

St Oscar Romero Catholic Academy Trust



**Director of Primary
Education**
Candidate Information Pack



www.OscarRomero.co.uk



St Oscar Romero Catholic Academy Trust is recruiting:

DIRECTOR OF PRIMARY EDUCATION

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 Education Officer

We are looking for an exceptional individual to join the Central Services team at St Oscar Romero Catholic Academy Trust, as our Director of Primary Education. 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.

This is a demanding role in a positive 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 experience of working as part of a Primary school 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.

In return we offer:

- 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.

Advert

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

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 Director of Primary Education at St Oscar Romero Catholic Academy Trust and for taking the time to consider this exciting opportunity.

As Chief Executive Officer, I am honoured 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.

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.

Yours faithfully,



Clare Verga
Chief Executive officer
St Oscar Romero Catholic Academy Trust





Director of Primary Education

Accountable to: Chief Education 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: Primary standards, primary school improvement and key performance primary outcomes. The successful candidate would be responsible for a significant additional area, for example professional development pathways across the Trust.

Job Description: As a member of the Trust's Executive Team, the Director of Primary Education is a strategic leadership role, responsible for driving excellence in teaching, learning, and academic outcomes across primary schools within the Trust. The successful candidate would also be responsible for leading on a key area for the Trust, for example professional development pathways across the Trust.



Job Description

Main Purpose:

- Uphold, develop, and promote the Trust's mission, vision, and values.
- Contribute towards the development and delivery of the Trust's five-year strategic plan, self evaluation and development plan.
- 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 Chief Education Officer.
- Provide advice and guidance to school leaders on safeguarding.
- Support with the planning, organisation and facilitation of high-quality professional development opportunities, networks and programmes for Trust staff.

Providing strategic leadership for the Trust primary schools

- Working with the Chief Education Officer to deliver a long-term Trust Primary Strategy.
- Working with the Chief Education Officer to challenge and support primary school leaders to deliver outstanding Catholic Education for all.
- Support with the planning, organisation and facilitation of high-quality professional development opportunities, networks and programmes for Trust staff.
- Support the Chief Education Officer and primary Headteachers in the setting and achievement of challenging school performance targets as well as other key performance indicators.
- Support the Chief Education Officer and Primary Headteachers with all primary scrutiny processes and self-evaluation work.
- Work with the Chief Education Officer and primary Headteachers to ensure consistency of approach and overall effectiveness of the Trust.
- Be a line manager for Primary Headteachers.
- Develop and deliver the Trust's primary school improvement strategy, action plan and framework; in coordination with the Chief Education Officer and Headteachers.
- Support the Trust's strategic approach and ensure statutory compliance across all primary schools.
- Work with primary schools Headteachers and school leaders to ensure effective delivery of school improvement.



Lead on strategic oversight of accountability, scrutiny, and quality assurance processes for the Trust primary 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 and Chief Education Officer with all primary scrutiny processes, e.g. academic outcomes and safeguarding.
- Support the Chief Education Officer with primary 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.
- Monitor and report on key data such as attendance, persistent absentees, suspensions, permanent exclusions, self- evaluation and pupil characteristics updates to inform strategy.

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.

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 primary school practice.	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 primary school practice.		Y
Experience of supporting school-to-school improvement work.	Y	

Person Specification

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
Experience in/work with industry/business.		Y
Experience of SIMS and Timetabling.		Y
Experience of school inspection.	Y	
Experience of designing leadership and management structures in education settings.	Y	
Evidence of successful management of change.	Y	
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 including the ability to accurately analyse a range of data.	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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