Leadership and Learning Director

**Intended start date: 1st January 2024 or as soon as possible**

**Hours: 37 hours per week (permanent, all year round)**

**Salary range: £80,000 - £90,000**

## The Blessed Christopher Wharton Catholic Academy Trust (BCWCAT) is dedicated to providing an outstanding Catholic Education to our pupils. We are seeking to appoint a Leadership and Learning Director. The person appointed will take the lead on the development of leadership and learning within the Trust. There are currently 17 primary schools and 1 secondary school in the Trust.

As a Trust we are committed to ensuring that each of our schools makes the best use of available resources. This includes having leaders and teachers that are of a high quality. The postholder will lead on the development of leadership at all levels, and work with classroom practitioners to ensure that they implement our curriculum to maximise impact in all areas.

**For more information and an application pack visit our website: https://bcwcat.co.uk**

We welcome suitably experienced and interested applicants to complete a full application and submit the form by emailing [**Sarah.Bryan@bcwcat.co.uk**](mailto:Sarah.Bryan@bcwcat.co.uk)

**Closing date for applications:**

**Monday 18th September, 2023 at 12 noon**

**Interviews are planned to take place on**

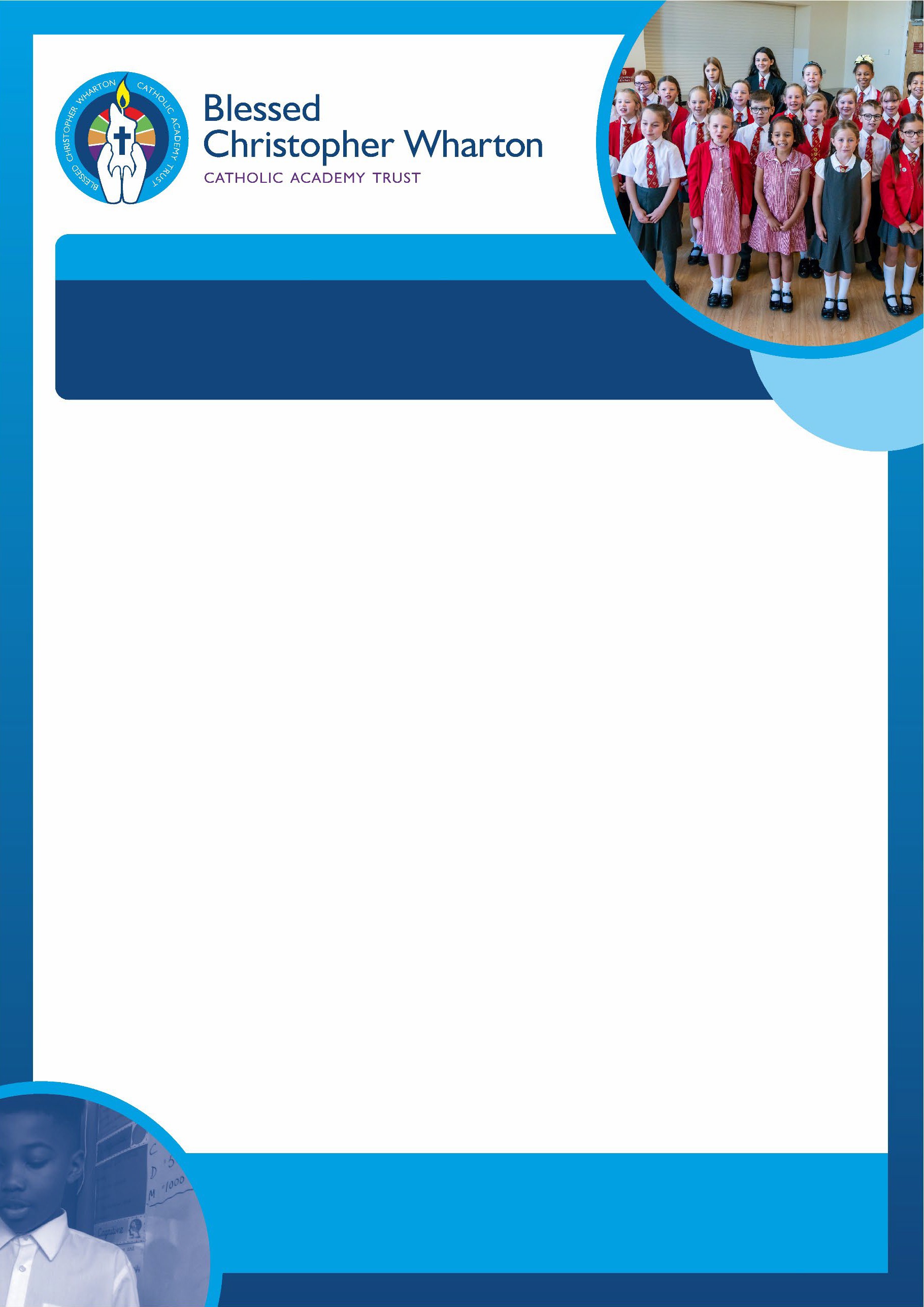
**Friday 22nd September, 2023**

The postholder will work within a committed and cohesive team, supporting each other to ensure all schools within our family of schools achieve their full potential. The postholder will be based at the Trust offices but the role will involve travel to and between our schools. The postholder will be responsible to the Chief Executive Officer.

The Blessed Christopher Wharton Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position will be subject to a range of regulated checks, including DBS and references.

We are seeking to appoint someone who has an understanding of classroom pedagogy, curriculum and leadership within a Multi Academy Trust.

This is a wonderful and exciting opportunity in our Trust, and we hope that you will share our enthusiasm for the challenges ahead. The successful candidate will enjoy high levels of job satisfaction as they will play a fundamental role in ensuring that we have a committed and highly skilled workforce who work tirelessly to support every child and young person to achieve their potential.



**Registered Office:** Beacon Villa, St Bede’s and St Joseph’s Catholic College, Ignis (Lower School Site), Cunliffe Road,

Bradford, BD8 7AP

Registered No: 09066969 Exempt Charity No: EW89130

**t: 01274 941923** [**www.bcwcat.co.uk**](http://www.bcwcat.co.uk/)

**Registered Office:** Beacon Villa, St Bede’s and St Joseph’s Catholic College, Ignis (Lower School Site), Cunliffe Road,

Bradford, BD8 7AP

Registered No: 09066969 Exempt Charity No: EW89130

**t: 01274 941923** [**www.bcwcat.co.uk**](http://www.bcwcat.co.uk/)



Job Description

**Post:**

**Leadership & Learning Director**

**Special Salary: £80-90k**

**Hours:**

**37 hours a week (permanent, all year round)**

**Based at:**

**The Trust Office, Beacon Villa,**

**St Bede’s and St Joseph’s Catholic College, Cunliffe Road, Bradford BD8 7AP**

**Responsible to: CEO**

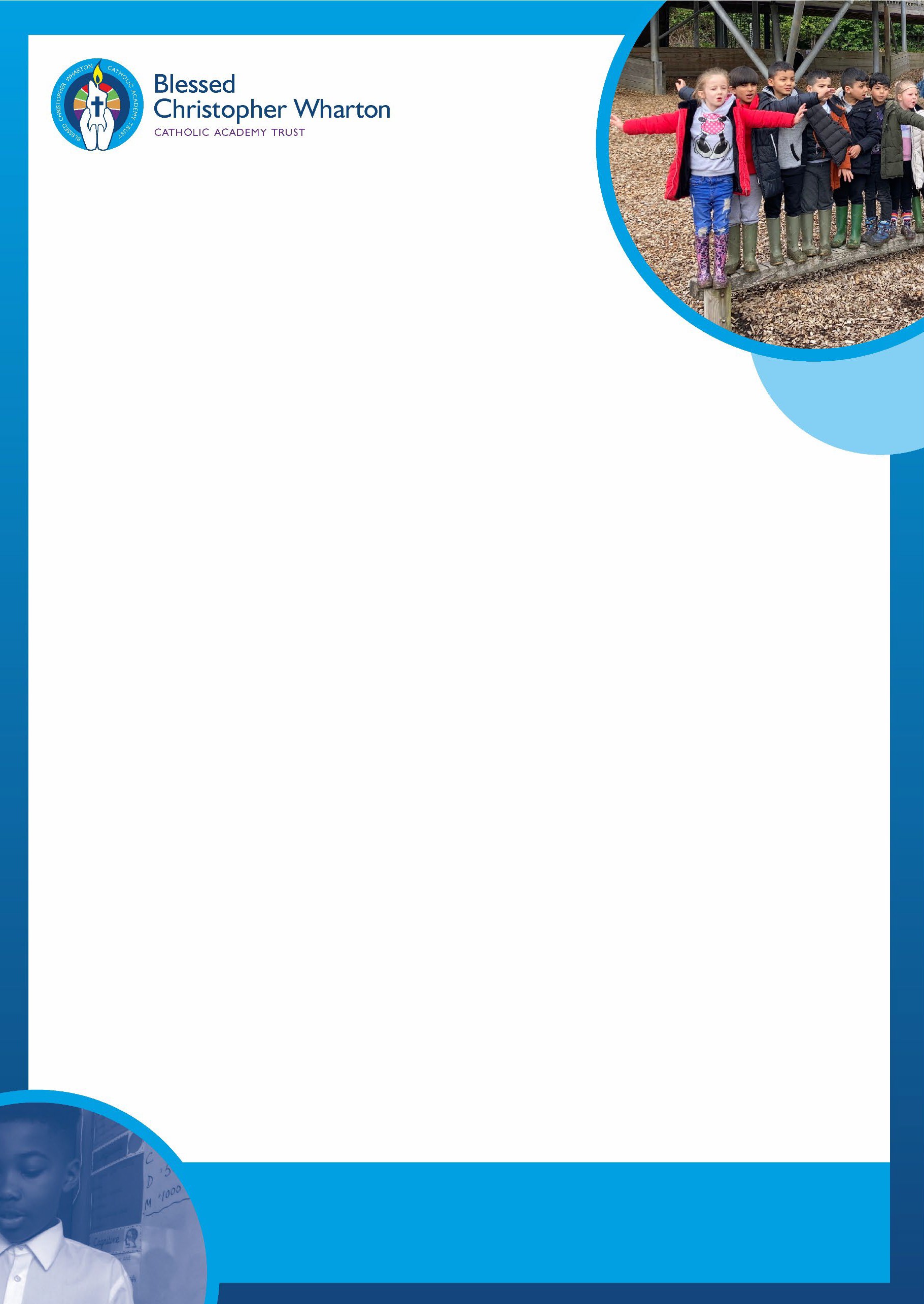
**Responsible for: Quality of leadership & learning**

# Key objectives include: -

* To provide support to the Director of Catholic Education, to provide strategic leadership, vision and direction, in order to ensure its continued success and improvement within the Trust’s primary and secondary provisions.
* To provide an environment for teaching and learning that empowers both staff and pupils to achieve their best and beyond.
* Lead on the high-quality professional development and opportunities in the Trust that ensures long term success, including maximising potential through the skills and resources available from across the Trust.
* Collaborate and negotiate at a strategic and operational level with local and national partners in order to share expertise and develop strong school to school support within the Trust.
* Support to deliver inspirational leadership that enables leaders to develop a high-quality primary and secondary education. Lead and support improvement to excellence across all Trust schools so that they all are achieving in the top quartile of performance.
* Promote the highest possible standards of care, aspiration and success for our young people, whilst seeking to ensure each school has a positive impact on the communities and parishes that they serve.
* To develop leadership capacity in each school across the Trust.
* To engage in classroom coaching across all schools
* To ensure high quality curriculum provision and impact for all learners in all schools
* To carry out specific improvement work around classroom, curriculum and leadership development in individual schools
* To support Headteachers and other relevant staff across the Trust by promoting excellence in recruitment, retention of talent, training and performance.

# The ideal candidate will: -

* + Lead on establishing an educational culture of ‘open classrooms’ as a basis for sharing best practice within the Trust and between other schools and academies, drawing on and conducting research and robust data analysis.
  + Lead on creating an ethos within which all Trust’s staff are motivated and supported to develop their own skills and subject knowledge and to support each other.

****

* Lead on identifying emerging talents, coaching current and aspiring talent and leaders in a climate where excellence is the standard, leading to clear succession planning within the Trust.
  + Lead on setting up and or facilitating the highest quality curriculum networks for school staff.
  + Lead on the organisation and facilitation of the Trust career development and partnership working for schools and staff.
  + Support the delivery of excellent teaching and learning throughout all schools within the Trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils’ achievement.
  + Provide inspiration and strong strategic leadership to ensure that our schools continue to deliver the highest standards of curriculum development and teaching and learning pedagogy across the Trust. •
  + Work with leaders to ensure exemplary standards of pupil behaviour, first class pastoral care and extensive personal and spiritual development programme. is evident across our schools within the Trust.
  + Ensure that the Trust’s activities remain consistent with the Catholic objectives of the Trust and support the CEO to ensure governance is compliant with the spirit and letter of the Trust’s articles of association and charity and company law more generally.
  + To support the Director of Catholic Education and Headteachers to ensure that Trust schools are at least ‘good’ or better in their next Ofsted inspection and are well prepared for regular external review.
  + To ensure leaders respond swiftly to recommended actions that arise from any reviews or advice.
  + Contribute to ensuring that the Trust has robust policies, procedures and systems for the collection, analysis and interrogation of education performance data at the level of pupil, class, year group, Hub and Trust.
  + Ensure that education performance data informs priorities for action at all levels of the Trust.
  + Support the Primary and Secondary Directors of Education, to ensure that systems confirm that each school’s performance assessment is robustly moderated and verified to maintain an accurate and up-to-date assessment of each academy educational strengths and weaknesses.
  + Support, build and develop leadership capacity in all schools and across the Trust.
  + Support with lead, motivate and develop Headteachers to promote a culture of shared learning and a practice which creates a positive educational climate through the distribution of leadership (teams and individuals) in each of the schools across the Trust.
  + Support the Director of Catholic Education, to put in place effective communication mechanisms to ensure all Headteachers across each school understand how to implement the strategic vision and operational plans.



* + Draw attention to best practice in the Trust to support other schools and encourage links with local help agencies that may deliver additional resources to the schools or families.

# **Efforts demand: -**

• Will contribute to the overall ethos/work/aims of the school.

• Will appreciate and support the role of other professionals.

• Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

• Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g., dealing with a sick, injured or distressed child.

# **Environmental Demands/Working Conditions: -**

• The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

• Available to work during school hours and a willingness to be flexible.

• Will have contact with members of the public/other professionals e.g., teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.

• Report all concerns to an appropriate person.

# 

# **Special Conditions of Service: -**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance.

# **Other considerations**: -

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Head of School
* To act in accordance with the Data Protection Act and always maintain confidentiality e.g., access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the BCWCAT’s Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act
* Must be legally entitled to work in the UK.

# **Fluency Duty: -**

* In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.
* For this role the post holder is required to meet the Advanced Threshold Level

*BCWCAT is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service. We are committed to equal opportunity*

|  |  |
| --- | --- |
| **TITLE OF POST** | **Leadership & Learning Director Person Specification** |
| **AREA** | **Leadership & Learning** |
| **DATE** | June 2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| **A Training and Qualifications** | **Essential** | **Desirable** | |
| Educated to degree level or equivalent | **Y** |  | |
| Qualified Teacher Status | **Y** |  | |
| Catholic Certificate of Religious Studies or equivalent |  | **Y** | |
| A recognised higher level professional qualification relevant to the role |  | **Y** | |
| Management training or management/leadership qualification or equivalent experience | **Y** |  | |
| Evidence of commitment to continuing professional and personal development of self and others | **Y** |  | |
| **B Faith Commitment** | **Essential** | **Desirable** | |
| Practising Catholic in full communion with the Catholic Church | **Y** |  | |
| Able to articulate a clear philosophy for Catholic education | **Y** |  | |
| Commitment to leadership role in spiritual development of pupils and staff | **Y** |  | |
| Understanding of and commitment to curriculum Religious Education in a Catholic school | **Y** |  | |
| Understanding of the importance of sensitivity in working with other denominations and faiths in the local community | **Y** |  | |
| **C Experience of Strategic Leadership & Management** | **Essential** | **Desirable** | |
| Experience of headship in a Catholic school with demonstrable outcomes for pupils | **Y** |  | |
| Demonstrable experience of successful system leadership/successful strategic leadership leading to rapid and sustained improvement | **Y** |  | |
| Demonstrable use of successful strategies for raising standards, achievements and best practice principles to advance effective learning in individuals and organisations | **Y** |  | |
| Experience of successfully leading and managing whole organisational change initiatives | **Y** |  | |
| Experience of successful resource/financial management control including budget formation, medium term financial planning and procurement |  | **Y** | |
| Experience of working across a range of educational phases | **Y** |  | |
| Understanding of and ability to analyse complex data and financial protocols of the Academies Financial Handbook |  | **Y** | |
| **Professional Experience and Knowledge** | **Essential** | | **Desirable** | |
| Understanding of the Catholic MAT’s role in the parish, local community, and Diocese | **Y** | |  | |
| Experience of a successful Headship in a Trust environment or an educational setting | **Y** | |  | |
| Current and up-to-date knowledge and understanding of governance including experience of working effectively with a Board to create a vision and to inform the direction of an organisation | **Y** | |  | |
| Evidence of strategic planning and budget management which has brought about significant organisational change | **Y** | |  | |
| Experience of developing CPD and leadership programme strategies | **Y** | |  | |
| Evidence of ability to build effective leadership teams with appropriate delegation | **Y** | |  | |
| Evidence of robust management of performance of teaching staff, and professional services staff, resulting in improvement in outcomes, raising standards and building leadership capacity in a multi-site organisation | **Y** | |  | |
| Successful experience of demonstrating professional standards alongside understanding equal opportunities and promoting equality and diversity, incorporating such values into practice (in the organisation) whilst preparing pupils for life in a multi-faith, multi-cultural society | **Y** | |  | |
| 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 specifically relating to academies, safeguarding and Ofsted | **Y** | |  | |
| Proven success in building effective partnerships with strategic partners e.g. Government departments, local authorities, the Diocese, ECF and NPQ providers and Universities |  | | **Y** | |
| **E Professional Competencies** | **Essential** | **Desirable** | |
| To think strategically and develop a vision for the MAT underpinned by a strong Catholic ethos and values | **Y** |  | |
| To cultivate a sense of community within the MAT | **Y** |  | |
| Ability to promote a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential | **Y** |  | |
| To maintain positive relationships with all stakeholders including headteachers, governors, parents, local parishes and with other individuals and agencies associated with the MAT | **Y** |  | |
| To think analytically, be able to unpick complex data and/or a difficult problem, see the bigger picture and be solution focused | **Y** |  | |
| Independently to investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes with a proactive and positive approach to resolving problems | **Y** |  | |
| To work effectively within policies and procedures | **Y** |  | |
| Well-developed written, presentational and public speaking skills including the ability to communicate effectively with a wide range of audiences | **Y** |  | |
| To manage conflict effectively | **Y** |  | |
| To have the ability to self-evaluate and reflect in order to drive further improvement | **Y** |  | |
| **F Personal Attributes/ or Values and Behaviours?** | **Essential** | **Desirable** | |
| To be the public face of the MAT and influencing strategic partners and other external bodies for the benefit the MAT and Catholic education in the Diocese of Leeds | **Y** |  | |
| To command credibility and respect from all stakeholders including members of the MAT | **Y** |  | |
| To have emotional resilience | **Y** |  | |
| Able to adapt to changing circumstances and new ideas | **Y** |  | |
| To be a role model of Catholic servant leadership inspiring future Catholic leaders | **Y** |  | |

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 Trust offices and schools.

**: 01274 941923** [**www.bcwcat.co.uk**](http://www.bcwcat.co.uk/)