



St Francis of Assisi CATHOLIC ACADEMY TRUST

Deputy Chief Executive Officer (dCEO)

Recruitment Information Pack

Closing Date: 9th December 2024 – 12.00 noon

Interviews: 16th and 20th December 2024



*To realise the Bishop's vision and our own belief that
as schools we will be stronger together.*



St Joseph's
Catholic Primary



Sacred Heart
Catholic Primary
School



St Augustine's
Catholic Primary
School



St Joseph's Catholic
Primary School



St Thomas of
Canterbury Catholic
Primary School



St Joseph's Catholic
Primary School



St Mary's Catholic
School



St Cross Catholic
Primary School



Table of Contents:

- 1. Letter from our CEO, Mr Andrew Celano 2**
- 2. Our Organisational Structure 4**
- 3. Our Mission, Vision and Strategy 4**
- 4. Our Roles and Responsibilities 5**
- 5. Our Executive Team 6**
- 6. Our Values 7**
- 7. Our Academies 8**
- 8. Our Trust Development Plan and Strategic Objectives 2024/2025 9**
- 9. Recruitment Process10**
- 10. Equality and Diversity10**
- 11. Application10**
- 12. Deputy Chief Executive Officer (dCEO) Job Description11**
- 13. Deputy Chief Executive Officer (dCEO) Person Specification15**



1. Letter from our CEO, Mr Andrew Celano



Dear prospective applicant,

Thank you for your interest in this very important position as Deputy Chief Executive Officer (dCEO) at St. Francis of Assisi Catholic Academy Trust. We very much hope that you will enjoy reading the information in this pack and therefore be encouraged to apply.

Established in 2021, our Trust is a family of 8 Catholic schools in the Catholic Deanery of the Lea Valley. Now in our 4th year, we will be expanding to include a 9th school early in 2025, and the new role of dCEO is going to be vitally important to support our clear strategy for further growth in the years ahead.

Our Trust Mission, Vision and Strategy is clear and is summed up [here](#) and on page 3 within this booklet. Put simply, whilst each of our schools retain their own distinctive ethos and mission, we are united in our endeavours to deliver a Catholic education that excels in forming fully flourishing pupils in the spiritual, academic, and pastoral life. If you are committed to delivering excellence in Catholic education at scale, then this is the post for you!

The primary role of the dCEO will include designing the Trust Development Plan (TDP) and leading its implementation across our schools. The current TDP can be found [here](#) but there is no expectation that future TDPs will follow the same format; whilst our current and previous TDPs have delivered great school improvement and collaborative impact across our schools, it will be crucial for you to have your creative energies brought to effect and to facilitate that you will be given the space to lead with your vision. That said, one aspect that you will want to retain is that of how our TDP is created – through collaborative, collegiate consultation with our Headteachers. Heads know best what it is their schools need to do in order to improve, and so the starting point for our school improvement strategy is always to consult with our Heads. Other aspects of the dCEO's responsibilities will include all the items set out in the job description, as well as deputising for the CEO especially during the periods when I am away inspecting for OFSTED.

Sustaining the excellent and positive relationships we enjoy in our Trust will also be of key importance. The successful postholder will be able to balance a need to challenge with the need to do so through a supportive approach. Working with our talented Headteachers, this aspect of the role is a privilege and a pleasure; our Heads are committed, capable, enthusiastic, positive and very effective – together we have formed a tight-knit and supportive team over the years. Local Chairs are all very supportive, meeting regularly with Directors, as well as supporting each other and providing excellent further support and challenge for their schools.

Next year it is envisaged that the central team structure will comprise a CEO, deputy CEO, Chief Financial Officer (CFO), deputy CFO, HR Officers, Trust Finance Manager, an Executive Assistant and Governance Professional, and a Marketing Manager. This central team will provide us with the crucial capacity needed for further growth. It is expected that further posts will be added in due course.



Another key aspect to the work of our Trust is around the business side of education. This is led by our CFO and therefore will not be a key performance area for our dCEO, but it is a vitally important factor in our success. For example, through our Trust Finance Model we have grown our Trust Surplus by almost £2m in 3 years; finances are exceptionally strong in our Trust. Like all Trusts we do charge a membership fee, but in return for this we harvest efficiencies and opportunities that are only open to Academy schools. Working in this way we have been able to return around £1.67 in return for each £1 of membership fee paid. This allows funds to be ploughed back into front-line teaching and support, further strengthening our schools for the present and future.

If you believe in the potential of this way of working, and you feel that you have the skills and abilities to help us deliver for every child, member of staff, parent and our wider community, then we would like to hear from you. We particularly want to hear from applicants who have considerable, successful and demonstrable experience of delivering school improvement at scale; people who are used to delivering excellence in and across schools.

If you would like to have an informal discussion around the role, I would be happy for you to email me directly on a.celano@stfrancistrust.net to arrange this. You can find a range of further information, such as our Schedule of Delegation, Roles and Responsibilities and Terms of Reference on our [website](#). The website is soon to be redesigned and relaunched, but it does contain a range of useful other information too, for example our latest [Trust newsletter](#).

I wish you the best in your deliberations, and I hope you decide to apply. I'm confident you will, like me, find the role of leading across a Trust is a privilege and a pleasure; a wonderful opportunity to give back to our communities and help our young people to become positive, impactful and flourishing members of our future society.

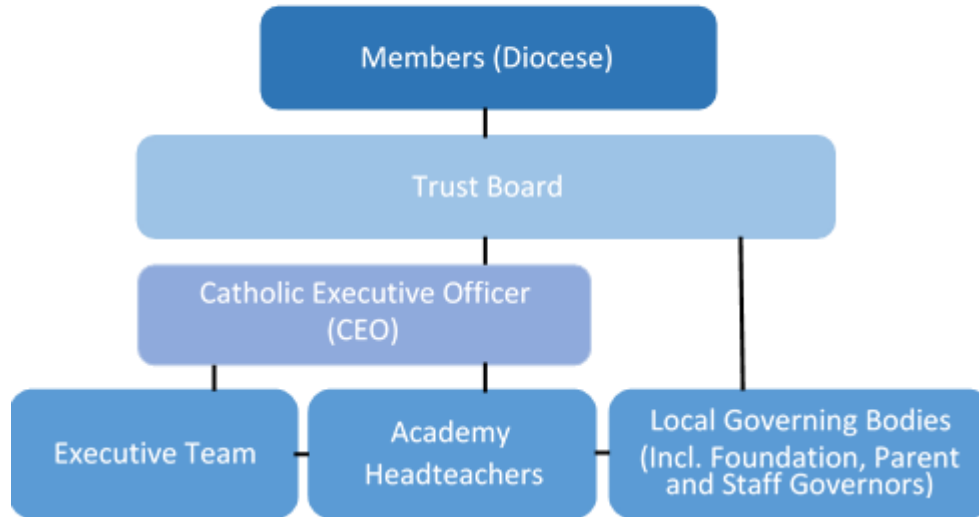
Yours faithfully,
Mr Andrew Celano
CEO





2. Our Organisational Structure

Organisational Structure



The Deputy Chief Executive Officer (dCEO) is a key additional role within our Executive Team, reporting directly to the CEO and supporting our CEO in leading our Trust through the next stage in its evolution, ensuring we provide the best experience for our staff, our children and young people.

3. Our Mission, Vision and Strategy

Mission

To realise the Bishop's vision and our own belief that as schools we will be stronger together.

Vision

To deliver the very best possible Catholic education now and for generations to come.

Strategy

To implement a detailed school to school, Trust-wide educational 'Trust Development Plan', alongside a business model that harnesses savings and efficiencies by working collaboratively



4. Our Roles and Responsibilities

Members (Diocese):

- Guardians of the governance of the Multi-Academy Trust Company
- Accountable to the Bishop (unless the Member is the Bishop)
- Signatories to the Memorandum and Articles of Association
- Akin to shareholders

Directors (Trust Board):

- Company Directors and Charity Trustees
- Accountable to the Members and the Bishop
- Duty to uphold the Multi-Academy Trust Company's objects and to comply with any directives, advice and/or guidance issued by the Bishop
- Responsible for preserving and developing the Multi-Academy Trust Company's Catholic character at all times, and this overriding duty (which is also a legal duty) should permeate everything that the Directors do
- Responsible for the general control and management of the administration of the Multi-Academy Trust Company and for delivering the three core functions
- Responsible for standards of education in the academies within the Multi-Academy Trust Company
- Delegate functions to sub-committees, senior executive leadership, LGBs, and Principals/Headteachers
- Appoint the senior executive leadership

CEO and executive team:

- Appointed by the Board of Directors and employed by the Multi-Academy Trust Company
- Responsible for 'operations' and for delivering the Board's Mission, Vision and Strategy
- Responsible for the Multi-Academy Trust Company's financial effectiveness and stability and for ensuring value for money
- Assist in the performance management of the Principals/Headteachers

LGB Governors:

- Appointed/elected to govern a specific academy within the Multi-Academy Trust Company in accordance with the Scheme of Delegation
- Have oversight of one academy in the Multi-Academy Trust company and are accountable to the board of Directors of the Multi-Academy Trust company
- Vital link to the local community

Academy Headteacher:

- Responsible for day to day management of the Academy (or academies in an executive headship type arrangement)
- Responsible for performance management of staff excluding those staff whose performance is managed by the Directors, a committee of the Directors, the senior executive leadership, the LGB or a committee thereof.



5. Our Executive Team

Andrew Celano Chief Executive Officer (CEO), and Accounting Officer	Andrew was appointed as CEO and began his role in September 2021. Prior to that, he served as Headteacher of St. Mary's Catholic School, Bishop's Stortford, from 2015 to 2021. He brings to the role experience from the Independent and State Sector, as well as many years experience as a Head of Humanities, Assistant Headteacher and Deputy Headteacher in various Hertfordshire schools.
Andrew Howard Chief Finance Officer	Andy was initially appointed as the Finance Manager at St. Mary's Catholic School, Bishop's Stortford. He was appointed as the Trust CFO in September 2021 and brings with him a wealth of experience in the Academy sector, primarily as a fully qualified Chartered Accountant working with commercial companies auditing within the Academy sector.
Barbara O'Connor Primary School Improvement Executive Head	Barbara is Executive Headteacher at St. Joseph's Waltham Cross and also works directly for the Trust as part of the Executive on our School Improvement priorities listed in our Trust Development Plan. She also leads on Safeguarding across the Trust.
Michelle Keating Primary School Improvement Executive Head	Michelle is Executive Headteacher at St. Thomas of Canterbury, Puckeridge and also works directly for the Trust as part of the Executive on our School Improvement priorities listed in our Trust Development Plan. She also leads on Health and Safety across the Trust.



St Francis of Assisi
CATHOLIC ACADEMY TRUST



6. Our Values

Community

We build supportive and encouraging communities by celebrating achievements, recognising individuality, and keeping our Chaplaincy teams at the heart of school life.



Compassion

We show the love of Christ by working for the Common Good through supporting charities locally, within our diocese and internationally, both practically and through fundraising initiatives.



St Francis of Assisi CATHOLIC ACADEMY TRUST

Creation

As caretakers of God's creation, we recognise it is our responsibility to care for the world around us. We model behaviour that inspires students to take this from the classroom and into their lives.



Peacemakers

We show the love of God by offering forgiveness, supporting each other through mentoring and anti-bullying schemes, and give opportunities to reflect prayerfully on resilience, positive mental health and wellbeing.



We are a caring community

- Achievement awards
- Acts of kindness & respect
- Buddy systems for students
- Celebrate diversity
- Chaplaincy team offers opportunities for prayer, reflection and mindfulness
- Class ambassadors
- Parents playing an active role in school life
- Supporting local organisations (e.g. visiting local care homes and writing to residents)

We are compassionate

- Curriculum & PSHE focus on the Common Good
- Fundraising for local and international charities (e.g. CAFOD, Caritas)
- Giving practical support to local food banks and homeless shelters
- Helping others & sharing what we have
- Involvement in global events (e.g. Remembrance Day, climate change)

We care for creation

- Caring for animals (e.g. Bug Hotels, school pets)
- Cross-curriculum focus on the environment
- Eco councils & gardening clubs
- Forest School
- Growing plants & vegetables
- Recycling, minimising waste & purchasing ethical items

We aim to be peacemakers

- Anti-Bullying initiatives
- Buddying schemes & mini Police/Peacemakers at break time
- Focus on forgiveness & saying sorry
- Mental health & wellbeing (e.g. Worry Boxes, counsellors, times of reflection)
- Modelling positive behaviours through buddying & mentoring
- Sacrament of Reconciliation



7. Our Academies



We have seven primary schools and one secondary school in Hertfordshire:

- | | |
|--|--------------------|
| • St Mary's Catholic School | Bishop's Stortford |
| • St Joseph's Catholic Primary School | Bishop's Stortford |
| • St Joseph's Catholic Primary School | Hertford |
| • St Augustine's Catholic Primary School | Hoddesdon |
| • St Cross Catholic Primary School | Hoddesdon |
| • St Thomas of Canterbury Primary School | Puckeridge |
| • St Joseph's Catholic Primary School | Waltham Cross |
| • Sacred Heart Catholic Primary School | Ware |





8. Our Trust Development Plan and Strategic Objectives 2024/2025

The full Trust Development Plan can be found [here](#).

The Trust Development Plan arises from a close collaboration between Trust Headteachers, the Executive, Directors and Local Governing Bodies. Our 2024/25 Trust Development Plan aims are:

1. To develop the Catholic Life across the Trust and improve outcomes for children in Religious Education.
2. To develop opportunities to reflect and incorporate Racial Justice, Equality and Diversity (RJED) across the curriculum.
3. To raise pupil outcomes in science and developing subject leader expertise.
4. To improve outcomes for all children through a Trust focus on Oracy.
5. Trust-wide CPD opportunities to enhance staff professional development.
6. To develop sustainability leadership through a Trust-wide commitment to climate change.

Trust Strategic Objectives (SO) arise directly from the mission of our Trust which is to provide outstanding Catholic education for all the children in our school.

1. Deliver ever better School Improvement initiatives via the 24/25 Trust Development Plan's ambitious programme of educational cross-school collaboration;
2. Caring for Creation; effective environmental stewardship in every school, based on the example of St Francis;
3. To grow by welcoming St Paul's into the Trust, and by continued active engagement with the Director of Education at the Diocese of Westminster (RCDOW) and the Bishop's strategy for Diocesan-wide Academisation;
4. To support the Interim Leadership at St Joseph's and St Mary's in Bishop's Stortford, and recruit substantive Headteachers for those posts during 2024/25; to support the new Executive Head role across St Cross and St Augustine's;
5. To use the new Government-approved employment flexibilities to create a unique flexible working package to encourage the best recruitment and retention;
6. To participate in and contribute to St Mary's University system-wide research and collaboration on the distinctiveness of Catholic Trusts;
7. To successfully install five new Central Team posts to provide increasing levels of service to schools through aligning the central team work with the DfE's Trust Quality Descriptors;
8. Realise ever-increasing savings, identify and win new funding-streams, and secure more efficient HR processes through the capacity brought by the new dCFO and our experienced CFO;
9. Deliver more effective communication to 'tell our story'; building confidence across the Trust and beyond;
10. To use the CEO's commencing work as an OFSTED Inspector to help schools prepare for the new Framework of Inspection launching September 2025.

You can find out more about our Trust here: <http://www.stfrancistrust.net/>



9. Recruitment Process

St Francis of Assisi 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 successful applicant will require an enhanced disclosure from the DBS.

For more information, please refer to the Policies [here](#) and in particular candidates should ensure they are familiar with:

- St Francis Child Protection Policy
- Keeping Children Safe in Education

10. Equality and Diversity

St Francis of Assisi Catholic Academy Trust values all of its community, irrespective of gender, race or disability. It aims to live according to the values of Jesus Christ – to love thy neighbour as thyself. We see all staff, learners, and their parents and carers, as of equal value. Our policies, procedures and activities must not discriminate and will take account of differences of life-experience, outlook and background.

11. Application

Please see the dCEO job description and person specification overleaf.

Please complete the Application Form (Senior Leadership) and ancillary documents (Rehabilitation of Offenders Act, Recruitment Monitoring and Consent to Obtain References forms), which are available [here](#), CVs will not be accepted. Please also enclose a letter of application outlining how your skills and experience meet the requirements of the person specification. Applications should be sent to:

Andrew Celano, CEO (a.celano@stfrancistrust.net)

St Francis of Assisi Catholic Academy Trust
c/o St Mary's Catholic School
Bishop's Stortford
Herts
CM23 2NQ

Or by email to: k.yung@stfrancistrust.net

Application Closing Date: 9th December 2024 - 12 noon
Interview Dates: 16th and 20th December 2024



12. Deputy Chief Executive Officer (dCEO) Job Description

Job Title	Deputy Chief Executive Officer
Salary	Starting at £100,000 per annum
Hours	Full-time, Permanent
Responsible To	Chief Executive Officer (CEO)
Internal Stakeholders	Trust Board, CEO, CFO, dCFO, Headteachers, Primary School Improvement Executive Heads and the Central Trust Team members
Location	Based in the Trust central office at St Mary's Catholic School, Bishop's Stortford. However, the role requires attendance at all St Francis of Assisi sites due to Trust-wide nature of the role. Work at other schools may be for a temporary period or on a permanent basis, according to the needs of the Trust. The Trust office may move to a more central Trust location in the near future.

Job Purpose	
<ul style="list-style-type: none"> • To support our CEO in leading our Trust through the next stage in its evolution, ensuring we provide the best experience for our staff, our children and young people. • To support our CEO in their core duties, to fulfil their statutory, regulatory and legal responsibilities whilst recognising the broader parameters and moral responsibility and purpose of a Multi-Academy Trust. • As a member of the Executive Team, to support the CEO in leading, mentoring, empowering and supporting other Executive Leaders, Headteachers and central services managers. 	
Key Responsibilities and Accountabilities	
Strategic Development	<ul style="list-style-type: none"> • Develop and support the improvement of the Trust with the CEO in accordance with the Trust Board's and Academies' stated 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 Strategic Objectives, Trust Education Development Plan and other key documents such as the Trust self-evaluation document including the formulation and review of KPI's • 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 • Acts as an advocate and public face of the Trust, using influencing skills to maximise the profile of the Trust and promote the Trust's core vision, values and ethos • Identify best practice locally, regionally, nationally and internationally in order to further improve the inclusive practice of the Trust's schools • Ensure the Trust acts in compliance with relevant legislation and guidance at all times



<p>Leadership and Management</p>	<ul style="list-style-type: none"> • Support the CEO in the line management of the central executive team and the headteachers of academies, alongside the chairs of academy councils, assist in their performance management and appraisal • Alongside the CEO, ensure that leadership at all levels is robust and resilient and hold leaders to account if there are concerns • Work in partnership with the CEO to develop capacity for sustaining improvement through distributed leadership, high professional standards and collaborative learning across the Trust • With the support of the CEO and CFO, contribute to the development of the central Trust team and central service provision and in particular school improvement through the agreed structures and accountability matrix. In addition, through the development, implementation and review of Trust-level policies, achieve the Board’s stated objectives and KPI’s • Provide support, advice and professional challenge to the executive team, school leaders and academy councillors as well as ensuring quality coaching and mentoring for all Trust leaders through external quality assured services. • Disseminate the principles of distributed leadership within and between academies • To report as and when required to Trust Board and its sub-committees on all operations in line with the Trust Calendar • Lead, support and inspire all stakeholders to create a shared culture of ambition and excellence • Develop and maintain effective relationships with all Trust stakeholders and partners • Lead on the school’s response to the School Review visits, supporting the individual school action plan and CPD • Lead on Risk Management, monitoring risk registers and ensuring all internal and external controls are in place • Lead on the production of all reports for the Trust Education Committee and the statutory returns to the DfE
<p>School Improvement and Monitoring Standards</p>	<ul style="list-style-type: none"> • Alongside the Trust Leaders and CEO, develop a school improvement culture which promotes high professional standards that deliver improvements in provision and outcomes • Lead on academic standards and schools’ development processes, strategies and evaluation to ensure Trust-wide educational excellence • Analyse, evaluate and report on attainment, achievement and target setting across the Trust identifying strengths and areas for development • Provide strategic direction for all Headteachers in the Trust and identify support/timescales to ensure improvements are achieved • Encourage networking opportunities and ways to share skills, expertise and best practice across the Trust • Monitor and evaluate the effectiveness of academy provision through scrutinising performance data, including assessing performance trends over time and progress of different groups of pupils • Use performance analysis to determine the early identification of schools where achievement or pupil progress is vulnerable



	<ul style="list-style-type: none"> • Provide support and challenge to schools within the Trust as required including identification of appropriately costed and prioritised actions for school to school support or externally secured services
Operational and Financial Responsibilities	<ul style="list-style-type: none"> • Working with the CEO ensure all legislative and statutory requirements for academies are met and are compliant with the Academies Financial Handbook, the Governance handbook and competency framework, and other DfE guidance • Have clear oversight of the Trust calendar, ensuring that all activities are carried out at school, Executive and Trust Board levels • Keep abreast of changes to policies and communicate changes swiftly to Trust Board, schools and any operational committee members and ensure all statutory policies are in place, fully implemented, up-to-date and reviewed as necessary across the Trust • Keep abreast of changes to the Academies Handbook ensuring all ‘musts’ are reflected in the Trust calendar; keep the organisation fully compliant • Monitor Health and Safety inspections and ensure recommendations are acted upon where necessary • Promote the safety of pupils through regular Safeguarding and Health and Safety Operational Committee meetings • Work closely with the CFO to ensure all Financial Management systems are working effectively, that the CEO has all necessary information to ensure the dCEO and CFO are managing the financial stability of the Trust. Ensure the resources are used efficiently and effectively across the Trust and in accordance with the Board’s agreed priorities • Work closely with the CFO on budget matters supporting reporting to the CEO in line with the Trust calendar • Work with the CFO on service procurement to schools, e.g. catering contract, estates compliance • To undertake any other responsibilities as deemed reasonably necessary by the CEO or Trust Directors
Stakeholder Engagement	<ul style="list-style-type: none"> • Facilitate the development and maintenance of formal and informal collaborative working partnerships for the Trust • Develop networking between the Trust and other education providers • Engage with external agencies, local authorities, community organisations and businesses to extend the curriculum and learning opportunities for students • Engage regularly with stakeholders from academies, children and young people, parents, carers and partnership organisations, in the analysis, planning and evaluation of services • Ensure that the Trust and its Academies have excellent relationships with local authorities, the DfE, the Education & Skills Funding Agency, the National College for Teaching and Leadership, the National and Regional Schools Commissioners and other statutory agencies as appropriate
General Responsibilities as a Member of	<ul style="list-style-type: none"> • Fully contribute and participate in Trust-level leadership meetings as required • Attend Board of Trustees meetings as directed and deliver presentations on specific areas of focus including initiatives, strategy and outcomes



the Central Trust Team	<ul style="list-style-type: none"> • Perform duties in a professional manner and with integrity at all times 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 the CEO • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with CEO • To share the Trust Board commitment to safeguard and promote the welfare of children and young people. • Adhere and comply with all school and Trust policies
Health and Safety	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person • Promote the safety and wellbeing of pupils
Safeguarding	<ul style="list-style-type: none"> • All St Francis of Assisi Catholic Academy Trust staff must adhere to Trust Safeguarding and Child Protection policies and procedures including engaging in annual safeguarding training

These responsibilities set out above are neither exclusive nor exhaustive and the post holder may be required by the CEO to undertake appropriate duties within the context of the job, skills and grade.

November 2024



13. Deputy Chief Executive Officer (dCEO) Person Specification

Category	Examples	Essential	Desirable
Catholic Life and Mission	A practising Catholic servant leader who is committed to the Diocesan vision, Bishop's directives and protocols	✓	
	Understanding of the distinctive nature of the flourishing, fully inclusive Catholic schools, the Trust and Catholic education in making Christ known to all people	✓	
	Commit to the Catholic life and missions of the schools including through effective chaplaincy, and prayer and liturgy	✓	
Qualifications and Training	Qualified Teacher Status	✓	
	Degree Level qualification in relevant subject	✓	
	Relevant Postgraduate Qualification		✓
	NPQEL		✓
Experience	Significant Head of School/Headteacher experience with evidence of securing rapid and sustained improvement in their own school	✓	
	Leadership and management experience in a trust, education sector or other multi-disciplinary organization	✓	
	Strong partnership working and of developing a strong team culture with all stakeholders	✓	
	Detailed knowledge of the Academy sector	✓	
	Strategy development and implementation	✓	
	Significant line-management experience of senior staff	✓	
	Experience in working effectively with DfE, OFSTED, LA lead officers, governors, trustee and members	✓	
	Representing and promoting the mission of Catholic education		✓
	Experience in continuing professional development and formation specifically relating to Catholic ethos, mission and religious education		✓
	Experience in leading work outside of current setting, e.g. school reviewer, business support		✓
	Strong advocate for and proven track record in pupil achievement/school improvement/business development		✓
	Experience in a Trust setting, preferably with demonstrable experience of developing systems within the Trust		✓
	Experience in influencing policy and decision making at national level		✓
Financial experience, including resource and budget management and effective financial monitoring		✓	



Values	Commit to the safeguarding of our children and young people across the Trust	✓	
	Recognise and understand the need for children and young people to develop a clear sense of responsibility and respect towards themselves and others	✓	
	Children and young people to succeed personally and academically with high expectations of self, children and young people and staff	✓	
	Work with key partners to tackle successfully the barriers that impact on learning	✓	
	The importance of the voice of children and young people and parent voice to ensure development of provision	✓	
Professional Knowledge and Understanding	Understanding of curriculum and assessment design, development and delivery	✓	
	Understanding of cultural educational issues, including national policies, priorities and legislation and any implications for Catholic schools	✓	
	Understanding of strategic planning, tools and techniques	✓	
	Ability to analyse data and make recommendations for action	✓	
	Understanding of the strategies and procedures to ensure the safeguarding of children and young people	✓	
	Knowledge of the role of the Governing Body in a Multi Academy Trust	✓	
	Dealing effectively with complaints and underperformance	✓	
	Knowledge of the role of governance in a Catholic context		✓
	Vision for strengthening a Academy's link with the wider community, including parents, carers and parishes		✓
	Financial management skills		✓
Personal Attributes	Be honest, trustworthy and caring	✓	
	Build and maintain effective relationships internally and externally	✓	
	To always display outstanding communication and interpersonal skills and the ability to promote and develop these skills across the team	✓	
	A strong team ethos and natural networker. Able to engage effectively and communicate with the wider community	✓	
	Prioritise, plan and organise themselves and others	✓	
	Accountability	✓	
	Result-driven and decisive	✓	
	Develop effective teamwork	✓	



	Ability to demonstrate enthusiasm and sensitivity whilst working with others	✓	
	Creative and flexible approaches to improve and develop practices	✓	
	To maintain a good sense of humour and the ability to lift colleagues during challenging times	✓	
	A commitment to the vision, guiding principles and strategic goals of the Trust	✓	
	Coaching skills	✓	
	Flexibility and adaptability in order to be able to mix and work with a wide range of people	✓	

November 2024