

DRAFT: Catholic Senior Executive Leader/CEO (Title TBC) Model Person Specification

1. Faith Commitment & Knowledge and Understanding of Catholic Life	<p>Essential</p> <ul style="list-style-type: none">• A practising and committed Catholic role model with the ability to drive the ongoing development of the Catholic Life of the MAC• Secure understanding of the distinctive nature of Catholic education and his/her critical role in the spiritual development of pupils and staff• Understanding of and commitment to the provision of Religious Education in a Catholic School• Ability to articulate clearly the need to develop future leaders within Catholic education as well as the postholder's role in developing the MAC aligned with the Diocesan Academy Strategy• Understanding of the MAC's role in its parishes and wider communities as well as in promoting community cohesion <p>Desirable</p> <ul style="list-style-type: none">• Evidence of leading the Catholic Life of a community• Experience in leading acts of worship
2. Qualifications and Training	<p>Essential</p> <ul style="list-style-type: none">• Educated to degree level or equivalent professional qualification• Evidence of commitment to continuing professional and personal development of self and others• Leadership and/or Management training or qualification• Certified safer recruitment and employment training <p>Desirable</p> <ul style="list-style-type: none">• Qualified teacher status• Postgraduate level qualification (particularly in Business/Finance, Education or related field)• Catholic Certificate of Religious Studies (CCRS) or equivalent• National Professional Qualification for Headship (NPQH) award, Ambition School Leaders, Future Leaders or other similar• Trained Systems Leadership Role (e.g. National Leader of Education, Local Leader of Education, National Leader of Governance, and/or Ofsted or Diocesan Inspector)
3. Strategic Leadership	<p>Essential</p> <ul style="list-style-type: none">• Ability to articulate and share a strategic vision within the context of the mission of a Catholic Multi-Academy Company• Evidence of having successfully translated vision into reality at whole-organisation level• Experience of successfully leading and managing organisational change and/or transformation initiatives• Ability to inspire and motivate staff, pupils, parents and governors to achieve the MAC's mission and vision• Demonstrable understanding of successful strategies for planning, implementing, monitoring and evaluating improvement and outcomes• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these• Knowledge of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising standards and the achievement of all pupils• Ability to work strategically with a range of partners and stakeholders in order to influence and enhance the MACs reputation locally and beyond.• Evidence of leading strategic planning and financial management, including identifying and addressing strategic risks and building organisational resilience and sustainability

Desirable

- Demonstrable experience of providing systems leadership within a public, charitable or educational environment leading to sustainable improvement
- Experience of headship or as a senior leadership team member with demonstrable impact on the academy's/school's improvement and outcomes for pupils
- Experience leading and/or working with Teaching Schools to improve performance
- Direct experience of developing and deploying strategies for raising pupil achievement and improving the quality of teaching and learning
- Experience of leading teaching and/or professional staff across a multi-site organisation
- Experience of developing KPIs to monitor strategic objectives and organisational health

4. Standards and Organisational Improvement

Essential

- Strong commitment to innovation and school improvement together with high expectations and ambition for staff and pupils
- Ability to lead the development of organisational policies and procedures that align to the mission and vision of the MAC, support the local ethos and communities of the MAC's academies, and drive improvement
- Sound understanding of effective systems for complaint resolution and managing conflict and ability to apply in practice to support continuous improvement
- General understanding of all phases of education within the MAC (e.g. EYFS, Primary, Secondary)
- Understanding of and commitment to promoting and safeguarding the welfare of pupils

Desirable

- Understanding of successful teaching and learning in religious education across all phases within the MAC
- Successful experience in creating an effective and innovative learning environment and in developing and implementing policy and practice relating to behaviour management

5. Leading and Managing Staff and Resources

Essential

- Experience of leading staff teams, succession planning and performance management resulting in improvement in service and standards and in building leadership capacity and resilience
- Ability to delegate work and support colleagues in undertaking responsibilities while retaining overall accountability
- Understanding of effective budget planning and resource deployment, including systems of monitoring performance, and alignment with achievement of the MACs educational priorities
- Experience of leading and co-ordinating training and professional development
- Experience of working with those responsible for strategic and operational governance at all levels, to enable them to fulfil their responsibilities

Desirable

- Direct experience in managing capability procedures, grievances and related challenging human resource matters within schools and academies.

6. Governance, Accountability, and Compliance

Essential

- Current and up-to-date knowledge and understanding of effective governance systems and deployment including necessary corporate records retention, ideally within MACs and preferable with demonstrable experience of supporting such
- Ability to lead effective meetings with internal and external stakeholders, making informed decisions with clear and transparent accountability and recording.
- Demonstrable experience in monitoring, analysing and reporting on an organisation's activity, outcomes and impact to governors/Directors (or equivalent level)

Desirable

- Knowledge and understanding of strategic, operational and financial reporting requirements of charities, preferably as they relate to the role of Accounting Officer for a Catholic MAC
- Understanding of wider statutory compliance regimes related to charitable companies, preferably having experience of such within MACs
- Experience of leading, developing and/or managing assurance frameworks which effectively support statutory compliance
- Sound knowledge of school inspection frameworks (e.g. Ofsted, Section 48)

7. Professional Skills, Qualities & Abilities

Essential

- Strong commitment to Catholic Education and the mission of a Catholic MAC
- Strong communication, presentation and interpersonal skills with the ability to influence a range of audiences and at all levels (e.g. staff, pupils, parents/carers, governors/Directors, parishioners, clergy, DES representatives, business leaders, government agencies, statutory authorities, and inspectors)
- Ability to retain personal resilience within the context of aggressive and sustained accountability and challenge
- Innovative with a keen determination to learn from the experience and expertise of others and apply new ideas to seemingly intractable problems
- Ability to coach and mentor others and willingness to seek such support
- Strong evaluation and analytical skills
- Strong IT skills, ability to identify where technological innovation could make systems/processes more efficient and/or effective.
- Strong project management skills, including ensuring appropriate systems are in place to monitor progress and achievement of objectives
- Proven track record in building effective partnerships and networks to support an organisation's development and success (e.g. National and/or local government policy makers, statutory authorities, professional bodies, stakeholder groups)
- Ability to organise work, prioritise tasks, make decisions and manage time effectively, providing calm and mature leadership in the context of a busy and dynamic environment
- Empathy, tact and diplomacy with children of all ages and their parents/carers

Desirable

**8. Inclusion,
Equal
Opportunity and
Safeguarding**

Essential

- Commitment to equality of opportunity and inclusion within a Christian ethos
- Understanding of and commitment to promoting and safeguarding the welfare of pupils
- Suitability to work with children (including in the light of pre-employment checks – DBS – and childcare disqualification, etc.)

Desirable

- Experience of promoting inclusion on a whole-organisation or community basis
- Experience leading and/or being responsible for child protection and/or safeguarding for an organisation or school/academy

**9. References and
Other**

Essential

- Willing and able to travel (including but not exclusive to between academies within the MAC) and to work evenings and weekends as required
- Positive and supportive faith reference from priest where applicant regularly worships
- Positive recommendation in professional references
- Satisfactory health and attendance record

Desirable

- Faith reference without reservation
- Professional reference without reservation

FOR DISCUSSION

As at April 2018