



## **'Give of your hands to serve and your hearts to love'**

The Directors of the St Teresa of Calcutta Catholic Multi Academy Trust welcome expressions of interest for the position of

### **Interim Catholic Senior Executive Leader/Chief Executive Officer (Part time up to 0.4 FTE)**

This is an exciting opportunity to work with Trust Directors, Diocesan Trustees, Governors and Headteachers, taking a crucial lead in developing and articulating the Catholic vision, values and ethos of this expanding Trust.

The start date is 1<sup>st</sup> September 2019 and the anticipated duration of the post is up to 6 terms. This will be reviewed once future CMAT growth becomes clear to the Directors.

Salary to be negotiated with the successful applicant.

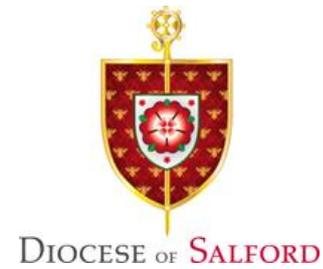
We are looking for a Catholic leader with substantial current experience of leading a good or outstanding school (as judged by Ofsted) who:

- ✓ is able to develop the Catholic character of the Trust and the academies within it,
- ✓ is able to inspire and empower others,
- ✓ will ensure the highest level of educational opportunities for all children across the Trust,
- ✓ has successful experience of supporting schools to improve,
- ✓ will undertake the statutory responsibilities of the Trust Accounting Officer.

The job description and person specification attached relates to a full time CSEL. It is intended to provide candidates with an indication of the potential scope of the role and lines of accountability and responsibility.

If you are interested in this exciting development opportunity, please send a letter (up to 2 sides of A4) outlining your interest to Marie Garside CBE, c/o Director of Education, Cathedral Centre, 3 Ford Street, Salford M3 6DP by 12 noon, Friday, 3<sup>rd</sup> May 2019 or email [simon.smith@dioceseofsalford.org.uk](mailto:simon.smith@dioceseofsalford.org.uk)

Applicants must have the full support of their governing body for a secondment to this interim post.



# St Teresa of Calcutta Catholic Academy Trust

St Teresa of Calcutta Catholic Academy Trust was incorporated in 2017 and was the first of three Catholic Academy Trusts to serve schools in the Diocese of Salford.

Our Catholic Schools are about evangelisation and the giving of support to parents in their God-given responsibility of educating their children in the faith

The aim of St Teresa of Calcutta Catholic Academy Trust is to provide a practical and moral purpose to the formation of all in our community, to support the furthering of education, giving strength and a collective responsibility for the educational welfare of pupils in our schools.

St Teresa of Calcutta Trust currently has overarching accountability and governance of St Patrick's RC Primary School and Alice Ingham RC Primary School, both in Rochdale, together they benefit from strong ethos and quality governance.

The Trust Board is responsible for the strategic direction of the Trust and has overall responsibility for standards, finances and estates. The executive leadership is undertaken via an Executive Leadership Group which consists of all headteachers and Chairs of Local Governing Boards from all Academies within the Trust. The Executive Group meets once every half term.

The Trust is based on the principal of subsidiarity, with decision making delegated to the most appropriate level. Each Academy has a Local Governing Board consisting of Foundation, Parent and Staff Governors and their relationship with the board is outlined in the Scheme of Delegation.

St Teresa's is a developing Catholic Multi Academy Trust; there are shared central functions for business management and finance. HR advice and staffing HR is provided through a service level agreement with Rochdale LA at the moment. All appointments, except the Head and Deputy are made locally, with support from the Trust office. We currently align all statutory policies through the CES, Rochdale Children's Safeguarding Board and an HR SLA.

Following the Diocesan Trustees decision to expand the geographical boundaries of the Trust to include schools from Bolton, Bury, Rochdale, Salford and Wigan, the Trust is about to move into an exciting period of growth. The Directors vision for the Trust includes a strong structure for developing strong Catholic leadership, supported by a growing 'back office' support team.

The Directors of St Teresa of Calcutta see the formation of staff and pupils as central to the work of the Trust. Currently we have strong links with the National School of Formation, Rochdale Catholic School Improvement Federation and Heart Teaching School Alliance in Bolton.

Being members of the Trust has formalised the collaboration between schools sharing a vision to provide the best possible outcomes for all our children. This is an exciting time for all the schools involved and we provide a wealth of development opportunities for students and staff across the Trust.



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# Model Job Description

## Catholic Senior Executive Leader

### St Teresa of Calcutta Catholic Multi Academy Trust

<b>Grade:</b>	Negotiable
<b>Accountable to:</b>	The Board of Directors
<b>Accountable to:</b>	The Chair of the Board of Directors. The Board is accountable for the performance management, pay and other benefits to the post-holder.
<b>Responsible for:</b>	Performance of all Academies and staff within the St Teresa of Calcutta Catholic Multi Academy Trust. Direct line management of all Headteachers and identified Executive Leaders employed in the CMAT.
<b>Hours:</b>	Part time, initially 1.5/2 days. It is expected that the post holder will work flexibly to meet the demands of the CMAT 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 St Teresa of Calcutta Multi Catholic Academy Trust working closely with the CMAT's Board of Directors, will provide visible strategic leadership across the CMAT and system leadership across the Diocese to drive achievement of high standards in all areas of the CMAT's work, particularly by ensuring the provision of sustainable, outstanding education and financial performance while preserving and developing the CMAT's authentic Catholic character.

#### Duties and Responsibilities

##### Strategy, Innovation and System Leadership

- Providing Christ-centred, strategic leadership to the CMAT, 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 CMAT, including engaging with other schools, academies and CMAT'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 CMAT'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 CMAT, performance management, succession planning and developing future Catholic leaders.

- Working in close co-operation with the Chair of the Board and other Directors to ensure that the CMAT's strategic priorities, as agreed with the Board, are fully aligned with its distinctive Catholic character, effectively integrated within the CMAT'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 CMAT and increasing the CMAT'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 CMAT 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 educational provision and related services in an efficient and effective manner and retaining ultimate accountability for the related educational standards and outcomes for pupils.
- Promoting an attitude and a culture which values innovation and creativity.
- Ensuring that rigorous performance management systems exist throughout the CMAT 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 CMAT, 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 CMAT (and beyond).

- Ensuring that the full organisational strengths and resources of the CMAT 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 CMAT 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;
  - Catholic Education Service;
  - Local Authorities;
  - Trade Unions;
  - Local teaching schools;
  - other CAT's/MAT's;
  - Directors;
  - School Leaders;
  - Local Governing Boards;
  - Local parishes and parents/carers.
- Developing programmes of local and regional engagement and communication within the CMAT and its diverse communities, designed to deepen the CMAT'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 CMAT's academies.
- Develop and maintain the CMAT'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 CMAT.
- Act as the primary spokesperson for the company.

### **Robust and Effective Governance and Assurance**

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

### **Accountabilities: Safeguarding, Inclusion and Compliance**

- Acting as the CMAT's Accounting Officer and as such being accountable for the financial health and probity of the CMAT. 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 CMAT 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.
- Keeping at the heart of all decision making and strategic and operational planning the pupils in the CMAT their safeguarding, well-being and development of the whole child.

**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 St Teresa of Calcutta 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 St Teresa of Calcutta 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 in September 2020 but may be reviewed before this date should the duties change.

**Agreed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chair of the Board of Directors:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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# Person Specification Catholic Senior Executive Leader

## St Teresa of Calcutta Catholic Multi Academy Trust

	Essential	Desirable	Evidence
<b>Faith Commitment &amp; Knowledge and Understanding of Catholic Life</b>			
A practising and committed Catholic role model with the ability to drive the ongoing development of the Catholic Life of the CMAT	✓		A/I
Secure understanding of the distinctive nature of Catholic education and his/her critical role in the spiritual development of pupils and staff	✓		A/I
Understanding of and commitment to the provision of Religious Education in a Catholic School	✓		A
Ability to articulate clearly the need to develop future leaders within Catholic education as well as the postholder's role in developing the CMAT aligned with the Diocesan Academy Strategy	✓		A/I
Understanding of the CMAT's role in its parishes and wider communities as well as in promoting community cohesion	✓		I
Evidence of leading the Catholic Life of a community	✓		A
Experience in leading Acts of Worship		✓	A
<b>Qualifications and Training</b>			
Educated to degree level or equivalent professional qualification	✓		A
Evidence of commitment to continuing professional and personal development of self and others	✓		A
Leadership and/or Management training or qualification or willingness to pursue	✓		A
Certified safer recruitment and employment training	✓		A
Qualified teacher status	✓		A
Postgraduate level qualification (particularly in Business/Finance, Education or related field)		✓	A
Catholic Certificate of Religious Studies (CCRS) or equivalent		✓	A
National Professional Qualification for Headship (NPQH) award, Ambition School Leaders, Future Leaders or other similar		✓	A
Accredited NLE		✓	A
Accredited LLE	✓		A
<b>Strategic Leadership</b>			
Ability to articulate and share a strategic vision within the context of the mission of a Catholic Academy Trust	✓		A/I

Evidence of having successfully translated vision into reality at whole organisation level	✓		A
Experience of successfully leading and managing organisational change and/or transformation initiatives	✓		A/I
Ability to inspire and motivate staff, pupils, parents and governors to achieve the CMAT's mission and vision	✓		I
Demonstrable understanding of successful strategies for planning, implementing, monitoring and evaluating improvement and outcomes	✓		A/I
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these	✓		A/I
Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils	✓		A/I
Ability to work strategically with a range of partners and stakeholders in order to influence and enhance the CMAT's reputation locally and beyond	✓		A/I
Evidence of leading strategic planning and financial management, including identifying and addressing strategic risks and building organisational resilience and sustainability	✓		A/I
Demonstrable experience of providing system leadership within a public, charitable or educational environment leading to sustainable improvement		✓	A/I
Experience of headship or as a senior leadership team member with demonstrable impact on the academy's/school's improvement and outcomes for pupils	✓		A
Experience leading and/or working with Teaching Schools to improve performance		✓	A
Direct experience of developing and deploying strategies for raising pupil achievement and improving the quality of teaching and learning	✓		A/I
Experience of leading teaching and/or professional staff across a multi-site organisation	✓		A/I
Experience of developing KPIs to monitor strategic objectives and organisational health	✓		I
<b>Standards and Organisational Improvement</b>			
Strong commitment to innovation and school improvement together with high expectations and ambition for staff and pupils	✓		A/I
Ability to lead the development of organisational policies and procedures that align to the mission and vision of the CMAT, support the local ethos and communities of the CMAT's academies, and drive improvement	✓		A/I
Sound understanding of effective systems for complaint resolution and managing conflict and ability to apply in practice to support continuous improvement	✓		I
General understanding of all phases of education within the CMAT (e.g. EYFS, Primary, Secondary)	✓		A/I
Understanding of and commitment to promoting and safeguarding the welfare of pupils	✓		A/I
Understanding of successful teaching and learning in Religious Education across all phases within the CMAT		✓	A/I
Successful experience in creating an effective and innovative learning environment and in developing and implementing policy and practice relating to behaviour management	✓		A
<b>Leading and Managing Staff and Resources</b>			
Experience of leading staff teams, succession planning and performance management resulting in improvement in service and standards and in building leadership capacity	✓		A/I
Ability to delegate work and support colleagues in undertaking responsibilities whilst retaining overall accountability	✓		I

Understanding of effective budget planning and resource deployment, including systems of monitoring performance, and alignment with achievement of the CMAT's educational priorities	✓		A/I
Experience of leading and co-ordinating training and professional development	✓		A/I
Experience of working with those responsible for strategic and operational governance at all levels, to enable them to fulfil their responsibilities	✓		A/I
Direct experience in managing capability procedures, grievances and related challenging human resource matters within schools and academies	✓		A/I
<b>Governance, Accountability, and Compliance</b>			
Current and up-to-date knowledge and understanding of effective governance systems and deployment including necessary corporate records retention, ideally within CMAT's and preferably with demonstrable experience of supporting such	✓		A/I
Ability to lead effective meetings with internal and external stakeholders, making informed decisions with clear and transparent accountability and recording	✓		A/I
Demonstrable experience in monitoring, analysing and reporting on an organisation's activity, outcomes and impact to governors/Directors (or equivalent level)	✓		A/I
Knowledge and understanding of strategic, operational and financial reporting requirements of charities, preferably as they relate to the role of Accounting Officer for a Catholic CMAT	✓		A/I
Understanding of wider statutory compliance regimes related to charitable companies, preferably having experience of such within CMAT's	✓		A/I
Experience of leading, developing and/or managing assurance frameworks which effectively support statutory compliance	✓		A/I
Sound knowledge of school inspection frameworks (e.g. Ofsted, Section 48)	✓		A/I
<b>Professional Skills, Qualities &amp; Abilities</b>			
Strong commitment to Catholic Education and the mission of a Catholic CMAT	✓		A/I
Strong communication, presentation and interpersonal skills with the ability to influence a range of audiences and at all levels (e.g. staff, pupils, parents/carers, governors/Directors, parishioners, clergy, DES representatives, business leaders, government agencies, statutory authorities, and inspectors)	✓		A/I
Ability to retain personal resilience within the context of aggressive and sustained accountability and challenge	✓		A/I
Innovative with a keen determination to learn from the experience and expertise of others and apply new ideas to seemingly intractable problems	✓		A/I
Ability to coach and mentor others and willingness to seek such support	✓		A/I
Strong evaluation and analytical skills	✓		A/I
Strong IT skills, ability to identify where technological innovation could make systems/processes more efficient and/or effective.	✓		A/I
Strong project management skills, including ensuring appropriate systems are in place to monitor progress and achievement of objectives	✓		A/I
Proven track record in building effective partnerships and networks to support an organisation's development and success (e.g. National and/or Local Government policy makers, statutory authorities, professional bodies, stakeholder groups)	✓		A/I
Ability to organise work, prioritise tasks, make decisions and manage time effectively, providing calm and mature leadership in the context of a busy and dynamic environment	✓		A/I
Empathy, tact and diplomacy with children of all ages and their parents/carers	✓		I

<b>Inclusion, Equal Opportunity and Safeguarding</b>			
Commitment to equality of opportunity and inclusion within a Christian ethos	✓		A/I
Understanding of and commitment to promoting and safeguarding the welfare of pupils	✓		A/I
Suitability to work with children (including in the light of pre-employment checks – DBS – and childcare disqualification, etc.)	✓		A
Experience of promoting inclusion on a whole-organisation or community basis	✓		A/I
Experience leading and/or being responsible for child protection and/or safeguarding for an organisation or school/academy	✓		A
<b>References and Other</b>			
Willing and able to travel (including but not exclusive to between academies within the CMAT) and to work evenings and weekends as required	✓		A/I
Positive and supportive faith reference from priest where applicant regularly worships	✓		A
Positive recommendation in professional references	✓		A
Satisfactory health and attendance record	✓		A

Faith reference without reservation	✓		A
Professional reference without reservation	✓		A

A = evidence to be judged from the application form

I = evidence to be judged during the interview/selection process

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the St Teresa of Calcutta 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 St Teresa of Calcutta 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).