



The Diocese of Westminster Academy Trust.

'A Multi Academy Trust supporting schools in delivering their Mission to provide outstanding Catholic Education for their pupils.'

JOB DESCRIPTION - CATHOLIC EXECUTIVE OFFICER

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| Term: | Full time |
| Responsible to: | Chair and Board of Directors |
| Accountable to: | Chair and Board of Directors |
| Location: | Hertfordshire, (exact location to be confirmed). |
| Remuneration: | Salary range: Attractive package for suitably qualified candidate |

Vision and Ethos

The ethos of DOWAT is inseparable from the ethos of the Roman Catholic Church which has the love of Jesus Christ and the desire to follow His teachings as core to all its actions. This ensures that we put the dignity of the individual at the heart of everything we say and do. In brief our aim is to support our schools whilst they strive to provide outstanding Catholic education for all the children in their care.

Given this context it is essential that the successful candidate is a practising Roman Catholic in full communion with the Catholic Church.

The Catholic Executive Officer (CEO) as the most senior officer of DOWAT will be an outstanding strategic leader, who is able to develop and articulate the vision, values and ethos for Trust and who will inspire and empower others to share in achieving it. The CEO will be accountable and take responsibility for the performance of all academies within the Trust: a driven leader who will be committed to creating the optimum educational opportunities for all students across the Trust.

The purpose of the role

- To contribute and implement the Catholic vision and strategy of the DOWAT Board and ensure that this vision is understood and supported by employees at every level, as well as parents, children and the wider community.
- To provide effective leadership for all the schools, inspiring and motivating all those engaged in the activities of teaching and learning by ensuring that providing an excellent Catholic education is at the core of every decision taken.
- To support Executive Headteachers and Headteachers to ensure the Catholic character permeates every aspect of school life.
- To ensure the preferential option for the poor and advancement of the common good are integral parts of DOWAT.
- To lead by example, sharing and modelling DOWAT's values and successfully implementing the approved policies.
- To work in partnership with the Diocesan Education Service in accordance with the agreed protocols.
- To support the Headteachers as they translate the Trust's vision and strategy into workable operational plans to ensure the company fulfils its mission.
- To act as the lead education professional for academies in DOWAT, managing its day-to-day operations and ensuring that it has an effective strategy for building educational and leadership capacity, so as to enable it to continue to achieve its goals.
- To represent DOWAT and act as an advocate for its mission and values, forming and developing effective partnerships with education, business and other community groups.



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- To ensure that DOWAT's financial viability is secure, firmly based on accurate analysis, the optimum use of resources and the generation of sufficient surplus funding to meet development needs.
- To serve as the Chief Executive and Chief Accounting Officer and as such line manage the Chief Finance Officer and senior centrally employed staff.

Key Accountabilities

Strategic educational leadership

- Contribute to the formulation of DOWAT's overall strategy and the effectiveness of its education performance, including meeting all required national targets and benchmarks and ensuring a culture of continuous improvement.
- Create and maintain a culture of continuous improvement, ensuring that both DOWAT as a whole and its individual academies remain fully inclusive and consistently achieve outstanding outcomes for all their pupils.
- Hold others within DOWAT to account by ensuring that staff accountabilities are clearly defined, understood and agreed and subject to rigorous appraisal, review and evaluation.
- Ensure there are clear schemes of delegation, and that these are consistently applied.
- Support our academies as they all seek to achieve 'Good' or 'Outstanding' section 5 and section 48 inspections.
- Ensure that the trust meets all legislative and statutory requirements including those required by Companies House, the Charity Commission, the DfE, ESFA and Ofsted

Financial accountability

- As Accounting Officer, ensure robust systems are in place so that the funds available to DOWAT are used properly, efficiently, effectively and in accordance with the Academies Financial Handbook
- Establish and maintain effective systems for financial allocation and control that will identify risks to the financial viability of both DOWAT and the individual academies, ensuring prompt and effective action is taken to address any such problems.
- Ensure that DOWAT's long term financial sustainability and that of the individual academies is enhanced and secured by successfully benefiting from its size.
- Present to and advise the Board of Directors on the annual budget of both the Multi-Academy Trust as a whole and of DOWAT central services and the individual academies.
- Implement effective business systems that ensure proper stewardship of all resources.
- Have responsibility for risk management ensuring the risk management register is fit for purpose.

Operations

- Manage the company's strategic operations and the day to day activities of the organisation to ensure that key objectives are met.



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- Ensure DOWAT meets its Health and Safety, Safeguarding, GDPR, and Financial and Legal obligations.
 - Develop and implement annual work plans and long-term strategies.
 - Maximise opportunities to expand DOWAT's scope and resources to enable higher standards and better resources for pupils.
 - Have responsibility for risk management, ensuring the risk management register is fit for purpose.
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- Line manage Headteachers, Executive Headteachers and Principals with the support of the Local Academy Council Headteacher Performance Panel, in accordance with the agreed scheme of delegation.

Board management and stakeholder relations

- Work closely with the Chair of the Board of Directors, and those of the subcommittees as appropriate, and secure a positive working relationship with the Board of Directors as an ex officio member of the Board.
- Provide information, objective advice and support to the Board of Directors to enable it to meet its responsibilities for securing effecting teaching and learning, improved standards of achievement and for achieving value for money.
- Support the Board in the formulation and development of strategy and ensure that all decisions made by the Board are recorded and implemented.
- Ensure that Diocesan expectations are met in accordance with the agreed protocols.
- Work effectively across the full range of external stakeholders, including government, funding and regulatory bodies.

Communication

- In partnership with the Board of Directors, ensure that an effective internal and external communications strategy is in place.
- Communicate effectively with academy headteachers, teachers, school staff, pupils, parents and governors.
- Facilitate the sharing of good practice between the academies within the trust.
- Influence, negotiate and engage with others, dealing confidently with opposition by adopting an enthusiastic, motivational and inspiring management style.
- Employ a suitable range of presentation skills ensuring a confident presence when speaking to a wide variety of audiences.
- Represent DOWAT effectively to key external partners, the media and the public, both locally and nationally.

Effective use of data

- Understand, analyse and make effective use of a wide range of data to develop strategic plans.
- Identify strengths and weaknesses of the Trust and the academies within it and plan improvements.



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- Establish benchmarks and set stretching company-wide improvement targets to inform practice at all levels of management and monitor, evaluate and review progress towards targets to identify issues and make appropriate interventions.
- Provide and present data in a way that is user-friendly to a wide range of internal and external audiences, including the board.

Human resources and staffing

- Ensure the Bishops' expectations are met in accordance with the Bishops' Memorandum on the Appointment of Teachers in Catholic Schools.
- Support LACs with all aspects of recruitment, particularly in relation to safer recruitment policies.
- Contribute to the formation and development of staff giving a clear lead to all staff in the preservation and developing still further the Catholic character of DOWAT.
- Ensure that all staff, DOWAT directors and local governors have access to high quality training and continued professional development opportunities.
- Implement, monitor and review, particularly at senior level, staff management, appraisal, performance management and disciplinary procedures, ensuring that all take account of diocesan requirements, local and national guidance.
- Line manage Headteachers, Executive Headteachers and Principals with the support of the Local Academy Council Headteacher Performance Panel, in accordance with the agreed scheme of delegation.
- Maintain and develop clear arrangements for linking appraisal to pay progression.
- Act as professional mentor for the senior leaders, and promote the Gospel values of service and sacrifice in coaching, developing and growing leaders from within DOWAT

Confidentiality

- Ensure that confidentiality is maintained in line with agreed policies and protocols.

Safeguarding

- Ensure that all employees comply with Diocesan and DOWAT policies and procedures on safeguarding and child protection and ensure the appropriate level of supervision for all volunteers, visitors and external contractors within DOWAT Academies.
- Ensure that all safeguarding procedures are complied with in recruiting to any post.

Equality

- Ensure that DOWAT actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful citizens.
- Actively challenge and address discrimination.
- Ensure a continual focus on equality as measured by pupil progress.



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Beliefs, attitudes and personal attributes

- Relentless focus on high quality.
- Resilient, persistent but flexible.
- Nurtures own faith and spirituality.
- Self-aware and able to learn.
- Optimistic and enthusiastic.
- Values diversity and equality.