- To monitor and review the implementation of the curriculum to ensure that the quality of pupil achievement is excellent.
- To keep abreast of curriculum matters nationally, and make recommendations to LT as necessary.
- To be an excellent classroom practitioner, modelling best practice.

Management

- To line manage the Heads of Faculty, and ensure that Faculty Development Plans achieve the overall academic strategic aims.
- To liaise with the Deputy Head (Pastoral) and the SENDCo to ensure that pupils on the SEND Register make the same level of progress as their peers.
- To line manage the Head of Digital Learning, and oversee the development of digital learning for all pupils and staff.

- To line manage the Timetable and Curriculum Coordinator, and oversee the production of the timetable.
- To line manage the EPQ Coordinator, and oversee the effective delivery of EPQ for OLA Sixth students.
- To line manage the Exams Officer, and oversee the effective running of external and internal exams, appraising the Head as required in their capacity as Head of Centre.
- To establish and develop Quality Assurance systems to monitor the quality of pupil achievement.
- To coordinate the allocation of academic prizes for the Awards Ceremony and Prize Giving.
- To be responsible for all academic policies and procedures.

Pupil Progress

- Oversee the monitoring and evaluation of the quality of pupil achievement throughout the Senior School.
- Advise LT on interventions, and progress with interventions, in liaison with the HoFs.
- Oversee the use of bench-marking and performance data support the drive for School improvement.
- Chair HoFs' meetings.
- Ensure that HoFs update faculty and subject handbooks, faculty development plans and schemes of work annually.
- Work with HoFs to ensure that each individual pupil is challenged appropriately.
- Liaise with appropriate staff eg Heads of Faculty, Scholarships Coordinator, in ensuring that excellent provision is made for pupils on the More Able and Gifted Register.

Timetable

- Oversee the Timetable and Curriculum Coordinator in all matters pertaining to the timetable.
- Make recommendations for staffing to the Leadership team.

Curriculum and Options

- To liaise with the ELT, Senior Deputy Head and Timetable and Curriculum Coordinator on curriculum modelling.
- Oversee the options processes for pupils in Years 8, 9 and 11.
- Liaise with the relevant Head of Section, and ensure that the options processes are communicated effectively to pupils and parents.

Digital Learning

- Oversee an OLA Digital strategy in conjunction with the Head of Digital Learning that supports the School's overall strategic aims.
- Oversee the work of the Head of Digital Learning to ensure proactive engagement with teaching and support staff to identify digital development opportunities within their areas of responsibility, and devise plans to ensure that technology remains at the sector's cutting-edge.
- Maintain up-to-date knowledge of industry developments and best practice in the application of ICT in an educational environment, and produce regular updates to the Leadership Team.
- To advise the LT on all matters of digital learning and to liaise with IT support to ensure the correct digital infrastructure is in place to support the technology
- To develop, implement and review annually all policies and procedures related to IT eg Remote Learning, E-Safety, Acceptable Use.
- To monitor and evaluate pupil progression in digital learning
- To identify INSET and CPD opportunities to develop best practice amongst staff.
- Assist the Head of Digital Learning with the 5-year surface device rollout.

Other

- Teach a timetable of approximately 8 academic periods.
- Attend regular meetings.
- Liaise with appropriate staff eg Head of Sixth Form, in ensuring that pupils applying for particular university courses eg Oxbridge and Medicine, receive excellent support and guidance for the whole application process.
- Liaise with the Head of Admissions as required in reviewing prospective pupil applications.
- Undertake any other reasonable duties and responsibilities requested by the Head.

OTHER ASPECTS OF THE POST

All teachers are expected to share in supervision duties, attend relevant parents' evenings, staff/departmental meetings, Open Days etc. and to contribute to the extra-curricular life of the school.



PERSON SPECIFICATION

Qualifications	Essential	Desirable
A good degree	X	
Further professional training/qualifications		X
Experience		
Teaching experience across the full age and ability range		X
Demonstrable impact as a middle leader	X	
Experience of working effectively with senior leaders	X	
Skills/ Knowledge and Abilities		
Outstanding and enthusiastic classroom teacher	X	
Track record of motivating learners and raising achievement	X	
Ability to use assessment data to inform planning and set targets	X	
Ability to work as part of a team	X	
Excellent written communication skills	X	
Excellent organisational skills	X	
Excellent oral communication skills with staff, students & parents	X	
Positive, enthusiastic, flexible with a pro-active 'can do' attitude	X	
A commitment to using ICT to develop learning	X	
Excellent IT skills	X	
Ability to teach pupils with SEN as well as social, emotional and mental health difficulties	X	
Personal Qualities		
A sense of humour and genuine understanding and liking for our students	X	
Excellent interpersonal skills	X	
Enthusiasm	X	
Creativity	X	
Approachable, open and honest	X	
Dedicated, conscientious and hard working	X	
Commitment to safeguarding and the welfare of students	X	
Understanding of and commitment to OLA's ethos	X	

WORKING AT OLA

Salary

OLA has its own salary scale. Experience and qualifications are considered when setting starting salaries.

Benefits

Lunch is provided at no cost during term time

Free on-site parking.

CPD and training are encouraged

Staff have agreed access to the School's equipment and facilities, including the indoor swimming pool.

Pension

The School currently participates in the DfE Teachers' Pension Scheme and also offers a generous contributory pension scheme for all support staff.

School Fee Reduction

Teaching staff benefit from a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, and qualify for this benefit after completing two years of service.

Non-contractual benefits are given at the discretion of the Governing body and can be withdrawn without notice.

Location

The school is located in Abingdon-on-Thames, an historic market town situated eight miles to the south of Oxford with its world-renowned reputation as a centre of academic excellence. The town supports a mixed, international community which enjoys a good selection of facilities situated a just few minutes' walk away from the river and gardens of Abbey Meadows. The town benefits from excellent bus links to Oxford, which is just a 15-minute ride away and provides a wealth of social and cultural opportunities.



SELECTION PROCESS

- Application deadline: **Monday 06 May 2024**
- Applications should be made via the online application form which can be accessed on the TES website at www.tes.com/jobs/employer/-1030286.
- Ensure that your application form is completed in full with no gaps in your education/employment history. Incomplete applications may be discounted.
- Two referees should be provided, one of whom must be your current or most recent employer.
- Applicants will be required to prove their right to work in the UK at interview. The School cannot offer sponsorship to candidates who do not already have the right to work in the UK.
- Candidates should expect to complete other selection exercises in addition to interview.
- The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) and social media check, in addition to other necessary safeguarding measures.
- For any outstanding queries please contact Mrs Julie Braley at headsqa@ola.org.uk
- Whilst we aim to acknowledge receipt of applications within 24 hours, this is not always possible, particularly during holiday periods.

Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young adults and all staff and volunteers are expected to share this commitment. Successful candidates are required to undertake various safeguarding checks which include an Enhanced DBS and social media check. Full details are available on the school website.

