



Lumen Christi
CATHOLIC MULTI ACADEMY

Candidate Brochure

*An ambitious and thriving partnership
of inclusive catholic schools, serving our
communities, Providing an exceptional
experience in education for the holistic
formation of our children and young
people aged 3 to 19.*



A message from the catholic senior executive lead



We offer professional development opportunities for all staff, investing in quality training and support for individuals and teams to continuously improve.

Thank you for your interest in joining Lumen Christi Catholic Multi Academy. Formed in April 2015, Lumen Christi is founded on our shared Gospel values of compassion, integrity and service to others. These values underpin our strategic plans and are demonstrated in our daily operations as we work to improve the educational outcomes for our children and young people, support their pastoral needs by working closely with their families and live out our faith through charitable commitment to our communities.

Our family of schools is committed to working together to provide the highest quality of Catholic education to the communities we serve. Furthermore, we seek to secure an ethos of trust, respect and love in which children, young people and adults alike can fulfil their potential as children of God. **We welcome applications from professionals who are committed to this vision.**

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Similarly, we create opportunities for staff to deepen their own personal faith and spirituality. We nurture a culture of rich and inclusive Catholic life both within our schools and in our families and local parishes.

It is a privilege to serve this vibrant, faith filled learning community as the Catholic Senior Executive Lead. Along with the dedicated Shared Services team, we are working together to shape this new educational landscape to secure and protect Catholic education for generations to come.

I am committed to creating an inspirational and inclusive organisation, which provides opportunities for all to develop, grow and improve. I look forward to welcoming new colleagues and all they may contribute to our schools on our journey in the 'Light of Christ'.

Paul Collins-Smith
Catholic Senior Executive Lead





*Benefits of
working for
Lumen Christi*



Leadership and Shared Services Support:

Employees can be reassured that Lumen Christi is led by educationalists and an experienced team of professionals. The Shared Services team supports strategic leaders to provide a wide range of high quality services to schools which increasingly enables staff to focus on teaching and outcomes for children and families.

Terms and Conditions: We believe that our staff should benefit from excellent terms and conditions in return for their commitment to Lumen Christi. As such, we are aligned to Catholic Education Service and Birmingham City Council employment policies which have been approved by Trade Unions and Professional Organisations. Specific information can be provided on request.

Continuous Service: Candidates moving from the public sector without a break in service can be assured that their continuous service will be honoured by us.

Remuneration & Pension: Lumen Christi values its employees and our Remuneration Policy reflects this. When setting our policy, which is reviewed annually, we take advice from Birmingham City Council, the Catholic Education Service, Trade Unions and Professional Organisations. Our

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current policy may be found on our website www.lumenchristi.org.uk (Key Documents>Policies).

We want to support our staff in planning for the future and for teachers joining Lumen Christi this means they will be enrolled in the Teacher's Pension Scheme. We have also adopted the Local Government Pension Scheme for our Support Staff, considered to be one of the most competitive pension schemes in the country.





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Working Parents: Every employee is eligible for childcare vouchers. The cost of vouchers is taken from your salary monthly before tax and national insurance contributions which helps families save against the cost of childcare.

Carers: We recognise that some of our employees have caring responsibilities and we appreciate the demands this may place on them and, that at times, it may be difficult for them to combine their work and caring responsibilities. As a responsible employer, adhering to our Gospel values, Equality Statement and our Public Sector Equality Duty, we are committed to ensuring leaders give sympathetic consideration to requests for support from those who have caring responsibilities, based on a shared understanding of the situation and its impact. We aim to treat all employees fairly and consistently while taking into account the individual needs of each case.



A photograph of a group of students on a playground. In the foreground, a young woman with dark curly hair, wearing a light-colored quilted jacket, is smiling and looking towards the right. She is holding a blue hula hoop. Behind her, another student is holding a yellow hula hoop. In the background, other students are visible, some holding hula hoops. The scene is outdoors on a sunny day.

Equality & safer recruitment at Lumen Christi



At Lumen Christi, we pride ourselves on the diversity of those who make up our schools, staff team and community; we value the varied contribution that everyone can make to our learning. We are committed to providing equality of opportunity and full participation for all applicants, staff, pupils and students. We work proactively to identify and eliminate all forms of discrimination and continually improve services to ensure an inclusive environment.

For more information about our Equality Statement and Objectives, please visit www.lumenchristi.org.uk (Key Documents>Policies).

Safeguarding and the welfare of children in our care and their families is central to our work at Lumen Christi. If you are considering applying for a paid or volunteer role within our organisation, please ensure you review our Safeguarding Policy on the website www.lumenchristi.org.uk (Key Documents>Policies). Please be advised that all post-holders undertaking regulated activity (as defined in Keeping Children Safe in Education) are subject to appropriate vetting procedures (including online checks) and a satisfactory Disclosure and

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Barring Service Enhanced check. All staff are also expected to promote fundamental British values.

Visits: Candidates considering applying for a position within Lumen Christi are actively encouraged to arrange a private conversation regarding the role and/or visit to the post-holding school. Please refer to the advert to make contact as appropriate.



Applying: Prospective applicants must complete, in full, and return a signed Catholic Education Service (CES) application form and associated documents as detailed in the advert. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed. Candidates submitting an application form completed online will be asked to sign the form if called for interview.

Shortlisting & References: Candidates will be shortlisted against the person specification for the post. Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage. References will be sought directly from the referee. References will be requested in advance of the interview.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

Interviews: Candidates called to interview will receive a letter confirming the interview, as well as a 'rehabilitation of offender' declaration form. It will also contain details of procedures, an outline of the interview day including information about panel members, a further copy of the person specification

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and details of any tasks to be undertaken as part of the interview process. Candidates will also be offered an opportunity to discuss the process prior to the interview. The candidate will be asked to provide proof of identity, original qualification certificates, a completed rehabilitation of offender' declaration form and proof of their right to work in UK (to be undertaken according to current Home Office guidance).





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Selection Process: The selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates. Interviews will usually be face-to-face. Candidates will be required to explain any gaps in employment, any anomalies or discrepancies in the information available to the panel, declare

any information that is likely to appear on the DBS disclosure and demonstrate their ability to safeguard and protect the welfare of children and young people.

Offers & Employment Checks: Any offer of appointment will be made as soon as possible after the completion of the entire selection process. Offers are conditional – all successful candidates are required to provide proof of identity, complete an enhanced DBS application and receive satisfactory clearance, provide proof of professional status (if applicable), provide certificates of qualifications (not copies), complete a confidential health questionnaire, provide proof of eligibility to live and work in the UK, complete an overseas police check for any individual who, within the last five years, has lived or worked outside the UK – whether or not they are a British citizen and complete the Childcare Disqualification Declaration (if applicable).

All checks will be confirmed in writing, documented and retained on the personnel file, recorded on the school's Single Central Record, and followed up if they are unsatisfactory or if there are discrepancies in the information received.





Contact

Lumen Christi Catholic Multi Academy is a private company limited by guarantee, with charitable status, registered in England and Wales (company number 09471525) and whose registered office address is at St. Thomas Aquinas Catholic School, Wychall Lane, Birmingham B38 8AP

Email: office@lumenchristi.org.uk

Tel: 0121 675 5344

www.lumenchristi.org.uk

