



Recruitment Pack

Secondary School Improvement Officer





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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

Secondary School Improvement Officer

37 hours per week, full year

Leadership Scale L18 – L25 (£75,674 - £89,828)

Responsible to: Chief Executive Officer

Main Location: Romero Central Office with
travel to other sites

Required to commence 1st September 2025

We are looking to appoint an individual who has significant experience of school improvement as a member of SLT. He/she will have a strong track record of curriculum development, improving teaching and learning and improving outcomes.

The successful candidate will be responsible for delivering the school improvement strategy across the secondary phase. He/she will report to and work with the CEO in the first instance. The role is based in our Trust Headquarters, as well as regularly working onsite in our secondary schools

A key element of this role will be finding the correct balance between accountability and support.

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: Wednesday 30th April @ 12 noon

Shortlisting date: Thursday 8th May 2025

Interview date: Monday 19th May 2025



Secondary School Improvement Officer Job Description

A key element of this role will be finding the correct balance between accountability and support.

Core duties and responsibilities

The core elements of the Secondary School Improvement Officer are to drive school standards, secure continuous school improvement and work with the central education team and school teams to ensure best practice and impactful professional learning.

The Secondary School Improvement Officer must establish a culture that promotes excellence, equality and high expectations of all pupils. The Secondary School Improvement Officer, working with our Headteachers and SLTs, is responsible for monitoring the schools' performance; challenging and supporting local priorities for continuous improvement, and raising standards to ensure equality of opportunity for all within our Trust context.

The Secondary School Improvement Officer, working with and through others, secures the commitment of the wider community to each school by developing and maintaining effective partnerships with, for example, other schools, services and agencies for children, parishes, the diocese, higher education institutions and other academy trusts. Through such partnerships and other activities, the Secondary School 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.

Culture and Ethos

The strategic direction and development of the school stems from the educational mission of the Church. The Secondary School 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 Secondary School 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 schools within the Trust
- 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 a broad, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development that reflects the needs of Catholic schools

- 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 Secondary School Improvement Officer is responsible for delivering strategy to improve the quality of teaching and learning and pupils' achievement across our Trust. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes across schools.

The Secondary School Improvement Officer will:

- Demand ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, holding headteachers and other 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 each academy, covering all aspects of school improvement including teaching and learning, curriculum, assessment, outcomes, leadership and management 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
- Work with colleagues to develop a Trust Secondary Curriculum Strategy that is broad, balanced and at least meets the demands of the National Curriculum
- Establish an educational culture of "open schools and networks" as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- 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
- With the central education team, source good local training opportunities from educational providers, with continuous assessment of their quality, delivery and value for money
- Source, interpret and summarise information from central government and other educational organisations relevant to Education developments

- To lead the development of provision across the 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
- Provide thorough, accurate and up-to-date reports on Trust performance and effectiveness to the CEO, Executive Team and the Trust Board

General responsibilities

The Secondary School Improvement Officer will:

- Ensure that the schools and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment
- Manage themselves and their relationships well
- Use performance management and effective continuing professional development practice of Headteachers as needed to support all schools to achieve high standards. The Secondary School 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 Headteachers to work and challenge each other together. They 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 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 CEO, Exec team 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

Other

The above list is not exclusive or exhaustive, and 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.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

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.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Romero CAT staff. It is a prime objective therefore that staff will at all times project to the public the image of the Romero CAT as keen to assist wherever possible, and positively promote the work that is carried out.

Secondary School Improvement Officer Person Specification

| Qualifications | Essential (E) Desirable (D) | Evidence Application (A) Interview (I) Reference (R) |
|---|--------------------------------|---|
| Faith Commitment | | |
| Practising Catholic | D | A/R |
| Involvement in parish community | D | A/R |
| Faith reference from Parish Priest | D | A/R |
| Qualifications and Training | | |
| Qualified Teacher Status | E | A |
| Degree | E | A |
| NPQH or other equivalent leadership course (completed or enrolled) | D | A |
| Evidence of continued professional development | E | A |
| Knowledge and Experience | | |
| Evidence of at least three years successful experience in an SLT role in one secondary school | E | A/I/R |
| Understanding of the current Ofsted and CSI Inspection frameworks and how they are applied on schools | D | A/I |
| Current Ofsted inspector | D | A |
| Current CSI inspector | D | A |
| Experience of leading sustained school improvement | E | A/I/R |
| Experience of monitoring school performance in other schools | D | A/I/R |
| Experience of providing professional challenge and support to senior leaders in other schools | D | A/I/R |
| Experience of building effective partnerships and networks to maximise opportunities for improvement | E | 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 | D | A/I/R |
| Successful experience of promoting inclusion, equality and diversity | E | A/I/R |
| Skills and Abilities | | |
| Excellent understanding of organisational leadership and management | E | 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 |
| Characteristics | | |
| Self-motivated, hardworking and resilient | E | A/I/R |
| Sense of humour, warmth and optimism | E | A/I/R |
| Open, honest, humble and approachable | E | A/I/R |
| Innovative and creative | E | A/I/R |
| Willingness to be flexible and work to meet the best interest of the Trust | E | A/I/R |
| Able to support, guide, challenge and influence their key peer group | E | A/I/R |
| Note: We will always consider your references before confirming a job offer in writing | | |
| Prepared by: | HR Team | 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

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