



# The Holy Family of Nazareth Catholic Academy Trust

**“Meanwhile the child grew in maturity and he was filled with wisdom, and God’s favour was with him”  
Luke 2: 39-40**



## Catholic Senior Executive Leader Applicant Pack

Providing an inspirational, outstanding Catholic education for all the children and young people in our care

## **Catholic Senior Executive Leader**

### **The Holy Family of Nazareth Catholic Academy Trust**



Required for September 2021, applications are invited for the Catholic Senior Executive Leader of the Holy Family of Nazareth Catholic Academy Trust (HFNCAT).

Our CSEL will further develop the Catholic character of our Trust and the academies within it inspiring, and empowering staff, at all levels. They will ensure the very highest level of educational opportunities for all children across the Trust and support all our schools to continue to improve as required by the Bishop in his exercising of his canonical responsibility for excellence (c806ii) in our schools. Furthermore, the continued growth of the Trust through reputation and ambition is a key performance indicator.

Focussed on our work in and around the Macclesfield area of Cheshire, we are a family of schools together, inspired by the teachings of Jesus Christ: to love, learn and achieve. Our Trust strives to be a Catholic community in which Catholic social teaching is at the forefront of what we do. The Christian principles of love, care and respect are valued. We commit to deliver the best education for all our pupils and by providing the necessary support, we will ensure each reach the dignity of their full potential.

The HFNCAT is one of seven multi-academy trusts in the Diocese of Shrewsbury and is the sponsor of our schools which remain in the trusteeship of the Diocese of Shrewsbury.

Currently the Trust consists of four academies: one secondary and three primary schools with a combined total of 1,900 children in our schools. The Trust's budget is just under £10m. All four schools are Ofsted rated 'Outstanding'. All are 'Outstanding' schools in their most recent Catholic Schools' Inspections. Another secondary and another primary school are expected to join the Trust in the autumn term of 2021.

The Trust's charitable objectives relate to the advancement and provision of Catholic education. All academies within the Trust are part of the Catholic Church. As such, they are to be conducted as Catholic Academies in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Shrewsbury. Therefore, it is an occupational requirement that the post of CSEL must be filled by a practicing Catholic who can show, in that practice and by example, that she/he will ensure that the Trust and academies within it are distinctively Catholic in all respects.

If you are an exceptional Catholic leader, with a proven track record in demonstrating your leadership impact through your skills, experience and knowledge, then we would like to hear from you.



## **Applications**

Application forms are available from the Trust website:

<https://www.hfncat.org.uk/copy-of-work-with-us>

You will be asked to sign a CES contract of employment.

We are committed to safeguarding and children's welfare. The appointment will be subject to various checks including receipt of a satisfactory enhanced Disclosure and Barring Service check. We are committed to equality and diversity.

## **Timeframe**

The advert will be placed in a range of e-media outlets from 26<sup>th</sup> March 2021.

Applications close at 10am on Monday 19<sup>th</sup> April 2021, followed by shortlisting later that day.

Completed applications should be emailed to [Sue.Jenkinson@dioceseofshrewsbury.org](mailto:Sue.Jenkinson@dioceseofshrewsbury.org)

Interviews will be held for shortlisted candidates on Friday 23<sup>rd</sup> April or Monday 26<sup>th</sup> April 2021.

## **Remuneration**

Competitive salary, negotiable dependent on the experience and skills of the successful candidate and reflecting the size and turnover of the Trust.

This post is offered as a permanent position at 0.6 with the potential for 0.8 FTE depending on future developments.

## **Job Description and Person Specification**

The job description and person specification provided in this pack relate to a full-time post. They are intended to provide candidates with an indication of the potential scope of the role and the lines of accountability and responsibility.

Dear Applicant

**Holy Family of Nazareth Catholic Academy Trust – Catholic Senior Executive Leader**

Thank you for the interest you have shown in the position of Catholic Senior Executive Leader (CSEL) of the Holy Family of Nazareth Catholic Academy Trust at a time of exciting change and challenge.

The Trust was established in 2012 and incorporated on the then agreed articles between the Catholic Education Service and the Department for Education. Consequently, the current Board of Directors is made up of Foundation Directors, appointed by the Bishop of Shrewsbury, and Academy Directors, namely the Headteachers and Chairs of Governors of each of the academies. This structure has served the Trust well, but as we embark on the next stage of our development and as further schools have expressed an interest in joining the Trust, the Directors recognise that there is a need to adopt the latest version of the agreed articles and transition to a non-representational model for its board of directors, supported by senior executive leadership. The new articles will be operational from September 2021.

The Trust is currently looking to expand with the addition of two schools into its portfolio, an additional secondary school and one more primary school as it seeks to develop economies of scale to further improve the outcomes for the pupils and provide greater opportunities for its staff.

The CSEL will play a key role in this period of transition, supporting the Board of Directors and the Headteachers in further developing the Catholic ethos of our Trust and ensuring that all pupils within our academies continue to be provided with the highest possible standards of education.

We are looking for an exceptional Catholic Senior Executive Leader with strong strategic capabilities and clarity of vision who will support and embrace the ethos of HFNCAT to lead the Trust into the future.

I hope that the information within the application pack encourages you to proceed with an application, but if you should require any further information then please do not hesitate to contact Mrs Ann-Marie Connor via email; [ed@allhallows.org.uk](mailto:ed@allhallows.org.uk) to set up a mutually convenient time for a telephone conversation.

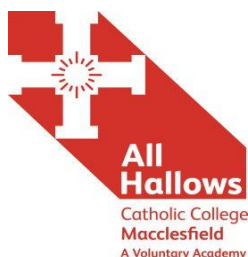


Yours faithfully

John Kalnins

Chair of The Holy Family of Nazareth Catholic Academy Trust

## Our Family of Schools



### All Hallows Catholic College

An all-ability Voluntary Academy for boys and girls aged 11 to 18. The College serves a wide geographical area of East Cheshire and also draws students from parts of Derbyshire, Staffordshire and Stockport. We welcome all who are seeking a Christian education inspired by the Catholic way of life and faith. In addition to our traditional Catholic community, we are pleased to welcome students from other backgrounds. Parents and carers are very supportive of our ethos because they have made an active choice for our College and its values. We are recognised as an 'outstanding' College with a tangible and palpable ethos that combines gospel values, ethical enterprise and an aspiration for all students to be the best that they can be in all dimensions of their lives.

Everything we do is guided by our five core values of Honourable Purpose, Respect, Compassion, Co-operation and Stewardship. We believe passionately in the potential of all our young people to 'Aspire not to have more but to be more' (Our Mission Statement / Saint Oscar Romero).

### St Alban's Catholic Primary School

A Voluntary Academy, St Alban's is a two-form entry school, serving the parish of St Alban's, Macclesfield. We have wrap around care provision and a preschool on site.

We are a diverse school community, enriched by a broad range of nationalities, cultures and abilities. Currently, 77.5% of our children are from White British heritage and 14% of our children have EAL. 9% of our pupils are entitled to Pupil Premium and 9.5% of our children have SEN support plans or EHCPs. We use every opportunity to celebrate our differences and similarities and to develop our particular talents. We are fortunate in having close links between school, home and parish. We are a welcoming and friendly school and we view our parents as partners in ensuring the very best provision for our children. We were graded "outstanding" in all areas by Ofsted in 2014 and we also maintained our "outstanding" grade in our Section 48 RE Inspection in 2015.

We strive to live out our Mission Statement as a caring, Catholic community, in which all members can grow in love, trust and respect for one another. Our aim is to live out the Gospel values daily. We have many non-Catholic families in our school community, who have chosen St Alban's because they share our values and recognise the importance of them for their

children. Our ambition for all our children is for them to be happy, confident, caring, knowledgeable and resilient individuals, who will grow up to be inspirational adults, with a wealth to contribute to our ever-changing world.

### **Saint Mary's Catholic Primary School**

A popular one-form entry primary school with nursery provision in the town of Congleton, within the Diocese of Shrewsbury. It has a PAN of 210. Saint Mary's was graded outstanding at the last Ofsted inspection in December 2017. It was also graded outstanding in its Denominational Inspection in January 2020. The majority of pupils are of White British heritage and speak English as their home language. The proportion of pupils who have SEN and/or disabilities is lower than the national average. Leaders at Saint Mary's Catholic Primary School have created a culture where everyone feels safe, valued and loved. Pupils flourish academically and socially in a caring environment that is centred around outstanding teaching and learning. The school also offers a unique and extensive outdoor environment that encompasses a variety of opportunities for its pupils.

### **St Paul's Catholic Primary School**

A smaller than average Voluntary Academy situated in Poynton. It has a PAN of 119 and is made up of 4 mixed-age classes. St Paul's was graded outstanding at the last Ofsted inspection, which took place in 2010. It also maintained its outstanding grade in 2015 during the S48 RE inspection. The vast majority of pupils who attend St Paul's are of WBRI or WIR heritage. The numbers of pupils who are entitled to Pupil Premium has increased over the last 5 years from 9.6% to 21.6%. Numbers of pupils with SEN are higher than national due to the school's strong reputation within the local community for being inclusive.

Our Mission Statement, 'Aspire not to have more but to be more' (St Oscar Romero), is interwoven into all aspects of school life and underpins every interaction we have with one another. As a result, we are fully committed to ensuring that each child receives their full educational entitlement so that they can aspire to be the very best that they can be. With the growth of knowledge, skills, faith and values, we aspire that our children will eventually take their places in society, as compassionate, contributing and thinking adults. We recognise that parents/carers are the first educators of their children and it is our privilege and responsibility, to work in partnership with them and assist them in this task.

The governors and staff of St Paul's are very proud of the way the school is described by parents and pupils; 'A small school with a big heart'.



All schools within the Trust are fully inclusive with a clear focus on high academic standards. We aim to create exciting and inspiring learning opportunities, promoting enjoyment in learning and developing resilience to ensure the children and young people in our care develop a love and passion for learning in all its forms. In our Trust our faith is taught, lived and celebrated. Recognising each individual is a child of God enables us to strive to provide nothing but the best for each of our children and young people.



## Job Description

### Catholic Senior Executive Leader



**Reporting to:** The Chair of the Board of Directors

**Accountable to:** The Board of Directors

**Responsible for:** Line Management responsibility for all Headteachers of all academies in the Catholic Multi Academy Trust and identified Executive Leaders employed by the Trust.

**Liaising With:** The Board of Directors, sub-committees of the Board of Directors, Local Governing Bodies, the Director of Schools for the Diocese of Shrewsbury and external agencies including the Department for Education.

#### **Outline:**

The CSEL is the most senior employee of the Catholic Multi Academy Trust Company and is accountable to the Board of Directors for school improvement and for the performance of all academies within the Trust. As a practising Catholic, the CSEL will be responsible for maintaining and developing the Catholic identity and mission of the Multi Academy Trust Company and the academies within it. She/he will be a driven and inspirational leader who is committed to creating the optimum educational opportunities for all children and young people across the Trust. All Headteachers in the Catholic Multi Academy Trust Company are ultimately accountable to the CSEL.

#### **Core Purpose:**

- Provide dynamic and strategic support and leadership of the work of the Board of Directors of the Catholic Multi Academy Trust (hereafter referred to as the 'Trust') in the efficient and effective delivery of the Trust's strategic aims.
- Have overall management responsibility for the governance of the Trust, ensuring the highest standards of academic performance across all of the individual academies within the Trust.
- Uphold the Trust's values and to provide visible leadership across the Trust to drive achievement of high standards in all areas of the Trust's work, particularly in ensuring the provision of sustainable, outstanding education through the preservation and development of its Catholic character.
- Act as the Trust's Chief Accounting Officer and as such be accountable for the financial health and probity of the Trust.
- Be responsible for compliance with statutory requirements, including safeguarding, health and safety and the provision of quality assurance systems to monitor and evaluate the effectiveness of the Trust and the academies within the Trust.



The Trust's key objective relates 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 Diocese of Shrewsbury.

Therefore, it is a genuine occupational requirement that the post of CSEL must be filled by a practising Catholic who can show, by example and from experience, that she/he will ensure that the Trust and the academies within it are distinctively Catholic in all aspects.

It is this duty to preserve and develop the Catholic character of the Trust and the academies within it that provides the context for the proper discharge of all the other duties and responsibilities of the CSEL post.

### **Main Duties:**

#### **Preservation and 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.
- Ensure that senior leaders in all academies are challenged and supported to ensure that the Catholic character of all academies is reflected in every aspect of school life, particularly the curriculum, the day-to-day organisation of the school, staff development, staff and pupil relationships and the partnership between school, parents and parishes.
- Work at all times in partnership with the Director of Schools for the Diocese of Shrewsbury in order to ensure that all diocesan requirements are fulfilled.
- Ensure that each academy within the Trust is able to meet its responsibilities in relation to specific requirements of governance in a Catholic academy.
- Act at all times in accordance with the mind of the Bishop of Shrewsbury and ensure that any directives which, from time to time, may be issued by him are upheld in all academies.

#### **Strategic Educational Leadership**

- Lead the Trust's educational vision by drawing on the person, life and teachings of Jesus Christ and ensure that this vision is understood and supported by employees of the Trust at every level as well as parents, pupils and the wider community.
- Provide effective, inspirational and Christ-centred strategic leadership for all schools, inspiring and motivating all those engaged in the activities of teaching and learning by ensuring that school improvement is at the core of every decision taken in fulfilment of Canon 806(ii) which requires that all Catholic schools are 'at least as academically distinguished as other schools in the area' so that each school meets all national targets/performance measures.

- Provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance.
- Ensure a culture of continuous improvement and continuous professional development within the Trust.
- Ensure that all academies within the Trust are fully inclusive and progress and attainment for all pupils is consistently outstanding.
- Form strategic partnerships with national bodies, other educational institutions, the Diocese of Shrewsbury, business and the wider Catholic and local community and use these to achieve positive outcomes for the Trust and Catholic education within the Diocese of Shrewsbury.

### **Financial Accountability**

- Act as the Trust's Chief Accounting Officer and ensure that robust systems are in place so that all funds within the Trust are managed efficiently, effectively and in accordance with the Academies Financial Handbook.
- Ensure the Trust's financial viability is secure, firmly based on accurate analysis, proper stewardship of funds, the optimum use of resources and the generation of sufficient surplus funding to meet development needs.
- Review and approve the annual budget of each of the academies within the Trust.

### **Staffing and Performance Management**

- Be responsible for devising and ensuring the implementation of all policies across the Trust.
- 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 employment documentation, taking into account any requirements specified by the Diocese of Shrewsbury and employment legislation.
- 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 that the Trust has an effective system of performance management that provides for the continuous development of all employees and which in particular is successful in developing future Catholic leaders of education.
- Support the Board of Directors and Local Governing Bodies with the recruitment of senior leaders within the Trust and to be responsible for the performance management arrangements of Headteachers in all academies within the Trust.

### **Compliance**

- Ensure that the Trust complies with all legislative/statutory and regulatory requirements.
- Ensure that the Trust meets all requirements laid down in Canon Law.
- Ensure compliance with the Funding Agreement (s) and Trust Scheme of Delegation. The post-holder must carry out his/her duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

### **The Board of Directors**

- Work closely with the Chair of the Board of Directors, Company Secretary and the committees of the Trust to secure a positive working relationship with the Board of Directors.
- Report regularly to the Board and ensure that the Board is appropriately informed, in order to effectively carry out its functions. Support the Board of Directors in the formulation, development and review of strategy and ensure that all decisions made by the Board of Directors are fully implemented.

### **Equality**

- Ensure that all schools actively value and promote diversity, unity and community cohesion and that they support pupils to become successful, compassionate citizens.

The Catholic Multi Academy 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, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Catholic Multi Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and 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 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.

<b>Person Specification</b> <b>Catholic Senior Executive Leader</b>	<b>Essential or Desirable</b>	<b>Assessment Method</b>
<b>Assessment Method</b> A – Application Form, I – Interview, R – References		
<b>Faith Commitment</b>		
A practising and committed Catholic role model with the ability to drive the ongoing development of the Catholic Life of the Trust	E	A/I
Secure understanding of the distinctive nature of Catholic education and the Trust's critical role in the spiritual development of pupils and staff	E	A/I
Understanding of and commitment to the provision of Religious Education in a Catholic School	E	A
Ability to clearly articulate the need to develop future leaders within Catholic education as well as the postholder's role in developing the Trust aligned with the Diocesan Academy Strategy	E	A/I
Understanding the importance of sensitivity in working with other denominations and faiths in the local community	E	I
Commitment to leadership role in spiritual development of pupils and staff	E	A/I
Able to articulate a clear philosophy for Catholic education	E	A/I
Evidence of leading the Catholic Life of a community	E	A
<b>Training and Qualifications</b>		
Educated to degree level	E	A
Evidence of commitment to continuing professional and personal development of self and others	E	A
Management training or qualification	E	A
Qualified Teacher Status (QTS)	E	A
Catholic Certificate of Religious Studies or equivalent	D	A
National Professional Qualification for Headship (NPQH) or National Professional Qualification for Executive Leadership (NPQEL)	D	A

Trained System Leadership Role (e.g. National Leader of Education, Local Leader of Education, National Leader of Governance, and/or Ofsted or Diocesan Inspector)	D	A
<b>Experience of Educational Leadership &amp; Management</b>		
Experience of working in a Catholic school	E	A/I
Substantive experience of leading a Good or Outstanding school as judged by Ofsted	E	A/I
Demonstrable experience of successful system leadership/school improvement across a school leading to rapid and sustained improvement	E	A/I
Experience of successfully leading and managing whole school change initiatives	E	A/I
Maintain positive relationships with headteachers, governors, parents, local parishes and with other individuals and agencies associated with the Trust	E	A/I
Ability to articulate and share a strategic vision within the context of the mission of a Catholic Academy Trust	E	A/I
Ability to analyse data, develop strategic plans, to achieve successful outcomes	E	A/I
Demonstrable use of successful strategies for raising pupil achievement and advancing effective teaching and learning	E	A/I
Ability to work strategically with a range of partners and stakeholders	E	A/I
Experience of successful budget/financial management	E	A/I
Experience of Headship with demonstrable outcomes for pupils	E	A
Experience of working with teaching schools to improve performance	D	A
Experience of leading teaching and/or professional staff across a multi-site organisation	D	A/I
Think analytically, making informed use of inspection, benchmarking, KPIs and research findings	E	A/I
<b>Standards &amp; Organisational Improvement</b>		
Strong commitment to innovation and school improvement together with high expectations and ambition for staff and pupils	E	A/I

Ability to lead the development of organisational policies and procedures that align to the mission and vision of the Trust to drive improvement.	E	A/I
Sound understanding of effective systems for complaint resolution and managing conflict and ability to apply in practice to support continuous improvement	E	I
General understanding of all phases of education within the Trust (e.g. EYFS, Primary, Secondary)	E	A/I
Understanding of and commitment to promoting and safeguarding the welfare of pupils	E	A/I
Understanding of successful teaching and learning in Religious Education across all phases within the Trust	D	A/I
<b>Leading &amp; Managing Staff &amp; Resources</b>		
Ability to build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential	E	A/I
Experience of leading staff teams, succession planning and performance management	E	A/I
Ability to delegate work and support colleagues in undertaking responsibilities whilst retaining overall accountability	E	I
Understanding of reporting systems as defined by The Academies Financial Handbook, effective budget planning, resource deployment, including systems of monitoring performance, and alignment with achievement of the Trust's educational priorities	E	A/I
Experience of working with those responsible for strategic and operational governance at all levels, to enable them to fulfil their responsibilities	E	A/I
Direct experience in managing capability procedures, grievances and related challenging human resource matters within schools and academies	E	A/I
<b>Governance, Accountability &amp; Compliance</b>		
Current and up-to-date knowledge and understanding of effective governance systems within a multi academy trust	E	A/I
Ability to participate effectively in meetings with internal and external stakeholders	E	A/I
Demonstrable experience in monitoring, analysing and reporting on an organisation's activity, outcomes and impact	E	A/I



Knowledge and understanding of strategic, operational and financial reporting requirements	E	A/I
Understanding of wider statutory compliance regimes related to charitable companies	D	A/I
Sound knowledge of school inspection frameworks (e.g. Ofsted, Denominational Inspections)	E	A/I
<b>Professional Skills, Qualities &amp; Abilities</b>		
Think strategically and develop a vision for the Trust underpinned by a strong Catholic ethos and values	E	A/I
Capable of being the public face of the Trust and influencing strategic partners and other external bodies for the benefit of the Trust and Catholic education in the Diocese of Shrewsbury	E	A/I
Cultivate a sense of community within the Trust	E	A/I
Well-developed written, presentation and public speaking skills including the ability to communicate effectively with a wide range of audiences	E	A/I
Have emotional resilience	E	A/I
Ability to coach and mentor others and willingness to seek such support	E	A/I
Investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes	E	A/I
Well-developed IT skills, ability to identify where technological innovation could make systems/processes more efficient and/or effective	E	A/I
Well-developed project management skills, including ensuring appropriate systems are in place to monitor progress and achievement of objectives	E	A/I
Proven track record in building effective partnerships and networks to support an organisation's development and success	E	A/I
Ability to organise work, prioritise tasks, make decisions and manage time effectively, providing calm and mature leadership in the context of a busy and dynamic environment	E	A/I
Empathy, tact and diplomacy with children of all ages and their parents/carers	E	I
Work effectively within policies and procedures	E	A/I

<b>Inclusion, Equal Opportunity &amp; Safeguarding</b>		
Commitment to equality of opportunity and inclusion within a Catholic ethos	E	A/I
Suitability to work with children and an understanding of and commitment to promoting and safeguarding the welfare of pupils	E	A/I
<b>References &amp; Other</b>		
Willing and able to travel (including but not exclusive to between academies within the Trust) and to work evenings and weekends as required	E	I
Positive and supportive faith reference from priest where applicant regularly worships	E	R
Positive recommendation in professional references	E	R