

**Model Job Description**

**Catholic Academy Trust (CAT)**

**Catholic Senior Executive Leader (CSEL)**

**Grade:** Competitive Salary

**Accountable to:** The Board of Directors

**Accountable to:** The Chair of the Board of Directors. The Board is accountable for the performance management, pay and other benefits to the post-holder.

**Responsible for:** Performance of all Academies and staff within the CAT.

Direct line management of all Headteachers and identified Executive Leaders employed in the CAT.

**Hours:** Part time/Full time. It is expected that the post holder will work flexibly to meet the demands of the CAT and its governance structure.

This appointment is with The Board of Directors. The post-holder will, by personal example, promote the Catholic ethos and Mission of the Academy, ensuring that it permeates all aspects of the life of the Trust.

**Core Purpose**

The Catholic Senior Executive Leader of the Catholic Academy Trust working closely with the CAT’s Board of Directors, will provide visible strategic leadership across the CAT and system leadership across the Diocese to drive achievement of high standards in all areas of the CAT’s work, particularly by ensuring the provision of sustainable, outstanding education and financial performance while preserving and developing the CAT’s Catholic character.

**Duties and Responsibilities**

**Strategy, Innovation and System Leadership**

* Providing Christ-centred, strategic leadership to the CAT, role modelling its Catholic vision and values whilst inspiring and empowering others to share in achieving them.
* Supporting the Board’s development of a robust strategic vision for the CAT, including engaging with other schools, academies and CAT’s to grow at a progressive and sustainable rate and to merge with others where, in liaison with the Diocesan Department for Education, it is deemed appropriate.
* Holding to account on behalf of Directors the CAT’s Senior Executive Team (including Headteachers/Heads of School, the Chief Operating Officer, Chief Finance Officer and other senior professional and administrative service staff). Providing leadership and direction to them in delivering agreed strategies, improvement plans and programmes. Developing and implementing a workforce strategy incorporating effective deployment of staff across the CAT, performance management and the succession planning and development of future Catholic leaders.
* Working in close co-operation with the Chair of the Board and other Directors to ensure that the CAT’s strategic priorities, as agreed with the Board, are fully aligned with its distinctive Catholic character, effectively integrated within the CAT’s operational plans and programmes, and are delivered accordingly.
* Ensuring an effective strategy for building educational and leadership capacity ahead of need, working in particular to grow system leadership within senior and middle leaders across the CAT and increasing the CAT’s capacity to improve and provide support to others.
* To provide a translation of the Board’s Strategic plan into the implementation of a clear operational plan to deliver this, alongside policy development.
* Providing a critical interface between Directors, Governance Officer/Clerk, Local Governing Body, and Senior Executive Team members within the CAT to ensure that protocols and processes exist to promote effective joint working and ease of communication.

 **Sustained High Performance and Standards**

* Ensuring that the capacity of the organisation is consistent with a requirement to deliver high quality Catholic education provision and related services in an efficient and effective manner.
* Promoting an attitude and a culture which values innovation and creativity.
* Ensuring that rigorous performance management systems exist throughout the CAT designed to monitor and review the overall effectiveness of its provision and services and promoting continuous improvement across all areas.
* Championing individual and collective learning, development and continuous improvement within the organisation.
* Oversee the company’s fiduciary activity, including budgeting, reporting, and auditing.
* Assure all legal and regulatory documents are filed and monitor compliance with laws and regulations.

**Collaboration, Partnerships and External Engagement and Communications**

* Acting as the driving force for the ongoing development of the Catholic Life of the CAT, role modelling what system leadership means within Catholic education.

* In close co-operation with the Board of Directors, to provide leadership in developing and sustaining partnership working at a local, regional and national level, to ensure the best for the children within the CAT (and beyond).
* Ensuring that the full organisational strengths and resources of the CAT are deployed to the maximum beneficial effect when working with partners to deliver sustained improvement.
* Developing and maintaining effective relationships with key partners/stakeholders on behalf of the CAT including but not exclusive to:
* Regional School Commissioner (RSC);
* Department for Education (DfE);
* Education and Skills Funding Agency (ESFA);
* Diocese of Salford Department for Education; (see below)
* Catholic Education Service;
* Local Authorities;
* Trade Unions;
* Local teaching schools;
* other CAT’s/MATs;
* Directors;
* School Leaders;
* Local Governing Bodies;
* Local parishes and parents/carers.
* Developing programmes of local and regional engagement and communication within the CAT and its diverse communities, designed to deepen the CAT’s own understanding of those it exists to serve and to enhance its provision; being sensitive to the individual ethos and needs of each of the CAT’s academies.
* Engage as required/requested with Diocesan Director of Education, Department officers and other diocesan CSELs by reporting to and/or attending regular Joint CSEL meetings thus contributing to the wider diocesan CAT strategy.
* Develop and maintain the CAT’s communications and incident management strategies, proactively ensuring communication and engagement through range of media – press, publications, websites, fundraising, social media, etc., – is consistent with the mission, vision and values of the CAT.
* Act as the primary spokesperson for the company.

**Robust and Effective Governance and Assurance**

* Ensuring that the CAT’s financial viability is secure, firmly based on accurate analysis and reporting, and is able to meet needs of the CAT and its academies.
* Ensuring an effective culture of managing risk and taking opportunities exists at both operational and strategic levels across the CAT.
* Holding overall management responsibility for the governance of the CAT, ensuring appropriate systems, frameworks and training and development is in place to support this.

**Accountabilities: Safeguarding, Inclusion and Compliance**

* Acting as the CAT’s Accounting Officer and as such being accountable for the financial health and probity of the CAT. This aspect of the role “includes a personal responsibility to Parliament, and to the ESFA’s Accounting Officer, for the financial resources under the trust’s control. Accounting Officers must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly: value for money, regularity, and propriety” as set out in the Financial Handbook**.**
* The post holder is also directly responsible on behalf of the Board for ensuring compliance with other externally imposed legislative/statutory and regulatory requirements and developing and maintaining quality assurance systems to monitor and evaluate the effectiveness of the CAT and the academies within it; including but not exclusive to the following areas:
* Safeguarding and Child Protection;
* Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Salford;
* Health and Safety;
* Data Protection and Copyright (GDPR);
* Emergency Planning and Business Continuity Equal Opportunities, Diversity and Inclusion.

**Personal Flexibility and Resilience**

* The needs and requirements of the role of Catholic Senior Executive Leader are expected to change and evolve over time. This job description provides an outline of current priorities. The post‑holder will be required to undertake other duties and responsibilities considered appropriate to the role.
* All duties and responsibilities must be carried out with due regard to the Catholic Academy Trust’s Health and Safety Policy.
* Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Catholic Academy Trust’s Equal Opportunities Policy.
* Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998).

**Review Date**

* This job description will be reviewed annually but may be reviewed before this date should the duties change.

**Agreed By:** **Date:**

**Chair of the**

**Board of Directors:** **Date:**