

# RECRUITMENT PACK

Chief Education Officer  
(Deputy CEO)

## CONTENTS

Welcome from Katy Cox, Catholic Senior Executive Leader .....	3
Welcome from Angela Ager, Chair of the Board of Directors .....	3
Our values .....	4
Saint Oscar Romero .....	5
The Romero Prayer .....	5
Chief Education Officer (Deputy CEO) .....	6
Chief Education Officer (Deputy CEO) .....	7
Job Description .....	7
Job Purpose .....	7
Main Duties and Responsibilities .....	7
Chief Education Officer (Deputy CEO) .....	10
Person Specification .....	10
Chief Education Officer (Deputy CEO) .....	13
How to apply.....	13

## WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This senior role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

## WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

## OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

---

### FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

---

### SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

---

### ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

---

### COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

## SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

## THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

# JOB ADVERT

## CHIEF EDUCATION OFFICER (DEPUTY CEO)

**FULL TIME, FULL YEAR**

**SALARY: L33 – L37 (£109, 275 - £120,524 PENDING PAY AWARD)**

**RESPONSIBLE TO: CEO**

**MAIN LOCATION: ROMERO CAT CENTRAL OFFICE (BB12 7NG) WITH TRAVEL TO OTHER SITES**

**REQUIRED TO COMMENCE: JANUARY 2026**

Romero Catholic Academy Trust (Diocese of Salford) is committed to providing an outstanding Catholic education across all our academies. Rooted in faith, our mission is to nurture every child in their spiritual, academic, and personal growth.

We are seeking to appoint a dedicated, experienced and dynamic Catholic leader to join our central team. The CEo is the most senior role leading the education function across our Trust. This is an exciting, strategic role, effectively engaging with stakeholders, leading the education team and deputising for the CEO when required.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com) to arrange a meeting with our CEO, Katy Cox.

**Full details and application forms are available from our website: [www.romerocat.com](http://www.romerocat.com)**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	Wednesday 10 <sup>th</sup> September
<b>Shortlisting Date</b>	Monday 15 <sup>th</sup> September
<b>Interview Date</b>	Monday 22 <sup>nd</sup> and Tuesday 23 <sup>rd</sup> September

## CHIEF EDUCATION OFFICER (DEPUTY CEO)

### JOB DESCRIPTION

#### JOB PURPOSE

The Chief Education Officer is the most senior role in the education function of Romero CAT.

The Chief Education Officer (CEdO) leads on educational strategy, standards, Catholic life, and curriculum across all Trust schools. The CEdO ensures the delivery of excellent outcomes for pupils through high-impact leadership of school improvement and professional development. This role supports the CEO in ensuring that all schools fulfil the Trust's mission to provide exceptional Catholic education.

#### MAIN DUTIES AND RESPONSIBILITIES

- Champion and uphold the distinctive Catholic ethos of the Trust.
- Support the CEO in delivering the Trust's vision, mission, and strategic plan in accordance with Catholic education principles.
- With the CEO and Executive Team, be accountable for the academic performance of the academies and the leadership teams therein by holding them to account.
- Have overall responsibility for reporting to the CEO and the Board of Trustees on the strategy, improvement initiatives and performance of each academy.
- Work with Diocesan authorities and school leaders to ensure that Catholic life, collective worship, and Religious Education are strong and consistent across all schools.
- Support the CEO to devise and implement the agreed strategy; project managing and demonstrating leadership in respect of the Trust's central services and delegated models to schools.
- Develop and implement a Trust-wide strategy for school improvement and educational excellence aligned with Catholic values.
- Support the recruitment and formation of leaders within the context of Catholic education.
- With the CEO and Executive Team, lead on the on-going development of staffing across the Trust to ensure they are sustainable, fit for purpose and facilitate collaboration and continuous improvement across each academy.
- Work directly with Headteachers and school leaders to drive educational excellence and equitable pupil outcomes.
- Deputise for the CEO in their absence.
- Support the CEO to identify risk and opportunity to design highly effective and ambitious strategic plans and objectives.
- To critically analyse performance utilising a range of data available of schools across the Trust based on a wide range of indicators.
- Lead the Trust school improvement strategy and line manage a range of senior colleagues.
- Evaluate the impact of school improvement actions.
- Support the day-to-day operations of the Trust, working closely with members of the Executive Team, Central Team and school leaders to deliver sound operational services.
- Actively ensure that the Trust's vision and values are embedded and that all Trust policies and procedures are implemented across the Trust.

## **LEADERSHIP AND MANAGEMENT**

- As a member of the Trust's Executive Team, provide strategic leadership and direction for the trust and deputise for the CEO, taking decisions and actions collectively with other executive team members and acting as the CEO's representative as required.
- Develop a coherent strategic education team to contribute to school improvement across the trust. This team will ensure that activities are complementary, focused on key priorities, and maximise impact across the trust's schools, whilst upholding the Trust's values and agreed behaviours.
- Provide enthusiastic, innovative and consistent strategic leadership throughout the Trust to bring about a culture of shared accountability.
- Build a culture of continuous improvement and high-quality performance, ensuring effective performance management and succession planning arrangements are in place.
- Engage with and motivate a high-performing team within each school, including the headteacher, to achieve transformational change, growth, and success.
- Utilise all the evidence available to assess the progress being made by each school in the Trust and analyse the evidence critically, being honest with the findings.
- Deploy school improvement resources appropriately based on an analysis of need and in line with the Trust School Improvement Strategy.
- Provide thorough, clear, accurate and up-to-date reports on school standards and effectiveness, including Catholic Life, within the Trust to the CEO, Executive Team, Local Governing Boards and the Trust Board, including the Catholic Life and Standards committee.
- Support the development and work of Local Governing Bodies in line with the Scheme of Delegation.
- Act as an appraiser for key staff as directed by the CEO.
- Lead or support performance reviews and the development of effective professional development pathways.
- Collaborate with diocesan and national Catholic leadership programmes to support formation and development.
- Model servant leadership rooted in Catholic social teaching.
- Promote wellbeing, professional development, and effective communication across the Trust workforce.
- Act with integrity, honesty and professional competence and understand the importance of confidentiality.

## **EDUCATION STRATEGY**

- Lead the planning, development and implementation of an effective education strategy, in conjunction with the education team, ensuring that aspirations and standards continue to rise in each of the trust's schools over the long term. This includes:
  - ensuring all schools deliver a broad, balanced, and high-quality curriculum, with a strong emphasis on equity, Gospel values and Catholic Social Teaching.
  - developing the trust's curriculum strategy and engaging with headteachers to ensure ownership and buy-in;
  - contributing to the needs-based budget setting for each school in conjunction with the finance team;
  - developing fully costed annual programmes of school improvement activities;
  - meeting both national policy and local expectations so that the schools' provision and outcomes meet external requirements/accountability frameworks and ensure that all pupils benefit;
  - proactive leadership and management of additional support and interventions for schools that are causing concern;
  - providing consistent recording and monitoring systems;



- coordinate and monitor internally and externally led projects. for example, supporting schools outside Romero CAT or county-wide/national initiatives.
  - strategically lead on assessment across the Trust.
- In conjunction with headteachers, determine each school's improvement needs, with an emphasis on high standards of teaching and learning, to achieve outward-facing, aspirational Catholic communities.
- Lead preparations for Ofsted and CSI evaluations and inspections of the trust.
- Ensure effective support for schools before, during and after Ofsted and CSI inspections.
- Alongside trust leaders responsible for CPD, develop programs of professional development for school middle and senior leaders which develop capacity across the trust and ensure strategic priorities and operational plans are delivered effectively.

#### **ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST**

This is a reserved post. The Directors are accountable to the bishop to ensure that the Trust is conducted as a Catholic trust in accordance with Canon law and the teachings of the Roman Catholic Church so that, at all times, the Trust may serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that they will ensure that the school is distinctively Catholic in all its aspects.

A positive and supportive faith reference from a priest where the applicant regularly worships will be required.

## CHIEF EDUCATION OFFICER (DEPUTY CEO)

### PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Reference (R)
<b>Qualifications and Training</b>		
Qualified Teacher Status	E	A / C
Degree / Masters in related discipline	E	A / C
Evidence of recent and relevant training and development at an executive leadership level	E	A / C
National Leader of Education / NPQEL	D	A / C
Ofsted / CSI inspector	D	A / C
<b>Experience</b>		
Experience of working across a group of schools (primary/ secondary or all through schools) in a senior role and ability to demonstrate positive impact	E	A / I / R
Experience of creating, implementing, monitoring and evaluating school improvement strategy and action that secured rapid improvement	E	A / I / R
Experience of successfully leading and managing innovation and change	E	A / I / R
Effective management of people and resources	E	A / I / R
Experience of working with Diocesan education services or Catholic Schools Inspectorate.	D	A / I / R
Experience of working with Ofsted and DfE	D	A / I / R
Experience of presenting at Board level	D	A / I / R
Experience of academy trust growth	D	A / I / R
Experience of budget management and resource planning in a complex and constantly developing organisation	D	A / I / R
<b>Knowledge, Skills and Abilities</b>		
Deep understanding of Catholic education and curriculum leadership	E	A / I
Knowledge of Catholic multi-academy trust governance and accountability	E	A / I
In-depth knowledge of the wider educational agenda including current national policies and educational issues	E	A / I
Ability to inspire, challenge and motivate others and create effective teams	E	A / I / R
Ability to build effective working relationships and networks both within and outside the Trust;	E	A / I / R
Ability to drive a partnership approach with schools and MATS to accelerate improvements in teaching and learning	E	A / I / R
Ability and clear understanding of the strategies to use to establish consistently high standards of results and behaviour in schools and commitment to relentlessly maintaining these standards	E	A / I
Ability to analyse complex data and present clear strategic recommendations.	E	I

Clear decision-making skills and a proven track record of problem solving and conflict resolution	E	A / I
Demonstrable evidence of effectively managing under performance	E	A / I
Ability to use data and broader information to analyse the progress of pupils across a range of phases and settings	E	A / I
Ability to think strategically and to plan and implement change as necessary; excellent critical thinker with intellectual curiosity	E	A / I
Familiarity with the Academy Trust Handbook and DfE regulatory frameworks	D	A/I
<b>Personal Qualities</b>		
Highly organised, with an eye for detail	E	I
Willing to undertake training and development in order to maintain current knowledge	E	I
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E	I
Self-awareness and ability to receive, and act upon, constructive feedback	E	I/R
Reliability, integrity and resilience	E	R
An excellent record of attendance and punctuality	E	R
Ability to understand, demonstrate and apply the Trust values and behaviours	E	I
Able to work flexibly with emotional resilience; approachable and grounded and able to make sound judgements even when under pressure	E	I / R
Able to take accountability and responsibility for own actions	E	I / R
<b>Other</b>		
Practising Catholic	E	A/I/R
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A/I
Commitment to health and safety	E	A/I
Essential car user	E	A
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
Prepared by:	CSEL/CEO	Date: June 2025

---

## EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

---

## HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

---

## SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

---

## ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## CHIEF EDUCATION OFFICER (DEPUTY CEO)

### HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

**Full details and application forms are available from our website: [www.romerocat.com](http://www.romerocat.com)**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	Wednesday 10 <sup>th</sup> September 2025
<b>Shortlisting Date</b>	Monday 15 <sup>th</sup> September 2025
<b>Interview Date</b>	Monday 22 <sup>nd</sup> and Tuesday 23 <sup>rd</sup> September 2025

**Completed application forms and associated documentation should be returned to the HR department via e-mail: [careers@romerocat.com](mailto:careers@romerocat.com).**