



<name of MAT>

Job Description – Director of Performance and Standards

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| Reporting to: | [The Chief Executive Officer] |
| Accountable to: | [The Trust Board of Directors] |
| Responsible for: | [Line management responsibility for [Finance Managers/Business Managers] in each academy] |
| Liaising with: | [The Trust Boards, sub-committees of the Trust Boards, the CEO, External financial advisers, External Agencies including relevant government agencies] |

Core Purpose

The core purpose of the role of the Director of Performance and Standards is to support the CEO of the Catholic Multi-Academy Trust (hereafter referred to as the 'Trust') in the efficient and effective delivery of the Trust's strategic aims which is to drive high standards by ensuring outstanding educational performance in all academies.

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 Diocese of Nottingham.

Performance and Standards

- To provide a strategic lead on monitoring and evaluating standards across all academies within the Trust
- To be familiar with the latest requirements for Ofsted for all academies in the Trust
- To carry out risk assessments, through careful analysis of performance data, for all academies and to identify schools which may be 'at risk' of declining standards
- To collect internal and external performance data including end of year outcomes, attendance data and exclusion data
- To quality assure all data collected from academies in the Trust
- To ensure that the Trust's Performance Data Calendar is followed by all academies in reporting their current performance
- To work closely with headteachers of academies 'at risk' of declining standards and to monitor school improvement progress regularly
- To provide accurate and incisive summary reports for the CEO and the Trust's Standards Committee

Supporting Schools

- To raise standards in all schools, not just those that are “at risk” of falling standards
- To maintain up to date information on reliable school improvement strategies
- To liaise with other relevant bodies for all aspects of school improvement including Teaching Schools, the National College, the Regional Schools Commissioner, HMI etc.
- To ensure that appropriate academy improvement advice and guidance is available as required
- To provide a strategic direction for all headteachers on school improvement plans within the Trust
- To ensure all academies Self Evaluations are accurate and Ofsted Compliant
- To carry out learning walks, departmental reviews, work scrutiny, data checks and data validation in academies supporting the work of headteachers in their responsibility for standards in the individual academies
- To support headteachers with post Ofsted action plans
- To monitor academies post Ofsted action plans to help headteachers bring about rapid and sustained school improvement
- To inform other executive team members about schools which require targeted CPD and support

Strategic Educational Leadership

- To provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance and ensure a culture of continuous improvement and continuous professional development within all academies in the Trust
- To act as an advocate for the Trust, its mission and values, in forming and developing effective strategic partnerships with national bodies, other educational institutions, the Diocese of Nottingham, business and the wider Catholic and local community
- As a member of the executive leadership team, to work constructively and positively with the CEO to shape the strategic direction of the Trust
- To deputise for the CEO as required
- To provide a strategic lead in specific areas of the Trust’s work as agreed with the CEO
- To work where possible with the Local Committee on ensuring CES policies are followed

Staffing & Performance Management

- To work with Local Committees on setting rigorous and robust performance management targets for headteachers
- Monitor headteacher appraisals and ensure consistency across the Trust
- 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 employment documentation taking into account any requirements specified by the Diocese of Nottingham and employment legislation
- To ensure that academies have an effective system of performance management that provides for the continuous development of all employees

Operations

- Ensure that the Trust complies with all legislative/statutory and regulatory requirements

CEO and The Board of Directors

- To report to the CEO and all matters regarding standards and school performance in the Trust
- To report to and attend all Trust Standard Committee meetings and where applicable Board of Director meetings

Safeguarding

- Ensure that academies comply with all legislative requirements on safeguarding and child protection

Equality

- Ensure that all academies actively value and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens
- Ensure a continual focus on equality as measured by pupil progress and outcomes

*The *** Catholic Multi-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. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus 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 exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Additional Information Relating to the Post

Start date

Salary £

Hours of Work 37 hours per week (full-time) however staff at this level may be required to work additional hours to meet the requirements of the role.

There will be a requirement to work outside of normal office hours.

Contract Permanent

Pension Teachers' Pension Scheme

Expenses Work-related expenses will be paid per the relevant *** Catholic Multi-Academy Trust policies

Annual Leave 30 days per calendar year – to be taken outside of term time(s) plus bank holidays

Probation 6 months

Notice Period 6 months.

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<name of MAT>

Person Specification - Director of Performance and Standards

| A Training and Qualifications | Essential | Desirable | Source: A – Application I – Interview D - Documents R – References P - Presentation |
|---|------------------|------------------|---|
| Qualified Teacher Status | Y | | A, D |
| Catholic Certificate of Religious Studies or equivalent | | Y | A, D |
| National Professional Qualification for Headship (NPQH) or National Professional Qualification for Executive Leadership (NPQEL) | | Y | A, D |
| National Leader in Education/ Local Leader in Education | | Y | A,D |
| Trained Ofsted and/or Diocesan Inspector | | Y | A,D |
| Management training or post graduate qualification | | Y | A, D |
| Evidence of commitment to continuing professional and personal development of self and others | Y | | A, I, D |

| B Experience of Teaching and School/Academy Leadership & Management | Essential | Desirable | Source |
|--|------------------|------------------|---------------|
| A proven track record of successful senior leadership in schools | Y | | A, I, R |
| Experience of leading or supporting improvements in standards in more than one school | | Y | A, I, P |
| Demonstrable experience of system leadership across a range of schools | | Y | A, I, P |
| Experience of working with teaching schools or partnership work | | Y | A, I |
| Experience of successful implementation of strategies for raising achievement and ensuring effective teaching, learning and assessment | Y | | A, I |
| Experience of monitoring and evaluating teaching and learning | Y | | A, I, R |
| Experience of successfully leading and managing whole school change initiatives | Y | | A, I, R |
| Experience of working cross-phase | | Y | A, R |
| Experience of preparing a school for Ofsted/ DCI | | Y | A, I, R |

| C Professional Knowledge and Understanding | Essential | Desirable | Source |
|--|------------------|------------------|---------------|
| Evidence of continual professional development | Y | | A, I, P |
| An understanding of the philosophy of Catholic schools | Y | | I |
| Sound up-to-date knowledge of developments in education, teaching and learning, assessment and best practice | Y | | I |
| Knowledge of data and school outcomes including all performance indicators | Y | | I |
| Knowledge of all Key Stages data and outcomes | | Y | |
| Evidence of the ability to build effective leadership functions | Y | | A, I, P |
| Knowledge of Ofsted and DfE legislation | | Y | |
| Knowledge of appraisal and understanding of setting performance targets | Y | | A, I, P |
| Evidence of robust performance management of others that has resulted in improvement in standards and building leadership capacity | Y | | A, I, P |
| Evidence of risk management | | Y | A, I |

| D Professional Competencies | Essential | Desirable | Source |
|---|------------------|------------------|---------------|
| Evidence of maintaining positive relationships with Headteachers, governors, parents, local parishes and with other individuals and agencies | Y | | A, I, R |
| To think analytically, making informed use of inspection, benchmarking and research findings | Y | | I, P |
| To be able to investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes | Y | | A, I, R |
| To be able to evaluate and assess school improvement plans/ inspection dashboards and use Analyse School Performance (ASP)/ raise online data | Y | | A, I, R |
| To work effectively within policies and procedures | Y | | I, R |
| To have a high standard of presentation and communication skills | Y | | A, I, P |
| To manage, motivate and develop individuals and teams to achieve high standards of performance | Y | | I, R |
| To manage conflict effectively | Y | | I, R |

| E Personal Attributes | Essential | Desirable | Source |
|---|------------------|------------------|----------------|
| A willingness to support Catholic life in schools | Y | | I, R |
| To command credibility and respect from all members of school communities | Y | | I, R |
| To have emotional resilience | Y | | I, R |
| To have the ability to self-evaluate and reflect | Y | | I, R |
| Able to adapt to changing circumstances and new ideas | Y | | I, R |
| To be an inspiring role model for staff and pupils-for present and future Catholic leaders of education | Y | | I, R, P |
| Empathy with children | Y | | I, R |

| F Safeguarding | Essential | Desirable | Source |
|---|------------------|------------------|----------------|
| Understanding of responsibilities of the MAT and schools in ensuring compliance with all relevant legislation | Y | | A, I, R |

