****

**Christus Trust Catholic Senior Executive Leader**

**Job Description**

**Salary Range**: £85,000 (full time)

**Accountable to**: The Board of Trustees

**Accountable to:** The Chair of the Board of Trustees.

The Pay & Personnel Committee of the Board is accountable for the performance management, pay and other benefits to the post-holder.

**Responsible for**: Performance of ALL academies and staff within the Multi-Academy Trust

**The Catholic Senior Executive Leader of the Christus Trust working closely with the MAT’s Board of Trustees, will provide visible strategic leadership across the MAT and systems leadership to drive achievement of high standards in all areas of the MAT’s work, particularly by ensuring the provision of sustainable, outstanding education and financial performance while preserving and developing the MAT’s Catholic character.**

**1. Strategy, Innovation and Systems Leadership**

1.1. Providing Christ-centred, strategic leadership to the MAT, role modelling its Catholic vision and values while inspiring and empowering others to share in achieving them.

1.2. Supporting the Board’s development of a robust strategic vision for the MAT, including engaging with other schools, academies and MATs to grow at a progressive and sustainable rate and to merge with others where, in liaison with the Brentwood Diocesan Education Service, it is deemed appropriate.

 1.3. Holding to account on behalf of Trustees the MAT’s Senior Executive Management Team (including Headteachers/Heads of School, Trust Central Team and other senior professional and administrative service staff) and 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 MAT, performance management, succession planning and developing future Catholic leaders.

 1.4. Working in close co-operation with the Chair of the Board and other Trustees to ensure that the MAT’s strategic priorities as agreed with the Board are fully aligned with its distinctive Catholic character, effectively integrated within the MAT’s operational plans and programmes, and are delivered accordingly.

1.5. Ensuring an effective strategy for building educational and leadership capacity ahead of need, working in particular to grow systems leadership within senior and middle leaders across the MAT and increasing the MAT’s capacity to improve and provide support to others.

1.6. Providing a critical interface between Trustees, the Company Secretary/Governance Officer/Clerk, Local Academy Governing Committee members and Senior Executive Management Team members within the MAT to ensure that protocols and processes exist to promote effective joint working and ease of communication.

**2. Sustained High Performance and Standards**

 2.1. 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.

2.2. Promoting an attitude and a culture which values innovation and creativity.

2.3. Ensuring that rigorous performance management systems exist throughout the MAT designed to monitor and review the overall effectiveness of its provision and services and promoting continuous improvement across all areas.

2.4. Championing individual and collective learning, development and continuous improvement within the organisation.

2.5 Being accountable, via senior leaders in the academies, for the academic performance of the schools in terms of national progress and attainment measures.

2.6 Have a good understanding of the Ofsted Inspection Framework and ensure that academies are able to meet its provisions.

**3. Collaboration, Partnerships and External Engagement and Communications**

3.1. Acting as the driving force for the ongoing development of the Catholic Life of the MAT, role modelling what systems leadership means within Catholic education.

3.2. In close co-operation with the Trust Board, 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 MAT (and beyond).

3.3. Ensuring that the full organisational strengths and resources of the MAT are deployed to the maximum beneficial effect when working with partners to deliver sustained improvement. This is to include sharing of good practice, developing common CPD and shared recruitment practices between academies among other initiatives.

3.4. Developing and maintaining effective relationships with key partners/stakeholders on behalf of the MAT including but not exclusive to: the Regional School Commissioner (RSC), Department for Education (DfE), Education and Skills Funding Agency (ESFA), Brentwood Diocesan Education Service, Catholic Education Service, the Local Authorities, Trade Unions, local teaching schools, other MATs, Trustees, school leaders, Local Academy Governing Bodies, local parishes and parents/carers.

3.5. Developing programmes of local and regional engagement and communication within the MAT and its diverse communities, designed to deepen the MAT’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 MAT’s academies.

3.6. Develop and maintain the MAT’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 MAT.

**4. Robust and Effective Governance and Assurance**

4.1. Ensuring that the MAT’s financial viability is secure, firmly based on accurate analysis and reporting, and is able to meet needs of the MAT and its academies.

4.2. Ensuring an effective culture of managing risk and taking opportunities exists at both operational and strategic levels across the MAT.

4.3. Holding overall *management* responsibility for the governance of the MAT, ensuring appropriate systems, frameworks and training and development is in place to support this.

4.4 Having a working knowledge and understanding of the relevant legislation pertinent to academies including the Academies Act 2010, Companies Act 2006 and Charities Act 2011 and any subsequent reiterations thereof.

**5. Accountabilities: Safeguarding, Inclusion and Compliance**

5.1. Acting as the MAT’s Accounting Officer and as such be accountable for the financial health and probity of the MAT. This aspect of the role “includes a personal responsibility to Parliament, and to 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.

 5.2. 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 MAT and the academies within it; including but not exclusive to the following areas:

 Safeguarding and Child Protection

Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Brentwood

Health and Safety

Data Protection and Copyright (GDPR)

Emergency Planning and Business Continuity

Equal Opportunities, Diversity and Inclusion

5.3 The post-holder should have a good understanding of the Academies Financial Handbook and the Academies Accounts Direction and be able to comply with those regulations.

5.4 A comprehensive understanding of the latest version of Ofsted’s “Keeping Children safe in Education” is essential.

**6. Personal Flexibility and Resilience**

6.1. The needs and requirements of the role of Catholic Senior Executive Leader necessarily 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.

6.2 It is expected that the Trust will grow to include other schools within the Deanery group, the CSEL will be responsible for managing and driving this process.

**Person Specification CESL**

**Key Criteria**

|  |  |  |
| --- | --- | --- |
|  | Essential  | Desirable |
| **Faith Commitment** |  |  |
| 1. Practising and committed Catholic in good standing with the Church
 | √ | Evidence of participation in parish or Catholic community life  |
| 1. A secure understanding of the distinctive nature of the Catholic school
 | √ |  |
| 1. Understanding of the Bishop’s vision for education and a commitment to fulfilling it
 | √ |  |
| 1. Understanding of the school’s/Trust’s role in the Catholic and wider community
 | √ |  |
| 1. Ability to demonstrate care, compassion and reconciliation
 | √ |  |
| **Professional Qualifications** |
| 1. Degree and recognised professional teaching qualification
 | √ | Post-graduate educational/ leadership or management qualification |
| 1. A record of recent and relevant continuing professional development
 | √ | NPQH |
| 1. CCRS
 | √ | M.A. in Catholic school leadership |
| **Experience** |
| 1. At least five years proven track record of successful headship within an educational setting
 | √ | Experience of working across a range of school types and sizes |
| 1. Demonstrable success in achieving sustained school improvement
 | √ | Some knowledge of the use of PR strategies, media and social media |
| 1. Clear understanding of the current educational landscape particularly in relation to CMATs
 | √ |  |
| 1. Experience of successful working with governing bodies
 | √ |  |
| 1. Leadership within a Trust environment
 | √ |  |
| 1. Evidence of successful budgetary planning, resource and HR management
 | √ |  |
| 1. Experience as a Catholic Headteacher
 |  | √ |
| **Professional skills, knowledge and understanding** |
| 1. Confident understanding of Ofsted inspection framework and “Keeping children safe in education”
 | √ | Recent experience of inspection |
| 1. Understanding of the statutory educational framework, current education issues in relation to Academies, Company and Charity Law
 | √ | Ability to lead on funding and grant opportunities for the Academy Trust. |
| 1. Clear understanding and knowledge of the role of governance in an Academy and Trust
 | √ | Experience of governance at Trust level |
| 1. Financial project costing and budgetary management to ensure the financial stability of the Trust
 | √ |  |
| 1. Ability to analyse and use educational data to develop strategies, set targets and achieve desired outcomes
 | √ |  |
| 1. Commitment to safeguarding and promoting the welfare of children
 | √ |  |
| 1. A commitment to equal opportunities
 | √ |  |
| 1. Ability to lead on the development of the Catholic ethos within the CMAT
 | √ |  |
| **Personal skills** |
| 1. Ability and commitment to lead a team while working flexibly and collaboratively with others
 | √ | Current driving licence and access to a vehicle. |
| 1. Highly effective and credible leader, who inspires the respect and support of others and has an open and approachable interpersonal style
 | √ | Willingness to work flexible hours, including evenings and weekends when necessary |
| 1. Strong leadership skills including adaptability
 | √ | Optimistic outlook when facing setbacks/challenges |
| 1. Ability to communicate effectively both orally and in writing
 | √ | Commitment to own work life balance as well as that of others |
| 1. Ability to articulate the Bishop’s vision to a wide range of audiences including governors, staff and parents
 | √ |  |
| 1. A strategic thinker who can establish and develop systems and processes to grow and mature the Trust.
 | √ |  |
| 1. Ability to develop a high profile and be a strong visible presence for the Trust
 | √ |  |
| 1. Possess energy, dynamism, vision and resilience
 | √ |  |
| 1. Evidence of strong commitment to Catholic education
 | √ |  |

All appointments are subject to satisfactory references, eligibility to work in the UK. The Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. An enhanced DBS will be required for this role.