



Diocese of Brentwood

Brentwood Diocesan Education Service (BDES)

Catholic Multi Academy Trust (CMAT) Development Officer

Salary circa £25,000 depending on experience

(2.5 days per week - 17.5 hours per week - Term time – including some home working)

Reporting directly to the Diocesan Director of Education

JOB DESCRIPTION

The main purpose of the role is to provide support and advice to schools on all aspects relating to becoming part of a Catholic Multi-Academy Trust (CMAT) in the Diocese of Brentwood. This includes, securing Diocesan approval, maintaining an overview of where individual schools are in the process, assisting schools to establish an effective approach to due diligence, facilitating effective communication and planning, advising and supporting Governors with the co-ordination of appropriate consultation.

The ideal candidate will:

- *have a senior level of school leadership and MAT experience in a Catholic context*
- *understand how an effective and efficient use of resources as part of a Catholic Multi-academy Trust can contribute to raising educational standards and provide an environment where children can flourish*
- *have a strong understanding of inspection and standards in maintained schools and academies*
- *have excellent interpersonal, organisational and communication skills with a professional but cheerful demeanor*

MAIN DUTIES

- To provide informed advice and support to all Catholic schools in the Diocese in relation to the establishment of Catholic Multi-Academy Trusts
- Through regular contact with schools, academies and MATs, develop a detailed knowledge of the educational landscape locally and develop positive and professional working relationships with all schools
- To develop good working relationships with relevant officers in the eight Local Authorities within the Diocese of Brentwood
- To develop and maintain a clear overview of where individual schools are on the journey towards becoming part of a Deanery Based CMAT
- To provide assistance to schools in order to establish an effective approach to due diligence and relevant advice to support management, planning and timing of academisation

- To support Governors with the co-ordination of appropriate consultation through advising, planning and articulating the Bishop's vision for Deanery Based CMATs
- To work with newly established Trust Boards to support the strengthening of accountability and oversight of Governance across the Trust.
- To liaise with the Governor Training and Development Officer to ensure that there is a joined up approach to supporting Governors and Trustees for the Diocese
- To liaise with the Education Buildings Development Officer where relevant issues come to light during the academisation process
- To collate exemplar materials and resources that can be used in support of schools on this journey as evidence of good practice
- To Liaise with the Diocesan Solicitors, where it is appropriate, to understand the progress a school is making towards academisation
- To assist schools in identification of potential Trustees
- To provide regular reports to the Director for Education and the Episcopal Vicar as appropriate
- To assist with training and the dissemination of relevant information for headteachers, governors, parents and clergy in relation to how a CMAT should operate in relation to the Scheme of Delegation
- To keep up to date with developments relating to the establishment of Multi Academy Trusts and informing the Director of any new developments
- To ensure that the Diocese is fully informed at all stages.