



St Joseph

Catholic Multi Academy Trust

SJCMAT JOB DESCRIPTION

AREA/SECTION:	SJCMAT Central Team	DATE PREPARED:	July 2024
JOB TITLE:	Director of Catholic Education	SALARY:	L31-L40
REPORTING TO:	The Chief Executive Officer		

CORE PURPOSE

The core purpose of the role of the Director of Catholic Education is the strategic leadership of Catholic Life and Mission, Religious Education and Collective Worship. Reporting directly to the CEO, the Director of Catholic Education will be part of the Trust's Senior Executive Team and will ensure that all academies within the Trust are conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool.

PRINCIPLE RESPONSIBILITIES

- Promote the Catholic mission & values of the trust, and exemplify the benefits of aligned autonomy & partnership working whenever possible. In so doing develop its culture.
- Lead the strategy to support schools to ensure that Catholic Life and Mission, Religious Education and Collective Worship are outstanding.
- Deputise for the CEO at key meetings and events.
- Lead on an engagement and marketing strategy to support identified schools to join the Trust.
- Develop and implement a programme of professional development and formation for staff at all levels.
- Lead key strategies for talent management and succession planning across the Trust.
- Coordinate key trust-wide events, and key aspects of trust marketing and design roles.
- Act as a figurehead and key representative of the trust, and establish strong internal and external links.
- Provide direct strategic and practical capacity / support to schools in need as required.

Mission, values, aligned autonomy & culture

- Promote and articulate the trust mission & values and ensure all key priorities are referred back to these.
- Understand the trust definition of aligned autonomy, and through sensible & sensitive leadership, use this approach to drive / support improvement.
- Exploit, whenever beneficial to school and overall effectiveness, partnership activity, so that being part of a trust is tangible, and if possible quantifiable.
- Support the strategy to develop a common professional culture of openness, continuous improvement, support, candour and consistency.

Quality of Catholic Education

- Ensure the curriculum in each school is based on the Trust Curriculum principles and reflects our Catholic identity.
- Ensure that school leaders and staff can confidently articulate the overall and subject curriculum intent, exemplify why it is appropriate for all pupils, its coherence and how it secures long-term learning; and links to personal development, PSHE / SRE and safeguarding within the context of Catholic education.
- Ensure each schools approach to teaching is based on the Trust sequence of learning and that these are fully understood by all staff.
- Ensure the strategy to develop the quality and consistency of teaching every day for every child, is deliverable, supportive, robust, underpinned by best practice / research, and framed against teaching and learning principles.
- Develop a strategy of evaluation in each school which can accurately measure the quality of teaching overtime, is framed against the principles, and is rooted in regular internal and external scrutiny of lesson practice, work scrutiny and staff / pupil conversations.
- Develop a coherent annual reporting process that can clearly show the quality of practice, impact of strategy, and priorities for further improvement.

Performance and Standards

- To provide a strategic lead on monitoring and evaluating standards across all academies within the Trust
- To be familiar with the latest requirements for the Catholic Schools Inspectorate and Ofsted for all academies in the Trust.
- To quality assure all data collected from academies in the Trust.
- To ensure that the Trust's Performance Data Calendar is followed by all academies in reporting their current performance in Religious Education.
- To provide accurate and incisive summary reports for the CEO and the Trust's Education and School Improvement Committee.

Personal development

- Ensure PD in each school is based on Trust principles and Catholic Social Teaching.
- Ensure that school leaders and staff can confidently articulate its overall intent, and constituent parts, and how it will be provided to all pupils, and links to the curriculum, PSHE / SRE and safeguarding in the context of Catholic education.
- Develop a strategy of evaluation in each school which can accurately measure the quality and impact of professional development and formation, framed against the principles, and is rooted in regular internal and external scrutiny of lesson practice and staff / pupil conversations.
- Develop a coherent annual reporting process that can clearly show the quality of practice, impact of strategy, and priorities for further improvement.

Supporting Schools

- To raise standards in all schools, not just those that are 'at risk' of declining standards.
- To develop evidence-informed school improvement strategies.
- To liaise with other relevant bodies for all aspects of school improvement.
- To ensure that appropriate school improvement advice and guidance is available as required.
- To provide a strategic direction for all headteachers on Catholic education within the Trust.
- To ensure all academy self-evaluations are accurate and in line with Catholic Schools Inspectorate requirements.

- To coordinate and quality assure all external support for RE, Catholic Life and Mission and Collective Worship.
- To carry out learning walks, departmental reviews, work scrutiny, data checks and data validation in academies supporting the work of headteachers in their responsibility for standards in the individual academies.
- To support headteachers with school improvement planning.
- To monitor schools' improvement plans and to support and challenge headteachers to bring about rapid and sustained school improvement.

Strategic Educational Leadership

- To provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance and ensure a culture of continuous improvement and continuous professional development within all academies in the Trust.
- To act as an advocate for the Trust, its mission and values, in forming and developing effective strategic partnerships with national bodies, other educational institutions, the Archdiocese of Liverpool, business and the wider Catholic and local community.
- As a member of the executive leadership team, to work constructively and positively with the CEO to shape the strategic direction of the Trust.
- To deputise for the CEO as required.
- To provide a strategic lead in specific areas of the Trust's work as agreed with the CEO.

Staffing and Performance Management

- To line manage the Trust lead for Catholic Life and Mission.
- To work with the CEO / Local Governing Bodies on setting rigorous and robust performance management/appraisal targets for headteachers linked to Catholic education and Catholic leadership.
- To monitor headteacher performance management/appraisals and ensure consistency across the Trust.
- To 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 Archdiocese of Liverpool and employment legislation.
- To ensure that academies have an effective system of performance management that provides for the continuous development and formation of all employees.

Operations

- To ensure that the Trust complies with all legislative/statutory and regulatory requirements.

CEO and the Board of Directors

- To report to the CEO and all matters regarding Catholic education, standards and school performance in the Trust.
- To report to and attend all committee meetings and, where applicable, board meetings.

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.

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