

Application pack for:

# School Improvement Officer

## Plymouth CAST

Closing date for applications: 9.00 am on Tuesday, 5th May 2026



<b>Job Title</b>	<b>School Improvement Officer - Secondary focus</b>
<b>Contract Type</b>	<b>Permanent full time</b>
<b>Start Date</b>	<b>01st September 2026</b>
<b>Location</b>	<b>St Boniface's College and Notre Dame Schools, Plymouth</b>
<b>Reporting to</b>	<b>Director of Education</b>
<b>Remuneration</b>	<b>£86,803 - £95,735</b>
<b>Relocation expenses</b>	<b>Up to £8,000 can be claimed for qualifying costs</b>

# Letter from the CEO

Thank you for your interest in the School Improvement Officer role at Plymouth CAST Multi Academy Trust.

Our vision is clear, we work together as one Trust, one family of schools, one community - inspired by a vision for excellence. We commit to deepening our mission and raising standards to provide an excellent Catholic education for every child in our care. We look forward to receiving applications from individuals interested in joining us to deliver this purposeful ambition.

Our mission is to be a community of outstanding schools in which our students flourish in safe, happy, and stimulating environments, leaving us with the knowledge and skills, personal qualities, and aspirations to make the world a better place, inspired by the Gospel.

Our Gospel values of Humility, Compassion, Kindness, Justice, Forgiveness, Integrity, Peace, and Courage exemplify our behaviours towards ourselves and each other. We are defined by our mission and our Gospel values, which stand at the heart of everything we do.

Our Gospel Values

- **Humility** – seeing life as a gift
- **Compassion** – empathy
- **Kindness** – gentleness
- **Justice** – working for a fairer world
- **Forgiveness** – reconciliation
- **Integrity** – do what you say
- **Peace** – committed to peace-making, non-violence
- **Courage** – standing up for truth

Our Core Values help us deliver our ambition and mission:

**C**ollaboration - We are one team, striving to be the best we can be. We achieve more altogether - one Trust, one family of schools, one community. We are united through our faith, families, and staff.

**A**mbition - We want our children to be happy and to flourish, achieving well. Across all areas, we work as one team to drive up standards. We are courageous in our decision-making and aspirations. Through the strength of our ambition, we create a distinct brand and culture.

**S**tewardship - Justice, forgiveness, and integrity are central to the gospels and drive our decision-making. Underpinning this is a relentless approach to safety, reliability, and consistency. As key influencers of our children's impact on society and the environment, we encourage sustainable and brave decision-making, based on a beliefs-led approach.

**T**rust - We are authentic, transparent, open, and honest. Through compassion and kindness, we show humility to each other.

We lead a family of Catholic schools across the South West where everyone is known, loved, and adds value to our community.

We believe in autonomy with coherence – we have a duty to share and implement best practice across our schools, but also encourage the development of next practice to drive continual improvement.

We will succeed by being better tomorrow than we were today through excellence in faith, service, personal development, and academic progress.

### **Our current position**

- We operate within the Local Authorities of Cornwall, Plymouth, Devon, Torbay, Dorset, and BCP (Bournemouth, Christchurch, and Poole).
- We are a Catholic family of thirty-four schools and one nursery, which includes thirty-two primary schools and two secondary schools.
- We educate more than 6,300 students.
- We employ more than 1,100 staff.

Plymouth CAST has a strong focus on school improvement, underpinned by our Catholic values.

We are passionately committed to the core aspiration of Catholic education: the flourishing of the human person for the common good. Each of our schools is supported by a School Improvement Officer. The School Improvement Officers are line-managed by the Director of Education, who, with the Chief Finance Officer and Chief Operating Officer, makes up the Senior Executive Leadership Team, led by the Chief Executive Officer.

The Diocese of Plymouth has a Diocesan Schools Commissioner, who works closely with the Chief Executive Officer of Plymouth CAST and the schools within the Trust, to ensure that the Bishop's vision for education is actively promoted and embedded in all that we do.

As School Improvement Officer, you will play a crucial role in driving our progress across the Trust. We are looking for someone who will live out our values, has a proven track record of excellence across schools, and is passionate about the transformative impact of Catholic education.

If you would like any more information about any aspect of your application or to arrange an informal conversation, please contact our HR Team by emailing [careers@plymouthcast.org.uk](mailto:careers@plymouthcast.org.uk).

Yours faithfully,

Zoe Batten

Chief Executive Officer, Plymouth CAST

The deadline for applications is **0900 on Tuesday, 5th May 2026**.

The interview process will take place on **Monday, 11th May 2026**. We will contact shortlisted candidates with further details of the selection process soon after the deadline.

**Our application form for this post is available [here](#).**

# Job description

**Job Title: School Improvement Officer - Secondary focus**

**Salary Range: £86,803 - £95,735**

**Line Manager: Director of Education**

**Line Management Responsibility: Line Manager to Headteachers of delegated schools**

**Base Location: St Boniface's College and Notre Dame Schools, Plymouth**

School Improvement Officers will work with a portfolio of delegated schools for which they are responsible. There may also be regular visits to other schools within the Trust and to centralised training. Consequently, the post holder will be required to travel throughout the Diocese of Plymouth from time to time.

The School Improvement team will also have meetings, training, and activities at central offices across the Trust from time to time. The post holder will be required to be open to hybrid working arrangements at any time, subject to the Trust's requirements.

## Purpose of Role

Put simply, to help us to achieve our ongoing vision of providing an excellent education for every student, every day. In addition, to help us achieve our ambitious five-year goals and be renowned for excellence in faith formation, service, talent development, and academic progress.

We are looking for an exceptional candidate to help us to achieve something very special. We aim to be the Catholic Academy Trust of choice for students, staff, and families. We are dedicated to becoming a bastion of excellence within education.

While not required to be Catholic, the postholder must demonstrate a clear commitment to Catholic education and the ambition to help establish Plymouth CAST as renowned for excellence across faith, service, personal development, and academic progress. Integrity, sound judgement and the ability to inspire confidence across the Trust community are essential.

A School Improvement Officer is a lead professional and significant role model with a wide sphere of influence both within Plymouth CAST and beyond. They will proactively promote and demonstrate Plymouth CAST's vision and Catholic values while respecting the cultural diversity within our communities. The values and ambitions they display will help determine the achievement of CAST schools and their pupils, and ensure that high expectations and aspirations are promoted for all of our staff, students, governors, and communities.

School Improvement Officers are accountable for ensuring the educational success of CAST schools within their allocated portfolio, within the overall framework of CAST's approach to school improvement, as well as the individual school's strategic plans. They are responsible for providing support and challenge to each school's Headteacher / Executive Headteacher / Head of School, and to the Local CAST Board, across all aspects of their work.

They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all across the schools they work with. School Improvement Officers will have line management responsibilities for the Headteacher / Executive Headteacher / Head of School within their delegated schools, working closely with the Local CAST Board whenever possible.

## Core Purpose of the Post

The School Improvement Officer drives improvement across CAST schools by:

- Leading by example, providing dynamic, consistent, and motivational leadership, ensuring the successful delivery of the vision, ethos, aims, and objectives of CAST schools and of the Trust.
- Inspiring school leaders and the Local CAST Board to drive for improvement and deliver an environment of high expectations, creativity, and aspiration.
- Working with each school leader and the Local CAST Board, and under the guidance of the Chief Executive Officer and Director of Education, develop a shared vision and strategic plan for schools that are responsive to the communities they serve. At the core of this should be the educational, spiritual, and personal development of the pupils in line with the Catholic ethos and values of Plymouth CAST.
- Ensuring strategic plans identify precise targets that allow pupils to achieve high standards and make rapid progress across a broad and balanced curriculum, increasing teachers' effectiveness and securing sustained school improvement.
- Critically evaluating each delegated school's performance, setting ambitious goals, and ensuring performance targets are achieved for all groups of pupils.
- Working with political and financial astuteness to plan for the future needs and further development of delegated schools, Plymouth CAST, and the national context.
- Establishing open and collaborative relationships with all stakeholders, including Diocesan Officers, local authority partners, local schools, and, in particular, local governors.
- Working in conjunction with school leaders, secure the commitment of parents and the wider community to support and champion the schools' vision and direction, as well as the Trust's.
- Providing, when requested, open communication with the Executive Team, to enable the Trust to meet its legal and moral responsibilities.
- Providing succinct, relevant, and timely reports and updates to school leaders and the Director of Education.
- Working alongside school leaders to fulfil our educational aims and mission, and in doing so, providing high calibre support and challenge.
- Line managing the school leaders of delegated schools.

## Key Accountabilities

- To ensure Plymouth CAST and school priorities are consistently and effectively implemented, and the impact on pupil progress, attainment, and achievement is monitored robustly.
- To work with the Headteacher / Executive Headteacher / Head of School and Local CAST Board to establish well-targeted plans that build on school strengths and tackle areas of weaker performance effectively.
- To secure robust school self-evaluation and quality assurance procedures that are effectively shared and understood by relevant stakeholders.

- To establish an open and transparent culture that promotes professional curiosity, personal accountability, and robust recording and reporting that is underpinned by effective and responsive safeguarding training and updates.
- To work with school leaders and School Business Managers to support the annual budget setting routines in order that the school secures its educational and financial targets, working within the Trust's set policies and parameters and ensuring best value for money.
- To work with school leaders and Plymouth CAST colleagues to recruit and retain staff of the highest quality.
- To develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with underperformance through consistent and robust application of the Trust's Appraisal and Capability policies and procedures.
- To ensure that each school leader has clearly defined responsibilities and accountabilities for all staff.
- To oversee the implementation of Plymouth CAST policies and procedures, ensuring consistent application and monitoring for impact.
- To ensure agreed reporting mechanisms and timescales are effectively in place for each school, the Local CAST Board, the Director of Education, and the Trust Board.
- To ensure the Director of Education is kept fully informed about current pupil progress and attainment, the impact of school improvement initiatives, and the implementation of CAST policies and priorities across identified schools by completing timely, informative, and succinct reports and meetings.

## Key Responsibilities

- To identify, challenge, and support the professional development needs of leaders and teachers, contributing to a consistently strong, knowledgeable, and resilient workforce.
- Lead and contribute to the effective training and delivery of professional development, briefings, and updates for schools, staff, and Local Cast Boards within the Trust.
- To work with Headteachers / Executive Headteachers / Head of Schools and the Director of Education to establish effective support plans for identified schools.
- To monitor, evaluate, and report to the Director of Education the impact, timeliness, and effectiveness of support plans on school improvement.
- To work alongside the Director of Education and take responsibility for leading school-level and CAST-wide strategies to improve schools and ensure the consistent dissemination of best practice to improve outcomes.
- To contribute to and engage in reviews, audits, and inspections, including those led by the Diocese, Ofsted, and the Trust.
- To line-manage school leaders within delegated schools, using the Plymouth CAST appraisal policy.
- To ensure schools engage learners by creating a welcoming, inclusive, and stimulating learning environment that is supported by well-qualified, creative teachers and support staff.
- To secure and sustain effective, high-quality teaching and learning by ensuring that each Headteacher / Executive Headteacher / Head of School has in place sound strategies for monitoring and evaluating the quality of teaching and the standards of pupil achievement,

using benchmarks and setting targets for the rapid improvement of all children, including those in vulnerable groups.

- To support the effective delivery and implementation of the Plymouth CAST Curriculum Policy.
- To ensure that robust assessment data analysis is used to set challenging targets and accurate projections.
- To ensure that a high-quality, holistic, and spiritually fulfilling educational experience is offered to all children.
- To promote excellence in spiritual, moral, social, and cultural education and development for all children.
- To ensure that effective and appropriate pastoral support is available to children in delegated schools.
- To develop an inclusive and supportive approach that ensures each school is a place where all children and the wider school community feel welcome.
- To secure approaches to behaviour that are based on the best relational practices and in line with Trust policy and expectations.
- To keep abreast of educational developments and best practice in order to introduce appropriate innovation.
- To develop strong, positive relationships with colleagues across Plymouth CAST, contributing to collaborative work across schools, and supporting other staff in participating in Trust work.
- To participate in Trust-wide activities to share best practice, contribute to Trust strategy development and policies, and positively promote the schools and the Trust in a local and national context.
- To take on other agreed responsibilities as requested by the Director of Education that are seen as reasonable and proportionate to the general responsibilities of the role of School Improvement Officer.

## Knowledge and Experience

### Knowledge and Skills

- Extensive knowledge and experience across both primary and secondary phases of education
- An understanding of the legal nature, duties, and requirements of academies and of current government education policy.
- Experience of supervising or line managing staff, planning and organising individual and team workload, recruitment, and effective performance management of staff.
- Developed interpersonal, communication, and persuasive skills to deliver training, motivate, and encourage staff within schools, with empathy to work with all levels and competencies.
- Excellence and precision in the analysis of data and strong IT and mathematical skills are essential to accurately prepare statistical data, reports, and statutory returns

## Qualifications and Experience

- Experience and skill in the interpretation of educational performance data and in the development of effective and impactful school improvement strategies.
- Experience of working co-operatively with others at a senior level to deliver successful outcomes for Plymouth CAST. Ability to set targets, monitor, and evaluate performance and programmes.

## Personal Qualities

- An honest and open approach with high levels of integrity.
- A dedicated and values-led leader with the ability to positively influence others.
- Inclusive approach to facilitate developing and encouraging teamwork in schools, with Trust staff and professional advisors, with the ambition to raise standards throughout Plymouth CAST.
- Business-like in ensuring the required standards of performance are achieved by staff and professional advisors.
- A sensitivity and empathy to developing appropriate policies and procedures within a faith environment.
- An ability to maintain an independent, balanced approach to dealing with issues and facilitating others to do likewise.
- An ability to work under pressure and to deadlines (statutory and non- statutory), managing conflicting priorities; to evaluate impact and make independent judgements.
- A willingness to promote and maintain the human face of the church, ensuring that practices are consistent with the values in the Gospel.
- An understanding of the mission and values of the Catholic Church and a willingness to uphold and promote these in all areas of work

## Expected Outcomes

- The resources of Plymouth CAST are properly managed and effectively used to further the objectives of the Trust, and ensure that school standards continue to rise.
- Plymouth CAST fully complies with its statutory obligations, and records are maintained as required by law and made available to authorised persons as required.
- Accurate and timely information, advice, and recommendations are made to the Director of Education and the executive team on school performance data and projections.
- Effective communication and coordination are achieved across CAST's functions and systems.
- Good working relationships are promoted between Plymouth CAST staff, Governors, Diocesan staff, Directors, and wider stakeholders.

## Why Join Us?

We value our leaders and are committed to creating an environment in which you can thrive both professionally and personally.

As Secondary School Improvement Officer, you will benefit from:

- Relocation expenses of up to £8,000, which can be claimed for qualifying costs.
- Membership of the Local Government Pension Scheme with employer contributions.
- A generous holiday entitlement – 35 days across the year (plus bank holidays), which can be taken flexibly across the academic year.
- Access to a high-quality employee assistance programme with a strong focus on wellbeing.
- A generous benefits package including retail and lifestyle discounts and salary sacrifice schemes, including cycle to work and home tech.
- Access to a generous professional development offer, with dedicated time and investment to support continued executive growth.
- The opportunity to shape educational strategy across a growing family of Catholic schools.
- Working as part of a collaborative, supportive, and creative Senior Executive Leadership Team.
- Officer-level influence within a Trust with clear ambition and strong moral purpose.
- A collaborative and driven community focused on excellence, integrity, and shared mission.
- The opportunity to grow professionally within a nurturing Trust rooted in values-led leadership.

Our people are central to our success. We are committed to developing leadership capacity, encouraging innovation, and supporting our senior leaders in thinking strategically and acting decisively.

## Person Specification

The School Improvement Officer will be an exceptional educational leader with a proven track record of improving standards across multiple schools and phases. The successful candidate will combine strategic clarity with disciplined execution, strengthening curriculum coherence, securing high-quality teaching, and driving sustained academic progress across education phases.

Criteria	Essential	Desirable
Qualified Teacher Status (QTS).	✓	
Substantial and successful senior leadership experience across multiple schools and phases.	✓	
Proven track record of leading school improvement at scale.	✓	
Strong understanding of inspection frameworks and accountability measures.	✓	
Secure knowledge of teaching, learning, and curriculum progression across secondary phases.	✓	

Demonstrable ability to influence, challenge, and support senior leaders.	✓	
Clear commitment to the ethos and values of Plymouth CAST.	✓	
Willingness to actively promote and uphold the Catholic identity and mission of the Trust.	✓	
Secure and up-to-date knowledge of safeguarding legislation and statutory guidance.	✓	
Demonstrable experience of leading or overseeing safeguarding culture at a senior leadership level.	✓	
Commitment to safeguarding and promoting the welfare of children and young people.	✓	
Experience of system leadership beyond a single organisation.	✓	
Experience of executive leadership within a Multi-Academy Trust.		✓
Experience of successful leadership in Catholic education.		✓
Experience in senior leadership coaching or mentoring.		✓
Postgraduate qualification in leadership or education.		✓
Experience of successfully supporting schools to achieve highly in Ofsted and Catholic School Inspections.		✓

### Safeguarding & Safer Recruitment

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and leaders to share this commitment. As a senior leader, the postholder will model and uphold the highest standards of safeguarding practice.

# Board structure

The Board and its committees are structured as follows. The Board of Directors links to schools' local governing boards (Local CAST Boards) through its Link Director structure.

## Plymouth CAST Members

Bishop Nicholas Hudson	Canon Mark O'Keeffe	Canon Paul Cummins
Canon Kristian Paver	Abbot David Charlesworth	

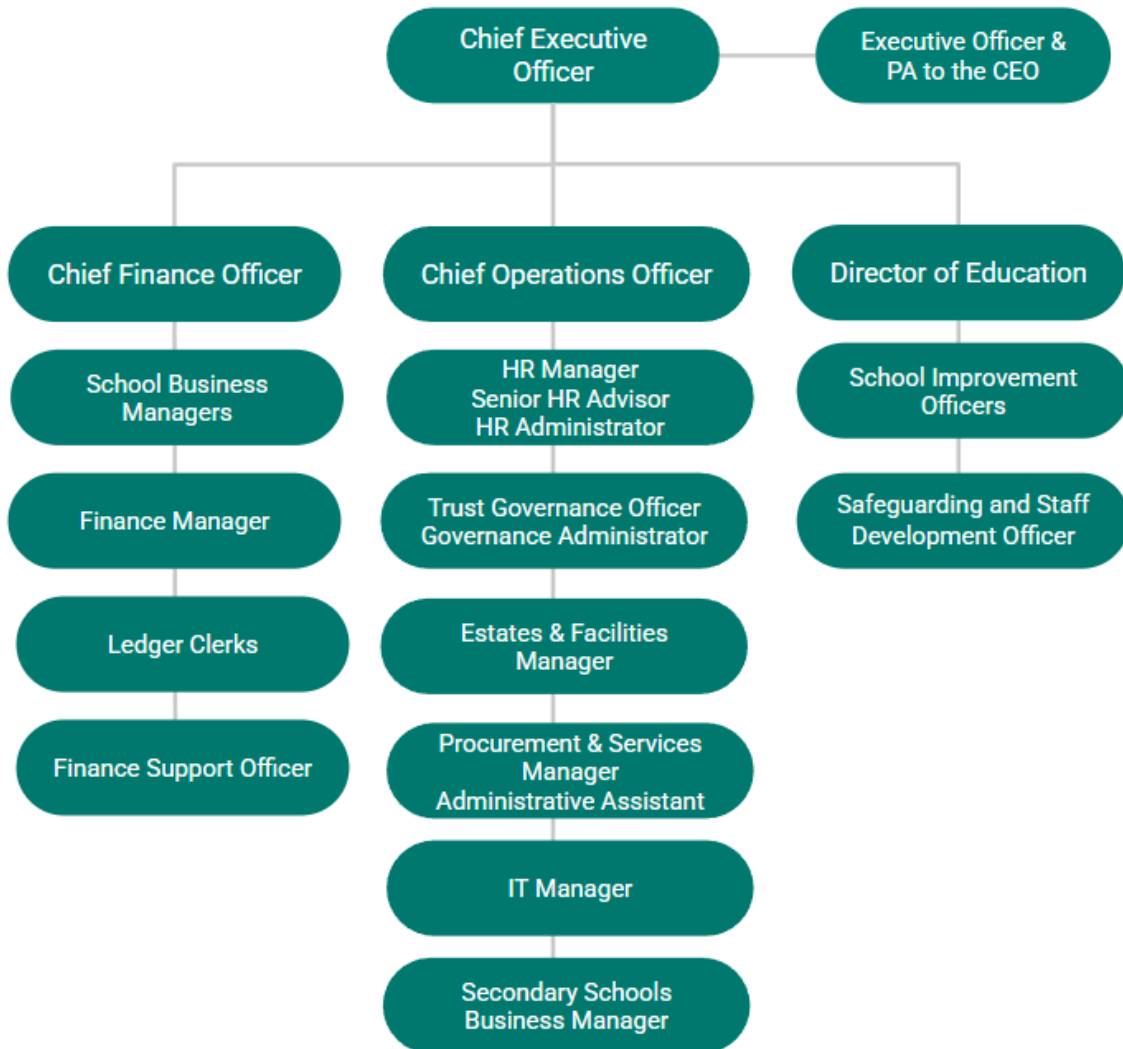
## Plymouth CAST Board

<p><b>Foundation Directors</b>  Ruth O'Donovan (Chair)  Deacon Nick Johnson  Steve Hole  John Andrews  John Cosgrove  Nick Baldwin  Ingrid Quaife  Alison McDonald</p>	<p><b>Co-opted Directors</b>  Graham Briscoe  Alison Nettleship  Matt Richards</p>
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## Plymouth CAST Board Sub-Committees

<p><b>Remuneration</b>  John Andrews (Chair)  Ruth O'Donovan  Alison Nettleship  John Cosgrove</p>	<p><b>Finance</b>  John Andrews (Chair)  Ruth O'Donovan  Nick Baldwin  Matt Richards</p>	<p><b>Audit &amp; Risk</b>  Graham Briscoe (Chair)  Deacon Nick Johnson  Steve Hole</p>	<p><b>Education &amp; Standards</b>  Alison Nettleship (Chair)  John Cosgrove  Ingrid Quaife  Alison McDonald</p>
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# Organisational chart



# Plymouth CAST map

## Plymouth CAST - Our Schools



WEST	
1	St John's Catholic Primary School (Camborne)
2	St Mary's Catholic Primary School (Penzance)
3	St Mary's Catholic Primary School (Bodmin)
4	St Mary's Catholic Primary School (Falmouth)

PLYMOUTH SECONDARY	
5	Notre Dame
6	St Boniface's RC College

PLYMOUTH PRIMARY	
7	Cathedral School of St Mary
8	St Joseph's Catholic Primary School
9	Holy Cross Catholic Primary School
10	St Paul's Roman Catholic Primary School
11	Keyham Barton Catholic Primary School
12	St Peter's Roman Catholic Primary School

TORBAY	
13	Our Lady of the Angels Catholic Primary School (Torquay)
14	St Margaret Clitherow Catholic Primary School (Brixham)
15	Privy Catholic Primary School (Torquay)
16	Sacred Heart RC Nursery and Primary School (Paignton)

DEVON NORTH	
17	Our Lady's Catholic Primary School (Barnstaple)
18	St Mary's Catholic Primary School (Axminster)
19	St John's Catholic Primary School (Newton)
20	St Nicholas Catholic Primary School (Bastard)
21	Our Lady & St Patrick's Roman Catholic Primary School (Taigmoath)

DEVON SOUTH	
22	St John the Baptist Catholic Primary School (Dartmouth)
23	St Mary's Catholic Primary School (Buckfast)
24	St Joseph's Catholic Primary School (Newton Abbot)
25	St Joseph's Catholic Primary School (Emmott)

DORSET WEST	
26	St Augustine's Catholic Primary School (Weymouth)
27	St Mary's Catholic First School (Dorchester)
28	St Catherine's Catholic Primary School (Bridport)
29	St Mary's Catholic Primary School (Hornuff)
30	St Mary and St Joseph's Catholic Primary School (Wootton Bassett)
31	St Mary's Catholic Primary School (Swage)

DORSET EAST	
32	Christ the King Catholic Primary School (Bournemouth)
33	St Mary's Catholic Primary School (Poole)
34	The Orchard Nursery (Bournemouth)
35	St Joseph's Catholic Primary School (Poole)