

RECRUITMENT PACK

Primary School
Improvement Officer

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WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

JOB ADVERT

PRIMARY SCHOOL IMPROVEMENT OFFICER

FULL TIME, FULL YEAR

SALARY: L18 – L25 (£75,675 - £89,830)

RESPONSIBLE TO: CEDO (CHIEF EDUCATION OFFICER)

MAIN LOCATION: ROMERO CENTRAL OFFICE WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE JANUARY 2026

Romero Catholic Academy Trust (Diocese of Salford) is committed to providing an outstanding Catholic education across all our academies. Rooted in faith, our mission is to nurture every child in their spiritual, academic, and personal growth.

We are seeking to appoint an individual who has significant experience of school improvement either as a serving Headteacher, Ofsted inspector or working in a similar role within a trust. You will have a strong track record of significantly improving outcomes and building strong improvement cultures.

The successful candidate will be responsible for delivering the school improvement strategy across schools in the primary phase. The role is based in our Trust Headquarters with regular working onsite in our primary schools.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or careers@romerocat.com

Full details and application forms are available from our website: www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	9.00am 22 September 2025
Shortlisting Date	25 September 2025
Interview Date	30 September 2025

PRIMARY SCHOOL IMPROVEMENT OFFICER

JOB DESCRIPTION

JOB PURPOSE

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 create 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. By focusing on local priorities and continuous improvement, the Primary School Improvement Officer works to raise standards and make sure that every pupil across our Trust has the same opportunity to succeed.

The Primary School Improvement Officer is a key member of the Romero CAT Education Team.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

CULTURE AND ETHOS

- Show a strong commitment to promoting the Trust's Catholic identity by striving for excellence in every aspect of the work.
- Clearly express Catholic values and a sense of moral purpose, always focused on providing the very best education for pupils and honouring the Catholic foundation of the Trust's schools.
- Demonstrate optimism and positivity in the way you act, build supportive relationships with school leaders, staff, and communities, and lead by example. Do this with honesty, creativity, resilience, and clear direction, making the most of your own knowledge and skills, as well as those of the people around you.
- Act as an ambassador for the Trust locally, regionally and nationally, promoting the ethos and values of the trust at all times.
- Keep up to date with education and school systems locally, nationally, and globally, and continue to grow professionally in ways that support the needs of Catholic schools.
- Work with awareness and good judgement, guided by clear principles rooted in the school's Catholic vision, and help bring local, national, and diocesan policy to life in the school setting.
- Encourage collaboration across the region so that the Trust's resources are used in the best possible way to benefit our students' education.
- Stay alert to national changes—whether in policy or practice—that may affect education, making sure the Trust is ready to respond and adapt.

EDUCATIONAL PROVISION AND PERFORMANCE

- Lead strategies to improve teaching, learning, and pupil achievement across the Trust.
- Set ambitious expectations for both achievement and attendance, ensuring that every pupil has the chance to succeed, regardless of disadvantage. Work closely with headteachers and leaders to maintain accountability, while supporting staff to understand the impact of their work on pupils' outcomes.

Ensure that personal, social, health education and citizenship are taught to a high standard, in line with the teachings of the Catholic Church.

- Support headteachers to improve the overall effectiveness of each school, including key areas such as attendance, behaviour, teaching and learning, curriculum, assessment, outcomes, safeguarding, leadership, management, and personal development.
- Support excellent teaching by drawing on a strong understanding of how pupils learn and what makes classroom practice and curriculum design successful. Ensure pupils experience a rich, balanced curriculum that supports both their well-being and the Catholic foundation of the school.
- Work with colleagues to shape a Trust-wide Primary Curriculum Strategy that is broad, balanced, and meets or exceeds the requirements of the National Curriculum.
- Promote an educational culture of openness and collaboration, encouraging schools to share best practice, make use of research, and apply robust data analysis.
- Recognise and develop emerging leaders by providing coaching and support, creating a culture where excellence is the norm and where there is clear planning for future leadership. Hold all staff accountable for their professional behaviour and practice.
- Identify and make use of high-quality local training opportunities, ensuring they are effective, well-delivered, and provide good value for money.
- Keep the Trust up to date by sourcing, interpreting, and summarising key information from government and other educational organisations about new developments in education.
- Lead the development of provision across all Trust schools by:
 - promoting excellence and innovation in teaching across all subjects and key stages;
 - supporting senior leaders to maintain consistently high standards of teaching, and helping to coach and develop less experienced teachers or those needing extra support;
 - ensuring schools are well prepared to meet curriculum and qualifications requirements, and remain adaptable to future best practice and national policy changes;
 - working with external agencies so that Trust schools can take part in national projects, research opportunities, and high-quality extra-curricular activities.
 - Work with the Education Team to shape the Trust's ITT (Initial Teacher Training) and CPLD (Continuing Professional Development) strategy, while fostering a culture of evidence-based practice across all schools.
- Provide accurate, detailed, and up-to-date reports on Trust performance and effectiveness to the Chief Education Officer, Executive Team, CEO and the Trust Board.

GENERAL RESPONSIBILITIES

- Make sure schools – and the people and resources within them – are well organised and managed to provide a safe, efficient, and effective learning environment.
- Manage themselves and their relationships with others in a positive and professional way.
- Support high standards across all schools by using performance management effectively and ensuring Headteachers have access to high-quality professional development. The Primary School Improvement Officer is also committed to their own continuous development.

- Work in partnership with others, enabling Headteachers to challenge and support each other. Show a strong belief in the importance of community, recognising that schools and their communities are interdependent, and that engagement with the community helps schools grow.
- Actively engage with both internal and external school communities to promote equity and entitlement. Collaborate with other schools to share expertise and bring benefits to all.
- Attend Trust, school and external meetings and events as required.
- Maintain confidentiality in all Trust-related matters, ensuring sensitive information is protected at all times.
- Follow all of the Trust's safeguarding policies and requirements.
- Carry out other duties appropriate to the senior nature of the role, as directed by the Director of Education, CSEL, or the Board. The responsibilities in this job description are indicative and may change over time. Postholders are expected to take on additional duties relevant to the role as needed.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This is a reserved post. The Directors are accountable to the bishop to ensure that the Trust is conducted as a Catholic trust in accordance with Canon law and the teachings of the Roman Catholic Church so that, at all times, the Trust may serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that they will ensure that the school is distinctively Catholic in all its aspects.

A positive and supportive faith reference from a priest where the applicant regularly worships will be required.

PRIMARY SCHOOL IMPROVEMENT OFFICER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
Qualifications and Training		
Qualified Teacher Status	E	A / C / I
Degree	E	A / C / I
NPQEL or other equivalent leadership course (completed or enrolled)	D	A / C / I
Evidence of continued professional development	E	A / I
Knowledge and Experience		
Evidence of at least five years successful experience in the role of headteacher in one primary school	E	A / I / R
Experience of leading sustained school improvement	E	A / I / R
Experience of monitoring school performance in other schools	E	A / I / R
Experience of providing professional challenge and support to senior leaders in other schools	E	A / I / R
Experience of building effective partnerships and networks to maximise opportunities for improvement	E	A / I / R
Ability to provide advice and support to Local Governing Bodies	E	A / I / R
Successful experience of promoting inclusion, equality and diversity	E	A / I / R
Understanding of the current Ofsted and CSI Inspection frameworks and how they are applied on schools	D	A / I
Current Ofsted inspector	D	A / R
Current CSI inspector	D	A / R
Knowledge or experience of Research schools, Initial Teacher Training and CPD strategies	D	A / I / R
Skills and Abilities		
Excellent understanding of organisational leadership and management	E	A / I / R
Excellent communication skills both oral and written	E	A / I / R
Excellent planning, organisational and problem-solving skills	E	A / I / R
Excellent analytical skills, critical thinking and data interpretation	E	A / I / R
Excellent negotiation skills with the ability to influence	E	A / I / R

Flexible and adaptable, able to work in a fast moving, dynamic environment	E	A / I / R
Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships, with the ability to lead, influence, empower and manage change	E	A / I / R
Personal Qualities		
Self-motivated, hardworking and resilient	E	A / I / R
Sense of humour, warmth and optimism	E	A / I / R
Open, honest, humble and approachable	E	A / I / R
Innovative and creative	E	A / I / R
Willingness to be flexible and work to meet the best interest of the Trust	E	A / I / R
Able to support, guide, challenge and influence their key peer group	E	A / I / R
Commitment to the Trust's ethos and values	E	A / I
Other		
Practising Catholic	E	A / I / R
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	CEO	Date: September 2025

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

PRIMARY SCHOOL IMPROVEMENT OFFICER

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

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