Mater Ecclesiae Catholic Multi-Academy Trust

Candidate

Brochure

|  |
| --- |
| Chief Executive Officer |

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 Balmoral Road  
 Lancaster LA1 3BT**

**T: 01524 841190  
 F: 01524 846258**

Dear Candidate

Thank you for your interest in the Chief Executive Officer role at Mater Ecclesiae Catholic Multi-Academy Trust in the Diocese of Lancaster.

The Diocese of Lancaster was founded in 1924, encompassing the historic counties of Cumberland, Westmorland and Lancashire north of the River Ribble. The Diocese operates in a diverse set of contexts, from west Cumbrian coastal towns and Lakeland villages, to the cities of Lancashire and the towns and villages of the Fylde coast. The mother church of the Diocese is at St. Peter’s Cathedral in Lancaster, which will be celebrating its centenary next year, and the Bishop - the seventh since the creation of the Diocese - is Bishop Paul Swarbrick.

The Diocese of Lancaster supports 11 secondary schools, 70 primary schools, 2 independent schools and 1 sixth form college. The Bishop has set out his vision for academisation of all maintained schools in the Diocese and three Multi-Academy Trusts (MATs) have been created to bring our schools together and implement this plan:

* Mater Christi Catholic Multi-Academy Trust – Cumbria and North Lancashire
* Blessed Edward Bamber Catholic Multi-Academy Trust – Blackpool and the Fylde
* Mater Ecclesiae Catholic Multi-Academy Trust – Preston and rural Preston

Our Catholic MATs work closely with the Diocese of Lancaster Education Service (DOLES) to ensure we deliver an authentic Catholic education to all children in our schools, in line with the vision for education of Bishop Paul Swarbrick and the teachings and liturgical norms of the Catholic church.

On behalf of Bishop Paul Swarbrick, I would like to thank you for your interest in serving in our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Michael MerrickA picture containing text, sign, turn, vector graphics

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Michael Merrick

Diocesan Schools Commissioner

Diocese of Lancaster

# **Welcome**

Dear Candidate

Thank you for your interest in the role of Chief Executive Officer (CEO) for the Mater Ecclesiae Catholic Multi-Academy Trust (MAT).

The Bishop of Lancaster’s vision, which is fully supported by the Board, is that the best way to provide an outstanding education with a truly Catholic ethos for young people is through the establishment of Catholic Multi-Academy Trusts. Mater Ecclesiae is the third MAT in the Diocese. We set up the board in early 2022 and the first schools transferred to the MAT in December of that year.

We have exciting plans for further development with both Primary and Secondary schools joining over the next few years. By 2026 we will have 20 primary schools and 3 secondary schools all working together as ‘*One Family in Christ’* as part of Mater Ecclesiae. As a Board we rely on the CEO to be our principal adviser, our accountable officer, and the director of our school leaders. We are looking for a committed Catholic with a track record of leadership in education and with values that uphold the teachings of the Church.

I hope you find this pack useful. You can also find more information on our website to help you understand more about Mater Ecclesiae Catholic MAT and all our schools.

<https://mater-ecclesiae-trust.co.uk/>

If you would like to have an informal and confidential phone call to find out more about the role, please do get in touch with us via the contact information provided in the “how to apply” section.

I look forward to receiving your application.

Roger Mason

Roger Mason

**Chair of Mater Ecclesiae Catholic Multi-Academy Trust**

# **About Mater Ecclesiae Catholic Multi-Academy Trust**

# Mater Ecclesiae is a new Catholic Multi-Academy Trust created in the Diocese of Lancaster, for schools across Preston and rural Preston.

# We were formed, along with our sister trusts, Mater Christi and Blessed Edward Bamber, in response to the vision of the Bishop of Lancaster for all schools in the Diocese to be part of high achieving Catholic MATs with a strong moral purpose to deliver the best possible experiences for all pupils with a particular commitment to those who are most vulnerable.

In May 2022 we reached a milestone as we received Voluntary academy orders and approval from the Regional Director to open in December 2022 with the first 7 schools who had resolved to join our Trust.

We are building on existing relationships to form a strong family of schools, where all are equal partners, giving and receiving support in the work of school improvement. Working together, we aim not only to preserve, but to strengthen and share the qualities found in the individual character of each of our schools, so that every child benefits from the best of what we do across the trust in a school that maintains a distinct ethos in service of its community.

Central to this work is our aim to be an employer of choice, connecting our expertise and resources to ensure that every member of staff in every school has access to great professional development, nurture and support.

For more information, please click on the link below to our website:

<https://mater-ecclesiae-trust.co.uk/>

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# **Our Trust: Mater Ecclesiae**

|  |  |
| --- | --- |
| Following the call from Bishop Paul Swarbrick, inviting schools in Preston to come together to form a Multi-Academy Trust, Our Lady and St Edwards, St Augustine’s, St Bernard’s, St Clare’s, St Teresa’s, St Joseph’s and The Blessed Sacrament Catholic Primary School have worked together in forming the Mater Ecclesiae Catholic Multi-Academy Trust.  It seems fitting that the start of the new liturgical year marks the start of this Catholic Multi-Academy Trust. | A picture containing person, outdoor, group, standing  Description automatically generated |

# Bishop Paul wanted this to be a coalition of willing and innovative headteachers and governors who see this as an opportunity to benefit our Catholic education.

# As the seven founding schools, we saw this as a unique opportunity to work in collaboration and trust. Working together with families and parishes in a spirit of openness, honesty and ongoing development for the good of the young people in our care. How fitting to have Mater Ecclesiae – Mother of the Church - as our patron as we are *‘One Family in Christ’*.

Our vision in forming Mater Ecclesiae Catholic MAT is to preserve and protect the unique character of each school while helping each to build on their strengths and overcome challenges in new ways by working together. Our aim is that every child and member of staff will benefit, but we expect and believe that the greatest benefit will be for those children who are facing the greatest challenges. We aim not only to develop and retain the best talent within our schools, but also to become the employer of choice in the region.

# **Our Vision**

We are *‘One Family in Christ’* serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the Church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family; members of our community are loved and valued as unique individuals made in the image of God. They are respected and cherished and given every opportunity to grow together.

As *‘One Family in Christ’* we embrace, celebrate, and inspire our diverse communities to achieve their full potential. As Mater Ecclesiae we aim to:

* Live as *‘One Family in Christ’* serving others.
* Shine a light on God’s presence in our lives and the lives of others.
* Nurture the Catholic faith of our communities.
* Be one family, sharing in the joys, sorrows, challenges, and successes as one.
* Strive for every decision and action to reflect the love of God in our community.
* Take our inspiration and desire to serve from Mary, Mother of the Church and her son Jesus Christ – the Servant King.
* Be inspirational, academically rigorous and innovative, achieving standards of excellence in all settings, supported by exceptionally caring staff who reflect the light of Christ.
* Work together to provide excellent education that is relevant to the lives of our children and young people in each of our schools.
* 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. Support our children and young people to grow in virtue and make a positive contribution to our Mater Ecclesiae community and the wider local, national, and global communities.
* Strive to listen and respond to the voices and needs in our communities.
* Ensure that we are diverse, welcoming, and compassionate community.
* Celebrate the richness of diversity in our communities by recognising that we all are made in the image of God.
* Nurture the personal integrity and faith development of pupils that also challenges them to know and understand communities around the world.

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# **Our Founding Academies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **School** | **Age Range** | **Area** |
|  | The Blessed Sacrament Catholic Primary School | 3 -11 | Preston |
|  | Our Lady and St Edward's Catholic Primary School | 3 -11 | Preston |
|  | St Augustine's Catholic Primary School | 4 -11 | Preston |
|  | St Bernard's Catholic Primary School | 3 -11 | Preston |
|  | St Clare's Catholic Primary School | 3 -11 | Preston |
|  | St Joseph's Catholic Primary School | 3 -11 | Preston |
|  | St Teresa's Catholic Primary School | 3 -11 | Preston |

# **Mater Ecclesiae Governance Structure**

**Members**

Set up the Company and Hold the board to account

Diocese of Lancaster Education Service

Local Governing Bodies

**Board of Directors**

Foundation Directors appointed by the Bishop

Headteacher Steering Group

**Committees**

Audit and Risk

Finance and Resources

**Committees**

Catholic Life, Ethos, Standards and Interventions

# **Board of Directors**

|  |
| --- |
| **Dr Roger Mason**  **Chair of Foundation Directors Board and Chair of Finance, Audit, Risk and Resources Committee**  Before retirement, Roger was a Managing Director of a Specialist Freeze Drying Company. Previously he had managed a large heavy industry factory in Leith with 250 employees. He has experience in small scale manufacturing with a company in South Korea. Roger has also worked in Research and Development, and Distribution and Warehousing. Capital expenditure and accounts have been a very important part of these experiences.  Roger was a Chair of Governors for many years at a local Catholic Primary School.  **Damien Callagher**  **Vice Chair of Foundation Directors Board, Chair of Ethos, Intervention and Standards Committee**  Damien is a recently retired Headteacher of a Catholic High School with thirty-three years’ experience in Education. Experience of governance in both primary and secondary sectors, as well as pupil referral unit. Damien feels that leadership in Catholic education has been a great privilege and has helped him to develop professionally, personally, and spiritually. As he begins his retirement, he views the position of Director as one which will enable him to give something back to education in the Diocese.  **Robert John Deed**  **Director**  After qualifying as a chartered accountant, Bob specialised in the education and charity sector. He is currently Vice Principal Finance & Resources at Cardinal Newman College – a successful Roman Catholic sixth form college in Preston with over 4200 students. He has worked with academies and colleges in a range of financial management and governance roles. He understands that effective financial management is vital to ensuring that teaching, learning and pastoral support are adequately and sustainably resourced, so leaders can focus on the success and welfare of children and young people.  **Ken Dennis**  **Director**  Following graduation from Liverpool John Moores University in 1974 Ken had a twenty-two-year career in Project Management working for large national construction companies both in the UK and overseas in the Middle East and Africa. In 1990, Ken was appointed Northwest UK Area Manager for the Costain Group.  From 1996 to 2009 Ken started and ran his own Property Development business. Some of the projects involved conservation work to listed buildings, many conversion projects, and some new housing developments.  The business closed in 2009 and in 2010 Ken joined the Lancaster Diocese as Diocesan Property Manager, a post he currently holds. Since joining the diocese Ken has been a member of the School Building Committee and is also a member of the School Buildings Strategy Group.  In his personal life Ken is a committed Catholic, having converted to the faith in 1982. For many years he was a scout leader in his parish scout group. He has been a member of the Catenian Association since 1983 and in 2015/16 served as Provincial President. Ken has also been a member of the Knights of the Holy Sepulchre since 2015.  **Julie Jones**  **Director**  Julie has 21 years teaching experience in primary/secondary schools with senior management experience in both sectors. Julie has experience working on a wider scale as she helped to shape the national agenda in education where she helped to shape a DfE Government white paper and had resources published. Julie's current role is Deputy Schools Commissioner for the Diocese of Lancaster, and she is a very positive ambassador of Catholic education. Julie has also been Chair of Governors at a Catholic High School.  **Jacky Kennedy**  **Director**  Jacky is a CEO of a Catholic Multi Academy Trust and formed the Trust in liaison with the Diocese of Lancaster. In the first year of set up and making important decisions, Jacky feels she could bring the experience that she have recently undergone to Mater Ecclesiae Catholic Multi Academy Trust. Jacky has been a teacher since 1987, has been a Deputy Head in secondaries since 2002 and Head since 2016.  **Canon Adrian Joseph Towers**  **Director**  Canon Adrian has been a Catholic Parish Priest for over 40 years. He has been a governor at both primary and secondary school level usually serving as a governor responsible for Religious Education. He has experience of teaching moral theology and English. Canon Adrian has also served on the Diocesan Education Commission for several years. |

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# **Advert**

**Chief Executive Officer**

**Salary:** Competitive

**Location:** Preston

**Contract Type:** Permanent / Full time

**Start Date:**  From Sept 2023

In faithfulness to Christ’s Command: *“Go out to the whole world and proclaim the Good News!”*

(Mark 16:5)

Directors at Mater Ecclesiae Catholic Multi-Academy Trust wish to appoint a Chief Executive Officer for our new and expanding Multi-Academy Trust in Preston and rural Preston.

Mater Ecclesiae is newly established with its first seven primary schools joining in December 2022. Further schools wish to join in the coming year, working towards the Diocese of Lancaster’s vision that 23 schools across Preston and rural Preston will in time be part of Mater Ecclesiae Catholic Multi-Academy Trust.

This is an exciting time of growth and development for our family of schools. Mater Ecclesiae Board are looking for a permanent CEO to build upon the excellent foundations laid by our interim-CEO in the approvals/opening phase. We are seeking an inspirational leader who can provide visible strategic leadership, drive achievement of high standards and develop the Catholic character of the Mater Ecclesiae family of schools. This is an opportunity to lead the Trust’s organisational development and change, establish the Mater Ecclesiae culture and to have an impact on the education of young people across the Preston area.

Interested in taking on the challenge?

* You must be a practising Catholic with the ability to articulate a clear vision and commitment to Catholic education.
* You will have experience of successful system leadership/school improvement within educational settings.
* You will have a proven track record of building effective teams and management structures, with an ability to inspire others to commit to a shared purpose and vision.

This is an exciting opportunity to shape and build the future of Catholic education within the Diocese of Lancaster. This is a highly influential role and an extremely attractive and rewarding career opportunity.

The closing date for applications is 12 noon on Wednesday 22 March 2023. Please see ‘how to apply’ section at the end of this document for further information.

**Mater Ecclesiae Catholic Multi-Academy Trust is committed to the safeguarding and promoting the welfare of young people. All appointments are subject to satisfactory references, and all required pre-employment checks which includes an enhanced DBS check. In addition, as recommended by Keeping Children Safe in Education 2022, online searches will be carried out by the Trusts HR Provider, Just People HR as part of due diligence on any shortlisted candidates. Searches are done in line with GDPR UK/DPA 2018 as a regulatory requirement.**

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# **Job Description**

## **Chief Executive Officer (CEO)**

## Job Description and Person Specification

## Mater Ecclesiae Catholic Multi-Academy Trust

|  |  |
| --- | --- |
| **Post:** | Chief Executive Officer |
| **Closing Date:** | 12 noon on Wednesday 22 March 2023 |
| **Salary:** | Competitive |
| **Duration:** | Permanent |
| **Hours:** | Full time. It is expected that the post holder will work flexibly to meet the demands of the Mater Ecclesiae MAT and its governance structure. |
| **Accountable to:** | The Board of Directors. The Board is accountable for the performance management, pay and other benefits to the post-holder. |
| **Purpose of the Position:** | Working closely with its Board of Directors, the post-holder will provide visible strategic and inspirational leadership across Mater Ecclesiae Catholic MAT. They will drive achievement of high standards in all areas, particularly by ensuring the provision of sustainable, outstanding education and financial performance while preserving and developing the Catholic character of the Mater Ecclesiae family of schools.  The post-holder will, by personal example, promote the Catholic ethos and Mission of the Diocese, and ensure that the values and virtues of the Catholic Faith permeate all aspects of life in each academy. |

**Principal Duties**

* To lead the rapid growth of Mater Ecclesiae MAT to include all Catholic schools in Preston in line with the Bishop’s vision, whilst ensuring the highest standards of academic, personal and spiritual development for all pupils in the Trust.
* Provide operational leadership of Mater Ecclesiae Catholic MAT.
* Lead by example and promote the Catholic ethos of Mater Ecclesiae Catholic MAT.
* Establish and embed a culture of subsidiarity, solidarity and collaboration for the common good across the Mater Ecclesiae family of schools.
* Develop and maintain high educational and financial performance across all Academies and staff within Mater Ecclesiae Catholic MAT.
* Direct line management of all Headteachers and identified Executive Leaders employed in Mater Ecclesiae Catholic MAT.
* Effectively discharge the role of Accounting Officer for Mater Ecclesiae Catholic MAT. In particular ensuring compliance with all aspects of the law/ regulations pertaining to Academies and Academy Trusts. Including responsibility for use of public funds, responsibility as an employer and responsibility for the education, safety, and wellbeing of pupils.
* Work collaboratively with the Board and its committees, particularly in developing the

vision, priorities and strategy for Mater Ecclesiae Catholic MAT.

* Establish, motivate and lead a fit for purpose, high performing and sustainable central team.
* Ensure that the Trust has a clear strategy for and capacity to deliver support of continuous school improvement in each school within Mater Ecclesiae Catholic MAT.
* Be committed to wider system leadership and support engagement with all strategic and operational partners.

### **Strategy, Innovation and System Leadership**

* Supporting the Board’s development of a robust strategic vision for Mater Ecclesiae Catholic MAT by engaging with Headteachers and other internal and external stakeholders to implement the Diocesan Vision.
* Holding to account on behalf of Directors the Mater Ecclesiae Catholic MAT Central Team (e.g., the Chief Finance Officer and other senior professional and administrative service staff) and the Headteachers/Heads of School. Providing leadership and direction to them in delivering agreed strategies, improvement plans and programmes. Developing and implementing a workforce strategy incorporating effective deployment of staff across the Catholic MAT, performance management and the succession planning and development of future Catholic leaders.
* Working in close co-operation with the Chair of the Board and other Directors to

ensure that the Catholic MAT’s strategic priorities, as agreed with the Board, are fully aligned with its distinctive Catholic character, effectively integrated within the Catholic MAT’s operational plans and programmes and are delivered accordingly.

* Ensuring an effective strategy for building educational and leadership capacity ahead of need, in particular working to grow system leadership within senior and middle leaders across the Catholic MAT and increasing the Catholic MAT’s capacity to improve and provide support to others.
* To provide a translation of the Board’s Strategic plan into the implementation of a clear operational plan to deliver this, alongside policy development.
* Providing a critical interface between Directors, Clerk, Local Academy Committees, Headteachers and Central Team members within Mater Ecclesiae Catholic MAT to ensure that protocols and processes exist to promote effective joint working and ease of communication.

### **Sustained High Performance and Improving Standards**

### Working with the Heads’ Forum, ensure that Mater Ecclesiae Catholic MAT has the capacity to support the provision of consistently high-quality Catholic Education in every school.

### Develop and maintain an effective school improvement service to which all schools in the trust contribute and from which all benefit.

### Promoting an attitude and a culture which values innovation and creativity.

### Ensuring that rigorous quality assurance systems exist throughout Mater Ecclesiae Catholic MAT designed to monitor and review the overall effectiveness of its provision and services and promoting continuous improvement across all areas.

### Championing individual and collective learning and development across all academies in Mater Ecclesiae Catholic MAT.

### Oversee the company’s fiduciary activity, including budgeting, reporting, and auditing ensuring that Mater Ecclesiae Catholic MAT and its academies are financially sustainable.

### Assure all legal and regulatory documents are filed and monitor compliance with laws and regulations.

### Support and assist the Directors and/or the Local Governing Bodies to prepare for any inspections (for example, s.48, s.5) and ensure that any inspection outcomes are implemented as part of the improvement journey.

### **Catholicity and Catholic Formation**

### Acting as the driving force for the ongoing development of the Catholic Life of Mater Ecclesiae Catholic MAT, working in close liaison with the Diocesan Education Service, role modelling what system leadership means within Catholic education.

### Provide Christ-centred strategic leadership to permeate throughout the whole Mater Ecclesiae Catholic MAT, providing a role model for Catholic vision and values.

### Inspired by Christ, lead by example - with integrity, creativity, resilience, and clarity - drawing on own expertise and skills and that of those around them.

### Work in partnership with the Diocesan Education Service to ensure all diocesan requirements are fulfilled/expectations are met.

### **Collaboration, Partnerships and External Engagement and Communications**

### In close co-operation with the Board of Directors, to provide leadership in developing and sustaining partnership working at a local, regional, and national level, to ensure the best for the children within Mater Ecclesiae Catholic MAT.

### Ensuring that the full organisational strengths and resources of Mater Ecclesiae Catholic MAT are deployed to the maximum beneficial effect when working with partners to deliver sustained improvement.

### Developing and maintaining effective relationships with key partners/stakeholders on

behalf of Mater Ecclesiae Catholic MAT including but not exclusive to:

* Regional Director (RD);
* Department for Education (DfE);
* Education and Skills Funding Agency (ESFA);
* Diocese of Lancaster Education Service;
* Catholic Education Service;
* Local parishes and parents/carers;
* Local Authorities;
* Trade Unions;
* Directors;
* School Leaders;
* Local Academy Committees;
* Local teaching schools;
* Other MATs.
* Developing programmes of local and regional engagement and communication within Mater Ecclesiae Catholic MAT and its diverse communities, designed to deepen the Catholic MAT’s own understanding of those it exists to serve and to enhance its provision; being sensitive to the individual ethos and needs of each of the Mater Ecclesiae Catholic MAT academies.
* Engage with the Diocesan Director of Schools and Department officers by reporting to and/or attending regular Joint CEO meetings thus contributing to the wider diocesan Catholic MAT strategy.
* Collaborate closely with other CEOs of the Catholic MAT to share best practice and provide MAT to MAT support.
* Develop and maintain Mater Ecclesiae Catholic MAT’s communications and incident management strategies, proactively ensuring communication and engagement through range of media – press, publications, websites, fundraising, social media, etc., – is consistent with the mission, vision and values of Mater Ecclesiae Catholic MAT.
* Act as the primary spokesperson for Mater Ecclesiae Catholic MAT.

### **Robust and Effective Governance and Assurance**

### Ensuring that the Mater Ecclesiae Catholic MAT’s financial viability is secure, firmly based on accurate analysis and reporting and can meet the needs of Mater Ecclesiae Catholic MAT and its academies.

### Ensuring an effective culture of managing risk and taking opportunities exists at both operational and strategic levels across Mater Ecclesiae Catholic MAT.

### Holding overall management responsibility for the governance of Mater Ecclesiae Catholic MAT, ensuring appropriate systems, frameworks and training and development is funded and in place to support this.

* + - Ensure the board has a majority of Foundation Directors, and Local Governing Bodies have a majority of Foundation Governors.

### **Accountabilities: Safeguarding, Inclusion and Compliance**

### Acting as the Mater Ecclesiae Catholic MAT’s Accounting Officer and as such being accountable for the financial health and probity of the Catholic MAT. This aspect of the role “includes a personal responsibility to Parliament, and to the ESFA’s Accounting Officer, for the financial resources under Mater Ecclesiae Catholic MAT’s control. Accounting Officers must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly: value for money, regularity, and propriety” as set out in the Academy Trust Handbook.

### The post holder is also directly responsible on behalf of the Board for ensuring compliance with other externally imposed legislative/statutory and regulatory requirements and developing and maintaining quality assurance systems to monitor and evaluate the effectiveness of Mater Ecclesiae Catholic MAT and the academies within it; including but not exclusive to the following areas:

* + Safeguarding and Child Protection;
  + Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Lancaster;
  + Health and Safety;
  + Data Protection and Copyright (GDPR);
  + Emergency Planning and Business Continuity Equal Opportunities, Diversity and Inclusion.

### 

### **HR and Staffing**

* Ensure the Bishops’ expectations are met in accordance with the Bishops Memorandum on the Appointment of Teachers in Catholic Schools.
* Support the board with recruitment. Ensure that the Bishops’ expectation that preference will be given to practising Catholic teachers is known by all those who have a role in recruitment.
* Contribute to the formation and development of staff – give a clear lead to all staff in the preservation, development and the continuing formation of the company’s Catholic character.
* Ensure that all relevant staff, board members and local governors have access to high-quality training and continued professional development opportunities.
* Implement, monitor and review, particularly at a senior level, staff management, appraisal, performance management and disciplinary procedures ensuring that policies and procedures take account of diocesan requirements and any local/national perspective.
* Contribute to the performance management of senior leaders in accordance with the scheme of delegation.
* Maintain and develop clear arrangements for linking appraisal to pay progression.
* Assist the board with suspension and dismissal of staff as appropriate.
* Ensure diocesan involvement in/notification of matters relating to staffing e.g. recruitment, suspension and dismissal.
* Act as professional mentor for executive heads/heads and promote the Gospel values of service and sacrifice in coaching, developing and growing leaders from within the company.

## **Personal Flexibility and Resilience**

## The needs and requirements of the role of Chief Executive Officer are expected to change and evolve over time. This job description provides an outline of current priorities. The post holder will be required to undertake other duties and responsibilities considered appropriate to the role.

## All duties and responsibilities must be carried out with due regard to Mater Ecclesiae Catholic MAT’s Health and Safety Policy.

## Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Mater Ecclesiae Catholic MAT’s Equal Opportunities Policy.

## Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).

### 

### **Review Date**

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

# **Person Specification**

## **Chief Executive Officer (CEO)**

## Person Specification/ Selection Criteria

## Mater Ecclesiae Catholic Multi-Academy Trust

*Source Key: A = Application Form I = Interview R = References CC = Checking Certificates*

*Note:* ***Candidates failing to meet any of the essential criteria will automatically be excluded***

**Faith Commitment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Practising Catholic. | **E** |  | A/I/R |
| A positive and supportive faith reference from a priest where the applicant regularly worships. | **E** |  | A/I/R |
| Involvement in parish community. |  | **D** | A/I/R |

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Degree level qualification or equivalent. | **E** |  | A/CC |
| Practising Catholic. | **E** |  | A/CC |
| Qualified teacher status or equivalent experience. | **E** |  | A/CC |
| National Professional Qualification of Headship (NPQH). |  | **D** | A/CC/I |
| National Professional Qualification for Executive Leadership (NPQEL). |  | **D** | A/CC/I |
| Catholic Certificate of Religious Study (CCRS) or Qualifications specific to Catholic Leadership [or willing to work towards]. |  | **D** | A/CC/I |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Demonstrable experience and success as a strategic leader in an educational based organisation. | **E** |  | A |
| Demonstrable record of success in resource and financial management, achieving value for money and positive outcomes for students and staff. | **E** |  | A |
| Proven track record of building effective teams and management structures. | **E** |  | A |
| Demonstrable success of engaging and influencing at a strategic level across diverse stakeholder groups. | **E** |  | A/I/CC |
| Experience of developing and managing external relationships with professional and regulatory bodies. | **E** |  | A/I/CC |
| Demonstrable record of successful leadership of a developing organisation. | **E** |  | A/I/CC |
| Change management experience. | **E** |  | A/I |
| Experience establishing a culture which values innovation, creativity, openness and trust. | **E** |  | A/I |
| Experience of rapid high change environments/ settings. |  | **D** | A/I |
| Experience of managing multi-site and multi-disciplinary teams. |  | **D** | A/I |
| Experience of working in an Academy Trust. |  | **D** | A/R |
| Experience developing programmes of local and regional engagement and communication with varied stakeholder groups and communities. |  | **D** | A/I |
| Track record of nurturing and mentoring future leaders. |  | **D** | A/I |

**Professional Knowledge**

|  | **Essential** | **Desirable** | **Source** |
| --- | --- | --- | --- |
| Up-to-date knowledge and strategic view of the current educational landscape. | **E** |  | A/I |
| Clear understanding of the essential qualities necessary for effective teaching and learning. | **E** |  | A/I |
| Knowledge and understanding of the distinctive mission of Catholic schools in providing education in human wholeness with religious education and Catholic Life at the heart of the curriculum. | **E** |  | A/I |
| Knowledge and understanding of provision for collective prayer and liturgy which reflects the liturgical life of the Catholic church while responding to the need for inclusion in a diverse community. | **E** |  | A/I |
| Knowledge and understanding of Catholic Social Teaching. | **E** |  | A/I |
| Up-to-date knowledge of statutory regulations and guidance relating to the post. | **E** |  | A/I |
| Knowledge and understanding of the relationship between Catholic schools with their Bishops and parishes. |  | **D** | A/I |

**Personal Attributes, Skills & Abilities**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Ability to lead the implementation of the Bishops vision for Catholic education: “Fit for Mission: Schools”. | **E** |  | I/R |
| Ability to inspire others to commit to a shared purpose and vision. | **E** |  | I/R |
| Ability in all words and actions to preserve and develop the Catholic ethos and support Headteachers in their role as faith leaders. | **E** |  | I/R |
| Ability to provide leadership by example and promote the Catholic ethos. | **E** |  | I/R |
| Capacity to command confidence and to engage and influence at a strategic level. | **E** |  | I/R |
| Ability to present complex information to meet the needs of wide stakeholder groups from diverse backgrounds. | **E** |  | I/R |
| High-levels of analytical and strategic planning skills particularly in educational data analysis with underpinning curriculum knowledge. | **E** |  | A/I |
| Confidence and capacity to hold leadership and key stakeholders to account. | **E** |  | A/I |
| Highly organised and flexible. | **E** |  | A/I |
| Excellent time management. | **E** |  | A/I |
| Capable of adopting a model of servant leadership. | **E** |  | A/I |
| High personal resilience and self-awareness | **E** |  | I |
| High personal standards of integrity and probity. | **E** |  | I/R |
| Enthusiasm, vision, drive, adaptability, and resilience. | **E** |  | I/R |
| Be confident, positive, and approachable. | **E** |  | I/R |
| Be able to secure the trust and confidence of pupil, staff,  parents/carers, Directors, and others. | **E** |  | I/R |
| Have consideration of the views of others. | **E** |  | I/R |
| High levels of political awareness. |  | **D** | I |
| Well-developed networking, stakeholder management, negotiation and influencing skills. |  | **D** | A/I |
| Developed skills in conducting research to inform evidence-based decision-making. |  | **D** | A/I |
| Ability to design and manage systems and processes. |  | **D** | A/I |
| Ability to adopt a reflective-practitioner approach and to engage in critical self- reflection. |  | **D** | A/I |
| Enthusiasm to shape and influence decision making outside the Multi Academy Trust, locally, regionally, and nationally. |  | **D** | A/I/R |
| Evidence of representing an organization at regional and  national level. |  | **D** | A/I/R |

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### **Commitment**

All candidates must be able to demonstrate a commitment to:

* Promoting the Catholic ethos and Mission of the Diocese.
* Equality Act 2010.
* Safeguarding and Child Protection.
* High ethical standards.
* Relating positively to and showing respect for all students, colleagues, staff and wider community.
* Ongoing relevant professional self-development.
* Manage own workload and that of others to allow an appropriate work/life balance.

# **How to Apply**

Interested in applying or finding out more about the role?

### **Enquiries:**

For an informal and confidential chat about the post or if you would like to visit our Trust, please contact Julie Ingham, HR Officer by email [julie@justpeoplehr.com](mailto:julie@justpeoplehr.com) in the first instance.

### **Preparing Your Application:**

If you are thinking of applying, please first read the Application Form – Notes to Applicant included in the pack. To prepare an application, please download and complete a copy of the application form also included in this pack, ensuring that you address all questions and include the required personal statement. Application packs can also be requested by emailing julie@justpeoplehr.com.

Please also download and read/complete copies of:

* Application Form\_Notes to Applicants
* Application Form\_Senior Executive Leader
* Consent to Obtain References Form
* Recruitment Monitoring Form
* Advice for Candidates Regarding Faith Reference
* Guidance on Practising Catholic
* Reasonable Adjustments Statement
* Safeguarding Statement

Issued at shortlisting:

* Rehabilitation of Offenders Form
* Self-Disclosure Form
* CES Model Contract of Employment - Senior Executive Leader
* Senior Executive Leader Applicant Declaration

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### **Submitting Your Application and Closing Date:**

Completed application forms should be emailed to julie@justpeoplehr.com.

The closing date for applications is 12 noon on Wednesday 22 March 2023.

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### **Shortlisting:**

Shortlisting of applications will take place on Tuesday 28 March 2023. Applicants who have been shortlisted will be notified as soon as possible. Unsuccessful applicants will also be notified of the decision.

### **Assessment:**

Interviews and assessments will take place on Tuesday 18 and Wednesday 19 April 2023. Further details regarding timings and venue will be shared in the invitation to shortlisted candidates. Support for travel and accommodation to attend the assessment event is available by agreement. Candidates will be notified of the selection decision as soon as possible after the event, following agreement of the Trust Board and Members.

### **Start Date:**

Ideally the successful candidate would be able to take up the post on 1 September 2023.

Mater Ecclesiae Catholic MAT Board appreciate that flexibility regarding the start date may be required to secure the desired candidate.

**Our Trust Prayer**

Almighty Father, you have called us together as one family in Christ.

Make our family an instrument of your peace, guided by your wisdom and strengthened by your grace so that we, inspired by the Gospel message, work for the good of our school communities.

We ask Mary the Mother of the Church to guide us so that we always carry the light of Christ in our hearts, in our minds and in our actions. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions.

We ask this through Jesus Christ our Lord.

Amen.

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