

Director of Primary Education

Vacancy Information Pack



Mater Ecclesiae
Catholic Multi Academy Trust

'One Family in Christ'

Contents

Welcome from the CEO	Page 2
Mission, Vision and Values	Page 4
Trust Information	Page 5
Our Schools	Page 6
Application Pack:	
• Job Description	Page 7
• Person Specification	Page 11
• Additional Information about the role	Page 14
• Safeguarding information	Page 15
• How to apply	Page 17

CEO Welcome

Thank you for your interest in the role of Director of Primary Education at Mater Ecclesiae Catholic Multi Academy Trust.

It gives me great pleasure and excitement to welcome you to our growing, dynamic family of Catholic schools. Mater Ecclesiae is one of three Catholic multi academy trusts created by the Diocese of Lancaster to play an important part in shaping Catholic education across the Diocese.

The Trust currently consists of seven primary schools and one secondary school. In line with the Bishop's vision for schools across the Diocese of Lancaster and following a hugely successful first year, we are due to grow to 13 schools before the end of the calendar year, when we will be delighted to welcome five more primary schools into the Trust. When fully-formed, the Trust will consist of 20 primary schools and 3 secondary schools covering the Preston and rural Preston area.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people. All primary schools currently in the Trust are rated 'Good' by Ofsted, providing a strong foundation of expertise and talent on which to build a comprehensive school improvement strategy.

The Trust currently serves over 2300 pupils and employs over 360 staff across our schools. The context of our schools means almost half of our secondary pupils and a third of our primary pupils experience challenges based on socio-economic and deprivation-associated factors. Our aim is to expertly deliver an ambitious Catholic curriculum that opens hearts, broadens horizons and accelerates social mobility.

The core principles of the Trust are to educate the whole person, striving for excellence and working together as 'One Family in Christ', serving others. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people develop a sense of 'compassion, confidence and community' and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. Our core values of Compassion, Confidence and Community underpin all of our relationships; between staff, pupils, families, parishes and local communities.

The role of Director of Primary Education is crucial in supporting the Trust on its journey to achieve excellence for our pupils, staff and the communities we serve. Our vision for an outstanding Trust improvement strategy is built on strong internal relationships and powerful external partnerships.

We welcome leaders who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve. The successful candidate will be supported by a range of carefully selected school improvement partners, providing great capacity and resource on which to build and strategically develop.

We look forward to meeting with any prospective candidates and extend a warm welcome to you to visit our Trust or to have a confidential conversation to find out more about the role and the difference you can make to our pupils' education.

If you believe you have the knowledge, skills and experience to make a positive contribution, then we would welcome an application from you for this vital role at an exciting time in our Trust's journey.



Yours faithfully,



Peter Duffy

Chief Executive Officer



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.



Our Values

One family in **Compassion**
One family in **Confidence**
One family in **Community**



One Family in Christ

Trust Information

Governance Structure

Members

The Bishop of Lancaster, The Episcopal Vicar of Education and Formation, Lancaster Diocesan Trustees

Trust Directors

10 Foundation Directors

Local Governing Bodies



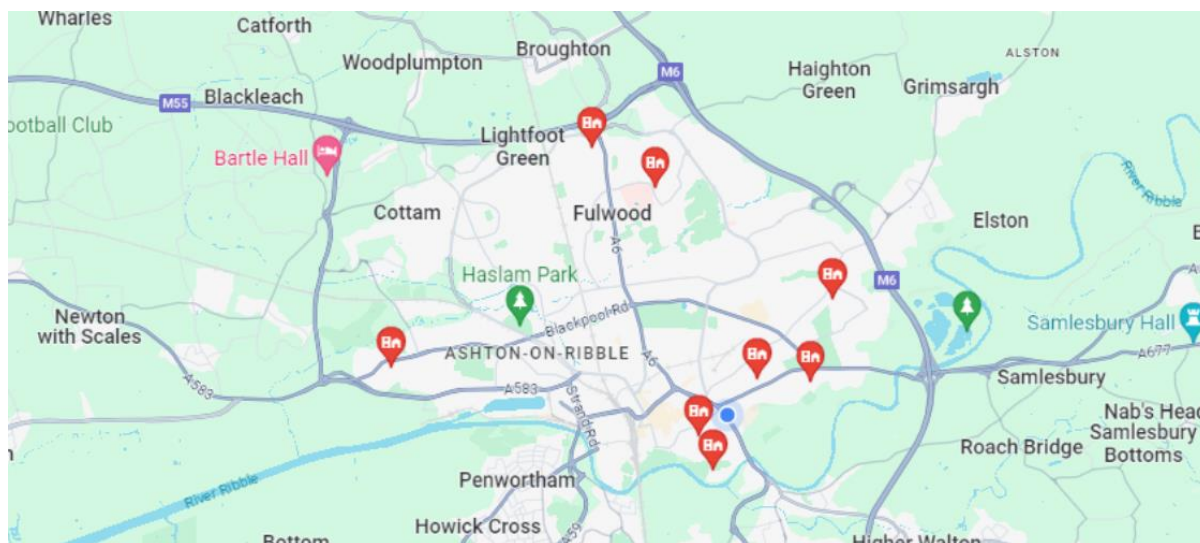
Executive Leadership Team

Chief Executive Officer, Chief Finance Officer, Headteachers, Director of Primary Education

Trust Development Priorities



Our Schools



Current Schools (in alphabetical order)



Christ the King Catholic High School
Preston, Headteacher: Mr Simon Corless



St Clare's Catholic Primary School
Preston, Headteacher: Mrs Anne Charnley



Our Lady & St Edward's Catholic Primary School
Preston, Headteacher: Mrs Karen Woods



St Joseph's Catholic Primary School
Preston, Headteacher: Mrs Catherine Monaghan



St Augustine's Catholic Primary School
Preston, Headteacher: Mr John Entwistle



St Teresa's Catholic Primary School
Preston, Interim Exec. Headteacher: Mrs Catherine Monaghan



St Bernard's Catholic Primary School
Preston, Headteacher: Mr Roy Turner



The Blessed Sacrament Catholic Primary School
Preston, Headteacher: Miss Kelly Hannah

Schools joining this calendar year



Alston Lane Catholic Primary School
Longridge, Headteacher: Mr Mark Fitzgibbon



St Mary & St Andrew's Catholic Primary School
Barton, Headteacher: Mrs Sarah Roach



Sacred Heart Catholic Primary School
Preston, Headteacher: Mrs Lucy Scanlon



St Mary & Michael's Catholic Primary School
Garstang, Headteacher: Mrs Luena Archibald



St Ignatius's Catholic Primary School
Preston, Headteacher: Mr Chris Hough

Job Description

Director of Primary Education

Job title:	Director of Primary Education
Responsible to:	Chief Executive Officer
Location:	Central office in Fulwood, Preston, with frequent travel to all primary schools in the Trust
Contract:	Full time, term time only + 1 week (STPCD)
Scale:	Leadership L22 – L29 (£79,112 - £93,902)

Main responsibilities:

The Director of Primary Education will support the Chief Executive Officer and work as part of the executive leadership team in delivering the values, vision and strategic plan of the Trust so that all pupils are given the best possible opportunities to achieve educational and personal excellence. This will be achieved through ensuring high-quality teaching and learning of an ambitious and broad curriculum, enriched by a wide range of personal development opportunities.

The Director of Primary Education will lead improvement and quality assurance work, providing professional challenge and support to all primary schools in the Trust. This role will strategically develop and oversee a Trust improvement strategy which will lead to consistently high standards of education.

The Director of Primary Education will be responsible for leading networks, school-to-school support and professional learning opportunities for leaders and staff across primary schools. This role will prepare schools and support leaders through internal quality assurance processes and external scrutiny.

Overview of the role:

The Director of Primary Education will be an inspirational and strategic leader with a successful record of school improvement. They will be able to build professional and positive relationships with colleagues and external agencies. The Director will be able to work with all leaders and schools to bring about improvements in identified areas; for example, curriculum development, pupil attendance, outcomes for disadvantaged pupils and pupils with special educational needs and/or disabilities (SEND), quality of teaching and behaviour.

This role will require an experienced leader who is able to accurately identify areas for school development, ensure robust improvement plans are in place to bring about improvement to achieve excellence. The Director of Primary Education will be able to effectively use quality assurance processes to accurately inform the CEO, Local Governing Bodies and Trust Directors about the quality of education and overall effectiveness in all schools.

The Director of Primary Education will be credible and knowledgeable in a wide range of educational issues, resilient and able to lead by example. They will be conversant with the demands of working in schools in a range of contexts (size, FSM, etc.) and be a highly effective communicator. They will model exceptional leadership across the Trust.

Key accountabilities:

Supporting the Trust mission, vision and values

- Promote the mission, vision and values of the Trust
- Contribute to maintaining and further developing the Catholic ethos and values of the Trust
- Develop positive working relationships with Headteachers, members of the central team and staff across the Trust
- Support the Diocesan vision for academisation through engagement with current and future leaders and governors and completion of educational due diligence.

Quality of education

- Inspire and engage leaders and staff across the trust to deliver the best possible outcomes for pupils, including disadvantaged pupils and pupils with special educational needs and/or disabilities (SEND)
- Challenge and support leaders to ensure that an ambitious and well-sequenced curriculum, which aligns to the overarching aims of the Trust, is in place and effective in all schools/academies
- Develop the expertise of senior and middle leaders in curriculum design and quality assurance
- Facilitate curricular links from primary to secondary, through curriculum design and development and supporting transition programmes at the relevant points
- Support leaders in ensuring that a wide range of enrichment activities and programmes enhance the provision for pupils, including disadvantaged pupils and pupils with SEND
- Support leaders in the development of effective assessment which helps teachers to check understanding and inform teaching and enables pupils to embed and use knowledge.
- Ensure that the teaching of phonics and reading is prioritised and effective to support pupils' access to the wider curriculum
- 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 Trust principles

Performance & 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 Ofsted for all academies in the Trust.
- To carry out risk assessments, through careful analysis of performance data, for all primary academies and to identify areas of risk and areas of strength
- To collect internal and external performance data including end of year outcomes, attendance data and behaviour data.
- To ensure that the Trust's data calendar is followed by all academies in reporting their current progress against KPIs
- To work closely with headteachers of academies currently judged as inadequate or requiring improvement to drive rapid school improvement and to monitor school improvement progress regularly

- To provide accurate and incisive summary reports for the CEO, LGBs and Trust Board.

Professional development

- Foster a culture of collaboration by creating networks and opportunities for schools and individuals within the group to engage with each other and build effective extended learning communities
- Work with the CEO to share skills, expertise and capacity across the Trust and its academies and embed system leadership practice
- Facilitate the networking of Headteachers and other leaders to develop a programme of robust peer review and support
- Identify any training needs and deliver/commission appropriate professional development to address any areas
- To support local governing bodies (LGBs) as needed
- Lead key strategies for talent management and succession planning across the Trust.
- Build own leadership capacity and take responsibility for your own professional development by actively participating with training and reflecting and identifying any areas for improvement.

Quality Assurance

- Create and develop clear quality assurance procedures across the Trust, which drive consistency and improvement in outcomes and experiences for all pupils
- Develop a coherent reporting process that can clearly show the quality of practice, impact of strategy, and priorities for further improvement.
- To carry out a range of quality assurance activities, for example learning walks, subject/phase reviews, work scrutiny, pupil voice etc. in academies
- Support the work of headteachers in their responsibility for standards in the individual academies.

Strategic Leadership

- Provide leadership, coaching, guidance and support to school leaders and teachers
- Contribute to Trust and school self-evaluation, developing clear insights into improvement priorities at all levels
- Analyse school/academy performance, identify issues for improvement, broker and/or provide support, monitor impact and build leadership capacity across the primary sector of the Trust
- Lead and/or facilitate regular executive leadership meetings
- Manage budgets for school improvement and professional development
- Contribute to Trust and individual academy/school improvement planning
- Produce reports for the CEO, Directors and governors
- Develop professional and constructive relationships with other agencies where appropriate, including the Diocese, Department for Education (DfE), Regional Schools Commissioner (RSC), Local Authorities (LAs) etc.

Safeguarding

- To be responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced, with Barred List check, in order to satisfy our statutory obligations.

Other

- Support the CEO in delivering the Trust improvement plan and achieving ambitious Key Performance Indicators as appropriate
- Support the CEO through the development, implementation and review of appropriate Trust-level policies to achieve the aims and needs of the Trust and its academies/schools
- Ensure that the Trust effectively captures appropriate data to inform improvement planning, KPIs and statutory requirements
- Maintain an outward-facing role with the local community to develop the Trust's external relationships with parents/carers, parishes and the wider community
- To have a responsibility for data protection and a duty to observe and follow the principles of the GDPR Regulations, especially concerning confidentiality, treatment of personal information and records' management
- Represent the CEO from time to time, as required
- The post-holder will comply with the general terms and conditions of service and undertake such duties as appropriate to the salary and content of the work as may reasonably be required. The list of duties in this description should not be regarded as exclusive or exhaustive. In exceptional circumstances, this could involve temporarily acting as Head of a school/academy.

Mater Ecclesiae Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The 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 other outcomes.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person specification Director of Primary Education

Job title:	Director of Primary Education
Responsible to:	Chief Executive Officer
Location:	Central office in Fulwood, Preston, with frequent travel to all primary schools in the Trust
Contract:	Full time, term time only (STPCD)
Scale:	Leadership L22 – L29

Criteria	Essential	Desirable	Method of Assessment
A. Professional Qualifications			
Degree and recognised professional qualification relevant to the role	E		Application Form
Qualified teacher status (QTS)	E		
Catholic Certificate of Religious Studies or equivalent		D	
National Professional Qualification for Headship (NPQH)		D	
National Professional Qualification for Executive Leadership (NPQEL)		D	
National Leader of Education / Local Leader of Education		D	
Trained Ofsted and/or Diocesan Inspector		D	
A record of recent and relevant continuing professional development	E		
B. Faith Commitment			
Practising Catholic		D	Application Form
A willingness to support the Catholic Life of the Trust	E		
C. Experience			
Extensive experience of teaching across the 3-11 age range	E		Application form / Interview / References
Experience of successful Headship of a school or a leadership role within a Trust or Local Authority environment	E		
Evidence of strategic planning and review of progress against plans in terms of standards, performance and finances, taking decisive action where necessary	E		
Proven experience of successfully leading and supporting school improvement priorities/outcomes	E		

Experience of successfully leading and managing whole school change initiatives	E		
Experience of working with school governance	E		
Experience of working across a range of schools	E		
Knowledge and experience of working with Assessing School Performance (ASP) and school Inspection Data Summary Reports (IDSR)	E		
Experience of working cross-educational phase		D	
Experience of leading a school through / preparing a school for a successful Ofsted inspection	E		
Experience of effective management of budgets and resources	E		
D. Knowledge and understanding			
Understanding of the statutory educational framework, current educational issues relating to academies, Company and Charity Law and Knowledge of relevant policies, legislation and codes of practice across education	E		Application form / Interview
Comprehensive knowledge of the schools' Ofsted Inspection criteria and processes	E		
Ability to plan strategically based on use of data, targets and benchmarking	E		
An understanding of the central role of curriculum Religious Education	E		
A deep understanding of evidence-informed school improvement strategies	E		
A clear understanding of the current educational landscape, including issues specifically relating to academies and faith academies	E		
An understanding of the Section 48 inspection process		D	
A willingness to serve or train as an Ofsted inspector		D	
E. Professional competencies			
Ability to build positive relationships with Headteacher, governors, directors and other agencies	E		Application form / Interview / References
Ability to assess school improvement plans, self-evaluation forms and published data accurately	E		
To be able to lead a range of school improvement strategies, tackling issues with robustness and compassion	E		
Well-developed written and oral presentation skills	E		
Able to manage conflict effectively	E		

Able to lead, motivate and develop individuals and teams to achieve excellence	E		
Action-oriented and outcomes-focused	E		
F. Personal attributes			
To be emotionally resilient	E		Application form / Interview / References
To be able to adapt quickly to changing circumstances and new ideas	E		
To be an inspiring role model for staff and pupils	E		
Be credible and able to earn respect from all members of the Trust family	E		
Reliable and trustworthy	E		
Calm under pressure and self-motivated	E		
Emotionally intelligent and able to articulate vision to a range of audiences	E		
G. Safeguarding			
Understanding of the responsibilities of the Trust and schools in keeping children safe and ensuring compliance with all relevant legislation	E		Interview
Satisfactory completion of enhanced DBS checks and pre-employment checks	E		Trust processes
H. Additional requirement			
Full driving license and use of car is essential for the duration of employment, It is expected that the successful candidate will be able to travel between the central office and schools by car.	E		Interview
Ability to work flexible as occasional evening work may be required	E		

Additional Information

Start date:	1 st September 2024
Salary:	L22-L29
Hours of Work:	Full-time - 32.5 hours per week. Staff at this level may be required to work additional hours to meet the requirements of the role. There will be a requirement to work outside of normal office hours.
Contract:	Permanent
Pension:	Teachers' Pension Scheme (for existing members) or other by arrangement
Expenses:	Work-related expenses will be paid per the relevant Trust policies
Annual Leave:	School Teachers' Pay and Conditions. The working pattern will follow the term time of the schools with an expectation to work during the school holidays where this is required to meet the needs of the Trust. (Term time only plus one week)
Probation:	6 months
Notice Period:	3 months

Safeguarding Information

Introduction

Mater Ecclesiae Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses. The application form requires applicants to complete a disclosure of any criminal convictions.

Shortlisting

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form including their employment history. Candidates will be reminded of their responsibility to disclose criminal convictions that are subject to DBS checks if they have not already done so on the application. Proof of right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out. A fitness to work declaration will be required following appointment. Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the Mater Ecclesiae probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed which includes the monitor and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

Mater Ecclesiae recognises the value of, and seeks to achieve, a diverse workforce. Mater Ecclesiae takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. Mater Ecclesiae is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

Mater Ecclesiae is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment you will agree for the Trust to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available upon request from the Trust Business Manager.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about Mater Ecclesiae CMAT or the role, then please contact:

Peter Duffy, CEO, at contact@mecmat.org

Visits to the Trust:

Informal communication and visits to the Trust are encouraged.

Prospective candidates will be welcome to visit the Trust or book a confidential conversation prior to application.

Please email recruitment@mecmat.org to arrange a mutually convenient time.

Application process:

Please send your completed CES application form (available on the Trust website) to: recruitment@mecmat.org

You will also be required to complete and submit a Recruitment Monitoring Form and a Rehabilitation of Offenders Act Disclosure form.

There are guidance notes supplied to assist in the completion of the forms (see applicant notes on website).

Closing Date for Applications: Thursday 18th April 2024 at 3pm

Shortlisting of Candidates: Friday 19th April 2024

Interview Date for Candidates: Tuesday 23rd April 2024

Should you decide to apply, please confirm your availability for these dates when submitting your application.

References will only be taken up for shortlisted candidates who will be notified beforehand.

Please contact each of your named referees to inform them that if you are shortlisted, we will request a reference prior to the interview.



Mater Ecclesiae
Catholic Multi Academy Trust

'One Family in Christ'