

Catholic Executive Officer (CEO)

in a Catholic Multi-Academy Trust Company (CATS)

Purpose

The Catholic Executive Office will be a practising Catholic and an outstanding strategic leader, who is able to develop and articulate the vision, values and ethos for the CAT 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 academics within the Trust: a driven leader who will be committed to creating the optimum educational opportunities for all students across the Trust.

The Catholic Executive Officer is accountable to the Trust Board for school improvement and the academic performance of all the academies within the CAT.

The Catholic Executive Officer, as Chief Accounting Officer, is accountable to the CAT for the financial health and probity of the Trust and as such line manages the Chief Finance Officer and all centrally employed staff.

REQUIREMENTS

Qualifications

Please find below a list of qualifications that may be included in the job description for a Catholic Executive Officer. You will need to specify which qualifications are mandatory/essential and which are simply desirable.

Essential

- Practising Catholic;
- Graduate status (specifying class and type if appropriate);
- QTS;
- Representing and promoting the mission of the Church in education;
- Effective communication skills;
- Interpersonal skills;
- A strong advocate for child achievement;
- Stamina;
- Resilience;
- Integrity;
- Professionalism

Desirable

- Further teaching management qualification, such as the NPQH, Ambition School Leaders etc;
- CCRS/CTC;
- Post-graduate qualifications in Catholic education;
- Evidence of CPD relevant to leadership;
- Experience as a Teaching School Lead;
- Experience as an OfSTED or S48 Inspector, or willing to undertake the training;
- Any other relevant qualifications;

Professional Experience

Please find below a list of professional experiences that the diocese expects included in the job description for a CEO.

- Effective senior leadership [state if such experience must be at headship/executive headship/Catholic Executive Officer level];
- Examples of experience of leading school-to-school support;
- Expert knowledge in the field of education including knowledge of current education legislation and national education priorities, particularly in relation to Catholic education;
- Experience of and leadership in S5/S48 inspections;
- Experience/knowledge in the following areas:
 - Catholic life of a school or College
 - Governance
 - Scrutiny
 - Organisational development
 - Change management
 - Risk management
 - Human resources
 - Finance
 - Auditing
 - Marketing
 - Communications
 - IT

- Fundraising
- Facilities management
- **Experience of developing:**
 - Business acumen
 - Growth strategies
 - Growing capacity
- **Recording and using financial data and budget setting;**
- **Developing business planning;**
- **Managing people at different levels;**

Skills and Qualities

Please find below a list of skills and qualities that may be included in the job description for a CEO. You may wish to specify which are essential/desirable and/or which are proven/demonstrable.

ROLE

The duties/responsibilities of the CEO are dependent on the Scheme of Delegation.

The CEO is the most senior officer of the Academy Trust Company, who has overall responsibility for the work of Company, providing strategic vision and inspirational leadership to the operation and development of the Academies within the Company and to the Central Team. They are also responsible in maintaining and developing the Catholic identity and mission of the Trust.

The CEO will advise and keep the Board of Directors and LAC fully and properly informed on all relevant matters in terms of the governance and management of the Company and its academies

Duties/responsibilities may be broken down into broader categories. Please find some broad headings with examples below:

- **Preservation and development of the Catholic character of the company**
 - Preserve and develop the Catholic mission towards education throughout the company and all of the academies within it;
 - Support executive heads/heads to ensure the Catholic character permeates every aspect of school life;
 - Work in partnership with the Diocesan Education Service to ensure diocesan requirements are fulfilled/expectations are met;
 - Ensure the board has a majority of foundation directors and local academy councils have a majority of foundation governors;
 - Ensure the preferential option for the poor and advancement of the common good is an integral part of the CAT company;
- Ensure a commitment at all levels to the Common Good;
- Lead by example providing inspiration for pupils, staff, directors, governors and parents, demonstrating the company's vision and values in everyday work in practice;
- Ensure all schools within a CAT are Good or Outstanding S5/S48.
- **Strategy development and implementation**
 - Support Academy Trust to carry out its work effectively
 - Lead/contribute to the formulation of the xxTrust vision and strategic direction drawing on the person, life and teachings of Jesus Christ;
 - Support the Headteacher to translate the company's vision and strategy into workable operational plans to ensure the company fulfils its mission through:
 - Managing the company's strategic operations and the delivery of key objectives;
 - Developing and implement annual work plans and long-term strategies;
 - Prioritising tasks to ensure effectiveness;
 - Managing time effectively;
 - Initiating, plan, monitor and evaluate school improvement and change processes;
 - Maximising opportunities to expand the company's scope and resources to enable higher standards and better resources for pupils;
 - Communicating effectively e.g. influencing, negotiating and engaging with others/ deal confidently with opposition/adopt an enthusiastic, motivational and inspiring management style/possess developed presentation skills/be a confident public speaker to a range of audiences.
 - Line managing, with the support of the Local Academy Council Headteacher Performance Panel, the Headteacher in accordance with the agreed scheme of delegation
- **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 company and the academies within it and plan improvements;
 - 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;
 - Present/deliver data in a way that is user-friendly to a wide range of internal and external audiences, including the board.

● **HR and staffing**

- Ensure the Bishops' expectations are met in accordance with the Bishops Memorandum on the Appointment of Teachers in Catholic Schools;
- Support the LAC heads with recruitment. Ensure that the Bishops' expectation that preference will be given to practising Catholic teachers is known by all those who have a role in recruitment;
- Contribute to the formation and development of staff – give a clear lead to all staff in the preservation, development and the continuing formation of the CAT Catholic character;
- Ensure that all relevant staff, CAT and local governors have access to high-quality training and continued professional development opportunities;
- Implement, monitor and review, particularly at a senior level, staff management, appraisal, performance management and disciplinary procedures ensuring that policies and procedures take account of diocesan requirements and any local/national perspective;
- Maintain and develop clear arrangements for linking appraisal to pay progression
- Assist the CAT with suspension and dismissal of staff as appropriate;
- Ensure compliance with diocesan recommendations and in diocesan involvement in/notification of matters relating to staffing e.g. recruitment, suspension and dismissal;
- Act as professional mentor for executive heads/ heads and promote the Gospel values of service and sacrifice in coaching, developing and growing leaders from within the company.

● **Day-to-day management of the company**

- Ensure that the CAT and the academies in it are led and managed in accordance with Canon law, the company's memorandum and articles of association and funding agreements, as well as any relevant diocesan trust deed;
- Have responsibility for the day to day management of the company. This may include:
 - Producing clear, evidence based improvement plans and policies for development of the company and its facilities;
 - Oversee the implementation of admissions arrangements across the academies;
 - Ensuring that the company and its academies have in place all relevant policies as may be required;

- Ensuring and approving organisational and staffing structures to ensure implementation of operational plans and clear succession planning;
- Ensuring resources are deployed to achieve value for money;
- Supporting the executive heads/heads to secure effective teaching and learning in all academies within the company and quality assure this;
- Contributing to the creation of a positive and collaborative learning culture

- Ensure that the company meets all legislative/ statutory requirements including those required by Companies House, the Charity Commission, the DfE, ESFA and Ofsted.

- Have responsibility for budgeting and financial management which may include:

- Acting as the Accounting Officer;
- Presenting timely financial reports to the board;
- Reviewing and approving annual budgets and ensuring that all budgetary targets are being met;
- Advising the board on allocation of funds/ resources to ensure each academy receives an appropriate level of resource to enable it to achieve improvement;
- Implementing effective business systems that ensure proper stewardship of funds;
- Negotiating with service providers.

- Have responsibility for risk management which may include ensuring effective arrangements are in place to provide assurance on risk management and internal control;

- Facilitate the sharing of good practice between the academies in the company;

- Ensure that the company understands and is committed and to safer recruitment and child protection procedures and their implementation;

- Ensure that confidentiality is maintained.

● **Accountability**

- Provide information, objective advice and support to the board to enable it to meet its own responsibilities and to deliver its core functions effectively;
- Hold others within the CAT 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;
- Support executive heads/heads to encourage parents and carers to support their children's learning, including in relation to their spiritual and religious development and sacramental preparation;
- **Working with the wider community**
 - Act as ambassador for the CAT working with parishes, pupils, parents and carers;
 - Market the CAT and the academies within it to increase prestige and develop and oversee successful expansion if appropriate (and in accordance with diocesan protocol);
 - Preserve and develop effective partnerships with parents and families, the diocese and other schools, including Catholic schools;
 - Preserve and develop effective relationships with the DfE, ESFA, RSCs and other government officials and policy makers;
 - Ensure learning experiences are linked to opportunities provided in the wider community;
 - Ensure the preservation and development of community relations to create supportive networks with local communities.

Model Contract of Employment

(Incorporating Statement of Written Particulars)

For the

CEO

In a Catholic Multi-Academy Trust Company

This Agreement is a Contract of Employment between

(1) ENTER MULTI-ACADEMY TRUST COMPANY NAME HERE

("The Academy Trust Company")

A Catholic Voluntary Multi-Academy Trust Company in the Diocese of

WESTMINSTER

Having its registered office at

ENTER REGISTERED OFFICE ADDRESS OF MULTI-ACADEMY TRUST COMPANY HERE

In connection with your employment

and

(2) ENTER EMPLOYEE'S NAME HERE

of

ENTER EMPLOYEE'S ADDRESS HERE

("You")

For Service as the

CEO

PREAMBLE

This Statement of Written Particulars contains the terms of Your employment which is given to You in accordance with Section 1 of the Employment Rights Act 1996 by your employer, **ENTER ACADEMY TRUST COMPANY NAME AND ADDRESS HERE** (“the Academy Trust Company”) in connection with Your employment. It should be read in conjunction with the Academy Trust Company and/or its Board of Directors’ (hereinafter referred to as “the Board”) Staff Handbook, disciplinary, grievance and capability policies and any other policies and procedures the Academy Trust Company and/or its Board operates from time to time. This Statement, together with any such policies and procedures which the Academy Trust Company and/or its Board stipulate as expressly contractual in nature, constitute Your contract of employment with the Academy Trust Company. In addition, You will be expected to comply with any policies and procedures adopted by the Academy Trust company which are not contractual. These policies and procedures may be updated and/or amended from time to time, and you will be notified of this.

1. The Post

You are appointed by the Academy Trust Company to serve as the Catholic Executive Officer (“the Post”). Your duties shall be as indicated by your job title and, job description which will be provided to You by the Academy Trust Company and/or its Board and may be attached to this contract at Appendix 1. The terms and conditions of Your employment set out in this contract may be subject to periodical review following consultation with You.

2. Commencement of Contract

- 2.1 Your Post commences on **ENTER DATE HERE**.
- 2.2 Your continuous service date with **[INSERT NAME OF ACADEMY TRUST COMPANY]** is **[INSERT DATE]**. Your continuous service under the Employment Acts will usually be calculated from the date You started working at the Academy unless Your employment with a previous Governing Body of a Voluntary Aided or Foundation School or Academy, or Local Authority, counts as continuous service under the Employment Acts.
- 2.3 For determining redundancy payments, continuous service with Local Authorities and with certain other specified employers will be aggregated with Your service at this Academy in accordance with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 (as amended) and/or the Teachers (Compensation for Redundancy and Premature Retirement) Regulations 1997 (as amended) as appropriate. Your continuous service date for these purposes is [DATE]

3. Duration of Contract (To be determined by the the following)

- 3.1 Your Post is a permanent full time post. 3.1 Your Post is a permanent part time post. 3.1 Your Post is for a fixed-term which expires on [ENTER DATE] because **[ENTER REASON FOR TEMPORARY FIXED-TERM CONTRACT HERE]**.

- 3.1 Your Post is a temporary post which will expire on the happening of [ENTER EVENT].

- 3.2 INSERT ANY OTHER DETAILS/DESCRIPTION PARTICULAR TO “DURATION OF CONTRACT”. IF THERE ARE NO ADDITIONAL DETAILS, PLEASE DELETE THIS SUB-CLAUSE IN ITS ENTIRETY.

4. General Terms and Conditions of Employment

- 4.1 You are employed by the Academy Trust Company under the immediate directions of the Board to carry out your role in accordance with:
 - 4.1 (a) the provisions of the Education Acts and any associated regulations;
 - 4.1 (b) the Funding Agreement and the Memorandum and Articles of Association of the Academy Trust Company;
 - 4.1 (c) Canon Law in relation to the governance and Catholic character of the Academy trust Company;
 - 4.1 (d) the conditions of employment prescribed in the School Teachers’ Pay and Conditions Document (“STPCD”) from time to time in force, and the National Workload Agreement, where applicable;
 - 4.1 (e) any policies, procedures, regulations or rules of the Academy Trust Company and/or its Board;

and, to the extent that they are compatible with 4.1(a) to 4.1(e) above:

- 4.1 (f) [the Conditions of Service for School Teachers in England & Wales (The Burgundy Book) and any further modifications of the same] [any relevant provisions of the Green Book]; and defined in the definitions there in.
- 4.1 (g) any local collective agreements recognised by the Academy Trust Company and/or its Board (which may be listed (non-exhaustive) at Appendix 2).
- 4.2 You are:
 - 4.2 (a) expected to be conscientious and loyal to the aims and objectives of the Academy Trust Company;
 - 4.2 (b) required to preserve and develop the Catholic character of the Academy Trust Company
 - 4.2 (c) to have regard to the Catholic character of the Academy Trust Company and not to do anything in any way detrimental or prejudicial to the interest of the same.
- 4.3 Where You wish to take part in any outside activity which may, in the reasonable opinion of the Academy Trust Company, interfere with the efficient

discharge of Your duties under this contract, You are required to obtain the prior written consent of the Academy Trust Company, such consent not to be unreasonably withheld. 'Outside activity' includes, but is not limited to, direct or indirect involvement even where You receive no remuneration for Your involvement; being an employee or worker of (at whatever level of authority/responsibility) or a consultant to a business; and having any financial or other interest in a business even if this does not involve active participation in the business.

5. Conditions of Employment of Catholic Executive Officer

5.1 You are required to perform the duties of the Catholic Executive Officer in accordance with Your job description and you will be expected to comply with all lawful and reasonable directions of the Board. Such duties may include, but are not limited to, the following key areas for which You will be held accountable :

- 5.1 (a) Preservation and development of the Catholic character of the Academy Trust Company and its academies;
- 5.1 (b) Strategy leadership, development and implementation;
- 5.1 (c) Effective Governance of the Academy Trust Company
- 5.1 (d) Data management and reporting;
- 5.1 (e) HR and staffing;
- 5.1 (f) Day to day management of the Academy Trust Company
- 5.1 (g) Development of educational strategy and oversight of educational provision;
- 5.1 (h) Quality assurance;

5.2 In carrying out Your duties, You shall:

- 5.2 (a) work in full cooperation with the diocesan Bishop;
- 5.2 (b) Liaise and cooperate with officers of the Diocesan Education Service, making such reports to the Diocesan Education Service and the Trustees in connection with the discharge of Your functions as they may properly require, either on a regular basis or from time to time and in accordance with the Memorandum of Understanding;
- 5.2 (c) Consult, where appropriate, the diocesan Bishop, the Academy Trust Company and its Board, any local governing bodies of academies within the Academy Trust Company and the staff employed by the Academy Trust Company.

5.3 You shall participate in the selection and appointment of the senior teaching and non-teaching staff employed by the Academy Trust

Company, subject to the advice and guidance from of the diocesan Bishop and the Local Authority as appropriate and as agreed with the Academy Trust Company and/or its Board.

5.4 You will keep the Board promptly and fully informed (in writing if requested) of Your conduct in the performance of Your duties, and of any matters which may come to Your notice and which may prejudice or otherwise affect the Academy Trust Company's Catholic character, interests and reputation including the activities or planned activities of any other person, company or organisation (including You).

6. Place of Work

Your normal place of work is at [ENTER PLACE HERE], or at any premises used from time to time by the Academy Trust Company, unless Your duties take You elsewhere. The Academy Trust Company reserves the right to require You to work at such other place or places as it may reasonably require from time to time.

7. Salary

7.1 Your salary is determined [in accordance with the statutory provisions in the STPCD]

7.2 Your salary is [£ ENTER ANNUAL SALARY HERE per annum as per the Leadership England Area/Inner London Area/Outer London Area/Fringe Area pay spine point no. ENTER SPINE POINT NO. HERE] [as per the applicable pay scale ENTER SCALE NO. HERE, spinal column point number ENTER SPINAL COLUMN POINT NO. HERE] paid pro rata for part-time employees. Your salary may be reviewed annually by the [remuneration committee] set up by the Board and may as a result be increased if that is what the Board, which has complete discretion in the matter, decides. .

7.2 You will also receive the following:

7.2.1 reasonable expenses which You incur in the proper performance of Your duties (in accordance with the Academy Trust Company and/or its Board's expenses claim policy). Such expenses must be properly evidenced in accordance with such policy;

7.2.2 LIST ADDITIONAL ALLOWANCES AS APPROPRIATE AND ANY CORRESPONDING POLICIES - DELETE THIS CLAUSE IF NOT RELEVANT.

7.3 Your salary will be paid on ENTER DAY/DATE in ENTER ARREARS/ADVANCE by ENTER PAYMENT METHOD E.G. CREDIT TRANSFER to a bank or building society account of Your choice.

7.4 You agree that the Academy Trust Company may deduct from any salary or other payment due to You any amount owed by You to the Academy Trust Company, following prior notification to You. Arrangements to repay any over-payments will be made with the intention of avoiding hardship.

8. Hours of Work

- 8.1 You are required to be available for work at all times when the Academy Trust Company is open and at such other times as the Academy Trust Company and/or its Board may reasonably direct subject to the provisions of the Working Time Regulations 1998 (as amended). In addition, You are required to work such hours as are necessary to enable You to discharge Your professional duties effectively. You are entitled to a break of reasonable length in the course of each Academy day.
- 8.2 Time spent travelling to and from Your place of work shall not count as working time.

9. Holidays and Leave of Absence

- 9.1 The holiday year commences on 1 September. Your statutory entitlement to annual leave (5.6 weeks) is exceeded by the number of days that you are not required to come into work during Academy Trust Company closure periods. Holidays should normally be taken during periods of Academy Trust Company closure and public holidays, details of which will be notified to You by the Academy Trust Company from time to time. Current information relating to closure and in-service training days is available from the Academy Trust Company.
- 9.2 You will be paid Your full salary during closure periods unless You are in receipt of less than full salary arising from the application of the sick pay scheme, maternity scheme, etc.
- 9.3 The Board, or in the case of urgency, the Chair, may, at its discretion, grant You occasional leave of absence within the limits and upon the conditions relative to payment of salary prescribed by the Board on compassionate or other grounds.
- 9.4 You are entitled to Your statutory rights in relation to parental leave and time off for dependents.

10. Sickness and Sick Pay

You shall comply with the procedural requirements for dealing with incapacity for work due to sickness or injury which are contained in the Academy Trust Company's Sickness Absence Policy, a copy of which can be accessed **ENTER PLACE HERE** and which shall comply with the relevant provisions of the [Burgundy Book/Green Book], if appropriate. Notification of sickness absence must be made in accordance with the Academy Trust Company's Absence Policy.

11. Maternity Leave Provisions

Provisions for maternity leave shall be those set out [in the Burgundy Book as amended from time to time without prejudice to any additional rights provided] [in the Green Book without prejudice to any additional rights provided] in the Employment Acts and/or agreed locally, where ratified by the Academy Trust Company and/or its Board.

12. Paternity and Adoption Provisions

You shall be entitled to statutory paternity and/or adoption leave and pay, without prejudice to any additional rights incorporated into the [Burgundy Book/Green Book] from time to time, as may be appropriate.

13. PENSIONS AND PENSION SCHEME

- 13.1 If Your employment is full-time or part time and You are between the ages of 16 and 75 and Your employment is for a period of 3 months or more, You shall be automatically enrolled as a member of [the Teacher's Pension Scheme ("TPS") or other appropriate pension scheme] [the Local Government Pension Scheme ("LGPS")] [an appropriate pension scheme].
- 13.2 If Your employment is full-time or part time and You are between the ages of 16 and 75 and Your employment is for a period of less than 3 months, You will not be automatically enrolled as a member of [the TPS or other appropriate pension scheme] [the LGPS] [an appropriate pension scheme]. You may elect to opt-in to [the TPS or other appropriate pension scheme] [the LGPS] [an appropriate pension scheme] and should consult the Academy Trust Company's Pensions Policy, if applicable. 13.3 You may, at any time in the course of Your employment, opt out of [the TPS or other appropriate pension scheme] [the LGPS] [an appropriate pension scheme] and make alternative arrangements. Notice to do so should be given in accordance with the Academy Trust Company's Pension Policy.

14. Trade Union Membership

You have the right to join a trade union and to take part in its activities.

15. Disciplinary, Grievance And Capability Policies

- 15.1 The Academy Trust Company's disciplinary policy from time to time in force sets out the rules and procedure for dealing with disciplinary matters and You can access a copy **ENTER PLACE**.
- 15.2 The Academy Trust Company's grievance policy from time to time in force sets out the procedure for dealing with employee grievances and You can access a copy **ENTER PLACE**.
- 15.3 The Academy Trust Company's capability policy from time to time in force sets out the rules and procedure for dealing with any capability issues arising from, but not limited to, any review of Your performance which may be carried out by the Academy Trust Company, or otherwise, and You can access a copy **ENTER PLACE**.
- 15.4 The Academy Trust Company has the right to alter, amend and/or revoke any policies, procedures, regulations and/or rules from time to time as it, in its sole discretion, thinks fit. You will be notified of any changes in writing, where appropriate.