

TRUST LEAD FOR CATHOLIC LIFE & MISSION



WELCOME

Dear Applicant,

Thank you for your interest in the position of Trust Lead for Catholic Life & Mission with Our Lady Immaculate Catholic Academies Trust.

Our Lady Immaculate Catholic Academies Trust (OLICAT) is a growing Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton. The Trust currently includes ten Catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire, as well as two Catholic secondary schools, St Thomas Becket in Northampton and St Thomas More in Bedford. The Bishop's vision is for the other 8 Catholic schools in our Diocese to join our Trust in the coming years.

This is a very special role within our Trust and will certainly look slightly different depending on the experience and skills of the person taking on the role. The successful candidate will be able to use their unique God-given gifts to shape their role, while working within the team to support and enable everyone across the Trust to fulfil our mission to deliver an excellent Catholic education for all our pupils.

The current Trust Lead is retiring after many years in the service of Catholic education, and she leaves a group of schools united in their purpose to bring young people closer to God and to His plan for their lives. The role currently includes formation for school leaders; support for a Trust Chaplaincy Network and Trust RE Leads Network, as well as developing Catholic Social Teaching and advising schools on driving forward all aspects of Catholic education including support for inspection. Liaison with the Diocese of Northampton will be an important part of this role.

The Trust Lead role is currently fulfilled by one person working two days a week. There is capacity for this role to be a secondment from a school leadership or diocesan role; it could be possible to split the different aspects of the role with two people each working one day. A more full-time role within the Trust may be possible by combining secondary RE teaching with the Trust leadership role.

We are certainly open to discussing the possibilities of different ways of fulfilling this role and interested candidates are encouraged to contact the CEO, Catherine Burnham, for an informal chat. cburnham@olicatschools.org

Further details about the Trust can be found on our website: <https://www.olicatschools.org/>

We are delighted you are interested in joining our Trust and I wish you well in your application.



Catherine Burnham, Chief Executive Officer

JOB DESCRIPTION

OVERVIEW

Job Title:	Trust Lead for Catholic Life & Mission
Closing Date:	Tuesday 19 th May 2026 at 12 noon <i>(we reserve the right to close earlier if there are sufficient applications)</i>
Interview Date:	Wednesday 20 th May 2026
Start Date:	September 2026 (or by agreement)
Salary / Scale:	Leadership Scale
Purpose of the Position:	The Trust Lead for Catholic Life & Mission is responsible for supporting the Chief Executive and our schools in our purpose to bring young people closer to God and to His plan for their lives. The role currently includes formation for school leaders, support for a Trust Chaplaincy Network and Trust RE Leaders network together with developing Catholic Social Teaching and advising schools on all aspects of Catholic education including support for Catholic Schools Inspections.
Key Responsibilities:	As there is a requirement to be a qualified teacher, the professional duties of the Trust Lead for Catholic Life & Mission are contained in the School Teachers' Pay and Conditions Document. The key responsibilities are defined above but will evolve and develop over time. This job description may be amended at any time, following consultation between the employee and the Chief Executive Officer and will be reviewed annually.
Responsible to:	OLICAT Chief Executive Officer
Accountable to:	OLICAT Chief Executive Officer

MAIN DUTIES

1. Catholic Purpose and Identity of the School

The Trust Lead for Catholic Life & Mission supports the Chief Executive Officer, Headteachers and central team to understand the nature and purpose of Catholic education and to support them to establish and sustain the Catholic identities of each of the schools and safeguard the teachings of the Catholic Church.

2. Shaping the Future

To support the Trust's Chief Executive Officer, Trust Board of Directors, Headteachers and members of the Trust and school senior leadership teams 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 Catholic Schools, stems from the educational mission of the Church, which is reflected in the schools' mission statements and the School Improvement Plans. The Trust Lead for Catholic Life & Mission, working with the Chief Executive Officer and Headteachers, 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.

3. Key Tasks

- Strategic oversight for Catholic Life & Mission across the Trust
- Develop the Trust's lived experience of Catholic Social Teaching
- Advise schools on driving forward all aspects of Catholic education including support for inspection
- Lead formation for Headteachers and senior leaders to support their Catholic leadership and personal and spiritual growth
- Develop and support Trust Chaplaincy Network
- Develop and support Trust RE Leads Network
- Liaise closely and regularly with the Diocese of Northampton
- Support and model RE teaching as required within the Trust

4. Professional Development

- Keep up to date with all changes and initiatives linked to the provision of Catholic education, RE curriculum, Chaplaincy and the Diocese disseminating information to schools and central staff where appropriate.
- Participate in the Trust's performance management processes.
- Participate in further training and development to improve own professional development.

5. Working with colleagues and other relevant professionals

- As a member of the Trust's Senior Leadership Team, support the Chief Executive Officer in providing inspirational and effective leadership, vision and strategic focus to achieve the highest standards and attainment from our schools as expected by the Trust Board.
- Collaborate and communicate effectively and professionally with colleagues, Chief Executive Officer, Trust Central Team, Trust Board of Directors, Local Academy Committees and other external agencies where appropriate
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust including the Diocesan Director of Education, DfE, Local authorities as appropriate, other schools and other relevant organisations.,

12. 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

13. 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 Chief Executive Officer.

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Qualified Teacher Status	✓		App form
Catholic Certificate of Religious Studies or equivalent		✓	App form
Degree in Theology or related subject		✓	App form
Degree	✓		App form
Higher Degree		✓	App form
Leadership Qualification <i>e.g. Masters in Catholic School Leadership, National Professional Qualification for Headship, National Professional Qualification for Executive Leadership</i>		✓	App form
Qualification in Chaplaincy or related subject		✓	App form
Catholic Schools Inspectorate (CSI) Inspector		✓	App form
Recent participation in range of relevant in-service training	✓		Interview

2. FAITH COMMITMENT

	Essential	Desirable	Evidence
Practising Catholic lay faithful (<i>as determined by the Catholic Bishops' Conference of England and Wales</i>)	✓		App Form Interview
Evidence of active participation in life of faith community	✓		Priest reference
Evidence of an educational philosophy informed by a Catholic faith and ideals whilst encompassing inclusion and respect for other faiths and beliefs.	✓		App form

3. EXPERIENCE

	Essential	Desirable	Evidence
Substantial and significant senior leadership experience in a Catholic school.	✓		App form interview
Evidence of ongoing commitment to developing knowledge and understanding of Scripture and Church teaching	✓		App form interview
Experience of working within a wide range of educational settings including Primary/secondary/School Improvement/Chaplaincy/Diocese.		✓	App form interview
Evidence of successful partnership working with families, parents and carers	✓		App form Interview
Experience of working with and influencing senior colleagues including Trust Board/SLT level	✓		App form interview
Experience of working with a Diocese, Chaplains, Priests and the wider Catholic community.	✓		App form interview
Experience supporting / delivering Secondary RE to GCSE / A-Level		✓	App Form interview

4. SKILLS & KNOWLEDGE

	Essential	Desirable	Evidence
Ability to influence and persuade	✓		Interview
Excellent ability to communicate clearly both orally and in writing with all stakeholders	✓		App form Interview
Ability to be a team player, engaging and communicating effectively with a range of stakeholders modifying style and supporting peers as appropriate.	✓		App form Interview
Committed to educating the whole child	✓		App form interview
Ability to provide a strategic vision	✓		App form interview
Developed understanding of the mission of Catholic education within the wider Church.	✓		App form Interview
Experience of Catholic Schools Inspections at Senior Leadership Team level		✓	Interview
Developed understanding of the Religious Education Directory (RED) and the implementation of that within Primary and / or Secondary schools		✓	App form Interview

Current driving licence (ability to travel between school sites and Trust offices)	√		App form
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5. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Excellent interpersonal skills with ability to communicate with a wide range of audiences.	√		Interview
Proven ability to deliver excellent customer service.	√		Interview
Proven ability to remain calm and work under pressure whilst prioritising effectively.	√		Interview
Proven ability to work on own initiative with a proactive approach.	√		Interview
Proven ability to work collaboratively with others and particularly within a close-knit team	√		Interview
Proven ability to work flexibly under pressure to be able to meet deadlines	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview

6. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive and supportive faith reference from priest where applicant regularly worships
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

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Information regarding the Trust can be found on its website: www.olicatschools.org

Interested candidates are encouraged to contact the CEO, Catherine Burhman for an informal chat by email to cburnham@olicatschools.org

Completed applications to be submitted via the link to the Trust's recruitment portal, MyNewTerm, no later than 12 noon on Tuesday 19th May 2026. The link can be found here: <https://mynewterm.com/jobs/5521/EDV-2026-OLICATL-70901>

Interviews will be held on Wednesday 20th May 2026 at the Trust Offices in Northampton; The Good Shepherd Catholic Primary School, Kingsland Gardens, Northampton, NN2 7BH.

Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.



For more information, please contact Trust HR by email at HR@olicatschools.org or visit the OLICAT Trust website: www.olicatschools.org