

The Mater Christi Director of School Development

Candidate Information Pack

October 2023



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www.materchristi.com

Mater Christi Multi Academy Trust

Welcome from the Chief Executive Officer

Dear Candidate,

Thank you for your interest in the role of Director of School Development in the Mater Christi Trust.

The Mater Christi Catholic Multi Academy Trust was established in September 2021, in the Diocese of Lancaster. The Trust consists of thirteen schools currently, two secondary schools and eleven primary schools. We have schools rated from Outstanding to Measures, with different priorities and different challenges. In line with the Bishop's vision for schools across the Diocese of Lancaster, the Trust is growing across Cumbria and North Lancashire (up to 30 primary schools and 5 secondary schools in total).

Our current growth allows us to appoint a Director of School Development to our Central Team. This post holder will join our Executive Team which includes the CEO, the COO, our Director of Governance and our HR Consultant. We have two offices. One in Barrow and one in Carlisle, but the team meet in our schools as well as in the office.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in Catholic education, and who are working to improve the life chances of our children and young people. This post holder will develop the school development offer and provide support, challenge and training to our schools as well as reporting on standards and impact to our Directors.

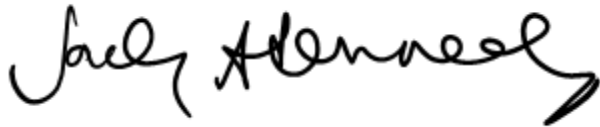
The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We have a clear Mater Christi Vision of Loving, Living and Learning Together. In our Trust, we are dedicated to providing a high-quality education so that all of our pupils thrive and succeed. The role of the Director of School Development is crucial to supporting our schools to achieve excellence.

We welcome leaders who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

We look forward to meeting with any prospective candidates and extend a warm welcome to you to visit our Trust and find out more about the role and the difference you can make to our pupils' education.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you for this vital role as we move into our third year.

Yours faithfully,



Jacky Kennedy
Chief Executive Officer, Mater Christi Multi Academy Trust

Our schools

The current Trust schools are:

- Dean Gibson R.C Primary School, Kendal
- Our Lady and St Patrick's Catholic Primary School, Maryport
- Our Lady of the Rosary Catholic Primary School, Dalton
- Sacred Heart Catholic Primary School, Barrow-in-Furness
- St Bernard's Catholic High School, Barrow-in-Furness
- St Cuthbert's Catholic Primary School, Carlisle
- St Cuthbert's Catholic Primary School, Windermere
- St Gregory's Catholic Primary School, Workington
- St Joseph's Catholic Primary School, Lancaster
- St Joseph's Catholic High School, Workington
- St Mary's Catholic Primary School, Ulverston
- St Margaret Mary Catholic Primary School, Carlisle
- St Pius X Catholic Primary School, Barrow



“Inspired by the example of Mary, Mother of Christ, Mater Christi is a family of primary and secondary Catholic schools living and learning together for the common good of our children, families and communities. Our schools will strengthen the Catholic mission in the Diocese of Lancaster and have the wellbeing of our children at the heart of all we do. We are equal partners with a shared calling to ensure our children receive an outstanding education, providing them with the knowledge, skills and spiritual development to excel in all they do.”

As a Trust we aim to

Our Catholic Life #Loving

- Encourage the *love* and service of God and others.
- Nurture the Catholic *Faith* of our communities through a rich prayer life.
- Invite all to live an actively authentic life as part of God’s family.
- Know and experience the presence of God in our lives.

Our Curriculum #Learning

- Work together to provide an excellent education that is relevant to the lives of our young people in each of our schools.
- Support our children to grow in virtue so as to make a positive and *intentional* contribution to society and to bear witness to God’s Word.
- Enlighten the lives of our young people by providing a wider curriculum that gives opportunities for all to develop and build their self-belief and worth.
- Enable our young people leave as happy, *compassionate* and fulfilled individuals of good character.



Our Staff #Together

- Ensure that we appreciate and are **grateful** for the contribution of our staff and Governors to our Mission.
- Actively encourage each other to discern the best possible actions that lead to excellence.
- Place well-being at our heart in the development of our policies and practice.
- Be attentive to the needs of our staff so that they are encouraged to meet their personal goals.

Pastoral Care #Loving

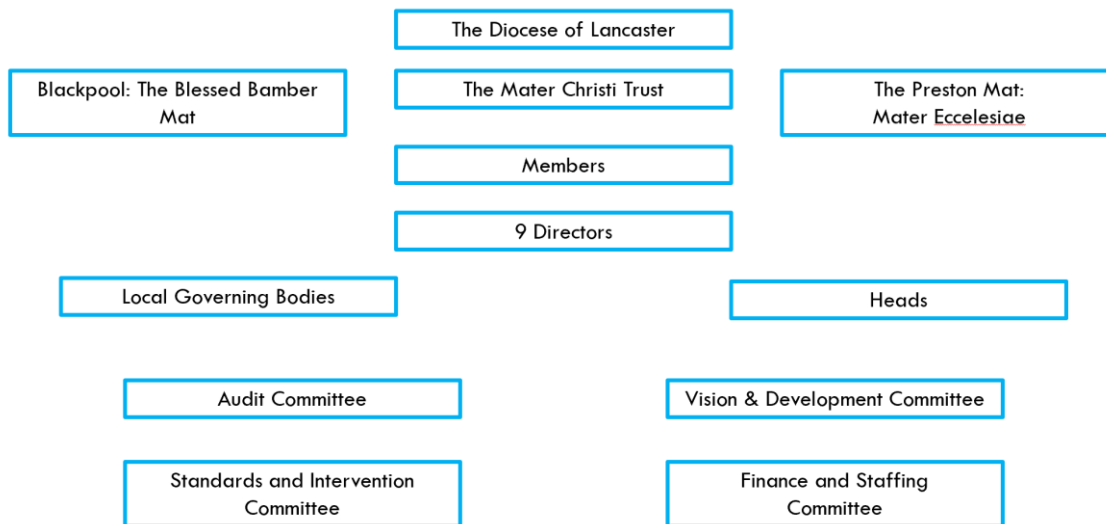
- Ensure the interests of our children are paramount and guide everything we seek to do.
- Promote and develop eloquence, dignity and compassion so our communities are loving, **hopeful** and **attentive**.
- Honour the richness of diversity in our schools by recognising that all are made in the image of God.
- Support our children to be **wise, learned and curious**.

Communities and Partners #Trust

- Be **attentive** to the voices in our communities.
- Build truthful, **prophetic** and inclusive relationships.
- Be **generous** in our collaborative work for the positive development of all schools within our MAT.
- Establish clear and relevant communication channels in place allowing our schools and stakeholders to be visible in their local community and across the Diocese.

Trust Information

The Mater Christi Trust is one of three Trust in the Diocese of Lancaster. We have three members and nine Directors on our Board. The Board has four committees. This post holder will report to the Standards and Intervention Committee with the CEO.



Capacity for School Improvement

Board of Directors

The Board of Directors is an experienced body of professionals with a wide range of experience, knowledge and skills which they bring to the role. This enables them to hold the Trust leadership firmly to account.

Heads

Our Heads meet monthly both virtually and face to face to provide an opportunity for our leaders to contribute to the development of the Trust and to work strategically.

Chairs of Governors

Our Chairs meet half termly virtually to strengthen links between the Directors and the Local Governing Bodies and our Director of Governance works closely with our Governing Bodies to support them in their work. At our Trust meetings our Chairs have the opportunity to contribute to the development of the Trust, receive a report from the CEO and support each other in Governance matters.

Central Services

Strong operational and system leadership is in place and growing centrally to support school improvement.

Central Services September 2023

- Chief Executive Officer
- Chief Operating Officer
- Financial Controller
- Business Managers
- Finance Officers/Apprentices
- Director of School Development
- Director of Governance
- HR Consultant
- The school also uses consultants to support school development work where required

Our School Improvement Offer

A school improvement offer has been developed using a range of Trust staff and consultants. This post holder will develop this offer further and ensure established effective processes are in place that lead to continued improvements across the Trust.

Accountability

The Scheme of Delegation adopted by the Trust and schools clearly outlines the accountability at each level of leadership and governance.

Job Description

Job Title:	Director of School Development
Contract:	Permanent, Full Time
Salary Range:	L22-25
Reporting to:	Chief Executive Officer
Location	Central office with frequent travel to all schools in the Trust

Main responsibilities:

The Director of School Development will support the Chief Executive Officer and work as part of the executive leadership team in delivering the values, vision and strategic plan of the Trust so that all pupils are given the best possible opportunities to achieve educational and personal excellence. This will be achieved through ensuring high-quality teaching and learning of an ambitious and broad curriculum, enriched by a wide range of personal development opportunities.

The Director of School Development will lead improvement and quality assurance work, providing professional challenge and support to all schools in the Trust. This role will strategically develop and oversee a Trust Improvement Strategy which will lead to consistently high standards of education. The Director of School Development will be responsible for leading networks, school-to-school support and professional learning opportunities for leaders and staff across primary schools. This role will prepare schools and support leaders through internal quality assurance processes and external scrutiny.

Overview

The Director of School Development will be an inspirational and strategic leader with a successful record of school improvement. They will be able to build professional and positive relationships with colleagues and external agencies. The Director will be able to work with all leaders and schools to bring about improvements in identified areas; for example curriculum development, pupil attendance, outcomes for disadvantaged pupils and pupils with special educational needs and/or disabilities (SEND), quality of teaching and behaviour. This role will require an experienced leader who is able to accurately identify priorities and ensure robust improvement plans are in place to bring about improvement to achieve excellence. The Director of School Development will be able to effectively use quality assurance processes to accurately inform the CEO, LGBs and Directors about the quality of education and overall effectiveness in all schools. The Director of School Development will be credible and knowledgeable in a wide range of education issues, resilient and able to lead by example. They will be conversant with the demands of working in schools in a range of contexts (size, FSM, etc.) and be a highly effective communicator. They will model exceptional leadership across the Trust

Key accountabilities:

- Supporting the Trust mission, vision and values.
- Promote the mission, vision and values of the Trust.
- Contribute to maintaining and further developing the Catholic ethos and values of the Trust.
- Develop positive working relationships with Headteachers, members of the central team and staff across the Trust.
- Support the Diocesan vision for academisation through engagement with current and future leaders and governors and completion of educational due diligence.
- Inspire and engage leaders and staff across the trust to deliver the best possible outcomes for pupils, including disadvantaged pupils and pupils with special educational needs and/or disabilities (SEND).
- Challenge and support leaders to ensure that an ambitious and well-sequenced curriculum, which aligns to the overarching aims of the Trust, is in place and effective in all schools/academies.
- Develop the expertise of senior and middle leaders in curriculum design and quality assurance.
- Facilitate curricular links from primary to secondary, through curriculum design and development and supporting transition programmes at the relevant points.
- Support leaders in ensuring that a wide range of enrichment activities and programmes enhance the provision for pupils, including disadvantaged pupils and pupils with SEND.
- Support leaders in the development of effective assessment which helps teachers to check understanding and inform teaching and enables pupils to embed and use knowledge.
- Ensure that the teaching of phonics and reading is prioritised and effective to support pupils' access to the wider curriculum.
- Ensure the strategy to develop the quality and consistency of teaching every day for every child, is deliverable, supportive, robust, underpinned by best practice / research, and framed against Trust principle.

Performance & Standards

- To provide a strategic lead on monitoring and evaluating standards across all academies within the Trust.
- To be familiar with the latest requirements for Ofsted for all academies in the Trust.
- To carry out risk assessments, through careful analysis of performance data, for all primary academies and to identify areas of risk and areas of strength.
- To collect internal and external performance data including end of year outcomes, attendance data and behaviour data.

- To ensure that the Trust's data calendar is followed by all academies in reporting their current progress against KPIs.
- To work closely with headteachers of academies currently judged as inadequate or requiring improvement to drive rapid school improvement and to monitor school improvement progress regularly.
- To provide accurate and incisive summary reports for the CEO, LGBs and Trust Board.

Professional development.

- Foster a culture of collaboration by creating networks and opportunities for schools and individuals within the group to engage with each other and build effective extended learning communities.
- Work with the CEO to share skills, expertise and capacity across the Trust and its academies and embed system leadership practice.
- Facilitate the networking of Headteachers and other leaders to develop a programme of robust peer review and support.
- Identify any training needs and deliver/commission appropriate professional development to address any areas.
- To support local governing bodies (LGBs) as needed.
- Line manage some Headteachers and lead their Performance Management.
- Lead key strategies for talent management and succession planning across the Trust.
- Build own leadership capacity and take responsibility for your own professional development by actively participating with training and reflecting and identifying any areas for improvement.

Quality Assurance

- Create and develop clear quality assurance procedures across the Trust, which drive consistency and improvement in outcomes and experiences for all pupils.
- Develop a coherent reporting process that can clearly show the quality of practice, impact of strategy, and priorities for further improvement.
- To carry out a range of quality assurance activities, for example learning walks, subject/phase reviews, work scrutiny, pupil voice etc. in academies
- Support the work of headteachers in their responsibility for standards in the individual academies. Strategic Leadership.
- Provide leadership, coaching, guidance and support to school leaders and teachers.
- Contribute to Trust and school self-evaluation, developing clear insights into improvement priorities at all levels.
- Analyse school/academy performance, identify issues for improvement, broker and/or provide support, monitor impact and build leadership capacity across the primary sector of the Trust.
- Lead and/or facilitate regular executive leadership meetings
- Manage budgets for school improvement and professional development

- Contribute to Trust and individual academy/school improvement planning.
- Develop professional and constructive relationships with other agencies where appropriate, including the Diocese, Department for Education (DfE), Regional Schools Commissioner (RSC), Local Authorities (LAs) etc.

Safeguarding

- To be responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced, with Barred List check, in order to satisfy our statutory obligations.

Other

- Support the CEO in delivering the Trust improvement plan and achieving ambitious Key Performance Indicators as appropriate
- Support the CEO through the development, implementation and review of appropriate Trust-level policies to achieve the aims and needs of the Trust and its academies/schools Ensure that the Trust effectively captures appropriate data to inform improvement planning, KPIs and statutory requirements
- Maintain an outward-facing role with the local community to develop the Trust's external relationships with parents/carers, parishes and the wider community
- To have a responsibility for data protection and a duty to observe and follow the principles of the GDPR Regulations, especially concerning confidentiality, treatment of personal information and records' management
- Represent the CEO from time to time, as required.
- The post-holder will comply with the general terms and conditions of service and undertake such duties as appropriate to the salary and content of the work as may reasonably be required. The list of duties in this description should not be regarded as exclusive or exhaustive. In exceptional circumstances, this could involve temporarily acting as Head of a school/academy.

The Mater Christi Trust is 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 requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, Online Searches, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens.

The Trust will ensure a continual focus on equality as measured by pupil progress and other outcomes. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post

Personal Specification

Job Title:	Director of School Development
Contract:	Permanent, Full Time
Salary Range:	L22 – L25
Reporting to:	Chief Executive Officer
Location	Central office with frequent travel to all schools in the Trust

Professional Qualifications	Essential	Desirable	Method of Assessment
Degree and recognised professional qualification relevant to the role	E		Application Form
Qualified teacher status (QTS)	E		
Catholic Certificate of Religious Studies or equivalent		D	
National Professional Qualification for Headship (NPQH)		D	
National Professional Qualification for Executive Leadership (NPQEL)		D	
Trained Ofsted and/or Diocesan Inspector		D	
National Leader of Education / Local Leader of Education		D	
Faith Commitment			
Practising Catholic		D	Interview
A willingness to support the Catholic Life of the Trust	E		
Experience			
Extensive experience of teaching across primary or secondary or both.	E		Application Form Interview References
Evidence of strategic planning and review of progress against plans in terms of standards, performance and finances, taking decisive action where necessary	E		
Experience of successful Headship of a school or a leadership role within a Trust or Local Authority environment	E		
Proven experience of successfully leading school improvement priorities/outcomes	E		
Experience of successfully leading and managing whole school change initiatives	E		
Experience of working with school governance	E		
Experience of working across a range of schools	E		
Knowledge and experience of working with School Inspection Data Summary Reports (IDSR)	E		
Experience of leading a school through / preparing a school for a successful Ofsted	E		
Experience of leading a school through / preparing a school for a successful Section 48 Inspection		D	
Experience of effective management of budgets and resource	E		Application Form Interview References

Knowledge and Understanding			
Understanding of the statutory educational framework, current educational issues relating to academies and knowledge of relevant policies, legislation and codes of practice across education, specifically relating to academies and faith academies	E		Application Form Interview References
Comprehensive knowledge of Ofsted Inspection criteria and processes	E		
An understanding of the central role of Religious Education within the Catholic sector	E		
Ability to plan strategically based on use of data, targets and benchmarking	E		
A deep understanding of evidence-informed school improvement strategies	E		
An understanding of the Section 48 inspection process		D	
A willingness to serve or train as an Ofsted inspector / S48 inspector		D	
Professional Attributes			
To be emotionally resilient, reliable and trustworthy	E		Application Form Interview References
To be able to adapt quickly to changing circumstances	E		
To be an inspiring role model for staff and pupils	E		
Be credible and able to earn respect from all members of the Trust family	E		
To be calm under pressure and self-motivated	E		
To be emotionally intelligent and able to articulate vision to a range of audience	E		
Safeguarding			
Understanding of the responsibilities of the Trust and schools in keeping children safe and ensuring compliance with all relevant legislation	E		Interview
Satisfactory completion of enhanced DBS checks and pre-employment check	E		
Additional			
Full driving license and use of car is essential for the duration of employment. It is expected that the successful candidate will be able to travel between the central office and schools by car.	E		Interview
Ability to work flexible as occasional evening work may be required	E		

Further Information

Start Date	1 st January 2024
Salary	L22-25
Hours of Work	Full time
Contract	Permanent
Pension	Teachers' Pension
Expenses	As Policy
Annual Leave	School Teachers Terms and Conditions
Notice Period	School Teachers Terms and Conditions

Safeguarding

The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'.

In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. Safer Recruitment Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS).

All advertisements include our safeguarding statement and commitment.

All applicants are scrutinised to verify identity and academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates.

As a minimum, references should be from the two most recent employers and a Parish Priest, if applicable.

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions.

Short-listing

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. Interview Shortlisted candidates will take part in an in-depth interview and selection process.

Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form including their employment history.

Candidates will be reminded of their responsibility to disclose criminal convictions that are subject to DBS checks if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview. Appointment An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out.

A fitness to work declaration will be required following appointment.

Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out.

For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Equal Opportunities

We recognise the value of, and seeks to achieve, a diverse workforce. We take positive steps to create an employment culture in which people feel confident of being treated with fairness,

How to apply

Prior to applying: If you are unclear about any aspect of the application process or you would like any additional information about the role, then please contact: Mater Christi Trust HR Assistant, Angela Bowman (angela.bowman@mater-christi.com)

In compliance with Safer Recruitment Guidelines, C.V's will not be accepted.

Please fully complete the application form and supplementary forms attached to the job advert on the DfE Teaching Vacancies site, TES, or from our website <https://mater-christi.com/vacancies>.

Completed forms and your supporting statement should be sent via email to Angela.Bowman@mater-christi.com

Closing Date: Applications must be received by noon on the 30th October 2023.

Interviews will be held on the 9th November 2023 and shortlisted candidates will be contacted with details of the interview process.