



St Ralph Sherwin
Catholic Multi Academy Trust



SENIOR DIRECTOR OF
PERFORMANCE AND STANDARDS

PACK



St Ralph Sherwin
Catholic Multi Academy Trust

SENIOR DIRECTOR OF PERFORMANCE & STANDARDS

ST RALPH SHERWIN CATHOLIC MULTI-ACADEMY TRUST

A CATHOLIC MULTI ACADEMY (CMAT) TRUST WITHIN THE DIOCESE OF NOTTINGHAM

Salary Leadership Pay Scale (L39 – L43), £101,574 - £111,007 per annum

Location Based in Chester Green, Derby with travel around the Trust.

Education across all our Catholic schools is changing, these exciting and challenging times call for an exceptional practitioner to support the CEO and take a leading role in the efficient and effective delivery of the Trust's strategic plan which is to drive high standards by ensuring outstanding education performance in all our academies.

You will provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance and ensure a culture of continuous improvement and professional development within all academies in the Trust. Providing strategic direction for all headteachers on school improvement plans within the Trust, working cross phase, you will lead a team of Directors of Performance and Standards to monitor schools' post-Ofsted action plans and provide support and challenge to headteachers to bring about rapid and sustained school improvement.

You will ensure that appropriate school improvement advice and guidance is available as required, coordinating the work of the Directors of Performance and Standards to raise standards in all schools, not just those that are 'at risk' of declining standards.

In order to be successful in this role, you will need to have a proven track record of successful senior leadership in schools, experience of working cross-educational phase, as well as significant HMI or leadership in Ofsted experience. Whilst being a Catholic is not a requirement, you must be willing to support the Catholic life and ethos in our academies.

The St Ralph Sherwin Catholic Multi Academy Trust is one of four CMATs in the Diocese of Nottingham, which covers most of the East Midlands and has a strong tradition of providing an excellent Catholic education to around 30,000 children and students in 84 schools across the Diocese. The four CMATs will enable consistent, proactive, high-quality support and services to be provided to all our headteachers, leaders, local school Governors and Trust Board.

On 1st September, the St Ralph Sherwin Catholic Multi Academy Trust brought all the 25 Catholic schools located in Derby City, Derbyshire, Staffordshire and Stockport together in partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools.

In addition to a competitive salary, there is a pension scheme, generous holiday (30 days, plus bank holidays), agile working and an expectation that you will be actively committed to your own professional development and that of your team.





St Ralph Sherwin
Catholic Multi Academy Trust

LETTER FROM THE CHIEF EXECUTIVE OFFICER

Thank you for expressing an interest in this new position within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). This position of Senior Director of Performance and Standards is new to our structure and is one which carries significant responsibility as well as authority as we expect the post-holder to drive improvements, at pace, throughout our 25 schools.

In this role, you will lead on the standards agenda and line manage our school improvement team, which includes our Directors of Performance and Standards and Data Manager. The current Directors of Performance and Standards are three seconded primary Headteachers from our Trust schools and an education consultant who works predominately with our secondaries on a temporary basis. This model has allowed us to be flexible in our approach and has been very successful in refocusing our school leaders on the areas which will make a difference. Our schools are receiving a level of support and challenge they have not had before and the impact which started to be seen in the first term is continuing.

We have a vision for our Trust that goes beyond our individual schools and that changes our perceptions from *my* school to *our* school. Working together, each school will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it and will respond to the needs of its community while adhering to the Catholic principles upon which it is founded. This new role of Senior Director of Performance and Standards is one more step in the ongoing evolution of our Trust.

We have been given a wonderful opportunity to shape the future of Catholic education for over 8,000 young people who attend our schools across the Trust. Our schools are special places where we get the chance to improve the lives of young people in a unique way. I believe the best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

We have created a very special team here at St Ralph Sherwin. It is a genuine pleasure working alongside my colleagues on the Executive Team as well as with the Headteachers, Heads of Schools, Executive Heads, teachers and support staff we have within our trust. All members of our Executive Team; which includes our Finance Director, HR Manager, Lead Lay Chaplain and Estates Manager, work collaboratively to provide a comprehensive and coordinated approach in how we support our schools. Whoever joins this team needs to be comfortable in an environment where who you are and how you do what you do, is more important than your job title or where you sit in the hierarchy.

I can promise you a working environment which is both stimulating and challenging. You need to be well qualified for this position and relationships are important so I am looking for someone who can fit into and enhance the team. We have made a good start and our next step is to welcome a colleague who will take us to the next level. If this excites you and you want to join us on the journey, I would love to hear from you.

I know this is a two-way process and you have to be comfortable with the colleagues you may be working with. If you would like to meet with me and/or the Chair of our Trust to find out more, or would like to speak to me by phone, please contact our Executive Team PA Jackie Bell (jbelle@srscomat.co.uk) to arrange a time.

I look forward to hearing from you.



Sean McClafferty
Chief Executive Officer
St Ralph Sherwin Catholic Multi-Academy Trust



St Ralph Sherwin
Catholic Multi Academy Trust

JOB DESCRIPTION

SENIOR DIRECTOR OF STANDARDS AND PERFORMANCE

Reporting to:	The Chief Executive Officer
Responsible for:	Director(s) of Performance and Standards
Liaising with:	The Board of Directors, sub-committees of the Board of Directors, the CEO, Local Governing Bodies, Headteachers and the Director of Education for the Diocese of Nottingham.
Grade/Salary:	Leadership Pay Scale (scale points 39 – 34). £101,574 - £111,007 per annum
Hours of Work:	37 hours per week (full-time) however, staff at this level may be required to work additional hours to meet the requirements of the role. There will be a requirement to work outside of normal office hours.
Contract:	Permanent
Pension:	Teachers' Pension Scheme (for existing members) or other by arrangement
Annual Leave:	30 days per calendar year – to be taken outside of term time(s) plus bank holidays

Core Purpose:

The core purpose of the role of the Senior Director of Performance and Standards is to support the CEO of the Catholic Multi-Academy Trust (hereafter referred to as the 'Trust') and take a leading role in the efficient and effective delivery of the Trust's strategic plan which is to drive high standards by ensuring outstanding educational performance in all academies.

The Trust's objectives relate to the provision of Catholic education. All academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Nottingham.





SPECIFIC AREAS OF RESPONSIBILITY AND KEY TASKS

PERFORMANCE AND STANDARDS

- To be the Trust lead on requirements for Ofsted for all academies in the Trust
- To attend Trust Board meetings and ensure that the Board receives timely updates on the work of each school as required.
- To carry out risk assessments, through careful analysis of performance data, for all academies and to identify schools which may be 'at risk' of declining standards
- To collect internal and external performance data including end of year outcomes, attendance data and exclusion data. Planning and executing an improvement growth plan for these measures to support continuous improvement.
- To quality assure all data collected from academies in the Trust
- To ensure that the Trust's Performance Data Calendar is followed by all academies in reporting their current performance
- To work closely with headteachers of academies 'at risk' of declining standards and to monitor school improvement progress regularly
- To provide accurate and incisive summary reports for the CEO and the Trust's Standards Committee, identifying themes across the Trust, where support is required and the coordination of lead specialists across schools

SUPPORTING SCHOOLS

- To coordinate the work of the Directors of Performance and Standards (DoPS) to raise standards in all schools, not just those that are 'at risk' of declining standards
- To maintain up to date information on reliable and effective school improvement strategies
- To liaise with other relevant bodies for all aspects of school improvement including Teaching Schools, the National College etc
- To ensure that appropriate school improvement advice and guidance is available as required
- To provide a strategic direction for all headteachers on school improvement plans within the Trust
- To ensure all academy self-evaluations are accurate and Ofsted compliant
- To carry out learning walks, departmental reviews, work scrutiny, data checks and data validation in academies supporting the work of headteachers in their responsibility for standards in the individual academies
- To support DoPS and headteachers with post-Ofsted action plans
- To monitor schools' post-Ofsted action plans and to support and challenge headteachers to bring about rapid and sustained school improvement
- To chair as required Ofsted Executive Board meetings in schools within categories.



St Ralph Sherwin
Catholic Multi Academy Trust

STRATEGIC EDUCATIONAL LEADERSHIP

- Strategic Educational Leadership
- To ensure that the all schools are prepared and colleagues trained and understand the requirements of the current Ofsted framework.
- To ensure timely delivery of projects to drive performance and standards across the Trust
- Encourage and promote innovation in educational provision through the commissioning and delivery of services, ensuring that the schools meet changing needs and demands consistent with government guidelines and requirements.
- To ensure that local governors and school leaders know their roles and responsibilities and preparation for inspection.
- To provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance and ensure a culture of continuous improvement and continuous professional development within all academies in the Trust
- To act as an advocate for the Trust, its mission and values, in forming and developing effective strategic partnerships with national bodies, other educational institutions, the Diocese of Nottingham, business and the wider Catholic and local community
- As a member of the executive leadership team, to work constructively and positively with the CEO to shape the strategic direction of the Trust
- To deputise for the CEO as required in areas of standards and school improvement
- To provide a strategic lead in specific areas of the Trust's work as agreed with the CEO

STAFFING AND PERFORMANCE MANAGEMENT

- To support DoPS colleagues in their role and quality assure the work they carry out.
- To work with the CEO/Local Governing Bodies on setting rigorous and robust performance management/appraisal targets for headteachers
- To monitor headteacher performance management/appraisals and ensure consistency across the Trust
- To ensure the implementation of the requirements set out in the Bishops' Memorandum on the Appointment of Teachers in Catholic Schools in respect of staffing and the use of Catholic Education Service employment documentation taking into account any requirements specified by the Diocese of Nottingham and employment legislation
- To ensure that academies have an effective system of performance management that provides for the continuous development of all employees
- To provide a strategic lead on monitoring and evaluating standards across all academies within the Trust by supporting and line managing the other DoPS within the CMAT.

The St Ralph Sherwin Catholic Multi-Academy Trust Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The St Ralph Sherwin Catholic Multi-Academy Trust Company is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE
TRAINING AND QUALIFICATIONS	
Educated to degree level	E
Qualified Teacher Status (QTS)	E
Catholic Certificate of Religious Studies or equivalent	D
National Professional Qualification for Headship (NPQH)	D
National Leader of Education/Local Leader of Education	D
Trained Ofsted and/or Diocesan Inspector	E
Evidence of commitment to continuing professional and personal development of self and others	E
FAITH COMMITMENT	
Practising Catholic in full communion with the Catholic Church	D
A willingness to support the Catholic Life of schools	E
EXPERIENCE OF EDUCATIONAL LEADERSHIP AND MANAGEMENT	
A proven track record of successful senior leadership in schools	E
Experience of leading or supporting improvements in standards in more than one school	E
Demonstrable experience of system leadership across a range of schools	E
Experience of working with teaching schools and completing successful bids to secure funding for educational improvement projects	D
Experience of successful implementation of strategies for raising achievement and ensuring effective teaching, learning and assessment	E
Experience of monitoring and evaluating teaching and learning which leads to raised standards	E
Experience of successfully leading and managing whole school change initiatives	E
Experience of working cross-educational phase	E
Experience of preparing a school for Ofsted/Diocesan Inspection	E
Significant HMI or leadership in Ofsted experience	E
PROFESSIONAL EXPERIENCE AND KNOWLEDGE	
Evidence of continual professional development	E
An understanding of the philosophy of Catholic education	E
An understanding of the central role of curriculum Religious Education	E
Sound up-to-date knowledge of developments in education, teaching and learning, assessment and best practice	E
Sound understanding of the wider educational system and how successful schools continually improve	E
Knowledge of data and school outcomes/progress measures including all performance indicators at all key stages	E
Evidence of the ability to build effective leadership functions	E



St Ralph Sherwin
Catholic Multi Academy Trust

CRITERIA	ESSENTIAL/ DESIRABLE
Knowledge of appraisal and understanding of setting challenging and rigorous performance targets	E
Evidence of robust performance management of others that has resulted in improvement in standards and building leadership capacity	E
A clear understanding of the current educational landscape, including issues specifically relating to academies, safeguarding and Ofsted	E
An understanding of the diocesan inspection process	D
Experience of working professionally in both phases as inspector/HMI	E
PROFESSIONAL COMPETENCIES	
Evidence of maintaining positive relationships with headteachers, governors, parents, local parishes and with other individuals and agencies	E
To think analytically, making informed use of inspection, benchmarking and research findings	E
To be able to investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcome	E
To be able to evaluate and assess school improvement plans/ inspection dashboards and use Analyse School Performance (ASP)/RAISEonline data effectively	E
To be able to lead a range of school improvement strategies including how to tackle underperformance via intervention and prevent failure in schools via early warning indicators	E
Well-developed written and oral presentation skills	E
To manage, motivate and develop individuals and teams to achieve high standards of performance	E
To manage conflict effectively	E
PERSONAL ATTRIBUTES	
To command credibility and respect from all members of school communities	E
To have emotional resilience	E
To have the ability to self-evaluate and reflect	E
Able to adapt to changing circumstances and new ideas	E
To be an inspiring role model for staff and pupils and for present and future Catholic leaders	E
Empathy with children of all ages	E
SAFEGUARDING	
Understanding of responsibilities of the MAT and schools in ensuring compliance with all relevant legislation	E

Special Requirements:

Full driving licence and use of car is essential for the duration of employment. There is an absolute expectation that the successful candidate will be able to travel between the office and schools by car.



St Ralph Sherwin
Catholic Multi Academy Trust

HOW TO APPLY

INFORMATION FOR APPLICANTS

To apply for this post, please submit by email to vacancies@srsccmat.co.uk:

- A completed application form with supporting information that describes what you would bring to the post. Please also address how you meet the person specification for the post, providing examples.
- Email addresses for all your referees (please note should you be shortlisted, references will be taken up prior to interview unless you specify otherwise).
- The completed Rehabilitation of Offenders Disclosure Form.
- The completed Recruitment Monitoring Form.

All applicants must complete the standard Catholic Education Service leadership staff application form available from our website (srsccmat.co.uk/vacancies).

Informal Enquiries

Should you have any queries, or wish to have an informal discussion about the role, please contact our Executive Team PA, Jackie Bell on jbell@srsccmat.co.uk

For general enquiries regarding your application, please email vacancies@srsccmat.co.uk or call the central HR team on 0300 369 0553.

KEY DATES

Closing date: Monday, 4 March 2019 at noon.

Interviews: 13th and 14th March 2019

