



Job Description – Director of Performance and Standards

Reporting to: The Chief Executive Officer

Accountable to: The Chief Executive Officer

Liaising with: The Board of Directors, sub-committees of the Board of Directors, the CEO, Local Governing Bodies, the Director of Education for the Diocese of Nottingham

Core Purpose

The core purpose of the role of the Director of Performance and Standards is to support the CEO of the Catholic Multi-Academy Trust (hereafter referred to as the 'Trust') in the efficient and effective delivery of the Trust's strategic aims which is to drive high standards by ensuring outstanding educational performance in all academies.

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 Diocese of Nottingham.

Performance and Standards

- To provide a strategic lead on monitoring and evaluating standards across all academies within the Trust
- To be familiar with the latest requirements for Ofsted for all academies in the Trust
- To carry out risk assessments, through careful analysis of performance data, for all academies and to identify schools which may be 'at risk' of declining standards
- To collect internal and external performance data including end of year outcomes, attendance data and exclusion data
- To quality assure all data collected from academies in the Trust
- To ensure that the Trust's Performance Data Calendar is followed by all academies in reporting their current performance
- To work closely with headteachers of academies 'at risk' of declining standards and to monitor school improvement progress regularly
- To provide accurate and incisive summary reports for the CEO and the Trust's Standards Committee

Supporting Schools

- To raise standards in all schools, not just those that are 'at risk' of declining standards
- To maintain up to date information on reliable and effective school improvement strategies
- To liaise with other relevant bodies for all aspects of school improvement including Teaching Schools, the National College etc
- To ensure that appropriate school improvement advice and guidance is available as required
- To provide a strategic direction for all headteachers on school improvement plans within the Trust
- To ensure all academy self-evaluations are accurate and Ofsted compliant
- To carry out learning walks, departmental reviews, work scrutiny, data checks and data validation in academies supporting the work of headteachers in their responsibility for standards in the individual academies
- To support headteachers with post-Ofsted action plans
- To monitor schools' post-Ofsted action plans and to support and challenge headteachers to bring about rapid and sustained school improvement

Strategic Educational Leadership

- To provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance and ensure a culture of continuous improvement and continuous professional development within all academies in the Trust
- To act as an advocate for the Trust, its mission and values, in forming and developing effective strategic partnerships with national bodies, other educational institutions, the Diocese of Nottingham, business and the wider Catholic and local community
- As a member of the executive leadership team, to work constructively and positively with the CEO to shape the strategic direction of the Trust
- To deputise for the CEO as required in areas of standards and school improvement
- To provide a strategic lead in specific areas of the Trust's work as agreed with the CEO

Staffing and Performance Management

- To work with the CEO/Local Governing Bodies on setting rigorous and robust performance management/appraisal targets for headteachers
- To monitor headteacher performance management/appraisals and ensure consistency across the Trust
- To 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 employment documentation taking into account any requirements specified by the Diocese of Nottingham and employment legislation
- To ensure that academies have an effective system of performance management that provides for the continuous development of all employees

Operations

- To ensure that the Trust complies with all legislative/statutory and regulatory requirements

CEO and the Board of Directors

- To report to the CEO and all matters regarding standards and school performance in the Trust
- To report to and attend all Trust Standard Committee meetings and where applicable, Board of Director meetings

The St Ralph Sherwin Catholic Multi-Academy Trust Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The St Ralph Sherwin Catholic Multi-Academy Trust Company is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



Additional Information Relating to the Post

Start date 1st September 2018

Salary £ 75-85K pa

Hours of Work 37 hours per week (full-time) however, staff at this level may be required to work additional hours to meet the requirements of the role.

There will be a requirement to work outside of normal office hours.

Contract Permanent

Pension Teachers' Pension Scheme (for existing members) or other by arrangement

Expenses Work-related expenses will be paid per the relevant St Ralph Sherwin Catholic Multi-Academy Trust policies

Annual Leave 30 days per calendar year – to be taken outside of term time(s) plus bank holidays

Probation 6 months

Notice Period 6 months





Person Specification – Director of Performance and Standards

A Training and Qualifications	Essential	Desirable
Educated to degree level	✓	
Qualified Teacher Status (QTS)	✓	
Catholic Certificate of Religious Studies or equivalent		✓
National Professional Qualification for Headship (NPQH)		✓
National Leader of Education/Local Leader of Education		✓
Trained Ofsted and/or Diocesan Inspector		✓
Evidence of commitment to continuing professional and personal development of self and others	✓	

B Faith Commitment	Essential	Desirable
Practising Catholic in full communion with the Catholic Church		✓
A willingness to support the Catholic Life of schools	✓	

C Experience of Educational Leadership and Management	Essential	Desirable
A proven track record of successful senior leadership in schools	✓	
Experience of leading or supporting improvements in standards in more than one school	✓	
Demonstrable experience of system leadership across a range of schools		✓
Experience of working with teaching schools and completing successful bids to secure funding for educational improvement projects		✓
Experience of successful implementation of strategies for raising achievement and ensuring effective teaching, learning and assessment	✓	
Experience of monitoring and evaluating teaching and learning which leads to raised standards	✓	
Experience of successfully leading and managing whole school change initiatives	✓	
Experience of working cross-educational phase		✓
Experience of preparing a school for Ofsted/Diocesan Inspection	✓	

D Professional Experience and Knowledge	Essential	Desirable
Evidence of continual professional development	✓	
An understanding of the philosophy of Catholic education	✓	
An understanding of the central role of curriculum Religious Education	✓	
Sound up-to-date knowledge of developments in education, teaching and learning, assessment and best practice	✓	
Sound understanding of the wider educational system and how successful schools continually improve	✓	
Knowledge of data and school outcomes/progress measures including all performance indicators at all key stages	✓	
Evidence of the ability to build effective leadership functions	✓	
Knowledge of appraisal and understanding of setting challenging and rigorous performance targets	✓	
Evidence of robust performance management of others that has resulted in improvement in standards and building leadership capacity	✓	
A clear understanding of the current educational landscape, including issues specifically relating to academies, safeguarding and Ofsted	✓	
An understanding of the diocesan inspection process		✓

E Professional Competencies	Essential	Desirable
Evidence of maintaining positive relationships with headteachers, governors, parents, local parishes and with other individuals and agencies	✓	
To think analytically, making informed use of inspection, benchmarking and research findings	✓	
To be able to investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes	✓	
To be able to evaluate and assess school improvement plans/ inspection dashboards and use Analyse School Performance (ASP)/RAISEonline data effectively	✓	
To be able to lead a range of school improvement strategies including how to tackle underperformance via intervention and prevent failure in schools via early warning indicators	✓	
Well-developed written and oral presentation skills	✓	
To manage, motivate and develop individuals and teams to achieve high standards of performance	✓	
To manage conflict effectively	✓	

F Personal Attributes	Essential	Desirable
To command credibility and respect from all members of school communities	✓	
To have emotional resilience	✓	
To have the ability to self-evaluate and reflect	✓	
Able to adapt to changing circumstances and new ideas	✓	
To be an inspiring role model for staff and pupils and for present and future Catholic leaders	✓	
Empathy with children of all ages	✓	

G Safeguarding	Essential	Desirable
Understanding of responsibilities of the MAT and schools in ensuring compliance with all relevant legislation	✓	

Special Requirements:

Full driving licence and use of car is essential for the duration of employment. There is an absolute expectation that the successful candidate will be able to travel between the office and schools by car.

