

Application pack for:

Trust Secondary Executive Headteacher Plymouth CAST

Closing date for applications: 9 a.m. Thursday 7th November 2024



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Plymouth CAST is a trading name of Plymouth CAST Ltd. VAT Number: 163038231. Company Number: 08438686.
A list of directors is available on request. Registered Address: Plymouth CAST Ltd, Edmund Rice Building, St Boniface's RC College,
21 Boniface Lane, Manadon Park, Crownhill, Plymouth, Devon, PL5 3AG



Notre Dame School
& St Boniface's College

Letter FROM THE BOARD

Thank you for your interest in applying for the post of Trust Secondary Executive Headteacher within Plymouth CAST.

This is an exciting opportunity to join the skilled leadership team within our Multi Academy Trust of thirty-four Catholic schools and one nursery, formed in 2014. Our secondary schools, Notre Dame Catholic School and St Boniface's Catholic College, are single sex secondary schools based in Plymouth. In geographical terms, the Trust extends across six local authority areas from Cornwall to Dorset. We have 1,150 staff and educate 6,700 children and young people. Our head office is located at St Boniface's College in Plymouth.

Plymouth CAST has a strong focus on school improvement, underpinned by our Catholic values. Twenty-nine of our schools are currently Good or Outstanding and there is a strong positive momentum towards Good for all schools in the Trust.

We are passionately committed to the core aspiration of Catholic education which is the flourishing of the human person for the common good. Each of our schools are supported by a School Improvement Officer. The School Improvement Officers are line managed by the Director of Education, who, with the Chief Finance Officer and Chief Operating Officer, make up the Senior Executive Leadership Team, led by the Chief Executive Officer.

The Diocese of Plymouth has a Diocesan Schools Commissioner, who works closely with the Chief Executive Officer of Plymouth CAST and the schools within the Trust, to ensure that the Bishop's vision for education is actively promoted and embedded in all that we do.

If you would like any more information about any aspect of your application or to arrange an informal conversation with our Director of Education, please contact our HR Team by email to careers@plymouthcast.org.uk.

The deadline for applications is 09:00 on 7th November 2024 and the interview process will take place shortly after this date. We will contact shortlisted candidates with further details of the selection process soon after the deadline. Our application form for this post can be accessed [here](#).



Notre Dame School
& St Boniface's College

Trust Secondary Executive Headteacher

Job Title	Trust Secondary Executive Headteacher
Remuneration	L30 - 38 and appropriate pension scheme
Main Location	Notre Dame Catholic School & St Boniface's Catholic College , Plymouth
Required for	September 2025
Relocation Expenses	Relocation expenses of up to £8,000 can be claimed for qualifying costs

Plymouth CAST is seeking to appoint an experienced Executive Headteacher.

Plymouth CAST is a Multi-Academy Trust comprising thirty-four schools and one nursery situated within the Catholic Diocese of Plymouth with which there is a close working relationship. The Trust is seeking to appoint a dynamic, strategic and practicing Catholic Secondary Executive Headteacher, initially to lead Notre Dame Catholic School and St Boniface's Catholic College.

This is an exciting time to join a forward thinking and committed team, to both embed as well as shape working practices for the future. You will be joining a dedicated and supportive team and will have the opportunity to work with your School Improvement Officer, the Director of Education and other members of the Senior Executive Leadership Team to help shape the way in which you will lead the schools to positively impact the education and development of the students.

The core purpose of the Executive Headteacher is to provide professional leadership and management for the schools. This will promote a secure foundation from which to achieve high standards in all areas of the schools' work. To gain this success you must establish high quality education by effectively managing teaching and learning, using personalised learning to realise the potential of all students. You will be committed to establishing a positive and proactive culture that promotes excellence, focusing on collaboration and driving internal excellence, underpinned by our Gospel Values.

As Executive Headteacher you will provide vision, leadership and direction. You will ensure the schools are managed and organised to meet their aims and targets. With the support of your School Improvement Officer, the Director of Education and your Local CAST Board, you will be responsible for evaluating the performance of the schools to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve aims and objectives and for the day-to-day leadership, management, organisation and administration of the schools.

Plymouth CAST operates a core business function which works to support our school leaders and school communities in all areas of financial, personnel, estates and facilities, procurement and operational management.

You will need to develop excellent relationships with colleagues, local authorities and relevant agencies for children. Through such relationships you will play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Plymouth CAST's governance model is designed to ensure that our Board of Directors has a direct line of communication to schools, Local CAST Boards and school leaders.

You will be a practicing Roman Catholic in full communion with the Catholic Church. You should be able to evidence collaborative and inspirational leadership that creates a culture of high expectations and aspirations that raises standards and ensures that all children reach their full potential. You will have the interpersonal skills to guide and inspire your students and staff.

As Executive Headteacher you will need diplomacy, openness, approachability, and a personable style of leadership, as well as the ability to converse confidently with a wide range of internal and external stakeholders.

If you feel that you have the necessary skills and competencies, and the passion to make a difference to our children and young people, we would love to hear from you!

Essential requirements are:

- Practicing Catholic with a strong understanding of the structures and values of the Catholic Church.
- Qualified to degree level relevant to the post and/or equivalent through professional experience.
- PGCE (or equivalent) – Qualified to Teach in the UK.
- Recent, substantive and successful headship experience.
- The ability to manage change through bringing innovative ideas to traditional approaches to teaching and learning.
- Understanding and/or experience of managing finances and ensuring financial sustainability.
- Excellent interpersonal and communication skills – an attentive listener and team builder.
- A wide knowledge of current and proposed education policy and the legal framework within which schools must operate, particularly in relation to safeguarding, when part of a multi academy trust.

How to apply

If you would like an informal discussion about this role with our Director of Education, please contact our HR Team by email to careers@plymouthcast.org.uk

Our application form for this post can be accessed [here](#).

Closing Date

Thursday, 7th November 2024 at 09:00

Board STRUCTURE

The Board and its committees are structured as below. The Board of Directors links to schools' local governing boards through its link directive structure.

Plymouth CAST Members

Canon Mark O'Keeffe

Canon John Deeny
Abbot David Charlesworth

Canon Kristian Paver

Plymouth CAST Board

Foundation Directors

Ruth O'Donovan (Chair)
Sandy Anderson
Andrew Nicholls
Deacon Nick Johnson
Steve Hole
Polly Montague
John Andrews
John Cosgrove

Co-opted Directors

Graham Briscoe
Alison Nettleship

Plymouth CAST Board Sub-Committees

Remuneration

Sandy Anderson (Chair)
Andy Nicholls
Ruth O'Donovan

Finance

Andrew Nicholls (Chair)
Ruth O'Donovan
John Andrews

Audit & Risk

Graham Briscoe (Chair)
Deacon Nick Johnson
Steve Hole

Education & Standards

Sandy Anderson (Chair)
Polly Montague
Alison Nettleship
John Cosgrove

Organisational CHART

CHIEF EXECUTIVE OFFICER Zoe Batten (EXECUTIVE ASSISTANT– Danielle Eves)			
CHIEF FINANCE OFFICER Karl Murphy Barnes		CHIEF OPERATING OFFICER Rose Colpus-Fricker	DIRECTOR OF EDUCATION Kevin Butlin
<u>SBM TEAM</u>	<u>FINANCE TEAM</u>	<u>OPERATIONS TEAM</u>	<u>SCHOOL IMPROVEMENT TEAM</u>
SBM Claire Garden	FINANCE MANAGER James Reed	HR MANAGER – Adelle Pope SENIOR HR ADVISOR – Sarah Lugg HR ADMINISTRATOR – Chloe Rawle	SCHOOL IMPROVEMENT OFFICER (PRIMARY) Charlotte Targett
SBM Nichola Nelson	LEDGER CLERK Rosalind Booth	TRUST GOVERNANCE OFFICER – Leah Paiano GOVERNANCE ADMINISTRATOR – Melanie Harris	SCHOOL IMPROVEMENT OFFICER (PRIMARY) Jo Flower
SBM Helen Newman	LEDGER CLERK Clare Carter	ESTATES & FACILITIES MANAGER Paul Stewart	SCHOOL IMPROVEMENT OFFICER (PRIMARY) Alyson Tyler
SBM Janice Williams	FINANCE SUPPORT OFFICER Zoe Dawe	PROCUREMENT & SERVICES MANAGER Tina Parkes	SCHOOL IMPROVEMENT OFFICER (PRIMARY) Alan Frame
SBM Pat Rushton		IT MANAGER Russell Warren	SCHOOL IMPROVEMENT OFFICER (PRIMARY & TRUST SEND LEAD) Suzie Franklin
SBM Belinda Burton		SECONDARY SCHOOLS BUSINESS MANAGER Helen Laird	SCHOOL IMPROVEMENT OFFICER (SECONDARY) Stuart Gale
		ADMINISTRATIVE ASSISTANT Sharman Wood	EYFS ADVISOR Lauren Stone
			SAFEGUARDING & STAFF DEVELOPMENT OFFICER Leah Paiano

Plymouth CAST MAP

Plymouth CAST - Our Schools

WEST	
1	St John's Catholic Primary School (Camborne)
2	St Mary's Catholic Primary School (Perance)
3	St Mary's Catholic Primary School (Bodmin)
4	St Mary's Catholic Primary School (Plymouth)
PLYMOUTH SECONDARY	
5	Notre Dame
6	St Boniface's RC College
PLYMOUTH PRIMARY	
7	Cathedral School of St Mary
8	St Joseph's Catholic Primary School
9	Holy Cross Catholic Primary School
10	St Paul's Roman Catholic Primary School
11	Keyham Barton Catholic Primary School
12	St Peter's Roman Catholic Primary School
TORBAY	
13	Our Lady of the Angels Catholic Primary School (Torquay)
14	St Margaret Clitherow Catholic Primary School (Brixham)
15	Priory Catholic Primary School (Torquay)
16	Sacred Heart RC Nursery and Primary School (Paginton)

DEVON NORTH	
17	Our Lady's Catholic Primary School (Barnstaple)
18	St Mary's Catholic Primary School (Axminster)
19	St John's Catholic Primary School (Tiverton)
20	St Nicholas Catholic Primary School (Exeter)
21	Our Lady & St Patrick's Roman Catholic Primary School (Taigvmouth)
DEVON SOUTH	
22	St John the Baptist Catholic Primary School (Dartmouth)
23	St Mary's Catholic Primary School (Buckfast)
24	St Joseph's Catholic Primary School (Newton Abbot)
25	St Joseph's Catholic Primary School (Exmouth)
DORSET WEST	
26	St Augustine's Catholic Primary School (Weymouth)
27	St Mary's Catholic First School (Dorchester)
28	St Catherine's Catholic Primary School (Bridport)
29	St Mary's Catholic Primary School (Marshall)
30	St Mary and St Joseph's Catholic Primary School (Wool)
31	St Mary's Catholic Primary School (Swarage)
DORSET EAST	
32	Christ the King Catholic Primary School (Bournemouth)
33	St Mary's Catholic Primary School (Poole)
34	The Orchard Nursery (Bournemouth)
35	St Joseph's Catholic Primary School (Poole)



Job DESCRIPTION

Job Title

Trust Secondary Executive Headteacher

Salary Range

L30 - 38 and appropriate pension scheme

Line Manager

Director of Education

Base Location

Notre Dame Catholic School and St Boniface's Catholic College, Plymouth.

Occasionally, Plymouth CAST will need an Executive Headteacher to take up leadership of another school(s) within our multi academy trust. This will only happen for exceptional reasons. When this is the case, and the school is further from home than that applied for by the post holder, travel expenses will be paid for the duration of any temporary arrangements.

Occasionally, school leaders will have meetings, training and activities at Plymouth CAST's head office. Plymouth CAST is based at The Edmund Rice Building, Plymouth, PL5 3AG

Line Management Responsibility

Over 15 employees, with some who have their own line management responsibilities.

Purpose of Role

Plymouth CAST's secondary schools have been designated by the Secretary of State as schools with a religious character. Their Instrument of Government states that they are part of the Catholic Church and to be conducted as Catholic schools in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Plymouth. At all times these schools are to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practicing Catholic who can show that they will ensure that the school is distinctively Catholic in all its aspects.

The Board of Directors and the Diocese acknowledge the importance of the role of the Catholic Executive Headteacher and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

The Executive Headteacher, working with the Local CAST Board and others, is expected to draw on the person, life and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates students, staff and all other members of the community. The vision should explore Gospel values, core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

This appointment is made by Plymouth CAST and is subject to the current conditions of service contained in the School Teachers' Pay and Conditions Document and other current education and employment legislation.

The Executive Headteacher will be responsible for strategic leadership, management and outcomes for the schools and for building leadership capacity and maximising potential through the skills and resources available.

The Executive Headteacher, together with the respective school leaders, is responsible to Plymouth CAST and responsible for all staff and pupils in each school and for holding and articulating clear values and moral purposes, focused on providing an outstanding Catholic education for the pupils being served.

Through leading the schools, the Executive Headteacher is responsible for inspiring and embodying the schools' distinct ethos, securing the vision with all members of the school community and ensuring an environment for teaching that empowers staff and children to achieve their highest potential.

MAIN DUTIES AND RESPONSIBILITIES	
1.	Provide strategic and operational leadership and management, encompassing the whole breadth of school leadership across Key Stages 3, 4, & 5.
2.	Drive trust-wide improvement priorities in the assigned schools, raising standards and outcomes for all pupils.
3.	Promote a shared culture across Plymouth CAST, embedding the vision of the Trust and ensuring this is understood by all stakeholders.
4.	Work collaboratively with a range of professionals, including the Trust's School Improvement and Senior Executive Leadership Team, as well as with school leaders, school staff and outside agencies.
5.	Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors, members of the local community and colleagues across the schools.
6.	Truly know your assigned schools, their context, their demographic and what makes them tick, and take this into account in every aspect of your work to ensure they maintain their own individuality and uniqueness, whilst still driving up improvement.
7.	Ensure that systems and processes for school improvement are well considered, efficient and fit for purpose.
TEACHING AND LEARNING	
8.	Ensure that schools have a broad and balanced curriculum, being involved in the development of the curriculum with other colleagues within the Trust.
9.	Provide support and challenge to Heads of School and other senior leaders to ensure high-quality teaching is established and maintained across all subjects and age ranges.
10.	Have ambitious expectations for all pupils, including those with special educational needs and disabilities and those who are disadvantaged, and promote an inclusive culture that enables all pupils to access the curriculum and achieve their potential.
11.	Ensure that outcomes for pupils, both academically and personally, are at the forefront of everything and that there are improvements in outcomes for all groups of pupils.
12.	Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils.
13.	Ensure reliable and consistent approaches are used to assess pupils' knowledge and understanding of the curriculum across both schools.
14.	Model excellent teaching and behaviour management of pupils at all times.

	LEADERSHIP AND MANAGEMENT
15.	Critically evaluate the performance of assigned schools in all areas, supporting senior leaders in the development of the assigned schools' improvement plans, reviewing and monitoring progress and providing necessary challenge to senior leadership teams in order to achieve a sustained focus on the objectives.
16.	Line management of senior leaders, providing effective support and challenge to help them secure best outcomes for pupils.
17.	Allocate financial resources appropriately and effectively, including the efficient management of finances and setting balanced budgets with the support of the Plymouth CAST's Senior Executive Leadership Team.
18.	Support with developing and implementing trust-wide policies.
19.	Develop and retain high-quality staff through effective recruitment, professional development and performance management.
20.	Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment.
21.	Establish clear and open lines of communication with all stakeholders, both internal and external.
22.	Maintain effective relationships with fellow professionals and colleagues to improve outcomes for all pupils, including developing positive relationships with other schools and academy trusts.
23.	Ensure staff and pupils' safety and welfare through effective approaches to safeguarding.
24.	Adhere to the professional duties as set out in the current School Teachers Pay and Conditions Document and Headteachers' Standards.
25.	Act as the Headteacher for any secondary school in the Plymouth CAST should the need arise; as directed by the CEO.
	GENERAL
26.	Uphold professional standards for the role and follow all school and Plymouth CAST policies and procedures.
27.	Comply with Child Safeguarding Procedures and adhere to Plymouth CAST's Child Protection and Safeguarding Policy at all times.
28.	Participate in performance management and take part in appropriate training and development activities.
29.	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
30.	Undertake other reasonable duties as requested, in accordance with the level of the role and the changing needs of the organisation.

	QUALIFICATIONS
31.	Good honours degree, or equivalent.
32.	A professional teaching qualification and/or QTS or equivalent (e.g. QTLS).
33.	Evidence of recent and relevant CPD.

34.	Further qualifications relevant to the role, for example NPQH, NPQEL <i>(desirable)</i> .
EXPERIENCE	
35.	Substantial experience as a secondary school Headteacher/Principal.
36.	Substantial leadership experience within a faith school <i>(desirable)</i> .
37.	Substantial experience of working in challenging schools, driving improvement and raising attainment.
38.	Excellent classroom practitioner with evidence of excellent outcomes for pupils.
39.	Extensive experience of school improvement, including involvement in school self-evaluation and development planning.
40.	Experience of engaging staff, parents and other key stakeholders in order to build, communicate and implement a shared vision.
41.	Line management experience, including effective delegation and coaching/developing others, and building and leading effective teams, including experience of managing staff performance, attendance and conduct issues.
42.	Experience of developing and implementing systems and policies across a whole school setting.
43.	Experience in narrowing the gap for vulnerable pupils and those with additional needs.
44.	Experience of financial management in a school setting, including budgeting experience, with a track record of making sound financial decisions.
45.	Experience of effectively and successfully leading change.
46.	Experience of working across more than one school and/or providing school improvement support to schools other than your own <i>(desirable)</i> .
SKILLS/KNOWLEDGE/ABILITIES	
47.	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all pupils, both personally and academically.
48.	Strong understanding of effective curriculum development.
49.	Understanding of high-quality teaching based on evidence, and the ability to model this for others in order to drive improvement in teaching and learning.

50.	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software.
51.	Ability to build strong relationships and communicate effectively to a range of stakeholders, including pupils, staff, parents, governors and others.
52.	Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes and hold others to account.
53.	Evidence of taking initiative, being creative and solving problems.
54.	Experience of utilising and analysing a broad range of data and information to monitor and evaluate performance in a range of areas, to inform planning and to help improve outcomes for students and to inform strategy and whole school improvement.
55.	Knowledge and experience of the Ofsted framework in relation to secondary settings.
56.	Knowledge and experience of the Catholic Schools Inspection Framework <i>(desirable)</i> .
57.	Professional credibility, with the ability to build a strong school culture and community with both staff and pupils.

	PERSONAL ATTRIBUTES
58.	Practising Catholic with a strong understanding of the structures and values of the Catholic Church
59.	Strong personal and professional integrity, with resilience and ability to motivate self and others, lead across Plymouth CAST and be an excellent role model.
60.	Confidence in dealing with challenging conversations and adhering to policies and procedure.
61.	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities.
62.	Reflective practitioner with the capacity to challenge and address areas for personal development.
63.	Emotionally resilient and therefore patient and persevering with challenging behaviours and attitudes.
64.	To be hopeful, honest and always act with integrity, taking a rigorous approach to improving standards in order to ensure transformation of pupils' lives and their wider communities.
65.	Ability to act with humility and as a team player by serving others both in the schools and across Plymouth CAST.
66.	Positive, passionate, enthusiastic, and able to help others be the same.
67.	Able to keep a sense of proportion by acting with self-control.
68.	Always handle Plymouth CAST's data and individuals' personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.
69.	To have high aspirations and a commitment to excellence, and to role model this behaviour to others.
70.	Self-disciplined and able to reflect and learn in order develop wisdom and understanding.
71.	A willingness to promote and maintain the human face of the church ensuring that practices are consistent with the values in the Gospel.
72.	A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.
73.	Ability to work both independently and collaboratively.
74.	A commitment to aspirational outcomes for all pupils.
75.	A commitment to equality and diversity.
76.	Professional curiosity, with an awareness of current and potential developments within the sector and a desire to develop yourself and others.
	SAFEGUARDING
77.	Demonstrate a commitment to safeguarding children and ensuring the welfare of children.
78.	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour.
79.	Evidence of professional expertise in managing safeguarding incidents and experience in providing support regarding safeguarding to staff.
80.	Satisfactory Enhanced DBS check.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list, and the duties may be varied from time to time which do not change the general character of the job, or the level of responsibility entailed.

The contents of this job description will be reviewed with the postholder on an annual basis in line with Plymouth CAST's appraisal policy. Any significant change in level of accountability that could result in a change to the grade will be discussed with the postholder before submitting for any re-evaluation.

Our Gospel Values

Humility - seeing life as a gift

Compassion - empathy

Kindness - gentleness

Justice - working for a fairer world

Forgiveness - reconciliation

Integrity - do what you say

Peace - committed to peace-making, non-violence

Courage - standing up for truth

Our Mission

“Our mission is to be a community of outstanding schools in which our students flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place, inspired by the Gospel”.