



Recruitment Pack

Professional Learning and Career

Development Lead





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Welcome from Katy Cox

Catholic Senior Executive Leader

Dear Applicant

Thank you for your interest in joining Romero CAT's central team. I hope you will find the information in the application pack helpful.

As the new CEO of Romero CAT, I am delighted to begin expanding the central team in order to deliver the best education and best service to our schools, children, staff and their communities. If successful, you will be joining the trust at an exciting time of change and growth. It is my aim to strengthen and broaden the services and capacity at the centre to meet the challenging demands ahead of us. This post has been designed to contribute to this aim.

At Romero CAT, our values underpin everything we do: Faith, Service, Aspiration and Collaboration. The successful candidate will be in full alignment with our vision and values. You can find more information on our trust website.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

CEO/CSEL

Welcome from Angela Ager

Chair of the Board of Directors

Dear Applicant

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully

Angela Ager (Chair of Directors)

Our Values



Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

Faith: To nurture our belief in God.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

Service: To live out the responsibilities of our faith by serving others.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

Aspiration: To aspire to fulfil the potential of each individual, created uniquely in the image of God.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

Collaboration: To work collaboratively; sharing and fostering the strengths and expertise of all.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

Saint Oscar Romero

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

The Romero Prayer

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

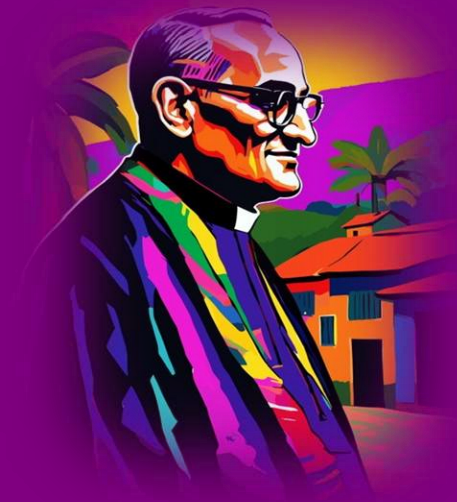
This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.



Job Advert

Professional Learning and Career Development Lead

Leadership Scale Points L7 – L12

£57,831 - £65,286

Responsible to: Catholic Senior Executive Leader

Main Location: Romero Central Office with
travel to other sites

Required to commence 1st September 2025

As the Professional Learning and Career Development Lead for the Trust you will work in partnership with school leaders, the Trust Education Team and strategic partners to co-ordinate, lead and deliver high quality CPD for school staff and develop ITT provision for the Trust.

This is a new and exciting opportunity to be a key member of the Education Team as the trust and central team grows. You will collaborate with schools to disseminate excellent practice that provides an environment for teaching and learning that empowers both staff and pupils to achieve their best and beyond.

As an excellent, experienced primary teacher, you will have the ability to plan and co-ordinate CPD for both primary and secondary schools, devising and implementing a comprehensive learning strategy.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website:
www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing date: Monday 5th May 2025
Shortlisting date: Thursday 8th May 2025
Interview date: Friday 16th May 2025 12noon



Professional Learning and Career Development Lead

Job Description

Main Duties and Responsibilities

This is a new role that will develop once in the position.

- To provide strategic leadership, vision and direction, in order to ensure success and improvement within the Trust's primary and secondary provisions.
- To provide an environment for teaching and learning that empowers both staff and pupils to achieve their best and beyond.
- Lead on high-quality professional development and opportunities in the Trust to ensure long term success, including maximising potential through the skills and resources available from across the Trust.
- Collaborate and negotiate at a strategic and operational level with local and national partners in order to share expertise and develop strong school to school support within the Trust.
- Support with building and developing leadership capacity in each school across the Trust.
- To develop and implement the Trust's ITT strategy.

Education/School Improvement

- Working with the CSEL/CEO and education team, to develop a strategic vision for the Trust.
- Lead on shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff within the Trust.
- Lead, develop and maintain effective partnerships and networks within and outside of the Trust.
- Lead on undertaking regular audits of strategies, experience, knowledge, challenges and needs across the primary and secondary provisions within the Trust.
- Lead on national teaching school hub developments, Research Schools and develop a shared vision for collaboration across the primary and secondary provisions within the Trust.
- Lead on establishing an educational culture of 'open classrooms' as a basis for sharing best practice within the Trust and between other schools and academies, drawing on and conducting research and robust data analysis.
- Lead on creating an ethos within which all Trust's staff are motivated and supported to develop their own skills and subject knowledge and to support each other.
- Lead on identifying emerging talents, coaching current and aspiring talent and leaders in a climate where excellence is the standard, leading to clear succession planning within the Trust.
- Lead on setting up and or facilitating the highest quality curriculum networks for school staff.
- Lead on the organisation and facilitation of the Romero CAT career development pathway and partnership working for schools and staff.

- Support the delivery of excellent teaching and learning throughout all schools within the Trust through the promotion of high-level professional standards.
- Provide inspiration and strong strategic leadership to ensure that primary schools continue to deliver the highest standards of curriculum development and teaching and learning pedagogy across the Trust.
- Ensure that education performance data informs priorities for action at all levels of the Trust.
- Support, build and develop leadership capacity in all schools across the Trust.
- Lead on the devising and implementing of the Trust's ITT strategy.
- Work in partnership with the CSEL/CEO and education team to provide an outward face of the Trust and to be responsible for promoting an external world view of the Trust that reflects its objectives, its Catholic values and secures its positive reputation.

Additional supporting information – specific to this post

The above list is not exclusive or exhaustive. Romero CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support Romero CAT's responsibilities towards safeguarding.

Romero Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and Romero CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Romero CAT communications. All staff are required to maintain confidentiality as required.

This post does not require a faith commitment within Romero Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

Professional Learning and Career Development Lead

Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Interview (I), Test (T) Reference (R)
Qualifications and Training		
Qualified Teacher Status	E	A
Degree level or equivalent	E	A
NPQSL/NPQLTD	D	A
Evidence of ongoing professional development	E	A/I
Experience		
Proven record of successful career working in education	E	A/I
Teaching experience at primary level	E	A/I
Managing change effectively and ensuring a smooth transitional process	E	A/I
Experience of leading, developing, delivery and evaluating high quality professional development activities for staff	E	A/I
Understanding the factors which create barriers to learning and the ability to implement appropriate strategies that address this, whilst reducing inequalities and promoting social inclusion	E	A/I
An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda	E	A/I
Monitoring and evaluating school improvement and target setting including the ability to accurately analyse a range of data	E	A/I
Experience of leading a significant aspect of Teaching School Hub accountability strand (e.g. ITT, EFC or NPQs)	D	A/I
Experience of successful bid writing and project management	D	A/I

Able to effectively plan and monitor a budget and attract additional funding	D	A/I
Knowledge		
Knowledge of key strategies for raising pupils' achievement and advancing effective teaching and learning	E	A/I
Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements	E	A/I
Knowledge of child-safeguarding issues and successful use of the measures that promote and ensure the safeguarding of children	E	A/I
Skills and Abilities		
Ability to communicate effectively to a range of audiences including pupils, families, colleagues, schools and external multi-agency organisations	E	A/I
Ability to secure the commitment of other schools within and outside the Romero CAT, governors and the community of Romero CAT	E	A/I
Able to engage key stakeholders to facilitate change, development and ongoing improvement	E	A/I
Possess personal resilience and the ability to maintain staff morale at times of pressure and change	E	A/I
Good verbal, inter-personal, written presentation and communication skills and comfortable with public speaking	E	A/I
Ability to negotiate and consult effectively	E	A/I
Ability to deal sensitively with people and resolve conflicts	E	A/I
Characteristics		
Self-motivated, hardworking and resilient	E	I
Sense of humour, warmth and optimism	E	I
Open, honest, humble and approachable	E	I
Innovative and creative	E	I

Ability to relate to and communicate effectively with a wide range of people (pupils, staff, external agencies etc.) with a calm and courteous manner	E	A/I/T	
Willingness to be flexible and work to meet the best interest of the Trust	E	A/I	
Self-awareness, ability to self-evaluate and receive, and act upon, constructive feedback	E	A/I	
Reliability, integrity and resilience	E	A/I/R	
Ability to understand, demonstrate and apply the Trust Values	E	A/I/T	
Other			
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I	
Commitment to equality and diversity	E	I	
Commitment to health and safety	E	I	
Essential car user	E	A	
Note: We will always consider your references before confirming a job offer in writing			
Prepared by:	CSEL	Date:	March 2025

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Attendance

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

How to apply

If you would like to find out more about the position please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website:

www.romerocat.com

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Completed application forms, and associated documentation, should be returned to the HR department via e-mail: careers@romerocat.com

DIOCESE OF  SALFORD

 **Romero**
Catholic Academy Trust