

# Executive Director of School Improvement

Job Description and Person Specification



St Clare

Catholic Multi Academy Trust

## About the role & the Trust

This is an exciting time for St Clare Catholic Multi Academy Trust as we build on the foundations established in our first four years, to ensure our collective capacity is used to help our schools adapt to the challenges and opportunities we see ahead of us.

The post holder will work with our Executive Team, Headteachers and school improvement leads to fulfill our mission, that all children leave our schools with a profound understanding of themselves, their worth and the unique part they have to play in building the Kingdom of God.

The first responsibility of the Executive Director is to ensure that our Catholic Christian character is central to our work. The post holder will work with the CEO and the Diocesan Director of Education to evaluate and support the distinctive Catholic Christian life and education provided in each school. Beyond this, our approach to school improvement must be rooted in our mission. We are guided in this by the principles of Catholic Social Teaching, particularly;

**Subsidiarity;** We are committed to local leadership. We want to empower Head teachers and local governors to work in partnership with and service of their communities. Our starting point is that decisions should always be rooted in knowledge and understanding of the communities we serve and decision making should be close to our children and young people. This requires a collegiate approach from the Executive Director.

**Solidarity;** We must ensure that every school can count on timely and effective help which draws on effective use of our collective capacity. The Executive Director must ensure that we know our schools well and that we have the systems and capacity to stand with individual schools in times of difficulty, so that we can secure rapid and sustainable improvement.

**The common good;** The biggest single reason our Trust exists is to ensure that we can put our shared gifts at the service of all children, with a particular focus on loving and meeting Christ in those who are marginalized. We have established networks and a developing programme of professional development and formation to enable us to build social, intellectual and organisational capital in a strategic way for the common good.

## Job Description

**Salary:** L34 – L40 (£116,456 - £134,860)

**Contract type:** Full Time Permanent

**Reporting to:** CEO St Clare CMAT

**Conditions of Employment** The conditions of employment are as set out for St Clare CMAT Executive Staff.  
The postholder will also be expected to promote and uphold the ethos of the Trust as a community of schools committed to provide ambitious standards of education and care inspired by Christ's example.

### **Purpose of the role**

Working closely with the CEO and in formal partnership with the Executive Director of School Improvement, the post-holder will provide strategic leadership for standards, self-evaluation, curriculum coherence and system improvement across the Trust.

The role will strengthen the Trust's ability to:

- Secure accurate, evidence-based self-evaluation and improvement planning
- Deliver a coherent, high-quality curriculum from Early Years to Post-16
- Build leadership capacity at all levels
- Provide high-quality professional development and formation rooted in evidence and practice
- Drive rapid and sustained improvement, especially in schools requiring additional support

The post-holder will ensure the Trust is recognised for:

- First-class, inclusive, distinctively Catholic education
- Strong relational practice with families and communities
- Sector-leading safeguarding rooted in early intervention
- Excellence across primary education as the foundation of success

### **Context and Strategic Priorities**

The role will lead and respond to major system changes including:

- Education White Paper implementation
- National Curriculum reform
- SEND and Inclusion reform
- Families First Partnership agenda
- Best Start in Life (Early Years focus)

### **Core Areas of Responsibility**

As a member of the Trust's Executive Leadership Team, provide strategic leadership and direction for the Trust, contribute to effective management and development of the Trust and deputise for the Chief Executive as required.

### **Catholic/Christian Life and Mission**

- Ensure school improvement is rooted in **Catholic Social Teaching** and mission
- Ensure Catholic/Christian Life is integrated into; Curriculum; Professional development and formation; Improvement strategy
- Act as Principal Adviser to the Standards and Catholic Christian Life Committee
- With the CEO develop effective working relationships with Catholic and Anglican Dioceses of which our schools are part to secure school improvement which aligns with Diocesan strategy and mission.
- Work with Diocesan Director of Education for Hallam Diocese to secure the highest standards of Catholic Life and mission, religious education and collective worship through effective evaluation and support for improvement in our Catholic schools.
- Work with the Catholic Diocese of Hallam and the Anglian Dioceses of Leeds and Sheffield to secure the highest standards of education, Catholic Christian life and collective worship in our joint designation Catholic & Church of England schools

### Trust-wide Strategy, Standards and Performance

- Lead and develop the Trust's **school improvement strategy**, which must be clear, evidence based and aligned with Trust mission and national policy
- Line manage the Trust Safeguarding lead to ensure that we maintain and develop sector leading standards in safeguarding
- Establish **robust systems for monitoring standards**, ensuring clarity on performance at pupil, school and Trust level
- Work with the Director of School Improvement to ensure **tight alignment between strategy, delivery and impact**
- Provide **high-quality reporting to CEO and Board**, reflecting HMI/Ofsted-level analysis and clarity

### Self-Evaluation and Improvement Planning

- Maintain and develop a **Trust-wide model for accurate self-evaluation (SEF) and improvement planning (SIP)**
- Ensure all schools operate with:
  - **Accurate diagnosis of strengths and weaknesses**
  - Clear, evidence-based priorities
  - Measurable impact indicators
- Build leadership expertise in **evaluative thinking and continuous improvement**
- Ensure consistency and reliability of evaluation across all schools

### Curriculum Leadership (EYFS to Post-16)

- Lead development of a **coherent Trust-wide curriculum framework**, ensuring:
  - Strong progression from **Early Years to Post-16**
  - Alignment with **the Churches mission in our Catholic and joint designation Catholic & Church of England schools**
  - Alignment with **local and national government policy and strategy**
  - High-quality implementation across schools
- Ensure curriculum development reflects our Catholic Christian principle of human dignity by meeting the needs of all pupils, with a preferential option for SEND pupils, Vulnerable learners and disadvantaged communities
- Promote **excellence in primary curriculum foundations** (reading, writing, maths, knowledge-rich curriculum)

### Primary Education Excellence

- Provide expert leadership on **primary phase standards and pedagogy**
- Ensure best practice in establishing foundational knowledge, including early child development, early reading and phonics and Maths mastery.
- Support rapid improvement in identified primary schools
- Build Trust-wide consistency in **primary teaching quality and outcomes**

### **SEND, Inclusion and Safeguarding**

- Lead Trust strategy for **inclusive education**, ensuring all pupils thrive
- Establish excellent relational practice and build partnerships with families, other agencies and community stakeholders
- Ensure SEND reform is translated into **practical, high-impact provision**
- Champion **early intervention and safeguarding excellence**

### **Leadership Development**

- Develop our **Trust-wide leadership development framework**, building on our work with aspiring leaders and our leadership essentials programme
- Ensure leadership development is **aligned with improvement priorities**
- Build sustainable **internal capacity and expertise across schools**

### **CPD and Professional Formation**

- Lead the design and implementation of **core professional development programmes**
- Ensure all staff (teachers, TAs, leaders) are:
  - Well-equipped to deliver **inclusive, high-quality education**
  - Secure in **distinctive Catholic pedagogy and values**
- Ensure CPD is:
  - Evidence-informed
  - Consistent across the Trust
  - Impact-focused

### **Rapid School Improvement and Intervention**

- Direct and coordinate **intensive support for schools causing concern**
- Deploy internal and external expertise effectively
- Ensure structured, time-bound plans with:
  - Clear milestones
  - Frequent review
  - Measurable impact
- Provide direct leadership where required

### **System Leadership and Partnerships**

- Develop strong partnerships with:
  - Dioceses
  - Local authorities
  - External agencies
  - Other Trusts and system leaders
- Contribute to the wider system through **sharing expertise and leadership**
- Enhance Trust reputation for **excellence and collaboration**

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

## Person Specification

Criteria	Qualities	Essential or Desirable*
Qualifications and training	<ul style="list-style-type: none"> <li>Degree or equivalent</li> <li>Qualified Teacher Status.</li> </ul>	E
	<ul style="list-style-type: none"> <li>National professional qualification for headship (NPQH)</li> <li>Catholic Certificate in Religious Studies (CCRS)</li> <li>Training as HMI, Ofsted inspector, Section 48 inspector or equivalent external review role</li> </ul>	D
Personal qualities and attributes	<ul style="list-style-type: none"> <li>Practicing Catholic who is committed to the model of servant leadership</li> <li>Holds and is able to articulate a clear vision for high quality Catholic Christian education in human wholeness</li> <li>Strong moral purpose and high level of integrity aligned with Catholic values</li> <li>Deep commitment to inclusion, safeguarding and equity</li> <li>High levels of resilience, clarity and decisiveness</li> <li>Collaborative, relational and system-focused</li> <li>Uncompromising commitment to high standards for all pupils</li> <li>An excellent role model, displaying humour, diplomacy and integrity</li> <li>Values the dignity of every person and is committed to upholding confidentiality and treating everyone with respect</li> </ul>	E
Experience	<ul style="list-style-type: none"> <li>Significant senior leadership experience in education</li> <li>Proven track record of sustained school improvement, particularly in primary phase</li> <li>Knowledge and understanding of the distinctive mission of Catholic schools</li> <li>Experience leading self-evaluation and improvement planning at scale</li> <li>Experience improving outcomes for disadvantaged and SEND pupils</li> <li>Experience developing leaders and building organisational capacity</li> </ul>	E
	<ul style="list-style-type: none"> <li>Primary headship or senior primary leadership experience</li> <li>Inspection experience (HMI/Ofsted / Section 48 / external review role)</li> <li>Experience in a Multi Academy Trust or system leadership role</li> <li>Experience leading rapid school improvement / turnaround</li> </ul>	D

Knowledge and skills	<ul style="list-style-type: none"> <li>• Deep understanding of; Primary education and early years foundations; Curriculum design and progression (EYFS–Post 16); Effective teaching and learning</li> <li>• Strong understanding of; Ofsted and Catholic Schools Inspection framework and inspection methodology; School accountability and performance measures; Current national reforms (SEND, curriculum, safeguarding, family services)</li> <li>• Ability to diagnose school performance with precision</li> <li>• Ability to design clear, simple, high-impact improvement strategies, informed by evidence and practice</li> <li>• Excellent data analysis and strategic reporting skills</li> <li>• Strong coaching and leadership development capability</li> <li>• Excellent communication skills with the ability to inspire, motivate and influence others, including those in senior positions</li> <li>• Ability to reflect on own practice and track record of personal professional development</li> <li>• Ability to handle conflict and change with optimism and resilience</li> <li>• Ability to work on own initiative and find solutions to problems</li> <li>• Excellent time management and organisational skills, ability to work under pressure and to deadlines</li> </ul>	E
----------------------	---	---

\*Note that the requirement for the post holder to be a practicing Catholic is in relation to the post as outlined in this job description and reflects the leadership of Catholic Life and the requirement to deputise for the CEO, specifically in the event that the post holder were to be needed to deputise for an extended period in the absence of the CEO.

#### ADDITIONAL INFORMATION

This post is subject to an Enhanced Disclosure and Barring Services (DBS) check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.



**St Clare Catholic Multi Academy Trust**

Hallam Pastoral Centre  
St Charles Street  
Sheffield S9 3WU

T: 0114 478 5220



**St Clare**  
Catholic Multi Academy Trust