

# Primary School Improvement Officer

---

## Vacancy Information Pack



**Mater Ecclesiae**  
Catholic Multi Academy Trust

*'One Family in Christ'*

## Contents

Welcome from the CEO	Page 2
Mission, Vision and Values	Page 4
Trust Information	Page 5
Our Schools	Page 6
Application Pack:	
• Job Description	Page 7
• Person Specification	Page 10
• Additional Information about the role	Page 13
• Safeguarding information	Page 14
• How to apply	Page 16

## **CEO Welcome**

Thank you for your interest in the role of Primary School Improvement Officer at Mater Ecclesiae Catholic Multi Academy Trust.

### **The role**

The Primary School Improvement Officer will be responsible for delivering the Trust's school improvement strategy, ensuring a high-quality and inclusive education for all pupils, staff and the communities we serve. Our vision for an outstanding Trust school improvement strategy is built on evidence-informed curriculum planning and pedagogy informed by cognitive science and research.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

### **Our Trust**

It gives me great pleasure and excitement to welcome you to our growing, dynamic family of Catholic schools. Mater Ecclesiae is one of three Catholic multi academy trusts created by the Diocese of Lancaster to play an important part in shaping Catholic education across the Diocese.

The Trust currently consists of fifteen primary schools and one secondary school. In-line with the Bishop's vision for schools across the Diocese of Lancaster, and following a hugely successful first few years, we are due to grow to 17 schools before the end of the calendar year. When fully-formed, the Trust will consist of 20 primary schools and 3 secondary schools covering the Preston and rural Preston area.

The Trust currently serves over 3800 pupils and employs over 685 staff across our schools. The context of our schools means almost half of our secondary pupils and a third of our primary pupils experience challenges based on socio-economic and deprivation-associated factors. Our aim is to expertly deliver an ambitious Catholic curriculum that opens hearts, broadens horizons and accelerates social mobility.

The core principles of the Trust are:

- To protect, secure and develop Catholic education
- To relentlessly strive for academic excellence
- To bring our Catholic schools together in the best interests of children's learning, wellbeing and happiness

Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people develop a sense of 'compassion, confidence and community' and reach their full potential by realising their God-given talents and capacity to learn.

The Trust works in partnership as one united family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. Our core values of Compassion, Confidence and Community underpin all of our relationships; between staff, pupils, families, parishes and local communities.

We welcome leaders of school improvement who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve. The successful candidate will work under the direction of our Director of Primary Education and will be supported by a range of carefully selected school improvement partnerships, providing great capacity and resource on which to build and strategically develop.

We look forward to meeting with any prospective candidates and extend a warm welcome to you to visit our Trust or to have a confidential conversation to find out more about the role and the difference you can make to our pupils' education.

If you believe you have the knowledge, skills and experience to make a positive contribution, then we would welcome an application from you for this vital role at an exciting time in our Trust's journey.



Yours faithfully,

**Peter Duffy**

Chief Executive Officer



**Serving others with love**



**Faith in our God-given talent and capacity to learn**



**Harnessing the power of unity and common purpose**



Diocese of  
Lancaster



## Our Vision

We are '**One Family in Christ**' delivering the Catholic mission of the Diocese of Lancaster and serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the Church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family, members of our community are loved and valued as unique individuals, made in the image of God. They are respected and cherished and given every opportunity to grow together.

As '**One Family in Christ**' we embrace, celebrate and inspire our diverse communities to achieve their full potential.

## Our Values

One family in **Compassion**  
One family in **Confidence**  
One family in **Community**



# One Family in Christ

## Trust Information

## Governance Structure

### Members

The Bishop of Lancaster, The Episcopal Vicar of Education and Formation, Lancaster Diocesan Trustees

### Trust Directors

8 Foundation Directors and 1 Non-Foundation Director

### Local Governing Bodies



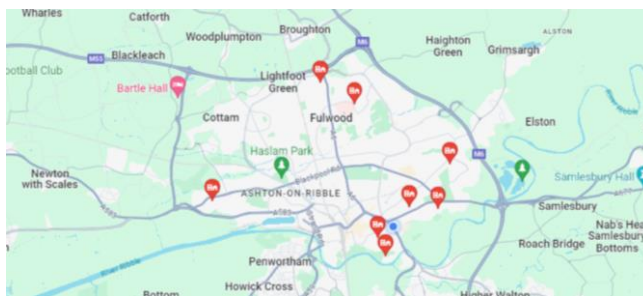
### Executive Leadership Team

Chief Executive Officer, Chief Finance & Operations Officer, Director of Primary Education

## Trust Development Priorities



## Our Schools



### Current Schools (in alphabetical order)



**Alston Lane Catholic Primary School**  
Longridge, Headteacher: Mr Mark FitzGibbon



**St Ignatius's Catholic Primary School**  
Preston, Acting Headteacher: Mrs Victoria Berry



**Christ the King Catholic High School**  
Preston, Headteacher: Mrs Catherine Jones



**St Joseph's Catholic Primary School**  
Preston, Headteacher: Mrs Catherine Monaghan



**Our Lady & St Edward's Catholic Primary School**  
Preston, Headteacher: Mrs Karen Woods



**St Mary & St Andrew's Catholic Primary School** Barton, Headteacher: Mr Simon Waywell



**Sacred Heart Catholic Primary School**  
Preston, Headteacher: Mrs Lucy Scanlon



**St Mary & Michael's Catholic Primary School** Garstang, Headteacher: Mrs Luena Archibald



**St Augustine's Catholic Primary School**  
Preston, Headteacher: Mrs Sarah Roach



**St Teresa's Catholic Primary School**  
Preston, Headteacher: Mr James Kay



**St Bernard's Catholic Primary School**  
Preston, Headteacher: Mr Roy Turner



**The Blessed Sacrament Catholic Primary School** Preston, Headteacher: Miss Kelly Hannah



**St Clare's Catholic Primary School**  
Preston, Headteacher: Mrs Ros Wroblewski



**Holy Family Catholic Primary School**  
Preston, Headteacher: Mrs Lindsey Morrison



**St Anthony's Catholic Primary School**  
Preston, Headteacher: Mrs Jane Barnes



**St Mary's Catholic Primary School**  
Preston, Headteacher: Mrs Arran Brogden

### Schools joining this year



**St Maria Goretti Catholic Primary School** Preston, Headteacher: Mrs Amanda Rich

## Job Description

### Primary School Improvement Officer

<b>Job title:</b>	Primary School Improvement Officer
<b>Responsible to:</b>	Director of Primary Education
<b>Location:</b>	Central office in Fulwood, Preston, with frequent travel to all primary schools in the Trust
<b>Contract:</b>	Full time, term time only + 1 week (STPCD)
<b>Scale:</b>	Leadership: L18 – L25 (£78,702- £93,424)

---

#### **Main responsibilities:**

The Primary School Improvement Officer will support the Director of Primary Education in leading improvement and quality assurance work, providing professional challenge and support to all primary schools in the Trust.

The Primary School Improvement Officer will be responsible for delivering the Trust's school improvement strategy, ensuring headteachers and school leaders deliver a high-quality and inclusive education for all pupils, staff and the communities we serve.

---

#### **The successful candidate:**

The Primary School Improvement Officer will be an inspirational practitioner with a successful record of school improvement at whole school level. They will be able to build professional and positive relationships with colleagues and external agencies. They will be able to work with all leaders and schools to bring about improvements in identified areas; for example, curriculum development, outcomes for disadvantaged pupils, pupils with special educational needs and/or disabilities (SEND), early years provision and quality of teaching and behaviour.

This role will require an experienced leader who is able to accurately identify areas for school development and ensure robust improvement plans are in place to achieve excellence, both at a whole school scale and also within the classroom. The Primary School Improvement Officer will be able to effectively use quality assurance processes to accurately inform the CEO, Local Governing Bodies and Trust Directors about the quality of education and overall effectiveness in all of the schools they support.

The Primary School Improvement Officer will be credible and knowledgeable in a wide range of educational issues, resilient and able to lead by example. They will be conversant with the demands of working in schools in a range of contexts (size, FSM, etc.) and be a highly effective communicator. They will also model exceptional leadership and classroom practice across the Trust.

#### **Key accountabilities:**

The core elements of the Primary School Improvement Officer are to drive school standards and secure continuous school improvement.

The Primary School Improvement Officer helps to foster a culture where every child is encouraged to aim high, treated equally, and supported to achieve their very best. Working

closely with our Headteachers and their school teams, they offer both challenge and support where it's needed.

### **Supporting the Trust's mission, vision and values**

- Promote the mission, vision and values of the Trust
- Develop positive working relationships with Headteachers, members of the central team and staff across the Trust
- Deliver the trust education strategy

### **Quality of education**

- Ensure an ambitious and well-sequenced curriculum, which aligns to the overarching aims of the Trust, is in place and effective in all schools
- Develop the expertise of senior and middle leaders in curriculum design and quality assurance
- Lead and model strategies to improve classroom pedagogy and practice, at both whole school and classroom level, across the full primary age range
- Ensure the consistent use of effective assessment which helps teachers to check understanding and inform teaching and enables pupils to embed and use knowledge
- Ensure that the teaching of phonics and reading is prioritised and effective to support pupils' access to the wider curriculum
- To carry out a range of quality assurance activities, for example learning walks, subject/phase reviews, work scrutiny, pupil voice etc.
- Support the work of school leaders in their responsibility for standards in the individual schools

### **Performance & Standards**

- To analyse internal and external performance data including end of year outcomes, attendance data and behaviour data to identify and drive areas for improvement
- To work closely with headteachers of schools currently judged as 'Priority Schools' or 'Supported Schools' to drive, monitor and ensure rapid school improvement
- To provide accurate and incisive summary reports for the CEO, LGBs and Trust Board
- To be familiar with the latest requirements for Ofsted for all academies in the Trust

### **Professional development**

- Foster a culture of collaboration by creating networks and opportunities for schools and individuals within the group to engage with each other and build effective extended learning communities to improve outcomes for children
- Lead networks, school-to-school support, professional learning opportunities for leaders and staff, and work directly with classroom teachers across primary schools.
- Prepare schools and support leaders through internal quality assurance processes and external scrutiny
- Identify and make use of high-quality local, national and international training opportunities, ensuring they are effective, well delivered, and provide good value for money

- Work with the Director of Primary Education to share skills, expertise and capacity across the Trust and its schools
- Facilitate the networking of leaders to develop a programme of robust peer review and support
- To support Local Governing Bodies (LGBs) as needed
- Build own leadership capacity and take responsibility for your own professional development by actively participating with training and reflecting and identifying any areas for improvement

### **Strategic Leadership**

- Provide leadership, coaching, guidance and support to school leaders and teachers
- Contribute to Trust and school self-evaluation, developing clear insights into improvement priorities at all levels
- Analyse school performance, identify issues for improvement, broker and/or provide support, monitor impact and build leadership capacity across the primary sector of the Trust
- Contribute to Trust and individual school improvement planning
- Produce reports for the CEO, Directors and governors

### **Safeguarding**

- To be responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with

### **Other**

- The post-holder will comply with the general terms and conditions of service and undertake such duties as appropriate to the salary and content of the work as may reasonably be required. The list of duties in this description should not be regarded as exclusive or exhaustive. In exceptional circumstances, this could involve temporarily acting as Executive Headteacher or Headteacher

*Mater Ecclesiae 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. The Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and other outcomes.*

*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.*

## Person specification Primary School Improvement Officer

**Job title:** Primary School Improvement Officer  
**Responsible to:** Director of Primary Education  
**Location:** Central office in Fulwood, Preston, with frequent travel to all primary schools in the Trust  
**Contract:** Full time, term time only + 1 week (STPCD)  
**Scale:** Leadership: L18 – L25 (£78,702- £93,424)

Criteria	Essential	Desirable	Method of Assessment
A. Professional Qualifications			
Degree and recognised professional qualification relevant to the role	E		Application Form
Qualified teacher status (QTS)	E		
Catholic Certificate of Religious Studies or equivalent		D	
National Professional Qualification for Headship (NPQH)		D	
National Professional Qualification for Executive Leadership (NPQEL)		D	
National Leader of Education / Local Leader of Education		D	
Trained Ofsted and/or Diocesan Inspector		D	
A record of recent and relevant continuing professional development	E		
B. Faith Commitment			
Practising Catholic		D	Application Form
A willingness to support the Catholic Life of the Trust	E		
C. Experience			
Extensive experience of teaching across the 3-11 age range	E		Application form / Interview / References
Experience of successful leadership at whole school, Trust or Local Authority level	E		
Proven experience of successfully leading and supporting school improvement priorities/outcomes, taking decisive action when necessary	E		
Experience of successfully leading and managing whole school change initiatives	E		
Experience of working with school governance	E		
Experience of working across a range of schools		D	

Knowledge and experience of working with Assessing School Performance (ASP) and school Inspection Data Summary Reports (IDSR)	E		
Experience of working cross-educational phase		D	
Experience of leading a school through/preparing a school for a successful Ofsted inspection		D	
D. Knowledge and understanding			
Understanding of the statutory educational framework, current educational issues relating to school and knowledge of relevant policies, legislation and codes of practice across education	E		Application form / Interview
Comprehensive knowledge of the schools’ Ofsted Inspection criteria and processes	E		
Ability to plan strategically based on use of data, targets and benchmarking	E		
A deep understanding of evidence-informed school improvement strategies	E		
A clear understanding of the current educational landscape, including issues specifically relating to academies and faith academies	E		
A willingness to serve or train as an Ofsted inspector		D	
E. Professional competencies			
Ability to build positive relationships with Headteacher, governors, directors and other agencies	E		Application form / Interview / References
Ability to assess school improvement plans, self-evaluation forms and published data accurately	E		
To be able to lead a range of school and Trust improvement strategies, tackling issues with robustness and compassion	E		
Well-developed written and oral presentation skills	E		
Able to manage conflict effectively	E		
Able to lead, motivate and develop individuals and teams to achieve excellence	E		
Action-oriented and outcomes-focused	E		
F. Personal attributes			
To be emotionally resilient	E		Application form / Interview / References
To be able to adapt quickly to changing circumstances and new ideas	E		
To be an inspiring role model for staff and pupils	E		

Be credible and able to earn respect from all members of the Trust family	E		
Reliable and trustworthy	E		
Calm under pressure and self-motivated	E		
Emotionally intelligent and able to articulate vision to a range of audiences	E		
<b>G. Safeguarding</b>			
Understanding of the responsibilities of the Trust and schools in keeping children safe and ensuring compliance with all relevant legislation	E		Interview
Satisfactory completion of enhanced DBS checks and pre-employment checks	E		Trust processes
<b>H. Additional requirement</b>			
Full driving license and use of car is essential for the duration of employment, it is expected that the successful candidate will be able to travel between the central office and schools by car.	E		Interview
Ability to work flexible as occasional evening work may be required	E		

## Additional Information

<b>Start date:</b>	1 September 2026 (or sooner if contractually possible)
<b>Salary:</b>	L18 – L25 (£78,702- £93,424)
<b>Hours of Work:</b>	Full-time - 32.5 hours per week. 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.
<b>Contract:</b>	Permanent
<b>Pension:</b>	Teachers' Pension Scheme (for existing members) or other by arrangement
<b>Expenses:</b>	Work-related expenses will be paid per the relevant Trust policies
<b>Annual Leave:</b>	School Teachers' Pay and Conditions. The working pattern will follow the term time of the schools with an expectation to work during the school holidays where this is required to meet the needs of the Trust. (Term time only plus one week)
<b>Probation:</b>	6 months
<b>Notice Period:</b>	3 months

## **Safeguarding Information**

### **Introduction**

Mater Ecclesiae Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Safer Recruitment**

Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

### **Application Stage**

All applicants are scrutinised to verify identity and academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates. As a minimum, references should be from the two most recent employers. References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses. The application form requires applicants to complete a disclosure of any criminal convictions.

### **Shortlisting**

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

### **Interview**

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form including their employment history. Candidates will be reminded of their responsibility to disclose criminal convictions that are subject to DBS checks if they have not already done so on the application. Proof of right to work in the UK must also be provided at interview.

### **Appointment**

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out. A fitness to work declaration will be required following appointment. Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## **Probation**

All new staff will be subject to the Mater Ecclesiae probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed which includes the monitor and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## **Equal Opportunities**

Mater Ecclesiae recognises the value of, and seeks to achieve, a diverse workforce. Mater Ecclesiae takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. Mater Ecclesiae is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## **General Data Protection Regulation**

Mater Ecclesiae is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment you will agree for the Trust to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available upon request from the Trust Central Team.

## How to apply

### Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about Mater Ecclesiae CMAT or the role, then please contact:

Peter Duffy, CEO, at [recruitment@mecmat.org](mailto:recruitment@mecmat.org)

### Visits to the Trust:

Informal communication and visits to the Trust are encouraged.

Prospective candidates will be welcome to visit the Trust or book a confidential conversation prior to application.

Please email [recruitment@mecmat.org](mailto:recruitment@mecmat.org) to arrange a mutually convenient time.

### Application process:

Please apply directly on the My New Term recruitment platform, using this [link on the My New Term platform](#).

You will also be required to complete and submit a Recruitment Monitoring Form and a Rehabilitation of Offenders Act Disclosure form via the platform.

There are guidance notes supplied to assist in the completion of the forms.

**Closing date:** 12 noon on Wednesday 17 December 2025

**Shortlisting:** Afternoon of Wednesday 17 December 2025

**Interviews:** Week commencing Monday 12 January 2026

Applications must be made via this website [link on My New Term](#).

Should you decide to apply, please confirm your availability for these dates when submitting your application.

References will only be taken up for shortlisted candidates who will be notified beforehand.

Please contact each of your named referees to inform them that if you are shortlisted, we will request a reference prior to the interview.



**Mater Ecclesiae**  
Catholic Multi Academy Trust

*'One Family in Christ'*