



ST TERESA
of **CALCUTTA**
Catholic Academy Trust



DIOCESE of **SALFORD**

Head of Innovation

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 Head of Innovation.

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 of 20 schools: 16 primary and 4 secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey.

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 candidates to lead our operations, finance, information and performance functions. We are now seeking an individual to join our information's function to lead Innovation. This is a role with great scope and great potential and will play a critical role in the 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 "CFoley".

Chris Foley
Catholic Senior Executive Leader (CEO)





About the Trust

Our Trust began in 2017, and we currently comprise 20 schools: 16 primary and 4 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 continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

Our Mission

Our Trust Mission is simple, it is to make Christ known, making lives better for our communities, our children and young people.

Our Values:



Hope

Inspired by St Teresa of Calcutta, we are people of hope. We have a complete belief in the future we will build together. By offering our children, staff and schools' opportunities to grow and flourish, we make aspiration and ambition a reality. Our people, just like St Teresa are relentless and fiercely ambitious. We will always reach for that which seems to be just out of our grasp.



Courage

As modelled for us by St Teresa of Calcutta, we will have the courage to do what is right. As a community, we will not shy away from making decisions that ensure our communities thrive. We will be brave in our actions. As a truly Catholic organisation this courage will be most apparent in how we collectively support the most vulnerable.



Innovation

St Teresa of Calcutta changed the world. Together, we will always be pursuing new ideas and best practice in all areas of our work. We will prepare our children and young people for the world that awaits them. A world which they will shape and change.





About the Role

Innovation is one of our core values. By this we mean to not only pursue new ideas and best practice but also to prepare our children and young people for the world that awaits them. Our Head of Innovation will take a lead role in this area of our work by shaping the way that technology is used to enhance teaching and learning and operational efficiency as well as how we use it to communicate.

The successful candidate will:

- Contribute to the rollout of new learning technology systems.
- Be the named contact for Trust Schools and to collaborate with local digital leads to provide advice, guidance, and training to staff on the use of the technologies to support/deliver teaching, learning and assessment. This will include the development of documentation/guides, videos etc.
- Develop and lead the Trust Digital professional learning offer, including delivery of workshops, drop-in surgeries and taught programmes on topics related to learning technologies.
- Liaise (as necessary) with STOC colleagues, the Head of IT and other staff to deal with requests and problems relating to learning technology systems that cannot be solved through the online provision available.
- Develop and update online learning resources independently and in collaboration with key stakeholders.
- Develop a STOC Digital Enrichment offer.
- Develop and implement STOC's Trust Wide Communication Strategy
- Oversee internal and external communications, brand management and media relations.

The St Teresa of Calcutta Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students

We can offer:

- an opportunity to be a member of a forward-thinking and innovative Informations team,
- a caring and engaged group of stakeholders,
- a committed and highly supportive Central Team and Trust Board with a clear vision and high aspirations for the Trust,
- precise support for your own professional and spiritual development from both the Academy Trust and the Diocese,
- excellent local and borough wide collaborative links,
- generous 22.7% Local Government Pension Scheme/28.68% Teachers Pensions employer contribution
- Recognition of continuous Local Government service (where applicable).
- Free onsite parking.
- Free onsite gym.
- Generous annual leave allowance.
- A variety of onsite events, including weekly pop-up shops.





Job Description

Post:	Head of Innovation
Pay Scale:	L11-L15
Responsible to:	Chief Information Officer
Main Location:	STOC Central Office with travel to other sites

Main Duties

The following is typical of the duties the post holder will be expected to perform, it is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Teaching and Learning

- Implement the rollout of new learning technology systems to staff and students.
- Train staff and students in how learning technology can be used to improve teaching and learning.
- Model with students in a classroom setting the use of Trust wide technologies that will improve outcomes.
- Be the named contact for Trust Schools and to collaborate with local digital leads to provide advice, guidance, and training to staff on the use of the technologies to support/deliver teaching, learning and assessment. This will include the development of documentation/guides, videos etc.
- Develop and lead the Trust Digital professional learning offer, including delivery of workshops, drop-in surgeries and taught programmes on topics related to learning technologies.
- Lead and implement innovative strategies with regards to the use of AI in all education settings.
- Provide training and guidance on Online Safety for staff, pupils and parents within STOC.
- Liaise (as necessary) with STOC colleagues, the Head of IT and other staff to deal with requests and problems relating to learning technology systems that cannot be solved through the online provision available.
- Develop and update online learning resources independently and in collaboration with key stakeholders.
- Develop a STOC Digital Enrichment offer.
- Evaluate and provide reports on the effectiveness of online materials and courses, bearing in mind both technical, educational, and financial aspects.
- Evaluate and streamline processes and technologies, evaluate third party products/additional technologies, and contribute to recommending improvements.
- Work as part of the Information function to deliver its KPIs and key objectives as requested.



Communication

- Lead the creation and implementation of a comprehensive communications strategy that includes media relations, digital, corporate social media, and internal communications. Ensure the strategy informs and engages employees across all schools and the central team.
- Provide expert guidance and training on media, internal, and digital communications.
- Set the direction for the evolution of STOC's website and digital/social media strategy over the next 2-3 years.
- As a core member of the critical incident response team, lead on and support the delivery of issues and crisis communications in line with agreed procedures.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Ability to relate well to children and adults.



Location

The role is central office based with regular visits across school sites. A valid driving licence and access to a vehicle is necessary to fulfil this role. Authorised mileage claims should be submitted to the Post holders Line Manager to recompense for this travel.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

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It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.



Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
Educated to Degree level.	E	A/C
QTS	E	A/C
Evidence of commitment to updating knowledge through regular CPD.	E	A/I/R
Further professional development in relevant fields.	E	A/I/R
Skills, Knowledge & Experience		
Experience in training/advising academic staff on how technology can be used to enhance teaching, learning and assessment.	E	A/I/R
Extensive and current knowledge of the learning technologies used in education.	E	A/I/R
Experience of successful management and evaluation of learning technologies-based projects.	E	A/I/R
High level of digital competence, including but not limited to the use of Office 365 (Teams, Outlook, Word, PowerPoint, Excel), digital media creation/editing tools, basic data analysis, understanding/use of generative AI tools.	E	A/I/R
The willingness and aptitude to learn new skills or knowledge including the use of AI, to keep abreast with sector developments.	E	A/I/R
Experience of creating resources to support the development of staff digital confidence.	E	A/I/R
Experience of designing, delivering and managing a communications strategy across a large organisation.	E	A/I/R
Experience of managing communications channels and developing strategies to maximise use of digital channels, including social media.	E	A/I/R
Proven experience in collaborating across organisations to help create and co-deliver shared goals.	D	A/I/R
Equal Opportunities		
To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E	A/I/R
Personal characteristics		
Demonstrate personal and professional integrity, including modelling values and vision.	E	A/I/R
Ability to be adaptable and work flexibly across the Trust.	E	A/I/R



Commitment to promote and support the aims and values of the St Teresa of Calcutta Catholic Academy Trust.	E	A/I/R
Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness.	E	A/I/R
Ability to work under pressure with limited supervision.	E	A/I/R
To be discreet in dealing with sensitive matters and collaborative working with executive leaders.	E	A/I/R



HOW TO APPLY

Please complete the online application form accessible via St Teresa of Calcutta Catholic Academy Trust website. Click here to access the advert: [Job Vacancies](#)

The closing date for this position is:

Midnight Wednesday 14th May 2025

Shortlisting 15th May 2025

Interviews 21st May 2025

Applicants are encouraged to arrange a conversation with the CIO and visit the central office to discuss this role. Initial contact should be made with our Trust Administration Team by email admin@stoccat.org.uk.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1074 (Exceptions) Order 1975 (as amended in 2013). All appointments will be subject to an enhanced DBS check including Children's barred list check and satisfactory references, including your suitability to work with children. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance. All shortlisted applicants will be required to complete a form for self-disclosure of cautions and convictions.

