



# SELCAT

South East London  
Catholic Academy Trust

## Director of Secondary Education Candidate Briefing Pack

Mary Magdalen House, Howson Road, London SE4 2BB

[www.selcat.org.uk](http://www.selcat.org.uk)



Tel: (0207) 202 8199

Email: [enquiries@selcat.org.uk](mailto:enquiries@selcat.org.uk)

## Welcome from our Chief Executive Officer

Dear Colleague,

We are looking for an inspirational experienced school leader to help shape the development of SELCAT. This post is being advertised at an exciting time in the development of the Trust.

Formed in September 2021, the growth of SELCAT is aligned with the Archbishop of Southwark's vision for the schools in his Diocese. This is, that all Catholic schools should be working within a strong 'family' of schools. SELCAT – the South East London Catholic Academy Trust provides a 'family' structure to schools within the boroughs of Croydon, Southwark, Lewisham, Greenwich, Bexley and Bromley.

The aim of SELCAT is to provide the challenge and support needed to establish an exceptional Catholic family of schools, which serve their local communities, provide excellent care and support whilst developing opportunities and ensuring the very best outcomes for every child.

Schools in SELCAT will be centres of excellence for Catholic Education. Through our Catholic faith, we will promote the academic, spiritual, emotional, and social growth of the individual child and young person whilst developing our staff to be beacons of excellence.

With Christ at the centre of our schools, we are committed to the flourishing of our children and young people, so that they might grow in excellence and learn how to use their skills and knowledge for the common good, for the sake of their sisters and brothers in the world, especially the poor and marginalised.

We believe that every pupil is made in the image of God, with God-given gifts and God-given dignity: a divine origin and an eternal destiny. We believe that no pupil's background or start in life should determine their future. As a result, our focus on learning through the provision of quality teaching, broad curriculum opportunities for all, and remarkable inclusion provides the very best education for all our young people.

SELCAT came into being in September 2021 with 3 founding schools:

- St Thomas More Secondary School, Eltham (Ofsted-Outstanding)
- St Mary's Catholic Primary School, Eltham (Ofsted-Outstanding)
- St Joseph's Catholic Primary School, Bromley (Ofsted-Good)

Three further schools have been approved by the Regional Schools Commissioner and are currently going through due diligence. These include a further Secondary School and two Primary Schools. In September 2022, we expect to have 12 schools in the trust made up of 7 Primary and 5 Secondary schools

We expect this role will grow over time as the trust develops. The successful candidate will be at the centre of driving the development of the trust in the delivery of its mission and vision. This role could be undertaken alongside a current headship.

If you would like a further discussion or to visit, please contact me.



David Garrido  
dgarrido@selcat.org.uk



We are seeking a talented senior school leader to take the role of **Director of Secondary Education (0.6)** across SELCAT.

This post would be suitable for serving Headteachers, Executive Headteachers or School Improvement Consultants. This role would also be an exciting opportunity for an aspiring or existing Local/National Leader in Education. The successful post holder will work closely with the Chief Executive Officer (CEO), trustees and school leaders.

Their role will be to support strategic leadership and hold accountability for strategy, development, improvement, performance and quality across our secondary schools.

This is a high profile role for an inspirational individual. With a flexible and calm approach, you will share best practice across our schools, draw on the talents of staff and build on our many strengths. The post holder will have a track record of addressing performance, driving change and raising the standards and aspirations of all members of a school community. They will need the tenacity and integrity to deliver in challenging circumstances and the ability to communicate a vision that inspires, motivate and enthuses staff, pupils and the community as a whole. Previous experience of managing change and working collaboratively to deliver school improvement will be advantageous.

**This role represents 3 days per week and is fixed term for 1 year.**

**References:** Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

**Right to work in the UK:** Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



**Job Title:** Director of Secondary Education (0.6)

**Contract Length:** Fixed Term (1 year)

**Salary:** Leadership Scale (Commensurate with post)

**Location:** Trust offices

**Accountable to:** Chief Executive Officer

**Closing date:** 18<sup>th</sup> April 2022 @ 12 noon

**Shortlisting:** 19<sup>th</sup> April 2022

**Interview date:** 25<sup>th</sup> April 2022

**Start date:** September 2022

### **Recruitment Process:**

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview.

### **Special Requirements:**

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [dgarrido@selcat.org.uk](mailto:dgarrido@selcat.org.uk)

### **Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

## Core purpose of the post

This is a new role, so, to a certain extent you will be developing the role once in position.

To provide strategic leadership and hold accountability for strategy, oversight, development, improvement, performance and quality and evaluation for the trust secondary provision in order to:

- Deliver inspirational leadership that enables leaders to develop a high quality secondary education;
- Lead and support improvement to excellence across all Trust schools so that they all are achieving in the top quartile of performance;
- Promote the highest possible standards of care, aspiration and success for our young people, whilst seeking to ensure each school has a positive impact on the communities and parishes that they serve.
- Secure the long-term success of Trust schools by championing high quality professional development and opportunities including maximising potential through the skills and resources available from across the Trust;
- Build and develop leadership capacity in each secondary school and across the Trust;
- To support secondary Headteachers and other relevant staff promoting excellence in recruitment, training and performance.
- The post holder will be accountable to the Chief Executive Officer of SELCAT.

## Key Responsibilities

### Education / School Improvement

- Working with the CEO and the Trust to develop a strategic vision for secondary education.
- To provide strategic leadership and hold accountability for strategy, oversight, development, improvement, performance and quality and evaluation for the Trust secondary schools.
- Work with the CEO, Trustees, Headteachers, Local Governing Bodies and staff to deliver the Trust's aims and objectives through inspirational and motivational leadership, clear strategic direction, ambitious and measurable targets and supporting development plans.

## Job Description

- Work in close partnership with the CEO and the Trust Board to develop a relationship based on openness, transparency and integrity.
- Alongside the CEO, ensure that Trustees have access to all relevant data, information and options to support their decision making.
- Act in compliance with the Trust Board's scheme of delegation.
- Ensure that all tiers of governance, defined in the Trust scheme of delegation, are appropriately supported to provide effective governance of the Trust's educational performance, including empowering local governing bodies to provide leverage for improvement.
- Ensure systems and reporting structures are in place so that the Trust Board is able to effectively appropriately and proportionately govern the strategic and operational educational risks of the Trust.
- Lead improvements across the Trust secondary schools so that educational performance is in the top quartile nationally. Work with leaders at all levels to challenge, motivate and empower them to attain ambitious outcomes that maximise the educational and personal development of pupils and meet the demands of the wider communities served.
- Advise the CEO and Trust board on developing the Trust's strategy for improvement.
- Support the delivery of excellent teaching and learning throughout all secondary schools within the Trust through the promotion of high level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement.
- Inspire leaders to achieve remarkable education by commissioning and overseeing executive education functions of the Trust and the education performance of the Trust. Specifically, supporting the thinking and impact of Headteachers.
- Provide inspiration and strong strategic leadership to ensure that secondary schools continue to deliver the highest standards of curriculum development and teaching and learning pedagogy across the Trust.
- Work with leaders to ensure exemplary standards of pupil behaviour, first class pastoral care and extensive personal and spiritual development programme. is evident across our secondary schools.
- Ensure that the Trust's activities remain consistent with the Catholic objectives of the Trust and support the CEO to ensure governance is compliant with the spirit and letter of the Trust's articles of association and charity and company law more generally
- Work in partnership with the CEO, to provide an outward face of the Trust and to be responsible for promoting an external world view of the Trust that reflects its objectives, its Catholic values and secures its positive reputation.

## Job Description

- Remain abreast of educational developments impacting on SELCAT and its schools, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment that is responsive to change.
- Work closely with the CEO, Chief Finance and Operations Officer and Executive Leaders to ensure the responsible and sustainable management of financial and capital resources of the Trust.
- Operate within the financial limits that have been approved, act in a financially responsible manner and consistently with the principles of good public financial management and charity financial management.
- Contribute to the Trust's quality assurance framework assessment of the effectiveness of the Trust's education functions and its use to inform priorities for development planning.
- To ensure that secondary schools are at least 'good' or better in their next Ofsted inspection and are well prepared for regular external review.
- To ensure leaders respond swiftly to recommended actions that arise from reviews.
- Contribute to ensuring that the Trust has robust policies, procedures and systems for the collection, analysis and interrogation of education performance data at the level of pupil, class, year group, Hub and Trust.
- Ensure that education performance data informs priorities for action at all levels of the Trust.
- Alongside the CEO, ensure that systems confirm that each school's performance assessment is robustly moderated and verified to maintain an accurate and up-to-date assessment of each academy educational strengths and weaknesses.
- Support, build and develop leadership capacity in all schools and across the Trust.
- Lead, motivate and develop Headteachers to promote a culture of shared learning and a practice which creates a positive educational climate through the distribution of leadership (teams and individuals) in each of the secondary schools across the Trust.
- Put in place effective communication mechanisms to ensure all Headteachers across each school understand how to implement the strategic vision and operational plans.
- Work with Headteachers to translate the strategic vision into agreed objectives and operational plans for each secondary school.

## Safeguarding

- Be a contact for all Headteachers and designated safeguarding leads for advice if they are concerned about a child protection or safeguarding issue (this may occasionally require being available outside of the normal school day when required).
- Draw attention to best practice in the Trust to support other schools and encourage links with help local agencies that may deliver additional resources to the schools or families.
- Disseminate national and local safeguarding updates and information to Headteachers and central Trust staff as needed.
- Ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding; ensure that Single Central Records are comprehensive and maintained by academies to current standards.
- SELCAT is committed to safeguarding and promoting the welfare of children and young persons at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

## Equality, diversity and inclusion

- Ensure that secondary schools implement the equality, diversity and inclusion strategy ensuring that every learner in the Trust has a positive experience.
- Ensure the equality diversity and inclusion policies and procedures including those relating to SEND are robust, effective and applied across all settings.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Trust schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

## General

- Actively contribute to and promote the overall ethos and values of each school and the wider Trust.
- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Trust.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the Trust's business at all times.
- Act as an ambassador for the Diocese, schools and the wider Trust within the local community and beyond, ensure that the ethos and values of the Trust are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities by the Trust Board or CEO which fall within the scope of the post.

# Person Specification

<b>Qualifications</b>	<b>Essential / Desirable</b>
Qualified Teacher Status	E
Educated to degree level, with evidence of continuing professional development	E
NPQH or other relevant qualifications	D
Relevant postgraduate qualification	D
Further relevant professional studies	D
<b>Experience</b>	
Successful career experience, a proven track record as a Headteacher/Executive leader and knowledge of outstanding secondary school practice	E
Strong track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, ideally with regard to a multi-site organisation	E
Proven success in building effective partnerships and links including with central government, schools and local authorities to maximise networks and opportunities	D
Experience of working effectively with a Trust Board/Governing Board to create a vision and form the direction for the organisation	D
Successful experience of promoting inclusion, equality and diversity	E
Ability to create and maintain an environment which promotes good behaviour, discipline and a culture of celebrating success	E
Understanding the factors which create barriers to learning and the ability to implement appropriate strategies that address this, whilst reducing inequalities and promoting social inclusion	E
Experience of leading outstanding secondary school practice	D
Experience of reviewing, developing and implementing curriculum strategy	D
Experience of leading/managing complex/multiple organisations or trusts and sites	D
Experience of dealing with government officials and policy makers	D
Experience in/work with industry/business	D

# Person Specification

Experience of school inspection or school to school support	D
Experience of designing leadership and management structures in education settings	D
Evidence of successful management of change	D
<b>Knowledge and Experience</b>	
An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda	E
Knowledge of key strategies for raising pupils' achievement and advancing effective teaching and learning, set within the communities served by SELCAT	E
Understanding the principles of effective teaching and learning and the ability to promote a culture of learning throughout the Trust	E
Understanding the principles of designing an engaging and ambitious curriculum	E
Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements	E
Knowledge of child-safeguarding issues and successful use of the measures that promote and ensure the safeguarding of children	E
Project management techniques including budget and resource management	D
Monitoring and evaluating school improvement and target setting including the ability to accurately analyse a range of data	E
<b>Skills and Aptitudes</b>	
An inspirational leader	E
A strategic thinker who can work with the schools, Trust leaders and the Trust Board.	E
Committed to the ethical leadership	E
Well-developed presentation, I.T. and written skills and comfortable with public speaking	E
Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust	E

# Person Specification

Effective leader who can build a positive organisational culture encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential	E
Capitalise on appropriate sources of external support and expertise	D
Ability of manage industrial relations	D
Negotiate and manage conflict, providing appropriate support	D
<b>Deployment of Staff and Resources</b>	
Ability to set, interpret, monitor and manage budgets	D
Ability to manage, monitor and review the use of all available resources, ensuring best value through Curriculum Led Financial Planning	D
Experience of recruiting, selecting, developing and deploying staff	E
Experience of managing HR processes to bring about appropriate outcomes	E
<b>Other</b>	
Ability to uphold the vision and values of SELCAT	E

## ***Our Vision***

*To create a family of schools that together, through shared support and challenge, strive to provide an authentic Catholic education where all children will be empowered, inspired and flourish. We will aim for excellence and to become remarkable places of learning and love.*

Joining SELCAT will be a rewarding and fulfilling experience. You will be part of a driven team who are all committed in their aim to make our schools excellent places to learn and work.

We offer plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

**Flexible working:** We are able to consider flexible and family friendly working opportunities.

**Pensions:** When you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme

**Supporting your health and wellbeing:** All our employees have free access to a 24-h

**Microsoft Office:** Purchase software at a discounted rate

**Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.

**Join us on our journey**

“When you join as a member of staff at SELCAT, you become part of a Catholic family of schools. The welcome and support you receive upon joining, from every corner of the Trust, will help you to settle in quickly and feel successful straightaway. Our students are our greatest ambassadors, and they help make the Trust a great place to work.”