

St Oscar Romero Catholic Academy Trust



Chief Education Officer Candidate Information Pack



www.OscarRomero.co.uk



St Oscar Romero Catholic Academy Trust is recruiting:

CHIEF EDUCATION OFFICER (CEdO)

- Contract Length:** Permanent
- Salary Range:** Highly competitive + benefits
- 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 Catholic Academy Trust, as our Chief Education Officer (CEdO). We currently have four secondary schools and twelve primary schools. We are a growing Trust and are supported by the Archdiocese of Southwark to grow to thirty-five schools over the next three to five years.

We are seeking to expand our Central Team and appoint an ambitious and enthusiastic Chief Education Officer to support our Executive team and our Trust Schools. As a growing Trust this is an exciting time to join us and be part of our future success for the children and young people we serve. Our Catholic Ethos and Mission is at the heart of everything we do and we expect candidates to share and embrace those values.

In return we offer:

- A highly competitive salary.
- The 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 or Local Government Pension Scheme.
- Staff benefits, including a cycle to work scheme.
- Opportunities for personal and professional growth and access to our Training Portal.
- The opportunity to join a growing Trust.

The ideal candidate will:

- Have considerable experience of school-to-school improvement work
- Have a strong understanding of the education sector across all phases
- Have extensive previous experience of working as part of a Secondary 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.
- Be an excellent written and verbal communicator.
- Align to the mission, vision and values of St Oscar Romero and the Diocese.

Closing date: 9:00am Monday 13th April
Interview date: w/c 20th April
Start date: September 2026

Please also see the Annual report and further information on our website:

www.OscarRomero.co.uk

Advert

Welcome from Allison MacQuire, Chair of the Board St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the St Oscar Romero Catholic Academy Trust and for taking the time to explore the opportunities available within our family of schools.

As Chair of the Board, it is my privilege to welcome you to a community of Catholic Schools, rooted deeply in the teachings of Christ and inspired by the life and legacy of St Oscar Romero — a champion of justice, compassion and courage. At the heart of all we do is the belief that every young person is called to live with purpose; and that every child in our care deserves the very best we can provide for them.

We are a growing Trust of distinctive Catholic schools across the Archdiocese of Southwark, committed to excellence in academic and spiritual formation. In our schools, Christ is at the centre of daily life, and our shared mission — to serve children, families and staff with love, dignity and respect — shapes every aspect of our work.

Our Trust values the contribution of every member of staff, recognising that it is our people who bring our mission to life. We are committed to professional growth, collaboration between schools, and fostering a culture where staff feel supported, inspired and empowered to be their best. This means investing in development, building strong communities of practice, and embracing the distinct gifts each colleague brings to our shared purpose.

This information pack is designed to give you a meaningful picture of who we are and what it means to serve within the St Oscar Romero Catholic Academy Trust. I hope it speaks to both your professional aspirations and your vocational calling.

Thank you again for considering joining us. If you feel called to contribute to our mission, I warmly encourage you to apply, and I do hope you get the chance to join our amazing community and family; and be part of our journey in Christ.

Yours faithfully,

Allison MacQuire
Chair of the Board
St Oscar Romero Catholic Academy Trust



Welcome from Clare Verga, Chief Executive Officer St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the role of Chief Education Officer (CEdO), at St Oscar Romero Catholic Academy Trust and for taking the time to consider this exciting opportunity.

As Chief Executive Officer, I am honored to have the privilege to serve our school communities and work alongside dedicated and inspiring colleagues. 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 serve as beacons of learning and love.

A group of sixteen schools, we are made up of four secondaries and twelve primaries. We are on an exciting journey. A journey of growth that has as its goal, our determination to provide the young people in our schools the very best that Catholic education has to offer. Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future. As such, we are growing our Trust to become a group of thirty-five Catholic schools over the next three to five years.

This post is a new role in the growth of our Trust. We are seeking to appoint a highly motivated and experienced professional to strategically lead the school improvement function. This is an exciting opportunity to make a difference for our Trust schools as we continue to grow.

Our commitment is guided by the teachings of Christ and His Church. We care for, support and educate our children and young people to the highest possible standards. Our schools are inclusive and are driven by a passion to do the very best for every child and young people in our care. Every day we strive to add value to our schools to ensure they are vibrant, exciting, welcoming places, so our children and young people learn, grow and flourish.

Information about the role can be found in this candidate information pack. Further information about the Trust can be found in the Annual report and on our website. If you would like to arrange a telephone appointment to discuss the role, please contact Sarah Yusuf-Watson by email at syusufwatson@oscarromero.co.uk by Thursday the 26th March 2026, so this can be arranged before the Easter break.

Completed applications should be submitted by 9.00am on Monday 13th April 2026. Interviews are set for the week beginning Monday 20th April 2026.

We hope this exciting opportunity and joining our Trust is of interest to you and we look forward to receiving your application.



Clare Verga
Chief Executive officer
St Oscar Romero Catholic Academy Trust





Chief Education Officer (CEdO)

Accountable to: Chief Executive Officer

Post Type: Permanent

Salary: Highly competitive + benefits

Working Pattern: Full time

Location: Flexible. The role will be based at our Head office at Shirley Court, Coloma School and will involve working at schools within the Trust.

Disclosure Level: Enhanced DBS

Responsible for: The performance of the Trust's Secondary and Primary schools. As a member of the Trust's Executive Team, the Chief Education Officer is a strategic leadership role, responsible for driving excellence across all key performance indicators in the Trust schools.

Job Description: Please see below the detailed job description in this pack. For the secondary phase the role involves the line management and working directly with Secondary Headteachers. For the primary phase, this role involves the line management and working directly with the Trust's Directors of Primary Education.

Job Description

Job Description

Main Purpose

- Working with the CEO and chief executive team to deliver a long-term Trust Secondary and Primary Strategy.
- Work with the CEO to ensure consistency of approach and overall effectiveness of the Trust.
- Work in the Executive Team with due diligence processes as part of the Trust's growth strategy.
- Support with the onboarding and instruction of new schools joining the Trust.
- Working with the CEO to challenge and support the delivery of outstanding Catholic Education for all.
- Set robust key performance indications and targets.
- Uphold, develop, and promote the Trust's mission, vision, and values.
- Support with advice and guidance on safeguarding Trust wide.
- Contribute towards development and delivery of the Trust's five-year strategic plan, self evaluation and development plan.
- Develop and deliver the Trust's school improvement strategy, action plan and framework; in coordination with the CEO and the Directors of Primary Education.
- Lead on the Trust's strategic approach and ensure statutory compliance as set out by the DfE, Ofsted and legislation across all schools.
- 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.
- Work efficiently with all stakeholders including Unions, Governors, The Board, Directors, the Diocese, DfE, other Trusts, Ofsted, funding and regulatory bodies, ensuring strong working relationships.
- Develop and deliver policies and guidance in line with Trust and statutory requirements and ensure consistent implementation and application across all schools.
- Establish and lead a strong, collaborative team and build a high achievement culture with the Directors of Primary and Trust Headteachers.
- Support with the planning, organisation and facilitation of high-quality professional development opportunities, networks, and programmes for Trust school staff.
- Communicate efficiently with the media in representing and promoting the Trust.
- Lead and monitor data management information systems and ensure timely data collection accuracy.
- Lead on the use of external data, including comparison of national data to support accountability scrutiny process and reporting.

- Provide performance reports and data analysis to the Standards Board and Trust Board as required.
- Provide reports for external scrutiny ie Ofsted, the DfE and the Diocese as required.

Leadership of the Directors of Primary and Secondary Headteachers

- Be the line manager for Secondary Headteachers and the Directors of Primary.
- Lead and support the Directors of Primary Education and Secondary Headteachers in the setting and achievement of challenging school performance targets as well as other key performance indicators.
- Lead and support the Directors of Primary Education and Secondary Headteachers with all secondary and primary scrutiny processes and self-evaluation work.
- Lead and support the Directors of Primary Education and Secondary Headteachers to ensure effective delivery of school improvement.
- Lead and support the Directors of Primary and Secondary Headteachers in robust and accurate performance data analysis and accurate reporting.
- Monitor progress toward KPI's and targets with Director of Primary Education and Secondary Headteachers.

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

- Lead and 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 and lead on school scrutiny processes, e.g. academic outcomes and safeguarding.
- Support the CEO and lead on all quality assurance processes e.g. Ofsted 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.
- Lead on school improvement strategies and systems across the Trust.
- Identify, plan and coordinate CPD to meet emerging needs for school improvement across 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.

Job Description

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

Training and Qualifications	Essential	Desirable
Qualified Teacher Status.	Y	
Educated to degree level, with evidence of continuing professional Development.	Y	
NPQH or other relevant qualifications.		Y
Relevant postgraduate qualification.		Y
Further relevant professional studies.		Y
Faith Commitment	Essential	Desirable
Practising Catholic.		Y
Understanding the context of Catholic Education.	Y	
Understanding of Catholic values and empathy working for the Catholic Church.	Y	
Experience of Strategic Leadership & Management	Essential	Desirable
Successful career experience, a proven track record as a Headteacher/Executive leader and knowledge of outstanding secondary school practice.	Y	
Experience of supporting school-to-school improvement work.	Y	
Knowledge of the primary sector in education.		Y
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.	Y	
Proven success in building effective partnerships and links including with central government, schools and local authorities to maximise networks and opportunities.		Y
Successful experience of promoting inclusion, equality and diversity.	Y	
Ability to create and maintain an environment which promotes good behaviour, discipline and a culture of celebrating success.	Y	
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.	Y	
Experience of leading outstanding secondary school practice.	Y	
Experience of reviewing, developing and implementing curriculum Strategy.	Y	
Experience of leading/managing complex/multiple organisations or Trusts and sites.		Y
Experience of dealing with government officials and policy makers.		Y

Person Specification

Experience in/work with industry/business.		Y
Experience of SIMS and Timetabling.		Y
Experience of school inspection or school to school support.	Y	
Experience of designing leadership and management structures in education settings.	Y	
Evidence of successful management of change.	Y	
Experience of challenging and supporting school leaders to raise standards and improve student outcomes.	Y	
Experience of leading, coaching and developing training of school leaders.		
Knowledge and Experience	Essential	Desirable
An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda.	Y	
Knowledge of key strategies for raising pupils' achievement and advancing effective teaching and learning, set within the communities served by the Trust.	Y	
Understanding the principles of effective teaching and learning and the ability to promote a culture of learning throughout the Trust.	Y	
Understanding the principles of designing an engaging and ambitious curriculum.	Y	
Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements.	Y	
Knowledge of child-safeguarding issues and successful use of the measures that promote and ensure the safeguarding of children.	Y	
Project management techniques including budget and resource Management.	Y	
Monitoring and evaluating school improvement and target setting	Y	
Skills and Aptitudes	Essential	Desirable
An inspirational leader.	Y	
A strategic thinker who can work with the schools, Trust leaders and the Trust Board.	Y	
Committed to the ethical leadership.	Y	
Well-developed presentation, I.T. and written skills and comfortable with public speaking.	Y	
Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust.	Y	
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.	Y	
Capitalise on appropriate sources of external support and expertise.		Y
Experience of working with unions and ability to effectively manage industrial relations.	Y	
Negotiate and manage conflict, providing appropriate support.	Y	

Person Specification

Skills and Aptitudes	Essential	Desirable
Energy and ability to deliver exceptional outcomes.	Y	
Provides excellent operational advice, guidance and support.	Y	
Motivates and inspires leaders whilst also holding them to account for performance.	Y	
Provides accurate data analysis to inform school improvement strategy.	Y	
Understanding of and commitment to the safeguarding of students and staff.	Y	
Embodies and demonstrates personal and professional integrity.	Y	
Manages deadlines, prioritising effectively and maintaining positivity and good humour.	Y	
Deployment of Staff and Resources	Essential	Desirable
Ability to set, interpret, monitor and manage budgets.	Y	
Ability to manage, monitor and review the use of all available resources, ensuring best value through Curriculum Led Financial Planning.	Y	
Experience of recruiting, selecting, developing and deploying staff.	Y	
Experience of managing HR processes to bring about appropriate outcomes.	Y	



How to apply:

The deadline for receipt of applications is **9:00am on Monday 13th April 2026**

If you would like to arrange a telephone appointment to discuss the role, please contact Sarah Yusuf-Watson by email at syusufwatson@oscarromero.co.uk by Thursday the 26th March 2026, so this can be arranged before the Easter break.

Applicants should complete the Catholic Education Service Leadership form, available in supporting documents. Please use the personal statement in 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 job description and person specification.

Completed forms should be submitted to: HR@OscarRomero.co.uk.

Should you have any queries please contact HR on 0207 202 8199.

Shortlisted candidates will be invited to interview in the week commencing on Monday 20th April 2026.

The interview process 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 role. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.

Safeguarding: St Oscar Romero Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory shortlisting and pre-employment checks, including an Enhanced DBS check.

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