



**ST TERESA**  
*of* **CALCUTTA**  
Catholic Academy Trust



DIOCESE of SALFORD

# Regional Improvement Officer- Secondary

## 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 Regional Improvement Officer.**

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 sixteen schools: thirteen primary and three secondary. By the end of the calendar year we expect to have a further secondary school join us on our journey. Over the coming months and years, and as part of Bishop John Arnold's vision for his Diocese, more Catholic schools will join us.

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.

We have worked incredibly hard to align our organisation into four critical functions, finance, information, performance and operations. We are now seeking an individual to join our performance function and continue to support and challenge our school leaders to further improve outcomes for all our pupils.

This is a role with great scope and great potential, our children and young people cannot learn, progress and be successful if they are not receiving well designed curricular, excellent teaching and effective assessment. 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 'Chris Foley'.

Chris Foley  
**Catholic Senior Executive Leader (CEO)**







## About the Trust

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We are part of the Diocese of Salford, and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan.

Our curriculum principles:

- Our Curriculum must be grounded in the Gospel and give our children and young people the skills and determination to make Christ known and transform society. It must provide opportunities for worship and celebration.
- Our Curriculum must nourish the whole person and deliver for all the opportunity that will make lives better.
- As a Catholic school 10% of curriculum time (scheduled/timetabled teaching time) must be devoted to the teaching of Religious Education. This must follow the expectations as laid out in the Religious Education Curriculum Directory.
- Our Catholic schools must fulfil statutory responsibilities to deliver RSE, PSHE and other provision, such as the Prevent duties.
- Our Catholic schools must deliver a curriculum that is at the very least as ambitious as the National Curriculum and ensure that pupils across the key stages receive provision they are entitled to in all subjects.
- Our Catholic schools' Curriculum Intents must be designed with the local context, and the community they serve in mind.
- Our Catholic schools must share their curriculum thinking, planning and development to benefit all children and young people who are educated across STOC.





## About the role

Thank you for your interest in joining St Teresa of Calcutta Catholic Academy Trust (STOCCAT). As we continue to expand, we remain committed to our mission of "Making Christ Known" and are dedicated to the work of transforming lives and communities through the power of education.

We are seeking a highly experienced and inspirational individual to join our team in delivering impactful school improvement across our secondary phase schools. This role requires someone with deep expertise in raising standards, a strong record in building sustainable improvement cultures, and a passion for our core values.

We are particularly interested in candidates who bring substantial experience in school improvement, ideally having served as a Deputy Headteacher and/or an inspector with Ofsted or CSI. The successful applicant will not only have a proven track record of raising student outcomes but will also be adept at nurturing an environment where sustainable improvements can flourish.

In this pivotal role, you will lead our secondary school improvement strategy, reporting to and working closely with me as Chief Performance Officer- Secondary. Based at our Trust Headquarters, you will also spend considerable time working directly in each of our secondary schools, providing support and driving our strategic objectives. Additionally, you will oversee the annual standards review process for each secondary school, ensuring that our goals for excellence and impact are met consistently.

A central responsibility will be balancing support and accountability to foster an environment where our leaders feel both empowered and responsible for driving improvements. We seek someone who can skilfully navigate this dynamic, fostering a culture of trust, collaboration, and high expectations.

We invite you to join us on this journey and help us continue our mission of improving lives and fulfilling our promise to make Christ's love known in all that we do. If you share our vision and possess the experience and drive to make a lasting impact, we would be delighted to consider your application.





We are looking for an individual who:

- Possesses substantial experience in school improvement, either as a deputy headteacher/senior leader and/or through roles with
- Ofsted.
- Is committed to strategic planning and thinking, driving a cohesive vision aligned with our Catholic values.
- Is a seasoned leader with a proven track record of accelerating progress and raising standards in secondary education.
- Demonstrates the ability to build strong cultures of continuous improvement.
- Can effectively evaluate school performance and leverage extensive knowledge to close gaps and uplift outcomes for vulnerable students.
- Can inspire and lead complex changes across schools, fostering collaboration and high expectations.

We can offer:

- A chance to join a progressive and innovative Performance team.
- The opportunity to influence school improvement across multiple Catholic secondary schools within our Trust.
- A caring and engaged community of stakeholders.
- Strong support from our Central Team and Trust Board, committed to your success.
- Professional and spiritual development opportunities supported by the Trust and the Diocese.
- Access to robust collaborative networks at the local and borough levels.
- Employer contributions to the Teachers Pension Scheme.





### Job Description

Post:	Regional Improvement Officer- Secondary
Pay Scale:	L18-L26
Responsible to:	Chief Performance Officer- Secondary
Main Location:	Central Office

#### Main Duties

#### Responsibilities and Duties

The core purpose of the Regional Improvement Officer is to drive school local standards, secure continuous school improvement within their remit and develop and facilitate coherent professional development networks and pathways for staff across the Trust.

The Regional Improvement Officer must establish a culture that promotes excellence, equality and high expectations of all pupils. The Regional Improvement Officer, working with our Headteachers and school leaders, is responsible for completing local evaluation of school's performance and provision, challenging and supporting local priorities for continuous improvement, and raising standards to ensure equality of opportunity for all within our Trust context.

The Regional Improvement Officer, working with and through others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the diocese, higher education institutions and other academy trusts. Through such partnerships and other activities, the Regional Improvement Officer plays a key role in contributing to the development of the education system as a whole and collaborating with others to raise standards locally.

#### Professional Requirements and Responsibilities

#### Culture and Ethos

The strategic direction and development of the school stems from the educational mission of the Church. The Regional Improvement Officer will ensure that his/her leadership demonstrates commitment to promoting the Trust's distinctive Catholic identity through the search for excellence in all areas of this work.

The Regional Improvement Officer will:

- Articulate clear Catholic values and moral purpose focused on providing a world-class education for the pupils they serve and reflecting the Catholic foundation of the school.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards school leaders their staff and their communities and lead by example, with integrity, creativity, resilience, and clarity, drawing on their scholarship, expertise and skills and that of those around them.
- Act as an ambassador for the Trust locally, regionally and nationally, promoting the ethos and values of the trust at all times.



- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of a Catholic school.
- Work with political and financial astuteness, within a clear set of principles centred on the school's Catholic vision, ably translating local, national and diocesan policy into the school's context.
- Develop collaboration within the region to ensure that the Trust's resources are utilised to have the maximum possible impact on the education of our students.
- Have a proactive insight into national changes (policy or otherwise) which will affect educational provision and which the Trust needs to take account of.

#### Educational Provision and Performance

The Regional Improvement Officer is responsible for delivering strategy to improve the quality of provision and pupil outcomes the secondary estate within our Trust. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes across schools.

The Regional Improvement Officer will:

- Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, holding leaders to account, and instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes. Ensure high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Be accountable for the overall effectiveness of Trust improvement strategy and delivery and its impact at each Academy, covering key aspects of school improvement including, behaviour, teaching and learning, curriculum, assessment, outcomes, and personal development.
- Support the delivery of excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being, taking account of the school's Catholic foundation.
- Develop a Trust Curriculum Strategy that is broad, balanced and at least meets the demands of the National Curriculum.



- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. Hold all staff to account for their professional conduct and practice.
- Source good local training opportunities from educational providers, with continuous assessment of their quality, delivery and value for money.

To lead the development of provision across the regional network of trust academies including:

- Promoting excellence and innovation in the teaching across all subject areas and all key stages.
- Supporting the work of senior leaders in ensuring teaching is of a consistently high standard.
- Contributing to the support and coaching of inexperienced teachers or those requiring improvement through brokerage of support.
- Ensuring academies are ready and prepared to meet the challenges of the curriculum and qualifications framework and remain responsive to future changes in best practice and national education policy.
- Liaising with external agencies to ensure Trust academies are involved in the latest national projects and research, as well as high quality extra-curricular activities.
- With the CPO, input into the Trust's ITT and CPD strategy alongside building the conditions for creating a culture of evidence informed practice across the footprint.
- Provide thorough, accurate and up-to-date reports on Trust performance and effectiveness to the CPO, CSEL, Executive Team and the Trust Board.

### General Responsibilities

The Regional Improvement Officer will:

- Manage themselves and their relationships well. Through performance management and effective continuing professional development practice of school leaders as needed, the Regional Improvement Officer supports all schools to achieve high standards. The Regional Improvement Officer should be committed to their own continuing professional development.
- Work in partnership with others. In our Trust they are responsible for enabling our school leaders to work and challenge each other together. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.
- Commit to engaging with the internal and external school community to secure equity and entitlement. They will collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools.
- Attend meetings within the Trust / academies and external events as required.
- Maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Comply with all of the Trust's safeguarding requirements.
- Undertake other duties commensurate with the senior nature of the post as directed by the CPO, CSEL and the Board.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.





*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.*

*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. 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.*

*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 or marital status or whether you are pregnant or on parental leave or from a socio-economic background. 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
<b>FAITH COMMITMENT</b>		
Practising Catholic	D	A/R
Involvement in parish community	D	A/R
Faith reference from Parish Priest	D	A/R
<b>QUALIFICATIONS AND TRAINING</b>		
Qualified Teacher Status	E	A
Degree	E	A
NPQEL or other equivalent leadership course (completed or enrolled)	D	A
Evidence of continued professional development	E	A
<b>KNOWLEDGE AND EXPERIENCE</b>		
Evidence of at least five years successful experience in the role of senior leader in at least one secondary school	E	A/I/R
Understanding of the current Ofsted and CSI Inspection frameworks and how they are applied on schools	E	A/I
Current Ofsted inspector	D	A/R
Current CSI inspector	D	A/R
Experience of leading sustained school improvement	E	A/I/R
Experience of monitoring school performance in a number of schools	E	A/I/R



Experience of providing professional challenge and support to senior leaders in other schools	E	A/I/R
Experience of building effective partnerships and networks to maximise opportunities for improvement	D	A/I/R
Ability to provide advice and support to Local Governing Bodies	E	A/I/R
Knowledge or experience of Research schools, Initial Teacher Training and CPD strategies	E	A/I/R
Successful experience of promoting inclusion, equality and diversity	E	A/I/R
<b>SKILLS AND ABILITIES</b>		
Excellent understanding of organisational leadership and management.	D	A/I/R
Excellent communication skills both oral and written.	E	A/I/R
Excellent planning, organisational and problem-solving skills.	E	A/I/R
Excellent analytical skills, critical thinking and data interpretation.	E	A/I/R
Excellent negotiation skills with the ability to influence.	E	A/I/R
Flexible and adaptable, able to work in a fast moving, dynamic environment.	E	A/I/R
Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships, with the ability to lead, influence, empower and manage change.	E	A/I/R
<b>CHARACTERISTICS</b>		
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
Willingness to be flexible and work to meet the best interest of the Trust.	E	I
Able to support, guide, challenge and influence their key peer group.	E	I



## How to apply

The closing date for this position is: 1st December 2024

Shortlisting will take place on: 2nd-5th December 2024

Interviews will be held on: December 7th-10th 2024

Applicants are strongly encouraged to arrange a conversation with the Chief Performance Officer-Secondary and visit the central office to discuss the role. Initial contact should be made by email to [admin@stoccat.org.uk](mailto:admin@stoccat.org.uk).

St Teresa of Calcutta is committed to the safeguarding and promotion of the welfare of all children and young people in our care and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

