



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust



DIOCESE of **SALFORD**

# Chief Performance Officer Secondary Applicant Information Pack



**MAKE CHRIST *known*;**  
**MAKING LIVES *better***



## Welcome from the CEO

**On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Chief Performance Officer - Secondary.**

Our Trust Mission is simple, it is to make Christ known, and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise seven schools; five primary and two secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey. Before the end of the calendar year, three further schools will have joined us.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents that we make a difference to all our children and young people, regardless of their location.

Over the last twelve months we have worked incredibly hard to align our organisation into four critical functions. We have been fortunate enough to recruit outstanding candidates to lead our finance function and our operations function. We now seek a similar calibre of individual to lead our performance function for the secondary phase. This is a role with great scope and great potential and will play a critical role in the strategic development of our Trust. I would suggest all potential candidates take some time to review our Trust website so they get a sense of the organisation we are going to build together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris Foley'.

Chris Foley  
**Catholic Senior Executive Leader (CEO)**





## About the Trust

Our Trust began in 2017, and we currently comprise seven schools; five primary and two secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust will consist of ten schools by Christmas 2023 and will continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

### Our Curriculum principles:

- Our Curriculum must be grounded in the Gospel, and give our children and young people the skills and determination to make Christ known and transform society. It must provide opportunity for worship and celebration.
- Our Curriculum must nourish the whole person, and deliver for all the opportunity that will make lives better.
- As a Catholic school 10% of curriculum time (scheduled/timetabled teaching time) must be devoted to the teaching of Religious Education. This must follow the expectations as laid out in the Religious Education Curriculum Directory.
- Our Catholic schools must fulfil statutory responsibilities to deliver RSE, PSHE and other provision, such as the Prevent duties.
- Our Catholic schools must deliver a curriculum that is at the very least as ambitious as the National Curriculum and ensure that pupils across the key stages receive provision they are entitled to in all subjects.
- Our Catholic schools' Curriculum Intents must be designed with the local context, and the community they serve in mind.
- Our Catholic schools must share their curriculum thinking, planning and development to benefit all children and young people who are educated across STOC.





## About the Role

St Teresa of Calcutta Catholic Academy Trust (STOC) is seeking to appoint a Chief Performance Officer - Secondary to join the Trust's Senior Leadership Group and lead the Trust's secondary improvement and evaluation strategy. You will be a vastly experienced school leader who can demonstrate impacts in different contexts and over different timescales.

### We are looking for an individual who:

- has significant experience of school improvement as Head and Executive Headteacher and has some experience of working in a broad Academy Trust,
- recognises the need to think strategically and can empower Headteachers and Executive Headteachers to drive relentless school improvement,
- is committed to strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision for the Catholic ethos of the Trust's schools,
- is a knowledgeable and experienced leader who can raise standards with proven experience of accelerating progress,
- has a strong track record of improving outcomes, but equally so building strong improvement cultures,
- can effectively evaluate local and regional performance trends and, from their extensive knowledge, identify appropriate strategies to enhance school standards and close the gap for our most vulnerable children,
- can inspire others and lead complex changes across schools.

### We can offer:

- an opportunity to be a member of a forward-thinking and inspirational Strategic Leadership Group,
- the opportunity to shape the secondary improvement strategy across a Trust that at end point will include Catholic schools in Bury, Bolton, Rochdale and Salford,
- a caring and engaged group of stakeholders,
- a committed and highly supportive Central Team and Trust Board,
- precise support for your own professional and spiritual development from both the Academy Trust and the Diocese,
- excellent local and borough wide collaborative links,
- employer contributions to Teacher Pension Scheme.





**POST TITLE:** CHIEF PERFORMANCE OFFICER SECONDARY

**RESPONSIBLE TO:** Catholic Senior Executive Leader

**PURPOSE:** As a member of the Trust's Senior Leadership Group, the Chief Performance Officer Secondary (CPOS) will provide strategic and operational leadership across the Secondary phase, and is responsible for Secondary performance and outcomes across the Trust. The CPOS is accountable for the Secondary evaluation process, school improvement strategy and will lead the Secondary performance team. They will also play a role in supporting the due diligence of school performance and performance prior to conversions.

**HOURS:** 1 FTE - 37 hours per week, full year.

**SALARY SCALE:** L28 - 35

### **Core duties and responsibilities**

As a key member of the Trust's senior leadership team, the CPOS is expected to bring a modern, approach to the Trust and ensure our vision and values are clearly articulated, shared, understood and effectively acted upon by all. They will contribute towards our strategic plan and ensure it is translated into each school's objectives and improvement plans and actively ensure that all Trust policies and procedures are implemented effectively.

The appointee will develop and deliver a proactive, school focused educational support, challenge and evaluation service. As part of the Salford Diocesan Academy Strategy, the Trust will continue to grow over the next 7 years and the post-holder must have the ability to develop a coherent evaluation and improvement strategy during a period of continuing change, as well as leading on the appointment of either internal resources or external services to ensure that school improvement needs are met.

The CPOS will provide strategic leadership and secure the long-term success of the Trust by contributing to shaping the direction of STOC Catholic Academy Trust and the wider school-led education system. They will be part of the Trust Strategic Leadership Group, alongside the CSEL, CFO, COO, Chief Performance Officer; Primary and Chief Information Officer.

### **Strategic Leadership**

- Provide enthusiastic, innovative and consistent leadership throughout the Trust.
- Act as an ambassador for the Trust locally, regionally and nationally, promoting the ethos and values of the trust at all times.
- Work with directors, and other external agencies, reporting and providing improvement evidence.
- Develop the Trusts ITT and CPD strategy alongside building the conditions for creating a culture of evidence informed practice across the footprint.
- Conduct due diligence of school joining the Trust with regard to curriculum and key accountability measures.
- Hold Education Directors, Headteachers and other equivalent leaders to account for school performance and improvement.



- Provide a clear, accurate and up-to-date reporting framework for school performance and effectiveness within the Trust to the CSEL, Executive Team, Local Governing Boards and the Trust Board  
Work alongside the CSEL and Trust Board to assist them in meeting the demands of changing legislation, changing practice and ensuring the effective implementation of new initiatives and developments in the education system.
- Support the induction of leaders whose schools are joining the Trust as appropriate.

### **Educational Provision and Performance**

- Support schools before, during and after Ofsted and Catholic Schools Inspection as needed.
- Develop a Trust Secondary Curriculum Strategy that is broad, balanced and at least meets the demands of the National Curriculum.
- Develop a regionalised improvement strategy that recognises the local distinctiveness of the STOC footprint.
- Monitor the performance of Trust regions and schools; agree challenging and meaningful targets for improved outcomes by supporting the development and implementation of robust self-evaluation and academy improvement plans/strategies.
- Ensure necessary actions needed to bring about improvement are implemented quickly and effectively, and that actions have impact.
- Hold leaders to account for the educational performance of their schools or areas of responsibility.
- Make accurate judgments on the development state of all region and schools within the Trust using appropriate evidence to ensure all the Trust regions and schools receive effective support.
- Make accurate judgements on all schools who wish to join the Trust to ensure robust due diligence.
- Provide thorough, accurate and up-to-date reports on Trust performance and effectiveness to the CSEL, Executive Team and the Trust Board.
- Analyse a range of data to support Trust and School leaders in the interpretation and use of data to challenge and support individual academies to raise performance.
- Provide an objective review of Trust performance data by benchmarking against national statistics, local statistics and other settings with relevant demographics.
- Lead the planning, further development, and implementation of a trust-wide framework for evaluating school performance which will then inform the development of priorities and actions required as well as the allocation of resource.
- Devise intervention plans where a school's performance below the required level.
- Ensure safeguarding is effective in all the Trust's Secondary schools
- Develop the reputation of the Trust's Secondary schools locally, regionally and nationally.

### **Finance, Personnel and Resources**

- Ensure that all resources are deployed for the best possible outcomes for pupils and securing best value.
- Lead the development, approval, recruitment and induction of the school improvement function for the Secondary phase
- Assist in the recruitment of senior staff as required
- Work with the CSEL and COO on the development of the STOC people strategy.
- Ensure Trust key leaders are effectively trained and up-to-date with current practice and the inspection frameworks using these to drive improvement in schools

### **Training and Professional Development**

- Develop programs of professional development for leaders which will develop capacity across the Trust and ensure strategic priorities and operational plans are delivered effectively.
- Disseminate best practice so that it is shared across schools.
- Further develop the strategic overview of Trust's leadership networks.
- Act as appraiser of key staff as directed by the CSEL.



## General Responsibilities

- Contribute to and uphold the overall mission and ethos of the St Teresa of Calcutta Catholic Academy Trust to Make Christ Known and Make Lives Better.
- Attending meetings within the Trust/ academies and external events as required.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote team work, working in partnership to ensure effective working relations.
- Be aware and comply with equal opportunities and all Trust policies at all times.
- Assist with the development of policies and procedures as may be required outside own remit of role in line with the Trust strategic objectives.
- Produce, and respond to, complex correspondence from stakeholders and external agencies.
- Participate in training and other learning activities and performance development as required.
- Maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Comply with all of the Trust's safeguarding requirements.
- Undertake other duties commensurate with the senior nature of the post as directed by the CSEL and the Board. The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



## PERSON SPECIFICATION

### POST: CHIEF PERFORMANCE OFFICER SECONDARY

| FAITH COMMITMENT                                                                                                                                                            | ESSENTIAL (E)<br>DESIRABLE (D) | HOW IDENTIFIED |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------|
| Practicing Catholic                                                                                                                                                         | D                              | A              |
| Involvement in Parish Community                                                                                                                                             | D                              | A              |
| Faith Reference from Parish Priest                                                                                                                                          | D                              | A              |
| QUALIFICATIONS AND TRAINING                                                                                                                                                 | ESSENTIAL (E)<br>DESIRABLE (D) | HOW IDENTIFIED |
| First degree or equivalent.                                                                                                                                                 | E                              | A              |
| Teaching qualification.                                                                                                                                                     | E                              | A              |
| Evidence of continued professional development.                                                                                                                             | E                              | A              |
| Masters level qualification                                                                                                                                                 | D                              | A              |
| National Professional Qualification for Executive Leadership/other equivalent leadership courses (completed or enrolled)                                                    | E                              | A              |
| KNOWLEDGE AND EXPERIENCE                                                                                                                                                    | ESSENTIAL (E)<br>DESIRABLE (D) | HOW IDENTIFIED |
| Experience of working in an Executive Leadership role across a group of schools or Multi-Academy Trust.                                                                     | E                              | A/I            |
| Experience of successful Secondary Headship in at least two schools with a sustained record of improvement.                                                                 | E                              | A/I            |
| At least 5 consecutive years of Secondary Headship in one school                                                                                                            | D                              | A/I            |
| Detailed understanding of the current Ofsted and CSI inspection framework and how they are applied in schools.                                                              | E                              | A/I            |
| - Current Ofsted school Inspector.                                                                                                                                          | D                              | A/I            |
| - Current CSI inspector.                                                                                                                                                    | D                              | A/I            |
| - Experience of preparing or supporting schools through Ofsted/CSI inspections.                                                                                             | D                              | A/I            |
| Demonstrable experience of monitoring school performance at every level.                                                                                                    | E                              | A/I/R          |
| Demonstrable experience of working effectively with local governors and trustees.                                                                                           | E                              | A/I/R          |
| Demonstrable experience of successfully supporting schools to rapidly improve.                                                                                              | E                              | A/I/R          |
| Demonstrable success in building effective partnerships and links including with central government, schools and local authorities, to maximise networks and opportunities. | E                              | A/I/R          |
| Successful experience of promoting inclusion, equality and diversity.                                                                                                       | E                              | A/I/R          |
| Knowledge or experience of Research Schools, Teaching schools and/ or Initial Teacher Training and CPD Strategies                                                           | E                              | A/I/R          |



| SKILLS AND ABILITIES                                                                                                                                                                          | ESSENTIAL (E)<br>DESIRABLE (D) | HOW<br>IDENTIFIED |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------|
| Excellent understanding of organisational leadership and management.                                                                                                                          | E                              | A/I/R             |
| Exceptional communication skills both oral and written.                                                                                                                                       | E                              | A/I/R             |
| Exceptional planning, organisational and problem-solving skills.                                                                                                                              | E                              | A/I/R             |
| Exceptional analytical skills, critical thinking and data interpretation.                                                                                                                     | E                              | A/I/R             |
| Decisive and action orientated.                                                                                                                                                               | E                              | A/I/R             |
| Excellent negotiation skills with the ability to influence.                                                                                                                                   | E                              | A/I/R             |
| Flexible and adaptable, able to work in a fast moving, dynamic environment.                                                                                                                   | E                              | A/I/R             |
| Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships, with the ability to lead, influence, empower and manage change. | E                              | A/I/R             |
| CHARACTERISTICS                                                                                                                                                                               | ESSENTIAL (E)<br>DESIRABLE (D) | HOW<br>IDENTIFIED |
| Self-motivated, hardworking and resilient.                                                                                                                                                    | E                              | I                 |
| Sense of humour and optimism and warmth.                                                                                                                                                      | E                              | I                 |
| Willingness to be flexible and work to meet the best interest of the Trust.                                                                                                                   | E                              | I                 |
| Open, honest and approachable.                                                                                                                                                                | E                              | I                 |
| Innovative and creative.                                                                                                                                                                      | E                              | I                 |
| Able to support, guide, challenge and influence their key peer group.                                                                                                                         | E                              | I                 |

A: Application

I: Interview Process

R: Reference



# HOW TO APPLY

Please complete a [CES Leadership application form](#) addressed to the Chair of Directors and return to [recruitment@stoccat.org.uk](mailto:recruitment@stoccat.org.uk).

## The closing date for this position is:

Sunday, 8<sup>th</sup> October 2023 at 11.59 pm

## Shortlisting will take place on:

Week commencing 9<sup>th</sup> October 2023

## Interviews will be held on:

Tuesday, 17<sup>th</sup> October 2023

Applicants are strongly urged to arrange a conversation with the CSEL and visits to the central office to discuss this role. Initial contact should be made with our Trust Executive Assistant, Hayley Collier by email [hcollier@stocccat.org.uk](mailto:hcollier@stocccat.org.uk).

St Teresa of Calcutta Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

