



# DIRECTOR OF SCHOOL IMPROVEMENT (PRIMARY)

Working for the Dunstan Catholic Educational Trust





# WELCOME

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Welcome to the Dunstan Catholic Educational Trust (DCET) and thank you for your interest in working with us. The Trust is based at St Joseph's Catholic Primary School in Bridgwater.



Helen  
Taylor  
(CEO)

**In this pack we have enclosed some interesting and useful information about the Trust, which currently works with six schools across Somerset and North Somerset. You can find out more about our Trust on our website [www.thedcet.com](http://www.thedcet.com).**

We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

**This pack includes:**

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# OUR VISION AND VALUES:

## OUR VISION:

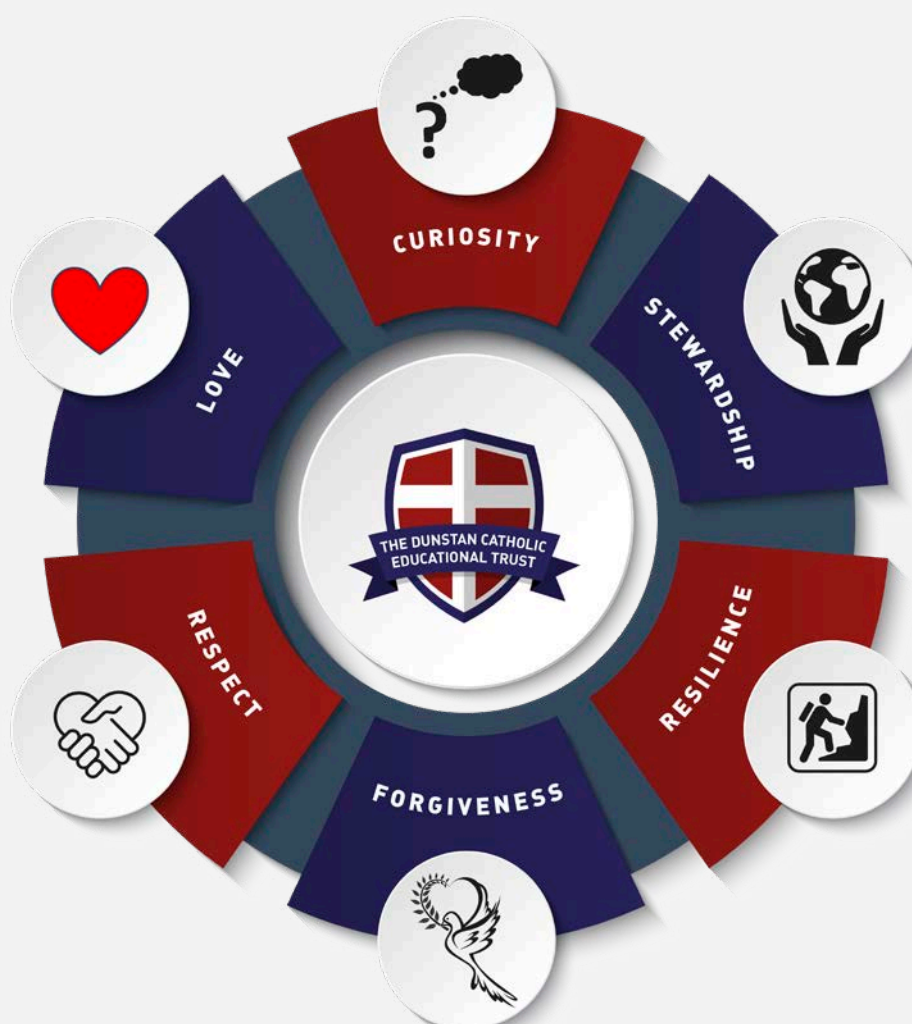
### TOGETHER WE LOVE, WE LEARN, WE LIVE



We are a community of Catholic schools together aspiring to give children an all-round education rooted in Christian values in a nurturing environment where they flourish, become lifelong learners and fulfil their potential.



## OUR TRUST VALUES ARE:



# BACKGROUND TO DCET

**The Dunstan Catholic Educational Trust was established on the 1st March 2022 as one of the first Catholic Multi-academy Trusts in the Clifton Diocese.**



DCET currently oversees six primary schools based in Somerset and North Somerset with a combined total of circa 1200 pupils, 200 staff and 5 million budget. The Trust is due to expand by two schools based in Wiltshire in 2023.

Alongside its improvement work in its current schools, the Trust is working actively with the Diocese and the Regional Director to grow its family of schools. This will provide many more opportunities for increased collaboration between leaders and staff at all levels, better economies of scale and effective school improvement.

## **Our Schools:**

- **Corpus Christi Catholic Primary School, Weston-super-Mare**  
[www.corpuschristiweston.co.uk](http://www.corpuschristiweston.co.uk)
- **Our Lady of Mount Carmel Catholic Primary School, Wincanton**  
[www.ourladyofmtcarmelschool.org.uk](http://www.ourladyofmtcarmelschool.org.uk)
- **St Gildas Catholic Primary School, Yeovil**  
[www.stgildasprimary.co.uk](http://www.stgildasprimary.co.uk)
- **St Joseph and St Teresa Catholic Primary School, Wells**  
[www.stjosephandstteresa.co.uk](http://www.stjosephandstteresa.co.uk)
- **St Joseph's Catholic Primary School, Bridgwater**  
[www.st-josephs-bridgwater.somerset.sch.uk](http://www.st-josephs-bridgwater.somerset.sch.uk)
- **St Joseph's Catholic Primary and Nursery School, Burnham on Sea**  
[www.st-josephs-burnham.co.uk](http://www.st-josephs-burnham.co.uk)





# JOB ADVERT

## Director of School Improvement (Primary)

<b>Salary</b>	Leadership Point 22
<b>Contract</b>	Permanent, 0.5 FTE, all year round

<b>Starting from</b>	Leadership Scale 22
<b>Closing date</b>	27th February 2023 12pm
<b>Interviews</b>	Friday 10th March 2023

With the expansion of the Trust, we are looking to appoint our first Director for School Improvement to support our ongoing plans for improvement and to build on the current achievements of the schools. This is a great opportunity for someone who is passionate about school improvement, ensuring that our pupils receive an excellent education.

The post holder will be an active member of the Senior Leadership Team of the Trust working closely with the CEO and central Finance Team.

### We are looking for someone who can:

- Secure accelerated and sustained school improvement through leadership of the Trust's School Improvement Offer
- Build the capacity of headteachers to accurately self-evaluate and empower them to lead and secure sustained school improvement
- Regularly review and support vulnerable schools, working alongside leaders to ensure a rapid improvement journey
- Demonstrate significant evidence of successful school improvement at a primary level with extensive experience of inspection
- Support the Christian ethos of the Trust

### In return we can offer you:

- Opportunities for CPD
- A dedicated, caring and enthusiastic team
- A varied working environment
- A competitive salary

The Dunstan Catholic Educational Trust is committed to safeguarding and promoting the welfare of children and equal opportunities in employment and expects all staff and volunteers to share this commitment.



# JOB DESCRIPTION AND PERSON SPECIFICATION

## Job description

<b>Job title</b>	Director of School Improvement (Primary)
<b>Salary</b>	Leadership Scale 22
<b>Accountable to</b>	Chief Executive Officer
<b>Accountable for</b>	School Improvement
<b>Working with</b>	DCET SLT; Local Governing Committees (LGCs), DCET colleagues Pupils and staff in DCET schools
<b>Main job purpose</b>	<ul style="list-style-type: none"><li>● To secure accelerated and sustained Trust-wide improvement through the leadership of the Trust School Improvement Offer.</li><li>● To hold leaders and LGCs accountable for the improvement in outcomes, bringing strategic direction for school improvement as well as challenge and support at all levels.</li><li>● To lead the Trust's monitoring and evaluation plan, including: quality assurance and impact of schools' internal accountability structure and self-evaluation process; rigour of school improvement plans; development of peer-led reviews</li></ul>



# JOB DESCRIPTION AND PERSON SPECIFICATION

## Key accountabilities

1.	To strategically lead the Trust's School Improvement Offer, ensuring Trust-wide ownership and differentiated and bespoke delivery, to secure accelerated and sustained school improvement
2.	Progress the implementation of the Trust's School Improvement Offer such that school leaders are empowered, accountabilities and support structures continuously evolve, and improved outcomes are evident against key performance indicators
3.	To coach headteachers and senior leaders, supporting the growth of professional confidence in all aspects of school improvement, which positively impacts on school and Trust wide outcomes
4.	Accountable to the Chief Executive Officer, as an active member of the Senior Leadership Team and meeting on a regular basis to report on progress and discuss areas for on-going development
5.	To hold to account and provide direct intervention support for those Headteachers and LGCs where leadership and overall effectiveness is not yet good and therefore requires rapid improvement
6.	To provide timely, accurate and detailed analysis of data across the Trust, and other performance reports for the Trust Board, responding to challenge and adapting improvement strategies accordingly
7.	To extend collaborative working between schools, spreading best practice and enhancing outcomes across the Trust as a whole.
8.	To be a champion for the Trust, supporting its growth, leading aspects of the Trust's due diligence process and working with new joiners to enable them to deliver effective provision and outcomes as rapidly as possible, or strengthening and sharing their best practice for the benefit of others.

## Resources

- Trust school improvement budget
- School budgets designated for school improvement





# JOB DESCRIPTION AND PERSON SPECIFICATION

## Person specification

Key criteria	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>● Degree level qualification</li> <li>● Successful teaching and leadership experience in schools</li> <li>● Previous experience of successful Headship / Senior Leadership that has led to demonstrably strong outcomes</li> <li>● Experience in organisational, resource and financial management</li> <li>● Knowledge of the OFSTED Inspection criteria and processes</li> <li>● A willingness to train as an OFSTED inspector, if not currently accredited</li> <li>● Experience of working with senior leaders in schools</li> <li>● Experience of supporting successful school improvement, across more than one school</li> <li>● Experience of writing and presenting policy and strategy and recommending appropriate future action</li> <li>● Experience of effective partnership working and of developing good working relationships with all stakeholders</li> <li>● Experience in the analysis and evaluation of performance data across more than one school</li> <li>● Evidence of collaborative and inspirational leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>● Accreditation / experience as an OFSTED inspector, SIP, NLE or LLE</li> <li>● Knowledge and experience of Diocesan Inspections</li> <li>● Higher level qualifications</li> </ul>



# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>● Proven ability to develop, communicate and successfully implement strategies</li> <li>● Ability to challenge effectively and follow-through expectations to ensure improvement</li> <li>● Ability to quickly adapt to change</li> <li>● Proven ability to generate and deliver collective vision and shared purpose</li> <li>● Demonstrable commitment to on-going development and the learning of new skills where required by the role</li> <li>● Ability to manage conflict situations and achieve a positive outcome</li> <li>● Ability to collect evidence and make sound judgements against agreed criteria</li> <li>● Effective organisational skills</li> <li>● Well-developed interpersonal and communication skills</li> <li>● Advocacy, facilitation and negotiation skills</li> <li>● Able to support the Christian ethos of the MAT</li> <li>● Excellent interpersonal skills with personal credibility to challenge and influence at senior level</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of the statutory and financial framework in which Academies operate</li> <li>● Familiarity with the workings of an Academy Trust</li> </ul>
<b>Work-related personal qualities</b>	<ul style="list-style-type: none"> <li>● Demonstrable personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards</li> <li>● High levels of personal resilience and dedication</li> <li>● The ability to reflect critically but constructively on a range of educational issues, challenges and opportunities</li> <li>● Commitment to support the aims of the Trust</li> <li>● Commitment to Catholic education</li> <li>● Ability to and enthusiasm for travel within the Trust in order to carry out duties</li> </ul>	<ul style="list-style-type: none"> <li>● The ability to provide spiritual leadership within the context of Catholic school leadership</li> </ul>

# HOW TO APPLY

**If you are interested in this position and would like to have an informal conversation about the role before making the decision to apply for the post, please contact Helen Taylor via [HTaylor@thedcet.com](mailto:HTaylor@thedcet.com) to make an appointment.**

Please apply using the CES application form and return this to Helen Taylor at the email address above.

All applicants will be notified of shortlisting decision by email.

References for shortlisted candidates will be requested before interview. Interviews are planned for **10th March 2023** and further details about the interview process will be emailed to the candidates in good time.

