

St Oscar Romero Catholic Academy Trust



**Director of Standards
(Secondary)**
Candidate Information Pack



www.OscarRomero.co.uk



St Oscar Romero Catholic Academy Trust is recruiting

Director of Standards (Secondary)

Contract Length:	Permanent
Salary Range:	Commensurate with previous experience
Location:	Flexible. The nature of work will largely involve the post-holder carrying out work at different schools within the Trust. There is also a Head office at Shirley Court, Croydon, CR9 5AS
Accountable to:	Chief Executive Officer

We are looking for an exceptional individual to join the Central Services team at St Oscar Romero as our new Director of Standards (Secondary). We currently have 4 secondary schools with one Sixth Form. Our new Director of Standards (Secondary) will work closely with the CEO, Director of Standards (Primary) and leaders across individual schools to deliver inspirational Catholic Education.

This is a demanding role in a challenging environment where we expect the very best from everyone in our team. Our Catholic Ethos and Mission is at the heart of everything we do and we expect candidates to share and embrace those values.

The ideal candidate will:

- Have extensive previous experience of working as part of a Catholic Senior Leadership Team including at Headteacher level
- Be able to demonstrate recent success at leading school improvement and raising education standards for children
- Possess the ability to inspire, empower and challenge staff to lead the next stage of a school's journey
- An excellent written and verbal communicator
- Align to the mission, vision and values of St Oscar Romero and the Diocese

In return we offer:

- Opportunity to work within a highly skilled and supportive team
- A commitment to continue with national pay, terms and conditions
- Access to the generous Teachers Pension Scheme
- Highly supportive Executive Leadership Team

Be part of our journey to become a beacon of excellence in Catholic education.

Closing date:

25th April 2025

Interview date:

8th May 2025

Start date:

1st September 2025

Candidate Information Pack
available from our website
www.OscarRomero.co.uk

Advert



Welcome from **David Garrido, CEO of St Oscar Romero Catholic Academy Trust**

Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future.

Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge we strengthen the capacity of individual schools to act as beacons of learning and love.

As Chief Executive Officer, I am honoured to have the privilege to serve our school communities and work alongside such dedicated and inspiring school staff.

As a group of schools we are on an exciting journey. A journey that has as its goal our determination to provide the young people in our schools with the very best that Catholic education has to offer. I believe that the scope of our mission and the opportunities that we will be able to provide for our schools, staff and the young people we serve, is only limited by our imagination. Our schools are already driven by a passion to do their very best for the children and young people in their care. Every day and every lesson each member of staff strives to add value to our schools to ensure they are vibrant, exciting, welcoming places for your children to learn and grow.

St Oscar Romero's commitment to the parents of the young people in our schools is that guided by the teachings of Christ and His Church, we will care for, support and educate your children to the highest possible standards.

Please do contact me if you would like to discuss the role further or arrange a visit to our Central Services offices.

I look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'D Garrido'.

Email: enquiries@oscarromero.co.uk

Tel: (0207) 202 8199



Information about the process

Please use the personal statement on your application form to demonstrate how you meet the person specification, with evidence provided wherever possible of outcomes and positive impact.

Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the person specification.

The deadline for receipt of applications is the 25th April 2025.

Completed forms (and any enquiries) should be submitted to David Garrido via enquiries@OscarRomero.co.uk or 0207 202 8199

Shortlisted candidates will be asked to attend an assessment centre and interview on 8th May 2025.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.





Director of Standards (Secondary)

Accountable to: Chief Executive Officer

Post Type: Permanent

Salary: (Competitive): Commensurate with previous experience

Working Pattern: Full time or Part time (4 days per week) for the right candidate by agreement

Location: Flexible. The nature of work will largely involve the post-holder carrying out work at different schools within the Trust. There is also a Head office at Shirley Court, Coloma School, Croydon.

Disclosure Level: Enhanced DBS

Responsible for: Secondary standards, development and key performance indicators. If full time the successful candidate would be responsible for a significant additional area, for example Catholic Life and Mission across the Trust.

Main Purpose:

- Working with the CEO to challenge and support school leaders to deliver outstanding Catholic Education for all.
- Working with the CEO to deliver a long-term Trust Secondary and Sixth Form Strategy.
- Support the CEO and Headteachers in the setting and achievement of challenging school performance targets as well as other key performance indicators.
- Support the CEO and School Improvement Team with all secondary and sixth form scrutiny processes and self-evaluation work.
- Work with secondary schools Headteachers and school leaders to ensure effective delivery of school improvement.
- Support with the planning and organisation and facilitation of high-quality professional development opportunities, networks, and programmes for St Oscar Romero secondary school staff.
- Work with the CEO and Headteachers to ensure consistency of approach and overall effectiveness of the Trust.
- Be the line manager for Secondary Headteachers.

Providing strategic leadership for the Trust secondary schools

- Uphold, develop, and promote the Trust's mission, vision, and values.
- Contribute towards development and delivery of the Trust's five-year strategic plan, self-evaluation and development plan.
- Develop and deliver the Trust's secondary school improvement strategy, action plan and framework; in coordination with the CEO and Headteachers.
- Lead on the Trust's strategic approach and ensure statutory compliance across all secondary schools.
- Lead on the Trust's secondary approach to closing the gap for the most vulnerable learners.
- Produce reports for the CEO, Trust Board, and external partners on the quality of education and the impact of school improvement activity and contribute towards termly policy updates and newsletters. Ensure effective and timely delivery of Trust-wide projects to ensure the best possible outcomes for all children.
- Develop, deliver, and promote the positive reputation of the Trust and contribute towards broader system leadership support beyond the Trust.
- Develop and deliver policies and guidance in line with Trust and statutory requirements and ensure consistent implementation and application across all schools.
- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.
- Take strategic responsibility for Trust wide areas as allocated by the CEO.

Lead on strategic oversight of accountability, scrutiny, and quality assurance processes for the Trust secondary schools.

- Manage the approach with an understanding of the demands experienced by school leaders, and the need to provide effective monitoring, accurate judgements, and robust accountability.
- Support the CEO with all secondary and sixth form scrutiny processes, e.g. academic outcomes and safeguarding.
- Support the CEO with all secondary and sixth form quality assurance processes e.g. internal and external reviews.
- Provide performance reports to the Standards Committee of the Trust Board as required, including:
 - Schools' progress to targets and prompts for school improvement throughout the academic year as required.
 - Other key data on attendance, persistent absentees, suspensions, permanent exclusions, self-evaluation, and pupil characteristics updates.

General responsibilities

- Provide SIMS and timetabling support to schools as required.
- Provide census support to schools as required.
- Manage and ensure compliance with the policies, ethos and aims of the Trust, as well as the policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection.
- Alert the school leadership and the CEO where there are serious concerns in any school of any nature.
- Take personal responsibility for integrity, propriety, and regularity in the management of public funds, and in the day-to-day operations of the organisation.
- Attend staff meetings and training courses, conferences, seminars, or other meetings as required by own training needs and the needs of the Trust.

Safeguarding Children

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Confidentiality

We expect all staff ensure that confidentiality is maintained and work in line with agreed Trust policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. Undertaking any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with the CEO and Directors.



Person Specification

Qualifications	Essential / Desirable
Qualified Teacher Status	E
Educated to degree level, with evidence of continuing professional development	E
NPQH or other relevant qualifications	D
Relevant postgraduate qualification	D
Further relevant professional studies	D
Experience	
Successful career experience, a proven track record as a Headteacher/Executive leader and knowledge of outstanding secondary school practice	E
Strong track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, ideally with regard to a multi-site organisation	E
Proven success in building effective partnerships and links including with central government, schools and local authorities to maximise networks and opportunities	D
Experience of working effectively with a Trust Board/Governing Board to create a vision and form the direction for the organisation	D
Successful experience of promoting inclusion, equality and diversity	E
Ability to create and maintain an environment which promotes good behaviour, discipline and a culture of celebrating success	E
Understanding the factors which create barriers to learning and the ability to implement appropriate strategies that address this, whilst reducing inequalities and promoting social inclusion	E
Experience of leading outstanding secondary school practice	D
Experience of reviewing, developing and implementing curriculum strategy	D
Experience of leading/managing complex/multiple organisations or trusts and sites	D
Experience of dealing with government officials and policy makers	D
Experience in/work with industry/business	D
Experience of SIMS and Timetabling	D

Person Specification

Experience of school inspection or school to school support	E
Experience of designing leadership and management structures in education settings	E
Evidence of successful management of change	E
Knowledge and Experience	
An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda	E
Knowledge of key strategies for raising pupils' achievement and advancing effective teaching and learning, set within the communities served by the Trust	E
Understanding the principles of effective teaching and learning and the ability to promote a culture of learning throughout the Trust	E
Understanding the principles of designing an engaging and ambitious curriculum	E
Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements	E
Knowledge of child-safeguarding issues and successful use of the measures that promote and ensure the safeguarding of children	E
Project management techniques including budget and resource management	D
Monitoring and evaluating school improvement and target setting including the ability to accurately analyse a range of data	E
Skills and Aptitudes	
An inspirational leader	E
A strategic thinker who can work with the schools, Trust leaders and the Trust Board.	E
Committed to the ethical leadership	E
Well-developed presentation, I.T. and written skills and comfortable with public speaking	E
Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust	E

Person Specification

Effective leader who can build a positive organisational culture encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential	E
Capitalise on appropriate sources of external support and expertise	D
Ability of manage industrial relations	E
Negotiate and manage conflict, providing appropriate support	D
Deployment of Staff and Resources	
Ability to set, interpret, monitor and manage budgets	D
Ability to manage, monitor and review the use of all available resources, ensuring best value through Curriculum Led Financial Planning	D
Experience of recruiting, selecting, developing and deploying staff	E
Experience of managing HR processes to bring about appropriate outcomes	E
Other	
Ability to uphold the vision and values of the Trust	E
Practicing Catholic	E
Experience in Catholic education	E

Our Mission and Vision

As a Trust, we have a commitment to excellence in Catholic education, to faith, to service, and to ensuring that the young people in our schools are placed at the heart of everything we do.

Our mission is to empower everyone in our communities and especially the young people in our schools to become agents of change and apostles of hope by:

Living their lives with purpose

Inspired by the legacy of St Oscar Romero, we seek to form communities and individuals who are courageous, compassionate, and dedicated to building a just and faith-filled world.



Our Staff

Our central Trust team have the highest of expectations, and we are committed to securing outstanding outcomes for the young people we serve, by driving excellence in our schools through a balance of challenge and high-quality support. In our schools, our staff are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust's Equalities policies.