

ROMERO

Catholic Academy Trust

Catholic Senior Executive Leader

Chief Executive Officer

Appointment Pack



Romero
Catholic Academy Trust

Catholic Senior Executive Leader of the Romero Catholic Academy Trust

Required for September 2021, applications are invited for a CEO leadership level role as the first substantive Catholic Senior Executive Leader of the Romero Catholic Academy Trust.

Our CSEL will further develop the Catholic character of our Trust and the academies within it inspiring, and empowering staff, at all levels. They will ensure the very highest level of educational opportunities for all children across the Trust and support all our schools to continue to improve as required by the bishop in his exercising of his canonical responsibility for excellence (c806ii) in our schools. Furthermore, the continued growth of the Trust through reputation and ambition is a key performance indicator.

Focussed in our work in the north of the diocese of Salford, we are a family of schools together, inspired by the teachings of Jesus Christ: to love, learn and achieve. Our Trust strives to be a Catholic community in which Catholic social teaching is at the forefront of what we do. The Christian principles of love, care and respect are valued. We commit to deliver the best education for all our pupils and by providing the necessary support, we will ensure each reach the dignity of their full potential.

The Romero CAT is one of three multi-academy trusts in the diocese of Salford and is the sponsor of our schools which remain in the trusteeship of the diocese of Salford. We cover the local authority areas of Blackburn with Darwen, Lancashire and Calderdale.

At the moment, our portfolio consists of six academes: two secondary and four primary. In total, 2600 families entrust their children in our schools. The Trust's budget is just under £10m. Two schools are Ofsted rated 'requires improvement' and the remaining four are 'good'. All are 'good' schools in their most recent Catholic Schools' Inspections.

The Trust's charitable objectives relate to the advancement and provision of Catholic education. All academies within the Trust are part of the Catholic Church. As such, they are to be conducted as Catholic Academies in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Salford. Therefore, it is an occupational requirement that the post of CSEL must be filled by a practicing Catholic who can show, in that practice and by example, that s/he will ensure that the Trust and academies within it are distinctively Catholic in all respects.

If you are an exceptional Catholic leader, with a proven track record in demonstrating your leadership impact through your skills, experience and knowledge, then we would like to from you.

Applications

Application forms are available from the Romero Catholic Academy Trust website <http://romerocat.org/>

You will be asked to sign a CES contract of employment

Timeframe

The advert will be placed in a range of e-media outlets beginning the week of **Sunday 15 November 2020**

Applications close at noon on **30th November 2020**

Completed applications should be emailed to romerocsel@romerocat.com or posted to Mrs Angela Ager, Chair of Directors, Romero Catholic Academy Trust, c/o Blessed Trinity RC College, Ormerod Rd, Burnley BB10 3AA.

Interviews will be held for shortlisted candidates during the week beginning **14 December 2020**.

Remuneration

Negotiable dependent on the experience and skills of the successful candidate and reflecting the size and turnover of the CAT.

This post is offered initially as a 0.8 FTE fixed term post for two/three years to be negotiated with the successful candidate.



Dear Applicant

Thank you for your interest in the post of Catholic Senior Executive Leader at Romero Catholic Academy Trust. We hope that this information pack and the material on our website will provide you with information to support your application.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic academy trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel. Our Trust has grown out of a strong relationship and local partnership between our six schools. Inspired by the Catholic faith we are committed to provide the best education for all our pupils and by providing the support necessary, we will ensure they reach their full potential. Each of our schools has its own individual identity based on this shared set of values

It is an exciting time to join the Trust, as we continue to develop as a family of schools. Our six schools joined the Trust in a relatively short time between November 2019 and March 2020. We are beginning to build our central team to provide the necessary support and challenge to our schools to ensure they all provide an exceptional Catholic education for our children. Lead by our talented interim CSEL our schools are developing a collaborative approach where they will work together for the benefit of their communities and the Trust as a whole.

The Directors value a strong relationship with the local governing bodies of the individual schools and are working to ensure that the priorities and perspectives of each school can be heard at Trust level

The appointment of a substantive Catholic Senior Executive Leader is key to the continued development of the Trust. We have a growth plan for the next four years and the indications are that at the end of that plan the Trust will have three times as many schools.

We are looking for exceptional Catholic executive leader with strong strategic capabilities and clarity of vision who will support and embrace the ethos of the Romero Catholic Academy Trust to lead the Trust into the future.

We look forward to meeting you.

Yours faithfully

A handwritten signature in black ink, appearing to read "AM Ager".

Angela Ager (Chair of Directors)

Job description

Salary	Negotiable dependent on the experience and skills of the successful candidate and reflecting the size and turnover of the CAT
Accountable to	The Board of Directors who are accountable for the performance management, pay and other benefits of the post-holder
Key responsibility	Performance of all academies and employees within the Romero CAT Direct line management of all headteachers and identified senior central team leaders employed in the Trust
Hours	This is 0.8 FTE fixed term post for two/three years to be negotiated with the successful Candidate. It is expected that the post holder will work flexibly to meet the demands of the CAT and its governance structures

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

Core Purpose

The Catholic Senior Executive Leader of the Romero 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 Trust'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 CATs 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 Central Team (e.g. the Chief Finance Officer and other senior professional and administrative service staff) and the Headteachers/Heads of School. 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, Clerk, Local Governing Bodies, Headteachers and Central 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:
 - Diocesan Department for Education (see below)
 - Regional School Commissioner (RSC)
 - Department for Education (DfE)
 - Education and Skills Funding Agency (ESFA)
 - Catholic Education Service
 - Local Authorities
 - Trade Unions
 - Local teaching schools
 - other CATs/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:
 - Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Salford
 - Safeguarding and Child Protection
 - 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 Romero 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 Romero 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



Person specification

	Essential	Desirable	Evidence
Faith Commitment & Knowledge and Understanding of Catholic Life			
A practising** and committed Catholic role model with the ability to drive the ongoing development of the Catholic Life of the CAT	✓		A/I
Secure understanding of the distinctive nature of Catholic education and the CAT's 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 clearly articulate the need to develop future leaders within Catholic education as well as the postholder's role in developing the CAT aligned with the Diocesan Academy Strategy	✓		A/I
Understanding of the CAT's role in its parishes and wider communities as well as in promoting community cohesion		✓	I
Qualifications and Training			
Educated to degree level or equivalent professional qualification	✓		A
Evidence of commitment to continuing professional and personal development of self and others	✓		A
Qualified teacher status	✓		A
Postgraduate level qualification (e.g. Business/Finance, National Professional Qualification for Headship (NPQH) award or related field)		✓	A
Catholic Certificate of Religious Studies (CCRS) or equivalent		✓	A
Trained System Leadership Role (e.g. National Leader of Education, Local Leader of Education, National Leader of Governance, and/or Ofsted or Diocesan Inspector)		✓	A
Strategic Leadership			
Ability to articulate and share a strategic vision within the context of the mission of a Catholic Academy Trust	✓		A/I
Experience of successfully translated vision into reality by leading and managing organisational change and/or transformation initiatives	✓		A/I
Ability to inspire and motivate	✓		I
Ability to analyse data, develop strategic plans, to achieve successful outcomes	✓		A/I
Knowledge of what constitutes quality in educational provision and the characteristics of effective schools.	✓		A/I
Ability to work strategically with a range of partners and stakeholders.	✓		A/I
Evidence of leading strategic planning and financial management.	✓		A/I
Demonstrable experience of providing system leadership within a public, charitable or educational environment leading to sustainable improvement		✓	A/I
Standards and Organisational Improvement			
Ability to lead the development of organisational policies and procedures that align to the mission and vision of the CAT to drive improvement.	✓		A/I
General understanding of all phases of education within the CAT (e.g. EYFS, Primary, Secondary)	✓		A/I
Understanding of successful teaching and learning in Religious Education across all phases within the CAT		✓	A/I
Leading and Managing Staff and Resources			
Experience of leading staff teams, succession planning and performance management.	✓		A/I
Ability to delegate work and support colleagues in undertaking responsibilities whilst retaining overall accountability	✓		I

Experience of identifying training and professional development interventions	✓		A/I
Experience of working with those responsible for strategic and operational governance at all levels.	✓		A/I
Direct experience in managing capability procedures, grievances and related challenging human resource matters within schools and academies.		✓	A/I
Governance, Accountability, and Compliance			
Current and up-to-date knowledge and understanding of effective governance systems within a multi academy trust	✓		A/I
Ability to participate effectively in meetings with internal and external stakeholder,	✓		A/I
Demonstrable experience in monitoring, analysing and reporting on an organisation's activity, outcomes and impact.	✓		A/I
Knowledge and understanding of strategic, operational and financial reporting requirements.	✓		A/I
Sound knowledge of school inspection frameworks (e.g. Ofsted, Section 48)	✓		A/I
Understanding of wider statutory compliance regimes related to charitable companies.		✓	A/I
Professional Skills, Qualities & Abilities			
Strong commitment to Catholic Education and the mission of a Catholic CAT	✓		A/I
Strong communication, presentation and interpersonal skills with the ability to influence a range of audiences and at all levels.	✓		A/I
Ability to inspire and motivate	✓		A/I
Strong evaluation and analytical skills	✓		A/I
Proven track record in building effective partnerships and networks to support an organisation's development and success.	✓		A/I
Experience of executive headship or similar leadership role across two or more schools.		✓	A/I
Inclusion, Equal Opportunity, and Safeguarding			
Commitment to equality of opportunity and inclusion within a Catholic ethos	✓		A/I
Suitability to work with children and an understanding of and commitment to promoting and safeguarding the welfare of pupils	✓		A/I
Experience of promoting inclusion on a whole-organisation or community basis		✓	A/I
References and Other			
Positive and supportive faith reference from priest where applicant regularly worships	✓		A
Positive recommendation in professional references	✓		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 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

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Our family of academy schools

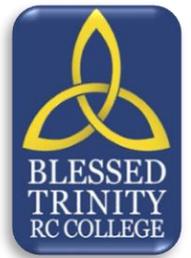
All Saints High School, Rawtenstall

A school where the Catholic faith is taught, lived and celebrated. We will educate the whole person spiritually, morally and intellectually. We embrace Catholic values in all we do and in all our relationships. We will identify and cater for the individual student's needs and prepare them for responsible participation in society. Our aim is to follow Christ's teaching, as found in the Gospels, in everything we do.



Blessed Trinity College, Burnley

We are a fantastic place! We believe that we are part of God's creative process, fulfilling the potential of everyone in order to make the world a better place. We are a vibrant community, inspiring young hearts and minds and enabling all of our youngsters to flourish. We are proud to provide a Catholic education for all our young people. Recognising each child is a child of God helps us to ensure that we always strive to provide nothing but the best for each of our pupils. Our faith influences all the work of the college as we endeavour to follow the gospel values of love, justice and concern for others.



St Augustine's of Canterbury RC Primary School, Burnley

St Augustine's is a thriving Catholic school. It is a place of welcome and service for all, and once through the school gates, it takes no time at all to realise you have entered a family community which unites us all including teachers, support staff, parents, parish, governors and, not least, our children. In the name of God the Father, the Son and the Holy Spirit, we remember that each person is gifted, unique and loved by God and so in the family of St Augustine's, our school mission statement encourages us to welcome everyone in Jesus' name, to work together in Jesus' name, to follow Jesus' example in all that we do, to learn with Jesus as our inspiration, and to grow in faith with Jesus as our leading light.



St Joseph's RC Academy, Todmorden

At Saint Joseph's we are happy to welcome each child as loved by God. We listen to God's word and share the Good News about Jesus. Our relationships are based on the belief that everyone is special, and we can all be kind and loving. We make a space in our hearts for forgiveness. Together, we place prayer and worship at the heart of our school day. The staff at St. Joseph's have high expectations of all children. It is our school priority that every child feels safe, happy, respected, cared for and has a sense of belonging. As a Catholic school, our faith is at the centre of our curriculum and informs all that we do. We aim to make each child's primary school days exciting and rewarding so that they look forward to each new school day and build a love of learning and discovery that will last throughout their lives. We would like them to leave school as confident, polite, and independent young people, with the appropriate skills, values and learning to become successful in whatever they do, across all areas of school life and beyond. We tell God's message of hope. We promise to live as a caring, sharing, and loving school family.



St John the Baptist RC Primary School, Burnley

The faith-life of our school guides everything we do, and we are extremely well supported by regular visits from our Parish Priest. We have a Pupil Chaplaincy Team and Mini-Vinnies Team who actively help to lead our faith-life. Our School Council meets monthly with representatives from each class. The school is well served by support services. We have our own Pastoral Support staff including Learning Mentors, Pupil Mentors, and a Family Liaison Manager. We are supported by the School Nurse Team and have regular visits from educational psychologist and specialist teachers. We also have advice and courses provided by the Salford Diocesan Schools Commission. There are strong links with the local community through St John's Parish; the St Vincent de Paul Society; work experience and teacher training schemes; the Health Service; Children's Social Care and the Community Police. We also have a thriving PTFA, which provides great support for the school.



St Mary's RC Primary School, Bacup

At St Mary's we are very proud of the strong home, school and parish links that have continued to develop over many decades. At St Mary's, we aim to provide a happy living and learning environment in which children are encouraged to reach their full potential. St Mary's is the only Catholic primary school in the town of Bacup in the Rossendale Valley. Offering all the advantages of a Church school, St Mary's caters for all families who believe in giving children a strong moral understanding of today's world as well as an excellent all-round education.

