



Application pack for the post of:

# Director of EDUCATION

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Closing date for applications is midday on Monday 30 September.  
Interviews will take place on Tuesday 8 and Wednesday 9 October 2019.

# Our MISSION

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“Our mission is to be a community of outstanding schools in which our pupils flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place, inspired by the Gospel.”

*A Vision of Excellence*, approved by the Board, November 2018

# Chief Executive INTRODUCTION

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Raymond Friel

Thank you for your interest in applying for the post of Director of Education at Plymouth CAST. We are a multi academy trust of 35 Catholic schools and one nursery, formed in 2014, which includes all the Catholic schools in the Diocese of Plymouth, except the two joint faith schools. In geographical terms, the Trust extends from Penzance in Cornwall to Poole in Dorset. We have 1500 staff and educate 7,200 children and young people. Our head office is located at St. Boniface's College in Plymouth.

Plymouth CAST is recovering strongly from a series of Ofsted inspections in 2016/17 which left five of our schools in special measures and twelve requiring improvement. In September 2017, 27 of our schools were 'not good' according to our own or Ofsted's evaluation. From then until she left the Trust in August 2019, our Director of Education, Louise Adams, a former Headteacher and HMI, worked tirelessly to improve the quality of education in our schools. Our current estimate is that we have 10 schools which are 'not good' but moving well towards being good. Four of the five schools in special measures are now out of that category.

We are looking to our next Director of Education to build on Louise's outstanding legacy and bring the rest of our schools to good and keep them there. Our mission statement, which we developed last year with all our stakeholders, is clear in its purpose: "Our mission is to be a community of outstanding schools in which our pupils flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place, inspired by the Gospel."

We are passionately committed to the core aspiration of Catholic education which is the flourishing of the human person for the common good. To that end, we have developed collaborative working to ensure that local expertise and best practice in our schools is shared and developed. Each of our heads is line managed by an Education and Standards Manager who will lead the work of the cluster. Our new Director of Education will line manage the ESM team and ensure that our school improvement work is resulting in improved outcomes for our young people, especially the disadvantaged.

The Director of Education is accountable to me and I am accountable to the Board, which is made up of experienced directors from the world of business, education and the Church. The successful candidate will not have to be a practising Catholic, however will be able to support and promote the Catholic ethos and vision of the Trust.

If you would like more information about any aspect of your application or for an informal conversation, please contact me directly at [Raymond.friel@plymouthcast.org.uk](mailto:Raymond.friel@plymouthcast.org.uk). The deadline for all applications to be received by email to [careers@plymouthcast.org.uk](mailto:careers@plymouthcast.org.uk) or post to Plymouth CAST, Human Resources, Edmund Rice Building, St. Boniface's College, 21 Boniface Lane, Plymouth PL5 3AG, is by midday on Monday 30 September. The interview process is a two-day event, taking place on Tuesday 8 and Wednesday 9 October 2019. We will contact shortlisted candidates with further details of the selection process soon after the deadline.

I wish you well in the application process.

A handwritten signature in black ink that reads "R Friel".

Raymond Friel  
CEO, Plymouth CAST

# Director of EDUCATION

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<b>Job Title</b>	Director of Education
<b>Remuneration</b>	£90,000 per annum
<b>Accountable to</b>	Chief Executive Officer
<b>Place of Work</b>	CAST Central Office, St. Boniface's College, Plymouth (working from home is supported by agreement)
<b>Contract</b>	Full-time, permanent, after six-month probationary period
<b>Start Date</b>	January 2020 or as soon as possible thereafter

Plymouth CAST, a multi-academy trust of 35 Catholic schools (33 primary and 2 secondary), plus 1 nursery, located in the south west of England, is looking to recruit a Director of Education to continue to lead the rapid improvement of our schools.

Plymouth CAST is a Catholic Trust with a compelling vision for the education of children and young people. The successful applicant is not required to be a practising Catholic, however will support and promote the Catholic ethos of the Trust.

This role will involve leading an experienced team of Education and Standards Managers who have built up considerable knowledge of our schools. We are well on our way to ensuring that all our schools provide at least a good quality of education. The Director of Education will also be the Designated Safeguarding Lead (DSL) for the Trust.

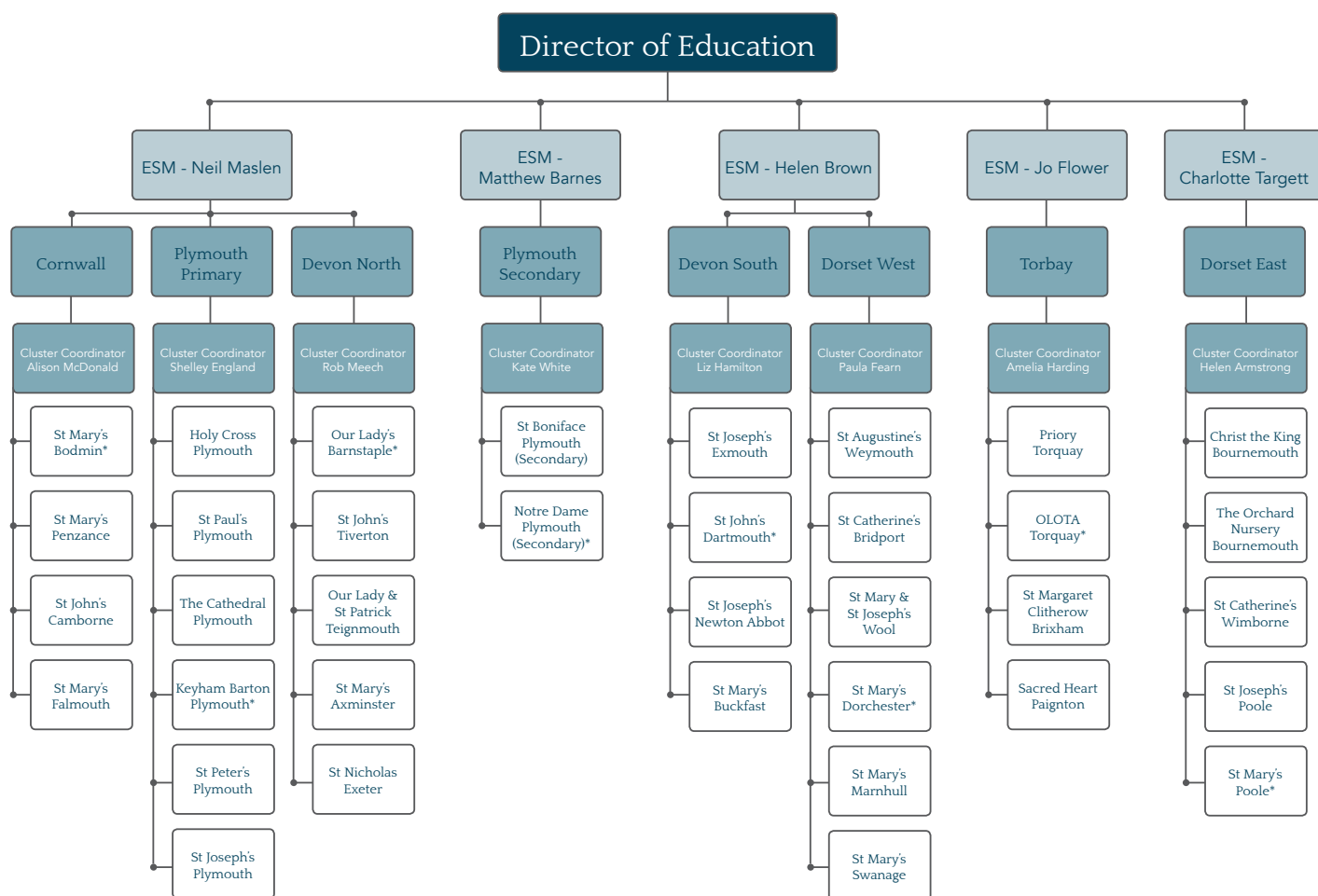
The successful applicant will be an experienced educational professional with a track record of success and impact in educational settings, significant experience of school improvement, extensive knowledge of the curriculum and pedagogy and a passionate commitment to improving the life chances of pupils.

If you are ready for a career-defining challenge in one of the largest MATs in the country, then please apply. To discuss the role further, please contact Raymond Friel, CEO, at [Raymond.friel@plymouthcast.org.uk](mailto:Raymond.friel@plymouthcast.org.uk).

All applications to be sent by email to [careers@plymouthcast.org.uk](mailto:careers@plymouthcast.org.uk) or post to Plymouth CAST, Human Resources, Edmund Rice Building, St. Boniface's College, 21 Boniface Lane, Plymouth PL5 3AG, by midday on Monday 30 September.

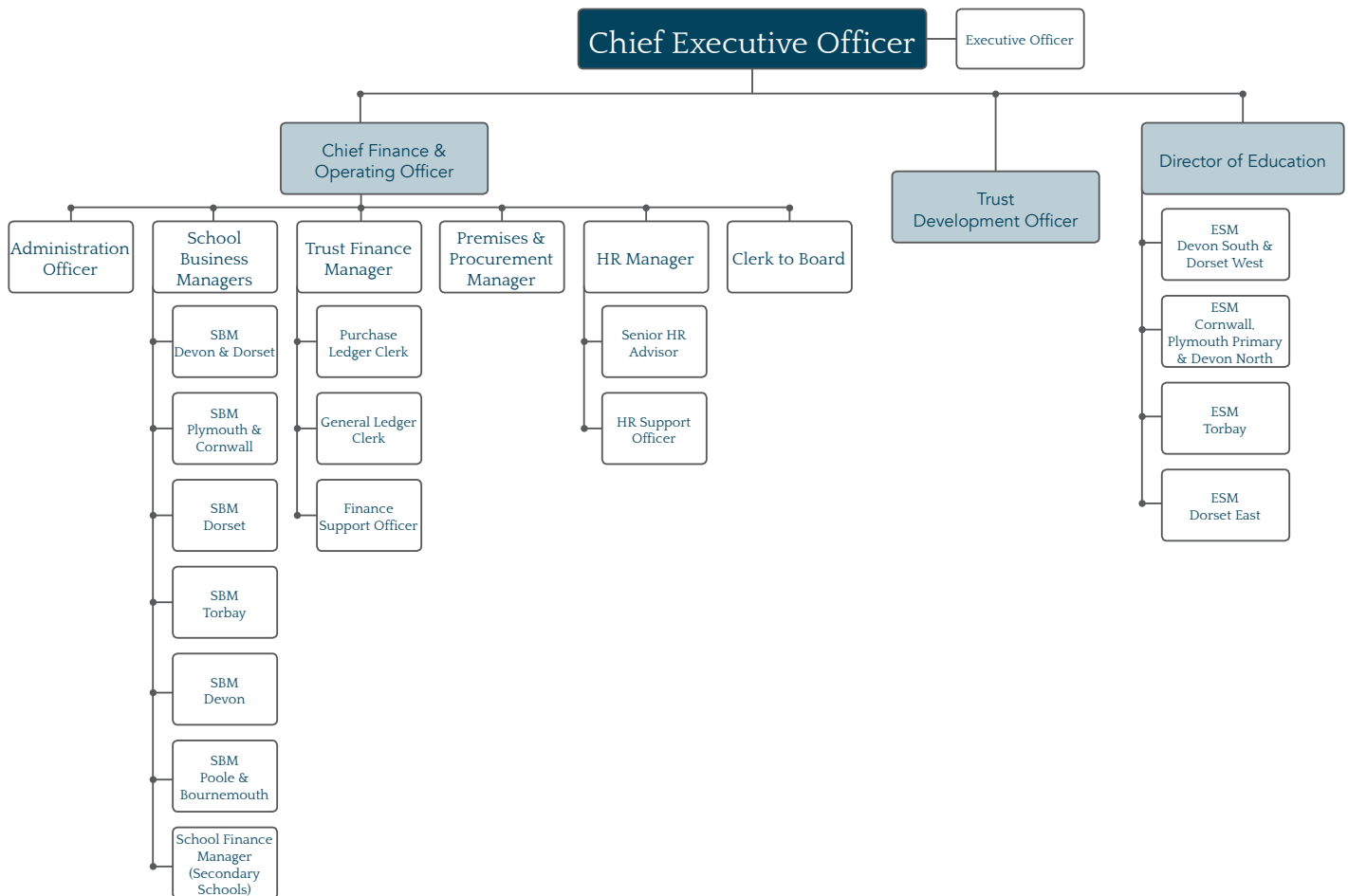
<b>Closing Date</b>	Midday on Monday 30 September
<b>Shortlisting</b>	Tuesday 1 October
<b>Interviews</b>	Tuesday 8 and Wednesday 9 October

# School CLUSTERS

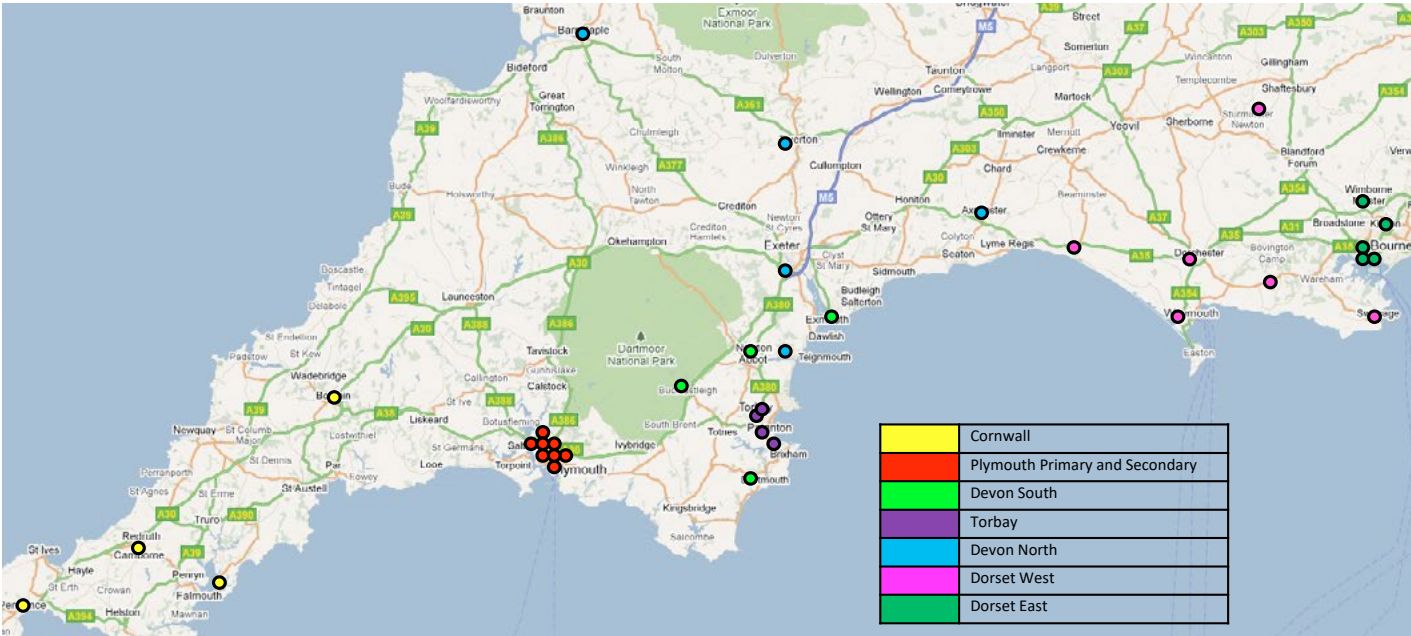


# Organisational CHART

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# Plymouth CAST MAP



# Job DESCRIPTION

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## Job title

Director of Education

## Reporting to

Chief Executive Officer

## Accountable to

The Plymouth CAST Board of Directors (which is in turn accountable to the members represented by the Bishop of Plymouth).

## Plymouth CAST Vision Statement

The Church insists on the highest standards of academic achievement in its schools, so that our young people leave us as 'agents of change' – educated and caring people who have the qualifications, knowledge and skills they need to flourish as human beings and make the world a better place.

Inspired by our Teacher, Jesus Christ, and his good news to the poor, we have a commitment especially to those who are disadvantaged. We are determined that a child's start in life need not determine their future. We are committed to the well-being of the earth, our common home, inspired by the example of Pope Francis: to live wisely, think deeply and love generously.

In all our schools we will develop a culture of high expectation and aspiration, based on our fundamental belief in the dignity of all human beings. We want all our pupils to flourish in safe, happy and enriching environments, taught and supported by adults who are skilled, motivated and committed to our shared vision and values.

We will work together as one Trust, one family of schools, a community inspired by a vision for excellence. We commit ourselves to deepen our mission and raise standards in order to provide an excellent Catholic education for every child in our care.

## Location

Attendance at the Plymouth CAST Office, St. Boniface's College, St Boniface Lane, Plymouth as required. Working from home by agreement. There will be a requirement for travel throughout the Catholic Diocese of Plymouth, which covers the counties of Cornwall, Devon and Dorset.

## Salary

Salary £90k (spot salary, negotiable depending on experience, subject to annual review)

25 days annual leave with discretionary days leave at Christmas as determined by the CEO.

(Appropriate Pension Scheme; phone and laptop provided; car user allowance, relocation package available if required).



# Job DESCRIPTION

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## Purpose of Role

To implement the Trust's vision and values and the Trust's strategic priorities in all Trust schools.

To lead on the Trust's educational strategy in conjunction with the senior leadership team and Board.

To develop and monitor a school improvement strategy, with effective monitoring at its core, to ensure that all CAST schools are Good or better in a sustainable way.

To lead an effective team of 4 (3 fte) Education Standards Managers, to monitor their effectiveness, with the aim of ensuring good or better leadership in schools and the best possible outcomes for our pupils.

To lead a strategy for raising attainment and improving progress to ensure that outcomes for CAST pupils, especially the disadvantaged, are at least in line with national averages.

To lead on school interventions as and when required, especially in the event of ineffective leadership or a decline in Ofsted grade.

To lead a training strategy to ensure the development of leadership at all levels in Trust schools.

To co-ordinate the work across the clusters of schools (see: map and chart) to ensure maximum impact of collaborative working on pupil outcomes.

To lead an ambitious curriculum strategy and ensure that all CAST schools have a clear and consistent approach to intent, implementation and impact.

To provide the Education and Standards Committee and Board with data and other school information as required to enable the Directors to fulfil their core functions.

To lead on specific CAST policies as required by the CEO.

To lead on specific areas for the Trust depending on experience and expertise

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required.

## Key Responsibilities

To ensure there is a well-monitored and effective plan for each school which is in need of improvement.

To produce action plans to support the strategic plan as required.

To contribute to an ongoing risk assessment process and update the risk assessment of school grades and leadership effectiveness regularly.

To lead on Ofsted briefings and training and support schools in preparation for Ofsted inspections.

To support local governing boards in their role of supporting and challenging headteachers, attending local board meetings and briefings as required.

# Job DESCRIPTION

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## Key Responsibilities

To communicate with parents and carers of Trust schools in order to create a Trust identity and ethos.

To contribute significantly to the Trust's priorities of increasing recruitment of pupils and high quality teachers.

To liaise with local authorities and teaching school alliances as required to broker effective partnerships to support Trust schools.

To lead and line manage the Education and Standards Managers team and other colleagues including headteachers as directed, to co-ordinate the work of the ESMs and hold them to account for their impact.

Develop an effective working relationship with the CEO, Trust Board members and the central team in order to drive agreed changes smoothly and efficiently.

Promote a positive culture throughout the organisation and adopt behaviours that exemplify the Trust's vision and values.

## Safeguarding and GDPR

To be the Designated Safeguarding Lead (DSL) for the Trust and ensure that all school and all Trust settings and personnel are compliant with safeguarding legislation.

To be responsible for CAST policies and procedures relating to safeguarding and child protection

To present Directors with timely safeguarding updates in relation to compliance and trends

Ensure that all employees comply with Plymouth CAST policies and procedures on safeguarding and child protection and ensure the appropriate level of supervision for all volunteers, visitors and external contractors within CAST Academies

To be responsible for GDPR in the Trust with admin support.

## Confidentiality

Ensure that confidentiality is maintained in line with agreed policies and protocols.

## Equality

Ensure that Plymouth CAST actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful and engaged citizens. Actively challenge and address discrimination. Ensure a continual focus on equality as measured by pupil progress of groups.

# Person SPECIFICATION

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A practising Roman Catholic in full communion with the Catholic Church is desirable for this role but not essential.

## Qualifications - Essential

- Educated to degree level
- Evidence of continuing professional development
- Qualified Teacher Status
- *Desirable* - Masters or post-graduate qualification, NPOH

## Experience and Knowledge - Essential

- Success in leadership, in leading a team of professionals to improve school and leadership performance, build a positive culture and inspire all to achieve their full potential.
- Proven track record at a senior level of leading school improvement, including raising standards in schools through high quality challenge, support and intervention.
- A deep and convincing understanding of how children and young people with additional needs learn and make progress.
- Development and application of strategy to close gaps for under achieving groups.
- Experience as Ofsted inspector or equivalent with trust or local authority.
- Experience of leading schools in challenging circumstances.
- Experience of working collaboratively across a number of school or academies.
- Deep and broad knowledge of current educational issues and research, especially in pedagogy and curriculum.
- Knowledge of new technologies and a vision for how they can best be used to support learning.
- Compelling knowledge and understanding of what a Good school looks like.

## Skills, Abilities and Personal Qualities

- Highly motivated by personal vision for excellence in education.
- Highly emotionally intelligent, aware of self and needs of others, knows when to lead and when to listen.
- Led and nurtured by personal faith, honest, acts with integrity.
- Committed to high standards in every respect.
- Skilled communicator across all media to various audiences.
- Adaptive and responsive to change, resilient, not put off by set backs.
- Enthusiastic, energetic and hopeful.
- Determined servant leadership more important than status or personal gain.
- Highly organised, attentive to detail, able to work efficiently and accurately under pressure and to prioritise tasks.
- Excellent ability to analyse complex school data and produce clear judgements and briefings.
- Ability to make secure judgements and evidence-based decisions under pressure.

## Special Requirements

Full driving licence and use of car is essential for duration of employment. There is an absolute expectation that the successful candidate will be able to travel between the office and schools by car.

# Our GOSPEL VALUES

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Humility - seeing life as a gift

Compassion - empathy

Kindness - gentleness

Justice - working for a fairer world

Forgiveness - reconciliation

Integrity - do what you say

Peace - committed to peace-making, non-violence

Courage - standing up for truth

*A Vision of Excellence*, approved by the Board, November 2018



# Plymouth CAST

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Registered Company No: 08438686