

Chief Executive Officer Recruitment Pack



St Benedict
CATHOLIC ACADEMY TRUST



Wisdom, Faith & Virtue

Welcome from the Chair of the Trust



Dear Applicant

Chief Executive Officer (CEO) and Accounting Officer

On behalf of the board of Trustees of St Benedict Catholic Academy Trust, thank you for your interest in this crucial role.

The appointment of our Chief Executive Officer is an incredibly important moment in our stewardship of the Trust, and we are looking forward to meeting what we are sure will be an inspiring group of candidates.

This is a rare, exciting and rewarding opportunity for an exceptional leader to make a real difference to the future of our schools.

The role of CEO is to provide strategic leadership and direction to all St Benedict Catholic Academy Trust schools, and the children, young people, families and parishes it serves, and to develop and articulate the vision and ethos of the Trust. The CEO will be directly accountable to the Board of Trustees for the collective performance and development of the St Benedict Catholic Academy Trust as an organisation, and working with Headteachers and Local Governing Bodies, for that of the individual schools within it. He or she will also be the designated accounting officer with legal responsibility for all appropriate financial and administrative matters. A key quality of the CEO will therefore be their understanding of, and appetite for, a very high level of accountability.

As St Benedict Catholic Academy Trust we value the vibrant and distinctive nature of each of our schools which include pupils and students from 2 to 18. We are looking for a leader who can work with the various phases of their learning journeys and who will challenge, support and encourage each of them to flourish individually as well as helping them be strong members of a Christ-centred Catholic partnership.

The CEO will be directly responsible for successfully developing trust wide shared service teams as well as leading and managing the team of Headteachers, including their performance management arrangements.

We believe that the key priorities for this role will be to:

- Continue to improve the collaborative work that the founding schools have begun in order to ensure that all children in our Catholic schools have the same high level educational experience.
- Develop the scope of central and shared services across the CAT and the composition of the 'core team' needed to deliver services effectively, to remove as much administrative burden as possible from our Headteachers.
- Identify suitable and appropriate MAT expansion opportunities in line with our growth strategy.
- Develop a comprehensive people strategy, which will work effectively within our Trust.
- Champion the Catholic ethos and vision of the Trust, ensuring that it aligns seamlessly with the Diocesan ethos and vision.

If you have the vision, combined with the proven ability to lead a dedicated team in creating a rich, rounded educational and personal experience which enhances the life of every young person in our care, then we'd love to hear from you.

Noel Campbell (Chair)

On behalf of St Benedict Catholic Academy Trust Board

Our Vision

As a family of schools, our vision is to be a beacon of exceptional Catholic education.



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Our mission is inspired by our Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools are committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society.

We provide the best possible opportunities for every child's education, with an overarching mission focused on delivering a strong Catholic education, firmly rooted in the belief that Christ should be at the core of all our endeavour.

Our Aims

We will

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children
- Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn

Our Culture



Our journey so far

St Benedict Catholic Academy Trust was incorporated on 5th September 2023 and we are on track to open with our founding schools (2800 pupils) on 1st April 2024. These 4 high performing Catholic schools have a long history of working together and have taken the decision to move to a multi-academy trust model to better face the challenges that exist in today's educational landscape.



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It is the Diocese intent for the Trust to expand over the next 5 years in line with our growth strategy. The Board of Directors support this direction of travel and are actively engaging in conversations with Catholic schools in the surrounding boroughs to identify further partner schools.

We have built an excellent working relationship with Southwark Diocese, The DFE, Local Authorities and The Regional Director and are looking for someone to build upon these relationships further.

Priorities and Challenges

- To recruit more Directors
- Open the Trust in April 2024 and demonstrate stability
- Growth planning- managing expectations
- Working collaboratively with other Southwark Diocese Multi- Academy Trusts

Our Support Structure

As we grow as a Trust so will the structure that supports it. As Chief Executive Officer you will be working alongside a board of trustees with a wide range of skills that represent experience from the education and private sectors, as well as leading an executive team, head teachers, corporate services team and initially over 500 staff across our founding schools. We put people at the heart of everything we do and are committed to delivering the highest quality education and support for our pupils.

For further information about our Trust, please visit www.sbcacat.co.uk.

Our Founding Schools

Academy	Local Authority	Head teacher	Phase
Bonus Pastor Catholic College	Lewisham	Mr J Ronan	Secondary
St Michaels Catholic College	Southwark	Ms F Corcoran	Secondary
Our Lady and St Philip Neri Primary School	Lewisham	Mr M Ringham	Primary
St Anthony's Catholic Primary School	Southwark	Mrs J Hawthorne	Primary

Job Description



Salary	Competitive
Contract	Full Time / Permanent
Reporting to	The Chair of the Trust Board
Accountable to	The Trust Board of St Benedict Catholic Academy Trust
Responsible for	The effective line management of the Central team and Headteachers of all academies in the Trust. Supporting the Trust Board in establishing its vision for a successful Catholic trust and enabling further schools to join the trust.
Liaising with	The Trust Board, Committees of the trust, parishes across the area served by the trust, the Diocesan Schools Commissioner for the Archdiocese of Southwark and external agencies as required including the ESFA and DfE.

Outline of the Role

- 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 Archdiocese of Southwark.
- The CSEL (CEO) as the most senior employee and faith leader of the organisation will observe high standards of professional conduct and uphold the Principles of Public Life. As a practising Catholic, the CEO will be accountable to the Board of the Trust for maintaining and developing the Catholic identity and ethos of the Trust.
- The CSEL is responsible for upholding public trust in civic, organisational leadership and the teaching profession pertaining to the Trust and serving the best interests of the Trust's children. They will ensure a strong performance for all academies and sound long-term financial performance of a Catholic Trust.
- Therefore, it is a genuine occupational requirement that the post of CSEL must be filled by a practising Catholic who can demonstrate by example and from experience that they will ensure that the trust and the academies within it are distinctively Catholic in all respects. It is this duty to preserve and develop the Catholic character of the trust and its academies that provides the context for the proper discharge of all the other duties and responsibilities of this post.

Core Purpose

- Responsible for the effective, high-quality education of all pupils in the Trust through the effective and efficient use of resources
- To provide dynamic and strategic support to the Board of St Benedict Catholic Academy Trust to ensure effective and efficient delivery of the Trust's vision, strategic aims and corporate responsibilities.
- To uphold the Trust's values and provide visible leadership across the trust to drive achievement of high standards in all aspects of the trust's operations particularly in ensuring the provision of sustainable, outstanding education through the preservation and development of Catholic character.
- To be the Trust's appointed Accounting officer
- To be responsible for compliance with all statutory requirements such as Health and Safety, safeguarding, company and charity law.

- Represent the Trust with a wide range of stakeholders and partners enabling the trust to meet its civic and social responsibilities.
- To ensure all staff are aware of the ethos of the school and subsequent expectations through a programme of appropriate formation.
- Support schools wishing to convert into the trust with their preparatory work, carrying out accurate due diligence on behalf of the Board and support new academies in becoming established in the Trust.
- To ensure the board is supported in complying with Diocesan directives and protocols.

Development of the Catholic Character of the Trust

- Preserve and develop the Catholic character of the Trust and the academies within it, at all times safeguarding the teachings of the Catholic Church.
- Provide effective, inspirational and Christ-centred strategic leadership for all academies inspiring and motivating all those engaged in the activities of teaching and learning by ensuring that school improvement is at the centre of every decision taken in fulfilment of Canon Law 806(2) which requires that all Catholic schools to be at least as academically distinguished as other schools in the area so that each academy meets all national targets/performance measures.
- Lead the Trusts educational vision by drawing on the person, life and teachings of Jesus Christ and ensure that this vision is known and understood by employees of the Trust at every level as well as pupils, parents and the wider community.
- Act at all times in accordance with the mind of the Archbishop of Southwark and ensure that any directives issued by him are upheld.
- At all times work in partnership with the Diocesan Schools Commissioner of the Archdiocese.
- Foster relationships between the trust, its academies and parishes promoting a diverse and inclusive Trust.

Governance, Finance and Compliance

- Support the board of the Trust in promoting their vision, strategic aims and high quality governance across the Trust.
- Maintain an accurate register of Directors and Members.
- Support the recruitment of persons to the local academy committees liaising with diocesan officers.
- Ensure the Trust meets all requirements set out in Canon Law
- Ensure compliance with education, charity and company law as well as that required by specific trust documentation such as M&As, funding and supplemental agreements.
- Ensure the Trust demonstrates best practice by compliance with the Academy Handbook, the MoU between the DfE and Catholic Church and other ESFA/DfE requirements.
- Ensure all actions are compliant with Trust policies that should be updated and approved according to board requirements.
- Ensure that a comprehensive and accurate risk register is maintained and presented to the Audit and risk committee with appropriate rigorous actions taken to mitigate serious risks at Trust and academy level.
- Ensure the Trust is insured for its operations and assets at all times.

- Ensure the Trust meets all requirements of the latest KCSIE statutory guidance.
- Ensure all procurement and financial processes follow relevant tendering and banking requirements.
- Provide timely and accurate reports on the above to the directors as required.

Trust People Strategy

- Create a strategy that identifies talent, supports and develops all staff and sustains a culture of staff aspiration, well-being and professionalism.
- 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 (CES) employment documentation taking into account requirements specified by the diocese, employment legislation and Trust policies.
- Ensure that The trust has an effective workforce strategy that provides for the efficient and effective deployment of all staffing resources and the ability to develop capacity for succession planning.
- Ensure the Trust has high quality employment practices promoting equality, diversity and inclusion including ethical practices of recruitment and retention of staff.
- Ensure the Trust offers a high-quality programme of professional development and opportunities for staff aligned to balance organisational and individual needs and be particularly successful in developing future Catholic leaders in education.
- Manage directly the senior leaders within the trust.
- Support the board with implementing such strategies and recruiting to senior posts.

Other Focus

- Engage with and form effective partnerships with external bodies where these support and further the work of the Trust e.g. Archdiocese of Southwark organisations, local businesses and charities and community organisations including educational establishments in order to achieve positive outcomes and opportunities for pupils and staff in Catholic education.
- Work with civic partners and stakeholders locally, regionally and nationally to contribute to the public good.
- Promote and enable academies to engage effectively with their parishes, Catholic youth work and communities.
- Ensure that the trust adheres to its Charity Commission "Public Benefit" commitments.

The Archdiocese of Southwark and its schools and trusts is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share his commitment. This post is subject to satisfactory references, which will be sought prior to interview, an enhanced DBS check, medical check evidence of qualifications and verification of the right to work in the UK.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities will evolve as the trust grows without changing the general character of the work or level of responsibility entailed and does not in itself justify a reconsideration of the grading of the post.

Person Specification	Essential	Desirable
A. Training and Qualifications		
Educated to degree level	✓	
Qualified Teacher Status	✓	
CCRS or Equivalent		✓
A recognised higher-level qualification relevant to the role	✓	
Management training or management/leadership qualification	✓	
Evidence of commitment to CPD and development of self and others	✓	
B. Faith Commitment		
Catholic in full communion with the Catholic Church both in terms of practice and personal standing	✓	
Able to articulate a clear philosophy for Catholic education	✓	
Commitment to a leadership role including the formation of staff and pupils	✓	
Understanding of and a commitment to curriculum Religious Education in a Catholic academy	✓	
Understanding of the importance of sensitivity when working with other denominations and faiths in the local community	✓	
A clear understanding of the teaching of the Catholic church	✓	
C. Experience of Strategic Leadership & Management		
Experience of headship in a Catholic school		✓
Demonstrable experience of successful system leadership/ successful strategic leadership leading to rapid and sustained improvement	✓	
Demonstrable use of successful strategies for raising standards, achievements and best practice principles to advance effective learning in individuals and organisations	✓	
Experience of successfully leading and managing whole organisation change initiatives	✓	
Experience of successful resource/financial management control including budget drafting, medium term financial planning and procurement	✓	
Experience of working across a range of educational phases		✓
Understanding of and ability to analyse complex financial data and financial protocols including the Academy Trust Handbook	✓	
Demonstrating a leadership style that is engaging, approachable inclusive, motivating and adaptable empowering others	✓	

Person Specification	Essential	Desirable
D. Professional Experience and Knowledge		
Understanding of the Catholic MAT's role in the parishes and local community	✓	
Experience of a successful CEO, headship or board role in a trust or an educational setting		✓
Current and up-to-date knowledge and understanding of effective governance including experience of working with a board to develop a vision informing the direction and ethos of an organisation	✓	
Proven experience of strategic financial management and effective reporting of risk management	✓	
Some knowledge and Experience of developing PR and marketing strategies	✓	
Evidence of successfully building effective leadership teams with appropriate delegation	✓	
Evidence of robust management of performance resulting in improved outcomes and increasing leadership capacity	✓	
Evidence of risk management expertise and mitigation strategies	✓	
Successful experience of demonstrating professional standards alongside implementation of equal opportunities and promoting equality and diversity so that the organisation is fit for its role in a multi-faith and multi-cultural society	✓	
Demonstrate a clear understanding of the current educational landscape with sound up-to-date knowledge of developments in teaching and learning, assessment and best practice including issues relating to academies, safeguarding and Ofsted	✓	
Proven track record of successfully managing the performance of professional staff across a range of specialisms and promoting a team ethos with regard to a multi-site organisation	✓	
Proven success in building effective and productive partnerships with strategic partners e.g. government departments, local authorities or similar bodies	✓	
E. Professional Competencies		
To think strategically and develop a vision for the MAT underpinned by a strong Catholic ethos	✓	
To cultivate a sense of community within the MAT whilst maintaining accountability and inspiring others	✓	
To maintain positive and motivating relationships with all stakeholders including headteachers, governors, parents, local parishes and with other persons and agencies associated with the trust	✓	
To analyse complex data, investigate issues and formulate a solution to difficult problems, monitoring outcomes to provide proactive resolutions	✓	
Well developed written, presentational and public speaking skills to promote the trust and fulfil an ambassadorial role	✓	
Command respect and credibility from all stakeholders	✓	
Be open to new ideas, accepting of challenge and adapt to changing circumstances	✓	
G. Safeguarding		
Have a comprehensive knowledge of safeguarding in educational settings	✓	
Have significant practical experience as a designated safeguarding lead in an educational setting		✓

Application Procedure

Applicants should download and complete the **CES senior leadership** application form which can be obtained using the link provided. They should include a personal statement, a maximum of two sides of A4 outlining their desire and suitability for the role outlined above. The forms, together with a covering letter, should be returned so that they are received no later than **midday on Tuesday 16 April 2024**.

Please email to Rebecca Eastmond: enquiries@sbcacat.co.uk

Shortlisting will take place on **Wednesday 17 April 2024** with interviews to take place on **Tuesday 23 and Wednesday 24 April 2024**. References will be taken at shortlisting. The interview panel will be made up of Directors and head teachers advised by a Diocesan representative. Details will be provided for the short-listed candidates.



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