

The Bishop Wheeler Catholic Academy Trust



Director of Secondary Standards Application Pack



The Bishop Wheeler
Catholic Academy Trust



The
St Gregory the Great
Catholic Academy Trust



The Blessed
Peter Snow
Catholic Academy Trust



**Diocese of Leeds
Vicariate of Education**

Closing Date: Monday 17th May 2021 – 12.00 noon
Interview Date: Tuesday 25th May 2021

Context

Diocese of Leeds Director of Secondary Standards

Employer – The Bishop Wheeler Catholic Academy Trust

The post of Director of Secondary Standards for the Diocese of Leeds, provides an exciting opportunity to work with twelve secondary schools and a Sixth Form College across five Multi-Academy Trusts.

In February 2018, Bishop Marcus presented schools with his vision for education in the Diocese of Leeds. Recognising that the ever changing landscape in education brings its own challenges and opportunities, Bishop Marcus asked that all schools strengthen their solidarity and collaborate effectively with each other to deliver the mission of the Catholic Church in their community. The collaboration needed to be strategic, structured and resilient and therefore the model was developed for all schools to join one of the five Multi-Academy Trusts established across the Diocese.

Each MAT will consist of either two or three secondary schools and their partner primary schools.

The table below summarises the five MATs, their geographical area and the secondary schools included within each trust:

MAT	Geographical Area	Secondary Schools
Bishop Wheeler Catholic Academy Trust	North West Leeds, Wharfe Valley and Western areas of North Yorkshire	St Mary's Menston St John Fisher Harrogate
Bishop Konstant Catholic Academy Trust	Wakefield area and schools in North Yorkshire around Selby/Goole	St Wilfrid's St Thomas a Becket Holy Family Carlton
Blessed Christopher Wharton Catholic Academy Trust	Bradford and Keighley area	St Bede's and St Joseph's Holy Family Keighley
St Gregory the Great Catholic Academy Trust	City of Leeds area	Mount St Mary's Corpus Christi Cardinal Heenan
Blessed Peter Snow Catholic Academy Trust	Kirklees and Calderdale areas	St John Fisher Dewsbury All Saints Huddersfield

In addition, the post holder will work with Notre Dame Sixth Form College.



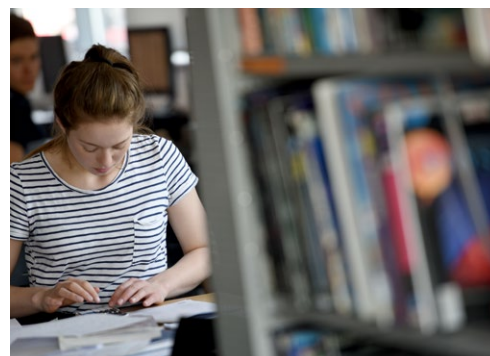
Context

The Trusts have evolved over time and the Diocese is now working to complete the conversion of all its schools as soon as is feasible. At present, the Catholic Sixth Form College in Leeds and a residential non-maintained school for the deaf at Boston Spa cannot legally convert to academy status. Also, within the Diocesan educational provision is our Catholic University of Leeds Trinity and six teaching schools.

Across the Diocese, the headteachers of the 12 high schools, the sixth form college in Leeds and a non-maintained residential special school meet frequently as the Communion of Leeds Diocesan Secondary Schools (COLDS). The group has been in existence for over 8 years and has expanded so that it provides not only a discussion group for headteachers to share practice and discuss professional matters but there is also a strong leadership and subject network involving deputy headteachers and middle leaders across the Diocese. This allows support to be provided as required, in addition to offering opportunities for personal CPD for headteachers, through the planned activities and peer reviews. Work taking place across the secondary schools within the Diocese in recent years has included:

- School Reviews
- Subject Networks, including
 - English
 - Maths
 - Science
 - Geography
 - History
 - MFL
 - Curriculum/Assessment
 - SEND
 - Teaching and Learning
 - Behaviour and Attendance
 - Catholic Life, PSHE and RSE
- Leadership programmes, for example Aspiring Headteacher programme.

The maturation of the MATs across the Diocese and the formalised commitment to work together, provides an exciting opportunity to develop this work further, therefore having a transformational impact on the lives of our young people, implementing a core school improvement offer across all MATs and providing bespoke support to specific schools.



Context

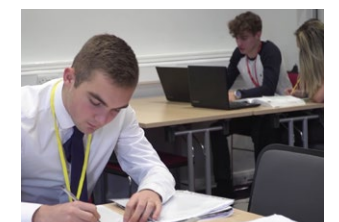
The purpose of the role is summarised below, along with indicative guidance of time allocation:

Core School Improvement Offer (60%)

- Coordinate and carry out school reviews
- Use the outcomes of school reviews and data analyses to provide a risk assessment and areas for improvement for each school
- Coordinate secondary school improvement networks across the Diocese.
- Develop a skills profile across the Diocese in order to identify and support the next generation of school leaders, along with effectively identifying and deploying system leaders to drive school improvement.
- Provide termly reports to Academy Councils and Trust Boards relating to secondary school standards and performance.

Bespoke School Improvement (40%)

- Support vulnerable schools, by brokering support from within and beyond the Diocese.
- Monitor and report on the impact of the support provided.



Job Description

Job Title

Director of Secondary Standards

Details

- Competitive Salary
- Full time
- Fixed term for 3 years in the first instance
- Although the post holder will be based at St Mary's Menston, the role will cover a wide geographical area, and the postholder will be expected to travel.

Accountable to:

The overall line manager for the post will be the CEO of The Bishop Wheeler Trust.

Each trust will have a structure to meet the needs of their schools, with the CEO being ultimately accountable for school improvement and standards. The Director of Secondary Standards will therefore be accountable **to** the CEO and/or Director of Education for each Trust and accountable **for** the impact of the strategies implemented, including the resources they procure. They will also be invited to attend the CEO meetings for the secondary standards agenda item. The Performance Management panel for the Director of Secondary Standards will consist of three of the Trust CEOs.

Job Description

Purpose of the Role

Core school improvement offer (60%)

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Bepoke school improvement (40%)

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- Monitor and report on the impact of the support provided.

The successful candidates will:

- be sympathetic to the Catholic ethos of our schools and model our values in their approach to the role
- have a proven record of successful leadership and school improvement at senior leader, school improvement partner or inspector level and be able to innovative and drive school improvement plans to achieve and sustain excellence throughout our schools
- be adept at using a range of school assessment data and quality assurance information to identify improvement priorities and formulate action plans
- be creative in generating opportunities for sharing best practice and brokering support
- be a person with drive and ambition who is passionate about the success and wellbeing of all students, with a strategic and innovative vision for the future of secondary education
- value the diversity within our schools and their individual contexts
- be a confident and positive leader with the ability to build relationships with school leaders, staff, Governors, Directors and others working across the Diocese
- have the ability to drive themselves and others
- be able to respond and adapt effectively to changing circumstances, maintaining high levels of performance
- have the vision, drive and energy to initiate, lead and manage strategies to build on the current successes and achievements of schools

Job Description

Key responsibilities and accountabilities

Strategic leadership and standards

- Work with Trust leaders and Headteachers to implement a robust approach to school improvement, monitoring and review, which commands the confidence of internal and external stakeholders.
- Support school improvement planning and the design of intervention strategies to improve academic standards and outcomes, brokering support as appropriate from within and beyond the Diocese.
- Work with Heads and other senior leaders to ensure the curriculum is broad, balanced and effective, within Trust parameters, while ensuring local flexibility.
- Support and challenge schools to improve students and staff performance
- Take responsibility for ensuring that preparation for and follow-up to all Ofsted inspections are thorough, robust and lead to the best possible outcomes.
- Develop further school to school collaboration.

Staff leadership and development

- Work in conjunction with the CEO group and Headteachers to establish a shared culture that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes.
- Drive a culture of high expectations across all schools by supporting the development of the senior leadership teams.
- Work alongside schools leaders to support the up-skilling of core staff through advising/ mentoring/coaching to develop internal leadership capacity, building a sustainable workforce of high quality staff and leaders.
- Create a climate where senior leaders are empowered to achieve success through appropriate delegation of responsibility and accountability in a supportive environment.
- Foster a culture of collaboration by actively participating in networks and exploring opportunities for schools to engage with, and work with other academies in the interest of school improvement.
- Encourage and promote innovation in educational provision through enquiry-led practice, ensuring that the schools can meet changing needs and demands consistent with government guidelines and requirements.
- Develop a network of external organisations able to provide meaningful professional development to meet the needs of all our schools.

Job Description

Key responsibilities and accountabilities (continued)

Governance and Accountability

- Lead on external policies, projects and inspections that are related to school improvement including the DfE, RSC, Ofsted, ESFA and Local Authority representation.
- Engage with the Trust's Chief Executive, the Board of Trustees and academies' senior staff as appropriate, to lead the development and implementation of the school improvement strategy for diocesan schools, creating the platform for the development of high standards and effective teaching and learning.
- Develop and implement effective reporting to the CEO group, Trust Board and Academy Councils.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The postholder would be expected to comply with all policies and procedures in schools including Child Protection, Safeguarding, Health and Safety

The Trust is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) Check.

Person Specification

Criteria	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none">Degree, teaching qualification in the specified curriculum areaRecent record of appropriate in-service training	<ul style="list-style-type: none">Higher level degree, further educational qualificationsPractising Catholic

Person Specification

Criteria	Essential	Desirable
2. Experience	<ul style="list-style-type: none"> • A proven record of successful leadership and school improvement at senior leader, school improvement partner or inspector level. • Significant knowledge and understanding of recent legislation • Knowledge of current educational issues • Understand changes to whole-school accountability measures • Ability to use data effectively to support improvements to attainment and progress • Have a clear understanding of what highly effective evidence-based pedagogy and practice looks like • Experience of being a team player, with good people skills and evidence of the impact of these on raising pupil performance 	

Person Specification

Criteria	Essential	Desirable
3. Skills and Abilities	<ul style="list-style-type: none"> • Sympathetic to the Catholic ethos of our schools and model our values in their approach to the role • An obvious and infectious passion for school improvement • Ability to develop and support other staff to implement a variety of teaching strategies • Understanding more complex performance data and application of a range of effective intervention strategies • Self-critical, awareness of own strengths and development targets, and professional development requirements • Creative in generating opportunities for sharing best practice and brokering support • Strong organisational skills and the ability to consistently meet deadlines • Ability to work independently and be a team player • Ability to relate effectively to students, colleagues and parents • Confident and competent in the use of ICT, literacy and numeracy to enhance learning, monitor progress and communicate • Be a role model, promoting the values of diocesan schools 	

Person Specification

Criteria	Essential	Desirable
4. Personal Qualities	<ul style="list-style-type: none">• Professional, enterprising, personal impact• Outgoing, warm personality, approachable, inclusive• Positive, adaptable• Energetic and enthusiastic• Self-motivated, self-confident, reliable• Calm under pressure, emotionally intelligent• Sensitivity, fairness, tact and discretion	



The Bishop Wheeler Catholic Academy Trust

The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by guarantee, registered in England and Wales

Company Number: 8399801

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Interim CEO:

Mr D Beardsley

Chair of the Trust Board:

Mrs D Gaskin



Trust Member Schools

Sacred Heart, Ilkley

St. Mary's, Horsforth

St. Joseph's, Pudsey

St. Joseph's, Otley

Ss Peter and Paul, Yeadon

St. Mary's, Menston

St Mary's, Knaresborough

St. Joseph's, Harrogate

Holy Name, Cookridge

St. Stephen's, Skipton

St. Robert's, Harrogate



"The Church maintains that children ought to have the advantage of a Catholic school throughout the period of their education."

Bishop William Gordon Wheeler