

Catholic Senior Executive Leader

Required for Autumn 2023

Salary: circa £120,000 FTE pro-rata (Outer London)

Part time (0.4 FTE) Fixed Term Contract for 18 months (Secondments may be considered) to be reviewed after 12 months.



Christ the Redeemer Catholic Education Trust

c/o Richard Challoner School

Manor Drive North ~ New Malden ~ Surrey ~ KT3 5PE



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CATHOLIC EDUCATION TRUST

Welcome

Thank you for taking the time to read this application pack. We hope that it gives you a better understanding of the Trust, the schools that it serves and what we hope to achieve by coming together. If after reading this information you have any questions about the Trust or the role then please do not hesitate to get in touch to find out more (contact details can be found on the last page of this document).

About Us

Christ the Redeemer Catholic Education Trust (CtRCET) is a newly forming multi-academy trust in South West London. After a long history of working together informally as a group of Catholic schools, following the vision statement of the archbishop, we made the decision in September 2021 to explore academisation more formally. In January 2023, the DfE issued academy orders for the following seven schools:

- Richard Challoner School, New Malden (secondary)
- Our Lady Immaculate Catholic Primary School, Tolworth
- St Joseph's Catholic Primary School, Kingston
- Corpus Christi Catholic Primary School, New Malden
- St Agatha's Catholic Primary School, Kingston
- St Elizabeth's Catholic Primary School, Richmond
- St Osmund's Catholic Primary School, Richmond

Over the next nine to twelve months, we will be working with the schools and the Diocese to ensure that the planning to implement the Trust and convert the schools to academies is completed by 1 January 2024. They will form the first tranche of schools that will grow to around 20 schools over the next 2 years. A working party drawing from expertise across all seven schools including several of the soon to be appointed Directors, are working hard to ensure this deadline is met.

To facilitate the growth of the Trust, the working party are actively engaging in conversations with the Catholic schools in the surrounding areas to secure a viable growth plan. This trust is one of five MATs that will work together to serve the children and families across the Archdiocese of Southwark.



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Vision Statement

As a family of schools, our vision is to be a beacon of exceptional Catholic education in which our young people flourish and fulfil their God-given potential. With Gospel values at the heart of our mission, we will cherish the unique nature of every member of our community so that our young people leave prepared and inspired to make a positive contribution to society.

Guiding Principles of our Catholic Education Trust

Faith in Action

Through our Catholic faith we are inspired to promote the spiritual, emotional, social and academic growth of our communities. We will:

- provide opportunities for all our young people and staff to deepen and explore their faith.
- embed Catholic social teaching within the curriculum and wider life of our schools.
- reflect the distinctive Catholic nature of our schools in policy and practice.

Exceptional Education

All our young people will be exposed to exceptional teaching and high-quality learning experiences so that they fulfil their God-given potential. We will:

- provide a wide range of inspiring opportunities both in and out of the classroom.
- ensure every school provides a relevant, rich, and broad curriculum that inspires a love of learning.
- through collaborative working, ensure we are at the cutting edge of educational practice.

Service

Through fellowship and service, we are a beacon to our wider communities. We will:

- make decisions with honesty, integrity, and transparency for the Common Good of all our schools and the communities they serve.
- develop and maintain a culture of inclusion and diversity so that all members of the Catholic Education Trust feel proud of their identity.
- ensure staff development and well-being is central in achieving our aims.



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Catholic Senior Executive Leader

Job Description

Salary: circa £120,000 (Outer London)

Contract: Part time (0.4 FTE) Fixed Term Contract for 18 months (Secondments may be considered)

Reporting to: The Chair of the Trust Board of Christ the Redeemer Catholic Educational Trust

Accountable to: The Trust Board of the Christ the Redeemer Catholic Education Trust

Responsible for: The effective line management of the Central Team and Headteachers of all academies in the Trust. Supporting the Trust Board in establishing its vision for a successful Catholic Trust and enabling further schools to join the Trust.

Liaising with: The Trust Board, Committees of the Trust, parishes across the area served by the Trust, the Diocesan Schools Commissioner for the Archdiocese of Southwark and external agencies as required including the ESFA and DfE, and the CES.

Location: In the immediate future the person will be employed at Richard Challoner School. The postholder is expected to travel mainly in the Trust area but also to meetings within the Diocese and some national events. Hybrid home working arrangements may be possible.

Outline of the Role

- The Trust's objectives relate to the provision of Catholic education. All academies within the Trust are part of the Catholic Church and as such are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Southwark.
- The CSEL (CEO) as the most senior employee and faith leader of the organisation will observe high standards of professional conduct and uphold the Principles of Public Life. As a practising Catholic, the CEO will be accountable to the Board of the Trust for maintaining and developing the Catholic identity and ethos of the Trust.
- The CSEL is responsible for upholding public trust in civic, organisational leadership and the teaching profession pertaining to the Trust and serving the best interests of the Trust's children. They will ensure a strong performance for all academies and sound long-term financial performance of a Catholic Trust.
- Therefore, it is a genuine occupational requirement that the post of CSEL must be filled by a practising Catholic who can demonstrate by example and from experience that they will ensure that the Trust and the academies within it are distinctively Catholic in all respects. It is this duty to preserve and develop the Catholic character of the Trust and its academies that provides the context for the proper discharge of all the other duties and responsibilities of this post.



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Core Purpose

- Responsible for the effective, high-quality education of all pupils in the Trust through the effective and efficient use of resources.
- To provide dynamic and strategic support to the Board of Christ the Redeemer Catholic Education Trust to ensure effective and efficient delivery of the Trust's vision, strategic aims and corporate responsibilities.
- To uphold the Trust's values and provide visible leadership across the Trust to drive achievement of high standards in all aspects of the Trust's operations particularly in ensuring the provision of sustainable, outstanding education through the preservation and development of Catholic character.
- To be the Trust's appointed Accounting Officer.
- To be responsible for compliance with all statutory requirements such as Health and Safety, safeguarding, company and charity law.
- Represent the Trust with a wide range of stakeholders and partners enabling the Trust to meet its civic and social responsibilities.
- To ensure all staff are aware of the ethos of the school and subsequent expectations through a programme of appropriate formation.
- Support schools wishing to convert into the Trust with their preparatory work, carrying out accurate due diligence on behalf of the Board and support new academies in becoming established in the Trust.
- To ensure the Board is supported in complying with Diocesan directives and protocols.

Development of the Catholic Character of the Trust

- Preserve and develop the Catholic character of the Trust and the academies within it, at all times safeguarding the teachings of the Catholic Church.
- Provide effective, inspirational and Christ-centred strategic leadership for all academies inspiring and motivating all those engaged in the activities of teaching and learning by ensuring that school improvement is at the centre of every decision taken in fulfilment of Canon Law 806(2) which requires that all Catholic schools to be at least as academically distinguished as other schools in the area so that each academy meets all national targets/performance measures.
- Lead the Trust's educational vision by drawing on the person, life and teachings of Jesus Christ and ensure that this vision is known and understood by employees of the Trust at every level as well as pupils, parents and the wider community.
- Act at all times in accordance with the mind of the Archbishop of Southwark and ensure that any directives issued by him are upheld.
- At all times work in partnership with the Diocesan Schools Commissioner of the Archdiocese.
- Foster relationships between the Trust, its academies and parishes promoting a diverse and inclusive Trust.



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Governance, Finance and Compliance

- Support the Board of the Trust in promoting their vision, strategic aims and high quality governance across the Trust.
- Maintain an accurate register of Directors and Members.
- Support the recruitment of persons to the local academy committees liaising with diocesan officers.
- Ensure the Trust meets all requirements set out in Canon Law.
- Ensure compliance with education, charity and company law as well as that required by specific Trust documentation such as M&As, funding and supplemental agreements.
- Ensure the Trust demonstrates best practice by compliance with the Academy Handbook, the MoU between the DfE and Catholic Church and other ESFA/DfE requirements.
- Ensure all actions are compliant with Trust policies that should be updated and approved by the Trust Board.
- Ensure that a comprehensive and accurate risk register is maintained and presented to the Audit and Risk committee with appropriate rigorous actions taken to mitigate serious risks at Trust and Academy level.
- Ensure the Trust is insured for its operations and assets at all times.
- Ensure the Trust meets all requirements of the latest KCSIE statutory guidance.
- Ensure all procurement and financial processes follow relevant tendering and banking requirements.
- Provide timely and accurate reports on the above to the Directors as required.

Trust People Strategy

- Create a strategy that identifies talent, supports and develops all staff and sustains a culture of staff aspiration, well-being and professionalism.
- Ensure the implementation of the requirements set out in the 'Bishops' Memorandum on the Appointment of Teachers in Catholic Schools in respect of staffing and the use of Catholic Education Service (CES) employment documentation taking into account requirements specified by the diocese, employment legislation and Trust policies.
- Ensure that the Trust has an effective workforce strategy that provides for the efficient and effective deployment of all staffing resources and the ability to develop capacity for succession planning.
- Ensure the Trust has high quality employment practices promoting equality, diversity and inclusion including ethical practices of recruitment and retention of staff.
- Ensure the Trust offers a high-quality programme of professional development and opportunities for staff aligned to balance organisational and individual needs and be particularly successful in developing future Catholic leaders in education.
- Manage the senior leaders within the Trust.
- Support the Board with implementing such strategies and recruiting to senior posts.



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Other Focus

- Engage with and form effective partnerships with external bodies where these support and further the work of the Trust e.g. Archdiocese of Southwark organisations, local businesses and charities and community organisations including educational establishments in order to achieve positive outcomes and opportunities for pupils and staff in Catholic education.
- Work with civic partners and stakeholders locally, regionally and nationally to contribute to the public good.
- Promote and enable academies to engage effectively with their parishes, Catholic youth work and communities.
- Ensure that the Trust adheres to its Charity Commission “Public Benefit” commitments.

The Archdiocese of Southwark and its schools and Trusts are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share his commitment. This post is subject to satisfactory references, which will be sought prior to interview, an enhanced DBS check, medical check evidence of qualifications and verification of the right to work in the UK.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities will evolve as the Trust grows without changing the general character of the work or level of responsibility entailed and does not in itself justify a reconsideration of the grading of the post.



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PERSON SPECIFICATION

A. Training and Qualifications	Essential	Desirable
Educated to degree level	Y	
Qualified Teacher Status	Y	
CCRS or Equivalent		Y
A recognised higher-level qualification relevant to the role	Y	
Management training or management/leadership qualification	Y	
Evidence of commitment to CPD and development of self and others	Y	
B Faith Commitment	Essential	Desirable
Catholic in full communion with the Catholic Church both in terms of practice and personal standing	Y	
Able to articulate a clear philosophy for Catholic education	Y	
Commitment to a leadership role including the formation of staff and pupils	Y	
Understanding of and a commitment to curriculum Religious Education in a Catholic academy	Y	
Understanding of the importance of sensitivity when working with other denominations and faiths in the local community	Y	
A clear understanding of the teaching of the Catholic church	Y	
C. Experience of Strategic Leadership & Management	Essential	Desirable
Experience of headship in a Catholic school		Y
Demonstrable experience of successful system leadership/ successful strategic leadership leading to rapid and sustained improvement	Y	
Demonstrable use of successful strategies for raising standards, achievements and best practice principles to advance effective learning in individuals and organisations	Y	
Experience of successfully leading and managing whole organisation change initiatives	Y	
Experience of successful resource/financial management control including budget drafting, medium term financial planning and procurement	Y	
Experience of working across a range of educational phases		Y
Understanding of and ability to analyse complex financial data and financial protocols including the Academy Trust Handbook	Y	
Demonstrating a leadership style that is engaging, approachable inclusive, motivating and adaptable empowering others	Y	



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D. Professional Experience and Knowledge	Essential	Desirable
Understanding of the Catholic MAT's role in the parishes and local community	Y	
Experience of a successful CEO, headship or Board role in a Trust or an educational setting		Y
Current and up-to-date knowledge and understanding of effective governance including experience of working with a Board to develop a vision informing the direction and ethos of an organisation	Y	
Proven experience of strategic financial management and effective reporting of risk management	Y	
Some knowledge and experience of developing PR and marketing strategies	Y	
Evidence of successfully building effective leadership teams with appropriate delegation	Y	
Evidence of robust management of performance resulting in improved outcomes and increasing leadership capacity	Y	
Evidence of risk management expertise and mitigation strategies	Y	
Successful experience of demonstrating professional standards alongside implementation of equal opportunities and promoting equality and diversity so that the organisation is fit for its role in a multi-faith and multi-cultural society	Y	
Demonstrate a clear understanding of the current educational landscape with sound up-to-date knowledge of developments in teaching and learning, assessment and best practice including issues relating to academies, safeguarding and Ofsted	Y	
Proven track record of successfully managing the performance of professional staff across a range of specialisms and promoting a team ethos with regard to a multi-site organisation	Y	
Proven success in building effective and productive partnerships with strategic partners e.g. government departments, local authorities or similar bodies	Y	
E. Professional Competencies	Essential	Desirable
To think strategically and develop a vision for the CET underpinned by a strong Catholic ethos	Y	
To cultivate a sense of community within the CET whilst maintaining accountability and inspiring others	Y	
To maintain positive and motivating relationships with all stakeholders including headteachers, governors, parents, local parishes and with other persons and agencies associated with the Trust	Y	
To analyse complex data, investigate issues and formulate a solution to difficult problems, monitoring outcomes to provide proactive resolutions	Y	



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Well developed written, presentational and public speaking skills to promote the Trust and fulfil an ambassadorial role	Y	
Command respect and credibility from all stakeholders	Y	
Be open to new ideas, accepting of challenge and adapt to changing circumstances	Y	
G. Safeguarding	Essential	Desirable
Have a comprehensive knowledge of safeguarding in educational settings	Y	
Have significant practical experience as a designated safeguarding lead in an educational setting		Y

Application Procedure

This post may be available as a secondment opportunity subject to agreement by the ESFA. Anyone wishing for it to be a secondment should apply already having the agreement of their current employer.

Applicants should complete the **CES senior leadership** application form available to download from the [website](#). It should include a personal statement maximum of two sides of A4 outlining their desire and suitability for the role outlined above. The forms, together with a covering letter, should be returned so that it is received no later than midday on **Friday 31st March**.

Please email to pennypemberton@rcaos.org.uk

Shortlisting will take place during early April, and candidates will be notified no later than Monday 17 April whether they are being invited to interview. References will be taken at shortlisting. The interview panel will be made up of Directors advised by a Diocesan representative. Details will be provided for the short-listed candidates.

For further information or queries please contact Penny Pemberton by email.