



Christ the Redeemer Catholic Education Trust

Chief Executive Officer

Part time (0.6 FTE) Permanent Contract

Required for September 2025

Issued: February 2025

Welcome from the Chair of the Trust

Dear Applicant,

Re: Chief Executive Officer (CEO) and Accounting Officer

On behalf of the board of Trustees of Christ the Redeemer Catholic Education Trust, 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.

The appointment of our Chief Executive Officer is a pivotal moment in the development of our Trust. This is a rare, exciting, and rewarding opportunity for an outstanding leader to significantly shape our nascent Trust and to influence the future of our schools and how they collaborate together.

The CEO's role is to provide strategic leadership and direction for all Christ the Redeemer Trust schools, the children, young people, families, and parishes we serve, and to develop and articulate the vision and ethos of the Trust. The CEO will be directly accountable to the Board of Trustees for the collective performance and development of the CtRCET as an organisation. In collaboration with Headteachers and Local Governing Bodies, the CEO will also be responsible for the performance of the individual schools within the Trust. Additionally, the CEO will serve as the designated accounting officer, holding legal responsibility for all relevant financial and administrative matters. A key attribute of the CEO will be their understanding of, and commitment to, a high level of accountability.

At Christ the Redeemer Trust, we value the individual strengths and character of each of our schools. We are seeking a leader capable of engaging with the various phases of their learning journeys and who will challenge, support, and encourage each of them to flourish individually, while also helping them become strong members of a Christ-centred Catholic partnership.

The CEO will be directly responsible for successfully developing trust-wide shared service teams, as well as leading and managing the team of Headteachers, including their performance management arrangements.

We believe that the key priorities for this role will be to:

- Continue to enhance the collaborative efforts initiated by the founding schools to ensure that all children in our Catholic schools receive a consistently high level of education.
- Develop the scope of central and shared services across the CAT and the composition of the 'core team' needed to deliver services effectively, thereby alleviating administrative burdens from our Headteachers.
- Continue the engagement and dialogue with other Catholic schools in our area and promote the expansion of the Trust in line with our growth strategy.
- Champion the Catholic ethos and vision of the Trust, putting the Diocesan ethos and vision in to practice in our schools.

If you have the vision and demonstrated ability to lead a dedicated team in creating a rich, comprehensive educational and personal experience that enhances the lives of every young person in our care, we would love to hear from you.

Colin Rand, Chair of Directors,
on behalf of the Directors of Christ the Redeemer Catholic Education Trust



About Us

Christ the Redeemer Catholic Education Trust (CtRCET) is a recently formed multi-academy trust in South West London. This Trust is one of five multi-academy trusts set up by the Archdiocese of Southwark to serve the children and families as part of the Archbishop's vision to secure the future of Catholic education within the Archdiocese.

The first wave of schools began joining the Trust from September 2024 onwards, and is made up of the following six schools:

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

The Trust is actively engaging with all Catholic primary and secondary schools in the Kingston, Richmond and Wandsworth, as part of plans to grow the Trust and fulfil the Archbishop's vision.

Our Vision

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.

Our Aims

Our aim as a Trust is to build a collaborative family of schools that together form a robust and sustainable basis for the future of Catholic education in South West London. Each of our schools has its own identity and existing strong community made up of pupils, parents and carers, staff, parish and supporters. In forming the Trust it is our aim to preserve the unique charism of each school while building something that is collectively stronger and will enable the schools to continue to thrive and serve their communities and parishes for the long term.

Priorities and Challenges

As we develop the Trust we want to build on the existing strengths of our schools and realise the benefits of being part of a family of schools that works together to face the inevitable challenges schools face in the real world.

1. Build closer collaboration between the member schools that they collectively benefit from each others relative strengths, share specialist knowledge and skills and leverage the collective size of the Trust to achieve greater scale and savings wherever possible.
2. Develop a small but effective central team that supports head teachers and schools with the many ancillary demands on their time and resources.
3. Provide constructive challenge to school leaders to maintain already high standards and deliver even better outcomes for our children.
4. Support schools in meeting the ongoing challenges they face in terms of budgets, roll-numbers, and maintaining a motivated and skilled workforce.
5. Provide opportunities for all staff members to develop their skills and experience and together develop the next generation of leaders of our schools.
6. Further our engagement with other Catholic schools in the area to facilitate their joining the Trust in a smooth and timely manner.

Chief Executive Officer

Job Description

Salary: £115,000 to £125,000 depending on experience, holiday allowance and employer pension.

Contract: Part time (0.6 FTE) permanent contract.

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 Education 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, DfE, and the CES.

Location: We are in the process of establishing a permanent central office location which will very likely be within one of the Trust schools. The postholder is expected to travel mainly in the Trust area and 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 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 CEO 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 Education Trust.
- Therefore, it is a genuine occupational requirement that the post of CEO must be filled by a practising Catholic⁽¹⁾ 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.

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.

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 Trusts 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.

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 Governing Body of each academy within the Trust 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 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 according to Trust Board requirements.
- 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 always insured for its operations and assets.
- 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 considering 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 directly the Headteachers and other Senior Leaders within the Trust.
- Support the Trust Board with implementing such strategies and recruiting to senior posts.

Other Focus:

- Engage 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.

Notes

(1) A ‘practising Catholic’ is someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained by God’s grace, a ‘practising Catholic’ will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church

Christ the Redeemer Catholic Education Trust, the Archdiocese of Southwark and its schools are 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 sought prior to interview), an enhanced DBS check, a 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 will not in itself justify a reconsideration of the grading of the post. It is possible that as the Trust grows the role could, with the agreement of the incumbent post-holder, increase to become full-time but this is not a requirement of candidates nor a commitment from the Trust.

Person Specification

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

D. Professional Experience and Knowledge	Essential	Desirable
Understanding of the Catholic CET's role in the parishes and local community	✓	
Experience of a successful CEO, senior executive leader, headship or board role in a trust or an educational setting	✓	
Current and up-to-date knowledge and understanding of effective governance including experience of working with a Trust Board to develop a vision informing the direction and ethos of an organisation		✓
Proven experience of strategic financial management and effective reporting of risk management	✓	
Knowledge and experience of developing PR and marketing strategies		✓
Evidence of successfully building effective leadership teams with appropriate delegation	✓	
Evidence of robust management of performance resulting in improved outcomes and increasing leadership capacity	✓	
Evidence of risk management expertise and mitigation strategies	✓	
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	✓	
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	✓	
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	✓	
Proven success in building effective and productive partnerships with strategic partners e.g. government departments, local authorities or similar bodies	✓	

E. Professional Competencies	Essential	Desirable
To think strategically and develop a vision for the CET underpinned by a strong Catholic ethos	✓	
To cultivate a sense of community within the CET whilst maintaining accountability and inspiring others	✓	
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	✓	
To analyse complex data, investigate issues and formulate a solution to difficult problems, monitoring outcomes to provide proactive resolutions	✓	
Well-developed written, presentational and public speaking skills to promote the Trust and fulfil an ambassadorial role	✓	
Command respect and credibility from all stakeholders	✓	
Open to new ideas, accepting of challenge and adapt to changing circumstances	✓	
F. Safeguarding	Essential	Desirable
Comprehensive knowledge of safeguarding in educational settings	✓	
Significant practical experience as a designated safeguarding lead in an educational setting		✓

Application Procedure

Applicants should complete the application form available to download from <https://ctrcet.co.uk/careers/> . It should include a personal statement maximum of two sides of A4 outlining their desire and suitability for the role outlined above. The forms and personal statement should be returned so that it is received no later than **midday on Monday 10th March.**

Please email your application to jobs@ctrcet.co.uk

Shortlisting will take place in the week following, with interviews to take place w/c 24th March 2025. References will be requested 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.

If you would like to find out more about the Trust and where it is at on its journey please contact the Directors on the above email address to arrange a meeting or an informal conversation.

