



Trust Secondary Lead

October 2024



ROLE

| | |
|---------------------|---|
| Job Title | Trust Secondary Lead |
| Contract | Permanent |
| Start Date | Summer term or sooner |
| Salary Range | £68,608 - £70,713 This salary range will rise at defined Trust growth points. Board members will be agreeing an inflationary increase to this salary range at their next meeting. |
| Reporting to | Director of School Improvement and Development |
| Purpose | <p>The Trust Secondary Lead will support the Director of School Improvement and Development in their Trust work.</p> <p>This post holder will lead improvement and quality assurance work and provide professional challenge and support to secondary schools in the Trust. This role will contribute to a Trust Improvement Strategy which will lead to consistently high standards of education. The Secondary Lead will be responsible for leading networks, school-to-school support and provide professional learning opportunities for leaders and staff across our schools. This role will prepare schools and support leaders through internal quality assurance processes and external scrutiny.</p> |



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Welcome from our Chief Executive, Jacky Kennedy

Dear Candidate,

Thank you for your interest in the role of Trust Secondary Lead in the Mater Christi Trust.

The Mater Christi Catholic Multi Academy Trust was established in September 2021, in the Diocese of Lancaster. The Trust currently consists of sixteen schools, two secondary schools and fourteen primary schools across North Lancashire and Cumbria. We have schools with different priorities, different challenges and different strengths. In line with the Bishop's vision for schools across the Diocese of Lancaster, the Trust is growing across Cumbria and North Lancashire (possibly up to 30 primary schools and 5 secondary schools in total).

Our current growth allows us to appoint a Trust Secondary Lead to our Central Team. This post holder will join our School Improvement Team. The recruitment process for this post has been timed for now, to enable the Trust to expand its offer and to ensure our most vulnerable students have the very best teaching. Our School Improvement posts will work closely together and will have projects that overlap.

The Mater Christi Trust has two offices - one in Ulverston and one in Carlisle, but the team also meet in our schools to ensure we have a presence across our patch.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in Catholic education, and who are working to improve the life chances of our children and young people. This post holder will develop the Mater Christi offer and provide support, challenge and provide training to our schools as well as reporting on standards and impact to Directors.

The Trust values are lived out through our partnership working as one family of schools. Even though we work together we maintain and celebrate the uniqueness of each individual school and the community it serves. We have a clear Mater Christi Vision of Loving Together, Living Together and Excellence Together. In our Trust, we are dedicated to providing a high-quality education so that all of our pupils thrive and succeed. The role of the Trust Secondary Lead is crucial to supporting our schools to achieve excellence.

We welcome leaders who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

We look forward to meeting with any prospective candidates and extend a warm welcome to you to visit our Trust and find out more about the role and the difference you can make to our pupils' education.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you for this vital role as we continue to grow.

Yours faithfully,

Jacky Kennedy
Chief Executive Officer



The current trust schools are:

- Dean Gibson R.C Primary School, Kendal
- Our Lady and St Patrick's Catholic Primary School, Maryport
- Our Lady of Lourdes Catholic Primary School, Carnforth
- Our Lady of the Rosary Catholic Primary School, Dalton
- Sacred Heart Catholic Primary School, Barrow-in-Furness
- St Bernard's Catholic High School, Barrow-in-Furness
- St Catherine's Catholic Primary School, Penrith
- St Cuthbert's Catholic Primary School, Carlisle
- St Cuthbert's Catholic Primary School, Wigton
- St Cuthbert's Catholic Primary School, Windermere
- St Gregory's Catholic Primary School, Workington
- St Joseph's Catholic Primary School, Lancaster
- St Joseph's Catholic High School, Workington
- St Mary's Catholic Primary School, Ulverston
- St Margaret Mary Catholic Primary School, Carlisle
- St Pius X Catholic Primary School, Barrow

OUR VALUES



**LOVING
TOGETHER**



**LEARNING
TOGETHER**



**EXCELLENCE
TOGETHER**



JOB DESCRIPTION

Strategic Leadership across Schools

- Develop and support the improvement of the Trust with the Director of School Improvement and Development in accordance with the Trust Board's vision, aims, objectives and values.
- Develop and support effective relationships which allow the Trust and its constituent academies to achieve excellence.
- Support the development and review of the Trust's Development Plan, Strategic Plan and other key documents such as the Trust self-evaluation document.
- Support and develop a culture of constant improvement and be an inspirational leader committed to the highest achievement in all areas of the Trust's work.
- Develop and maintain effective relationships with our three Local Authorities and Department for Education (DfE), Education and Skills Funding Agency (ESFA), Diocese, Directors, Governors, Head Teachers and all school staff/trainees and children/young people in order to ensure the success of the Trust and our schools.
- Maintain an outward-facing role with the local, regional, national and international community on behalf of the Trust to further its external relationships and also in support of the individual schools within our Trust.

Strategic Leadership – Secondary Lead

- Work with the CEO, Board, Committee Members, LGB, and staff to define and implement our vision and strategic direction for secondaries so that it is understood and acted upon by all stakeholders.
- Provide strong strategic leadership to ensure that the curriculum and delivery models across our schools promote excellence.
- Foster a culture of collaboration by creating networks and opportunities for schools and individuals within the group to engage with each other and build effective extended learning communities.
- Ensure the sustained raising of aspiration, achievement and attainment is met through an inclusive, sustainable and innovative educational environment in which all pupils are able to achieve success from their starting points.
- Create and implement a strategic plan for inventions, which identifies key contextual priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school improvement.
- Ensure that all schools fulfil their statutory duties around safeguarding, attendance, exclusion and the use of alternative provision.
- Lead a Trust-wide approach to the commissioning of external services that support the school improvement objectives.
- Lead, monitor and analyse relevant pupil achievement data including the Trust's systems.
- Work closely with Headteachers to enable school improvement and to monitor school improvement progress regularly and ensure leaders know the risks and barrier to achievement.
- Provide accurate and incisive summary reports for the CEO, LGBs and Trust Board.
- Be proactive and drive the delegated strategic priorities, ensuring that the Trust's strategic plan is fully aligned and in tune with the local academies' plans.



Leadership and Management

- Lead key strategies for talent management and succession planning across the Trust.
- Build own leadership capacity and take responsibility for your own professional development by actively participating with training and reflecting and identifying any areas for improvement.
- Provide motivational and inspirational leadership at all levels of the organisation.
- Support the team to ensure the Trust's management and organisational structures are fit for purpose and facilitate continuous improvement.
- Ensure that there are clear school improvement quality assurance systems in Inclusion that drive consistency and improvement in performance.
- Achieve effective communication, both internally and externally to the Trust, including liaising with all stakeholders.
- Where relevant mentor, coach and induct staff, demonstrating high-quality performance and approach to these processes.

Resources / Change Management

- Keep abreast of developments locally, regionally, and nationally, attending relevant meetings and CPD including changing legislation, new initiatives and changing practice.
- Advise on the allocation of resources in school budgets to meet Inclusion challenges.

Compliance

- Support through day-to-day working and in accordance with Trust-wide policies to ensure that the Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding, Data Protection, those required by Companies House and the Charity Commissioners, and the Master and Supplementary Funding Agreements.

Partnerships

- Support and contribute to a partnership strategy that ensures the Trust and its academies participate in local, national, and international education networks.
- Identify key agencies, individuals and groups that could enhance the delivery of the Trust's strategy at local level and build relationships locally, nationally, and internationally to secure their support in partnership with the relevant personnel from the academies.
- Share skills, expertise and capacity across the Trust and its academies and embed system leadership practice.
- Build and maintain strong relationships with parents/carers, children/young people, staff, Trustees and Governors across the Trust.
- Fully contribute and participate in Trust-level leadership meetings as required.
- Attend committee meetings as directed and deliver presentations on specific areas of focus including initiatives, strategy, and outcomes.



General

- Always perform duties in a professional manner and with integrity within the role of the job.
- Undertake any other reasonable duties as may be required from time to time that are within the level of the post on the direction of your line manager.
- Adhere and comply with all school and Trust policies.
- Be responsible for own training and development needs and participate in training opportunities in line with the needs of the Trust.
- All roles within the Mater Christi Trust require post holders to work with children and young people. All staff must adhere to the Trust's safeguarding practices and have an up-to-date knowledge of this agenda to ensure all children are safeguarded while in the care of its schools.

The provisions in this job description support the delegation of duties where relevant and suitable to pay scale and following discussion with the CEO/ Directors.

This job description will be reviewed annually to reflect the plans, growth and development of the Trust.



PERSON SPECIFICATION

| a. Qualifications | Desirable | Essential |
|---|------------------|------------------|
| Qualified Teacher Status | | E |
| NPQH, Masters or further professional qualifications such as NLE in school leadership or other relevant area of educational leadership. | D | |
| b. Experience | | |
| Successful Experience as a senior leader in secondary. | | E |
| Successful experience of leading training for teachers and support staff. | | E |
| Successful teaching experience within the age range served by the Trust | | E |
| c. Strategic Direction and Development | | |
| Ability to provide clear educational/organisational vision and direction and lead by example. | | E |
| Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these. | | E |
| Ability to work in partnership with others including DfE, RSC, Ofsted, Governors or Directors, Trust central team and schools. | | E |
| Evidence of introducing effective strategies for improvement – working strategically at scale | | E |
| Knowledge of current inclusion, SEND and safeguarding/educational developments | | E |
| Knowledge of statutory requirements in education policy | | E |
| Experience of leading, coaching and developing staff | | E |
| Ability to lead, manage and inspire | | E |
| Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals | | E |
| Ability to consult and negotiate effectively with different stakeholders involved with the Trust, including pupils | | E |
| d. Standards in the Trust | | |
| Ability to analyse and use data on pupil progress and performance to raise standards, using appropriate systems. | | E |
| e. Teaching and Learning | | |
| Understanding of the principles of effective teaching and learning and the ability to support and develop teaching across the Trust. | | E |
| Understanding of the principles of how to engage children through an exciting and stimulating broad curriculum. | | E |
| Understanding of the principles of curriculum innovation and suitable models relevant to the context of the school. | | E |
| Understanding of the role and impact of assessment in learning. | | E |
| f. Ethos and Inclusion | | |



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| Ability to support others in creating and maintaining an environment which promotes high standards of behaviour and learning and celebrates success. | | E |
| Ability to create a highly professional culture within the Trust to support open dialogue, honesty and professional trust. | | E |
| Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion. | | E |
| g. Relationships within the Trust | | |
| Successful experience of creating and maintaining effective partnerships with parents, schools and staff and the community to enhance pupil's learning. | | E |
| h. Suitability to work with children. | | |
| Ability to form and maintain appropriate professional relationships with children and young people. | | E |
| Suitable Enhanced DBS check. | | E |
| Experience of working with challenging pupil behaviours | | E |
| i. Skills | | |
| Demonstrates high level communication and IT skills. | | E |
| Demonstrates the ability to plan strategically. | | E |
| Demonstrates the ability to make decisions based on an intelligent assessment of risk and benefits. | | E |
| j. Attributes | | |
| Has personal integrity and commitment to the principles of public life | | E |
| Respects confidentiality. | | E |
| Can manage and make decisions independently. | | E |
| Is calm and resilient under pressure. | | E |



APPLICATION PROCESS

Safeguarding

The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'.

In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. Safer Recruitment Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS).

All advertisements include our safeguarding statement and commitment.

All applicants are scrutinised to verify identity and are asked to provide evidence of academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates.

As a minimum, references should be from the two most recent employers and a Parish Priest, if applicable.

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions.

Shortlisting

Only those candidates meeting the criteria outlined in the person specification will be shortlisted for interview. Shortlisted candidates will take part in an in-depth interview and selection process.

Candidates will be asked to address any discrepancies, anomalies or gaps in their employment history on their application form.

Candidates are subject to DBS checks and will be reminded of their responsibility to disclose criminal convictions that if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview. On appointment an enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out.

A fitness to work declaration will be required following appointment.

Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out.

For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.



Equal Opportunities

We recognise the value of, and seek to achieve, a diverse workforce. We take positive steps to create an employment culture in which people feel confident of being treated with fairness.

How to apply

For an application pack and assistance with the application process please contact Angela Williams Angela.Williams@materchristi.com.

The Director of School Improvement and Development and the CEO are available for calls or meetings. To make an appointment please contact Angela.Williams@mater-christi.com

Completed forms and supporting statement should be returned via email to Angela.Williams@mater-christi.com

In compliance with Safer Recruitment Guidelines, C.Vs will not be accepted.

Closing Date: Applications must be received by 10am on 12th November 2024.

Interviews: Will be held over two days on 18th and 19th November 2024. Shortlisted candidates will be contacted with details of the interview process.