



Application pack for:

School Improvement Officer

Closing date for applications: 23rd May 2022 at 09:00

Interviews: 26th and 27th May 2022

Our Mission

“Our mission is to be a community of outstanding schools in which our pupils flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place, inspired by the Gospel”.

A Vision of Excellence, approved by the Board, November 2018

Letter

FROM THE BOARD

Thank you for your interest in applying for the post of School Improvement Officer at Plymouth CAST. This is an exciting opportunity to join the skilled leadership team within our Multi Academy Trust of thirty-four Catholic schools and one nursery, formed in 2014. There are two secondary schools in the Trust, both are single sex schools based in Plymouth, and thirty-two primary schools. In geographical terms the Trust extends across seven local authority areas from Cornwall to Dorset. We have 1,500 staff and educate 7,300 children and young people. Our head office is located at St Boniface College in Plymouth.

Plymouth CAST has a strong focus on school improvement, underpinned by our Catholic values. Twenty-three of our schools are currently Good or Outstanding and there is a strong positive momentum towards Good for all schools in the Trust.

We are passionately committed to the core aspiration of Catholic education which is the flourishing of the human person for the common good. To that end we have developed collaborative working through a cluster model to ensure that local expertise and best practice in our schools is shared and developed. The School Improvement Officers / School Improvement Officers are managed by the Director of Education, who, with the Chief Finance Officer and Chief Operating Officer, make up the Executive Management Team, led by the Chief Executive.

The Diocese of Plymouth has appointed a Diocesan Schools Commissioner, who works closely with the Chief Executive and the schools within the Trust, to ensure that the Bishop's vision for education is actively promoted and embedded in all that we do.

If you would like any more information about any aspect of your application or for an informal conversation, please contact our HR team, Careers@plymouthcast.org.uk who will be happy to answer any questions that you may have.

The deadline for applications is 09:00 a.m. on 23rd May 2022 and the interview process will take place on 26th and 27th May 2022. We will contact shortlisted candidates with further details of the selection process soon after the deadline.

We wish you well in the application process.

School Improvement Officer

Job Title School Improvement Officer

Remuneration £70,745 to £78,025 (L22 to L26) and appropriate pension scheme, 35 days paid holiday plus English and Welsh bank and public holidays, in any given year.

Main Location SIOs will work with a portfolio of delegated schools for who they are responsible. This would ideally suit someone who is based in the Devon / Plymouth area. The post holder will also be required to travel throughout the Diocese of Plymouth. The post can be conducted from a home office, there will be a requirement to attend training and activities at Plymouth CAST's Central Office located in The Edmund Rice Building, St Boniface College, Plymouth, Devon.

Start Date September 2022, but ideally sooner.

Contract Permanent full time role.

Plymouth CAST, one of the largest Multi Academy Trusts in the South West, is seeking to appoint a School Improvement Officer. As an SIO, you will be working with a team of highly experienced and motivated professionals committed to further improving school standards and children's outcomes across the Trust.

Plymouth CAST is a Multi-Academy Trust comprising thirty-four schools plus a nursery situated within the Catholic Diocese of Plymouth with whom there is a close working relationship. The Trust is seeking to recruit an experienced school leader or school improvement professional to join its School Improvement Team as a School Improvement Officer (SIO).

The role will include working collaboratively with school leaders to challenge and support continual improvement across our academies; quality assuring judgements of school effectiveness; supporting schools in preparation for, and the management of, external inspection; supporting school governance, and providing information as required by the Trust's Senior Executive Team and Board of Directors.

The successful applicant will work with the Director of Education and colleague SIOs / SIOs to develop and deliver key elements of the Trust's professional development offer for our school-based colleagues.

As a senior member of the Trust's central team, the successful candidate will support the development of Trust-wide policy and strategy.

You will have significant senior leadership experience within the primary education sector, including a good knowledge of the Education Inspection Framework, and a deep understanding of effective strategies for sustained school improvement. In addition, you will have expertise in curriculum design and implementation, and of the development of effective assessment practice. You will be able to use your awareness and understanding of national and international best practice and educational research to support the work of the Trust and our schools.

You will have a proven track record of leading improvements within your current educational role and of supporting a number of schools. You will be able to demonstrate excellent interpersonal skills, being able to build and maintain effective working relationships whilst managing challenging conversations. You will have excellent analytical and evaluative skills, and a developed understanding of the complexity of known and emerging strengths and risks for schools and settings.

You will need to develop excellent relationships with colleagues, local authorities and relevant agencies for children. Through such relationships you will play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally.

Within our Multi Academy Trust we operate a core business function which works to support our school communities in all areas of financial, personnel, estates and facilities, procurement and operational management.

Our Trust governance model is designed to ensure our Board of Directors has a direct line of communication to schools, local governing boards and school leaders.

If you feel that you have the necessary skills and competencies, and the passion to make a difference to our children and young people, we would love to hear from you!

Essential requirements are:

- Extensive knowledge and experience regarding all aspects of contemporary education. An understanding of the legal nature of academies and current government policy in the area would be advantageous.
- Experience and skill in the interpretation of educational standards data; and in the development of school improvement strategies
- experience of supervising or managing staff, planning and organising individual and team workload, recruitment and performance management of staff
- developed interpersonal, communication and persuasive skills to deliver training, motivate and encourage staff within a diverse group of schools, with empathy to work with all levels and competencies
- An honest and open approach with high levels of integrity
- An ability to work under pressure and to deadline (statutory and nonstatutory) managing conflicting priorities; to evaluate impact and make independent judgements.

How to apply

If you would like an informal discussion about this role, please email Careers@plymouthcast.org.uk using the Subject Heading: "School Improvement Officer – Informal Discussion Request" and include your contact numbers in the main body. Kevin Butlin, Director of Education, will contact you.

To complete an application for this role, please click here [Senior Leader Application Form](#)

Closing Date 23rd May 2022 at 09:00
Interview 26th and 27th May 2022

Board STRUCTURE

The Board and its committees are structured as below. The Board of Directors links to schools' local governing boards through its link directive structure.

Plymouth CAST Members

Bishop Mark O'Toole Canon Mark O'Keeffe Canon John Deeny
Canon Kristian Paver Abbot David Charlesworth

Plymouth CAST Board

Foundation Directors

Ruth O'Donovan (Chair)
Sandy Anderson
Ann Harris
Jacqui Vaughan
Dan Rogerson
Andrew Nicholls
Deacon Nick Johnson

Co-opted Directors

Graham Briscoe
Les Robins

Plymouth CAST Board Sub-Committees

Remuneration

Sandy Anderson (Chair)
Ann Harris
Dan Rogerson
Andy Nicholls

Finance

Andrew Nicholls (Chair)
Les Robins
Ruth O'Donovan

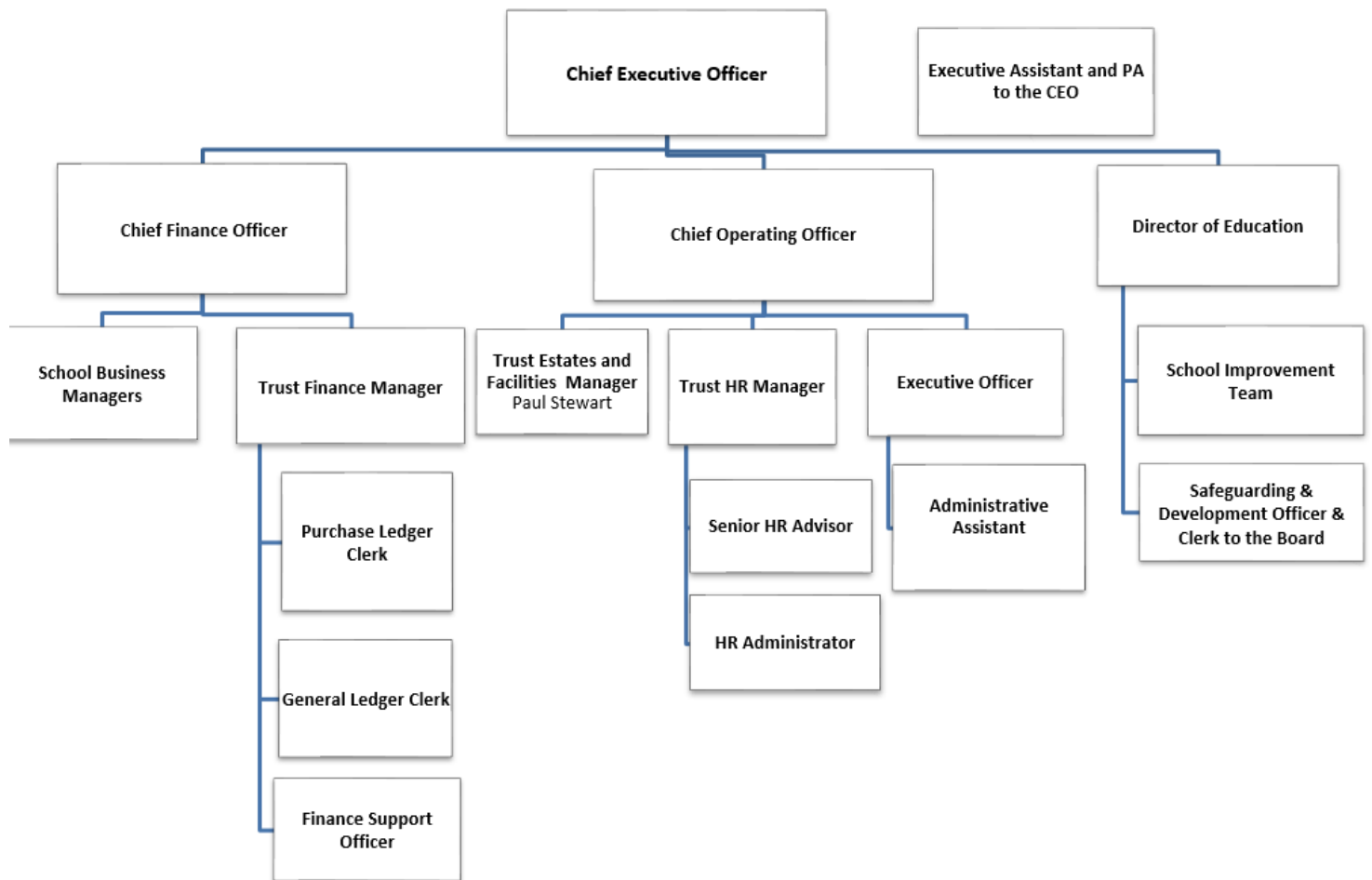
Audit & Risk

Graham Briscoe (Chair)
Dan Rogerson
Deacon Nick Johnson
Associate Member

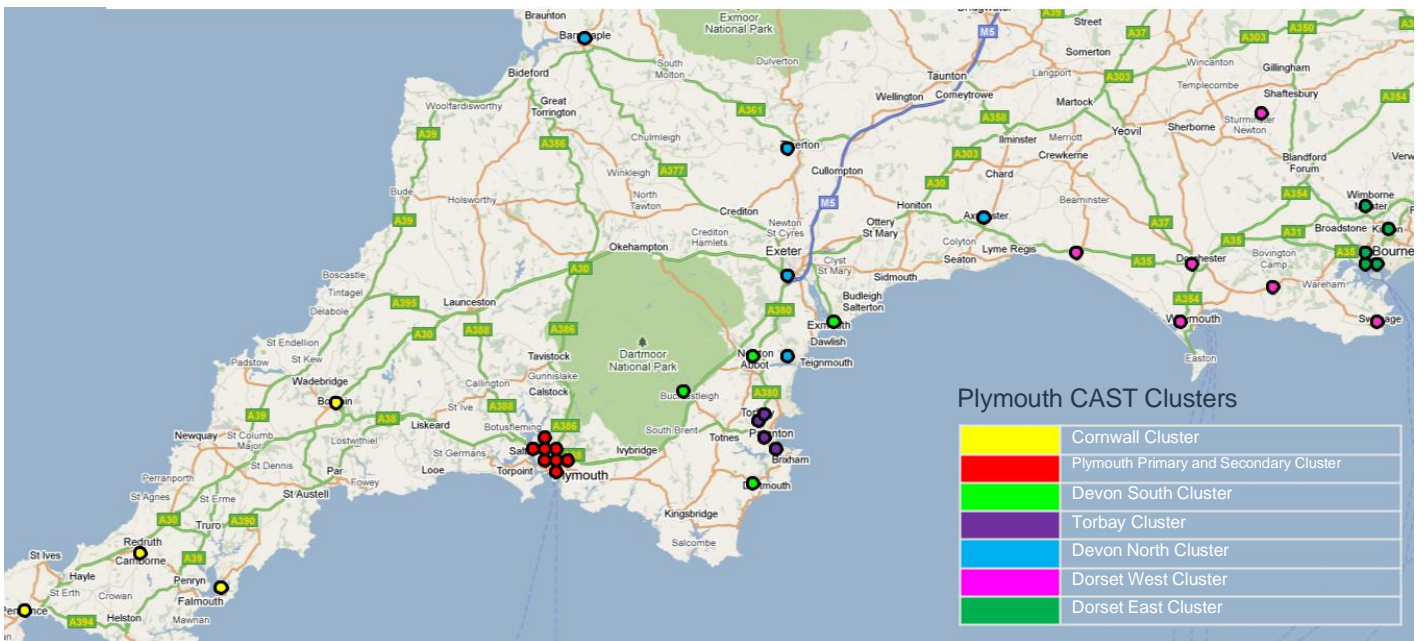
Education & Standards

Ann Harris (Chair)
Sandy Anderson
Jacqui Vaughan

Organisational CHART



Plymouth CAST MAP



Job DESCRIPTION

Job Title

School Improvement Officer

Salary Range

L22 to L26 (£70,745 to £78,025)

Line Manager

Director of Education and Standards

Base Location

School Improvement Officers will work with a portfolio of delegated schools for whom they are responsible. There will also be regular visits to other schools within the trust and to centralised training. Consequently, the post holder will be required to travel throughout the Diocese of Plymouth and the post is conducted from a home office.

The Education and Standards team will also have regular meetings, training and activities at Plymouth CAST's head office. Plymouth CAST is based at The Edmund Rice Building, St Boniface College, Plymouth, Devon.

Line Management Responsibility

Line Manager to Headteacher's of delegated schools

Purpose of Role

A School Improvement Officer is a lead professional and significant role model with a wide sphere of influence both within Plymouth CAST and beyond. They will proactively promote and demonstrate Plymouth CAST's vision and Catholic values respecting cultural diversity within contemporary Britain. The values and ambitions they display will help determine the achievement of CAST schools and their pupils, as well as ensuring high expectations and aspirations are promoted for all – staff, students, governors and communities. They will support the implementation of the National Standards of Excellence for Headteachers (January 2015) across the Trust.

School Improvement Officers are accountable for ensuring the educational success of CAST schools within their allocated portfolio, within the overall framework of CAST's approach to school improvement, as well as the individual school's strategic plans. They are responsible for providing support and challenge to each school's Headteacher/Executive Headteacher/Head of School and Local Governing Body across all aspects of their work.

They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all across the schools they work with. School Improvement Officers will have line management responsibilities for the Headteacher/Executive Headteacher/Head of School within their delegated schools, working closely with the Local Governing Body whenever possible.

School Improvement Officers are likely to have been successful Headteachers, with a proven track record of school improvement.

Core Purpose of the Post:

The School Improvement Officer drives improvement across CAST schools by:

- Leading by example, providing dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of CAST schools and of the Trust
- Gaining the commitment of Headteachers/Executive Headteachers and the Local Governing Body for the need for improvement, creating an environment of high expectations, creativity and aspiration
- Working with each Headteacher/Executive Headteacher and the Local Governing Body, and under the guidance of the Chief Executive Officer and Director of Education and Standards, develop the shared vision and strategic plan for schools, which is responsive to the communities they serve. At the core of this should be the educational and personal development of the pupils in line with the Catholic ethos and values of Plymouth CAST.
- Ensuring strategic plans identify targets that allow pupils to achieve high standards and make rapid progress across a broad and balanced curriculum, increasing teachers' effectiveness and securing sustained school improvement
- Critically evaluating each delegated school's performance, setting ambitious goals and ensuring performance targets are achieved, including those for pupils in vulnerable groups
- Working with political and financial astuteness to plan for the future needs and further development of delegated schools, Plymouth CAST and the national context
- Establishing collaborative and open relationships with all stakeholders such as local authorities, local schools and, in particular, Local Governing Bodies
- Working in conjunction with the Headteacher/Executive Headteacher/Head of School at each school to secure the commitment of parents and the wider community to the vision and direction of the school and the Trust
- Providing, when requested, open communication with the Plymouth CAST Board to enable the Board to meet its legal and moral responsibilities
- Providing succinct, relevant and timely reports following visits to school leaders and the Director of Education and Standards
- Arranging visits to schools which fulfil the education and standards offer and provide the best possible support and challenge, liaising with the Director of Education and Standards where further support is required
- Line managing the Headteachers/Executive Headteachers of delegated schools

Key Accountabilities

- To ensure Plymouth CAST and school priorities are consistently and effectively implemented and the impact on pupil progress, attainment and achievement monitored robustly.
- To work with the Headteacher/Executive Headteacher/Head of School and Local Governing Body to establish well-targeted plans that build on school strengths and tackle areas of weaker performance effectively.

- To secure robust school self-evaluation and quality assurance procedures which are effectively shared and understood by relevant stakeholders.
- To establish an open culture that leads to effective safeguarding arrangements.
- To work with the Headteacher/Executive Headteacher and Local Governing Body, to advise Plymouth CAST on the formulation of the annual budget in order that the academy secures its objectives.
- To ensure regular monitoring of the budget and the oversight of the use of resources in order to ensure that each academy meets its objectives, achieves effective economies of scale resulting in best-value for money.
- To work with the Headteacher/Executive Headteacher and Plymouth CAST colleagues to recruit and retain staff of the highest quality.
- To develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with Trust Appraisal and Capability policies and procedures.
- To ensure that each school Headteacher/Executive Headteacher have in place clearly defined responsibilities and accountabilities for all staff.
- To oversee the implementation of Plymouth CAST policies and procedures ensuring consistent application and monitoring for impact.
- To ensure agreed reporting mechanisms are effectively in place for each school Local Governing Body, the Director of Education and Standards and the Trust Board.
- To ensure the Director of Education and Standards is fully informed about current pupil progress, attainment, the impact of school improvement initiatives and the implementation of CAST policies and priorities across delegated schools by completing timely, informative and succinct reports and meetings. Key Responsibilities:
- To identify, challenge and support the professional development needs of leaders and teachers and contribute to, as well as lead when necessary, training within portfolio schools and CAST-wide. Sometimes, this will be by brokering and facilitating development opportunities through Teaching School Alliances outside of CAST.
- To work with Headteachers/Executive Headteachers /Head of Schools and the Director of Education and Standards to establish effective support plans for delegated schools. To monitor, evaluate and report to the Director of Education and Standards the impact, timeliness and effect of support plans on school improvement.
- To work with the Director of Education and Standards to take responsibility for and lead CAST-wide strategies to improve schools. For example, leading a central strategy to improve teaching and learning by developing and disseminating best practice where it exists within CAST and beyond.
- To contribute to and engage in reviews, audits and inspections, including those led by the Diocese and by Ofsted, of CAST schools and the Trust.
- To line manage Headteachers/Executive Headteachers within delegated schools using the Plymouth CAST appraisal policy.
- To take on other agreed responsibilities as requested by the Director of Education and Standards that are seen as reasonable and proportionate to the general responsibilities of the role of School Improvement Officer.
- To ensure schools engage the learner through creating effective, interesting and relevant teaching and learning with well-qualified and creative teachers and support staff.
- To secure and sustain effective, high quality teaching and learning by ensuring each Headteacher/Executive Headteacher/Head of School has in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.

- To support the agreement of a curriculum policy with the Local Governing Body and individual school senior leaders to meet statutory and pupil requirements and that meets Plymouth CAST's aims and local needs.
- To ensure that robust assessment data analysis is used to set challenging targets.
- To ensure that a high quality educational experience is available for all children (whole-person as well as academic).
- To promote excellence in spiritual, moral, social and cultural education and development for all children.
- To ensure that effective and appropriate pastoral support is available to children in delegated schools.
- To develop an inclusive and supportive approach so that each school is a place where all children and the wider school community feel welcome.
- To secure approaches to behaviour that are based on the best restorative practices.
- To keep abreast of educational developments and best management practice in order to introduce appropriate innovation.
- To develop strong, positive relationships with colleagues across Plymouth CAST, and contribute to collaborative work across schools and support other staff in participating in Trust work.
- To participate in Trust wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the schools and the Trust in a local and national context.

Knowledge and Experience

Knowledge and Skills

- Extensive knowledge and experience regarding all aspects of contemporary education.
- An understanding of the legal nature of academies and current government policy in the area would be useful.
- Experience of supervising or managing staff, planning and organising individual and team workload, recruitment and performance management of staff.
- Developed interpersonal, communication and persuasive skills to deliver training, motivate and encourage staff within a diverse group of schools, with empathy to work with all levels and competencies.
- Excellence in analysis of data and strong IT and numeracy skills are
- Essential to accurately prepare statistical data, reports and statutory returns

Qualifications and Experience

- Experience and skill in the interpretation of educational standards data; and in the development of school improvement strategies.
- Experience of working co-operatively with others at management level to deliver successful outcomes for Plymouth CAST. Ability to set targets, monitor and evaluate performance and programmes.

Personal Qualities

- An honest and open approach with high levels of integrity.
- Assertive with the ability to influence others.

- Inclusive approach, developing and encouraging team work in schools, staff Expected outcomes: Key Skills & Experience: Personal Qualities required: and professional advisors, with ambition for raising standards throughout Plymouth CAST.
- Business-like in ensuring the required standards of performance are achieved by staff and professional advisors.
- A sensitivity and empathy to developing appropriate policies and procedures within a faith environment.
- An ability to maintain an independent, balanced approach to dealing with issues and facilitating others to do likewise.
- An ability to work under pressure and to deadline (statutory and non- statutory) managing conflicting priorities; to evaluate impact and make independent judgements.
- A willingness to promote and maintain the human face of the church ensuring that practices are consistent with the values in the Gospel.
- An understanding of Catholic community life and of the role of faith-based organisations.
- A strong understanding of the structures and values of the Catholic Church

Expected Outcomes

- The resources of Plymouth CAST are properly managed and effectively used in order to further the objectives of the MAT School standards continue to rise.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.
- Accurate and timely information, advice and recommendations are made to the Trustees, Directors of the Board, and senior team on school performance data.
- Effective communication and co-ordination is achieved within the range of CAST's functions and systems.
- Good working relationships are promoted with Trustees, Diocesan staff, LA Officers, School staff and Governors and Plymouth CAST staff.

Our Gospel Values

Humility - seeing life as a gift

Compassion - empathy

Kindness - gentleness

Justice - working for a fairer world

Forgiveness - reconciliation

Integrity - do what you say

Peace - committed to peace-making, non-violence

Courage - standing up for truth

A Vision of Excellence, approved by the Board, November 2018



Plymouth CAST

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