

St John the Baptist Catholic Multi-Academy Trust

# Chief Executive Officer Candidate Pack



# Welcome letter from the Chair

Thank you for considering applying for the position of CEO at  
St John the Baptist Catholic Multi Academy Trust.

Dear Applicant

We are delighted that you are considering applying for the position of CEO at St John the Baptist Catholic Multi-Academy Trust.

St John the Baptist Catholic Multi Academy Trust is a family of schools in Norfolk, Suffolk and Peterborough and our distinctive ethos is based around our values of **Loving care, Learning together and Growing in Faith.**

The values and the distinctive ethos of the Trust of Catholic Schools enables every young child and person to receive the very best education, so they are empowered to grow, learn and achieve.

This is an exciting opportunity to lead a highly ambitious and inclusive Trust that is deeply committed to providing an excellent Catholic education and nurturing the academic, personal and spiritual growth of each child. The Trust is a key part of the Diocese of East Anglia. Our mission is centered on building a strong community of schools united by our Catholic faith, working together to ensure that every pupil thrives.

In joining us as CEO, you will have the opportunity to shape strategy, foster innovation, and lead a dynamic team towards continued success. You will continue to build upon the Trust's current strong foundations with the support of an active and dedicated Board of Directors, Diocese and Trust Executive Team. With a commitment to innovation and a focus on sustainable growth, we are looking for a leader who thrives in a fast-paced environment. You will also collaborate with the CEO of our sister Trust, Our Lady of Walsingham CMAT, to ensure we are delivering the highest standard of education and maximise opportunities for young people across the whole Diocese of East Anglia.

This post offers exciting opportunities to not only lead a very successful Trust, but to focus on the growth and expansion of the Trust over the next few years ensuring the highest levels of performance and a culture of continuous improvement is achieved. If you believe you have the vision, dedication, and leadership skills to lead the Trust, its future growth and its mission, we would love to hear from you.

If you're ready to take on this exciting challenge and make a lasting impact, we invite you to apply for this pivotal role!

Thank you once again for your interest, and I wish you the best of luck with your application.



**Ruth Hollis**

**Chair of Directors**





## About the Trust

St John the Baptist Catholic Multi Academy Trust is a well-established, respected Catholic multi-academy trust. The Trust was originally set up in 2016 and is currently a family of eleven schools in Norfolk, Suffolk and Peterborough: one secondary and ten primaries, with almost 4,000 pupils. We have a mixture of types and sizes of schools, including coastal, inner-city and small rural schools. Whilst each school is anchored in its own community, our shared Catholic mission, vision and values bind us together as one Trust.

As schools have joined St John the Baptist Catholic Multi Academy Trust they have each brought additional knowledge and skills, enhancing our collective capacity.

We are a growing Trust and anticipate that two more Catholic schools in Peterborough (one secondary and one primary) will join the Trust in the near future.

The Julian Teaching School Hub and Norfolk Research School are also key parts of our Trust. These greatly benefit our schools, enhancing our professional development offer and enabling us to nurture talent and future leadership.

Our ultimate vision is that our values and the distinctive ethos of our Trust of Catholic schools will enable every child and young person to receive the very best education, so that they are empowered to grow, learn and achieve.

Pupils are cherished for who they are, as much as for what they achieve, and all achievements are celebrated.

The Trust Directors work closely with schools, their governors, staff, parents and the local community to develop together the successful young men and women of the future.

We strongly believe in the power of purposeful collaboration and the importance of establishing a connected way of working, which helps bind schools together to achieve more. We aim to be greater than the sum of our parts, working together, pooling our knowledge and sharing our expertise for the greater good of all children in our schools. Our school leaders are key players in the success of the Trust's ambitions.

## Our Mission Statement

Inspired by the life of Christ we provide an exceptional education in our Catholic schools which enables our children:

- to fully embrace all possibilities
- to flourish
- to develop their faith

and therefore to choose a path that enables them to be a positive influence upon our world

Our children and young people are at the centre of everything we do, their spiritual and personal development and well-being prioritised at every stage. We are passionate about providing children with inspiring and safe places to learn, where they feel respected and where they can truly thrive and lead happy, healthy and fulfilling lives.

We value and recognise the contributions of all our staff. We aim to instil the ambition and the desire in every young person to discover and achieve their personal best, overcoming any challenges they may face, equipping them with the knowledge and skills that they will need to develop into morally responsible, happy and successful adults.

The values which guide us all as children and adults:

- **Loving care** - forgiveness, empathy, inclusion, kindness, compassion
- **Learning together** – growing, leading, aspiring, enabling, understanding
- **Growing in faith** – Christ at the centre, service, stewardship

Our Catholic faith is at the heart of everything we do. This is what makes our Trust unique. Our Gospel values underpin and inform how we do things, guiding how we care for one another, how we pray, learn and work together and how we put our faith into action.

# Our Schools within the Trust



## St Augustine's Catholic Primary School Nursery to Year 6

Our mission at St Augustine's Catholic Primary School is to make our children feel cared for and secure in our school, where Catholic values are practised and where all our children's gifts and abilities are recognised and developed in a family atmosphere of respect and friendship.

**19 West End, Old Costessey, Norwich, NR8 5AG**

[St Augustine's Catholic Primary School](#)



## St Benet's Catholic Primary School Reception to Year 6

This is a happy, exciting learning community where everyone who works here or visits us, is made to feel welcome and valued. We have an emphasis on working hard, challenging ourselves, being independent learners and having fun.




We are a Catholic school with values rooted in the teachings of Jesus and work hard to foster these values in our children. The spiritual, moral, emotional and social well-being of every child is a priority to us.

**Ringsfield Road, Beccles, Suffolk, NR34 9PQ**

[St Benet's Catholic Primary School](#)



# Our Schools within the Trust

	<p><b>St Edmund's Catholic Primary School</b> <b>Reception to Year 6</b></p> <p>We are a Catholic school with values rooted in the teachings of Jesus and work hard to foster these values in our children. The spiritual, moral, emotional and social well-being of every child is a priority to us.</p> <p><b>St Mary's Street, Bungay, Suffolk, NR35 1AY</b> <a href="#">St Edmund's Catholic Primary School</a></p>
	<p><b>St Francis of Assisi</b> <b>Reception to Year 6</b></p> <p>At St. Francis, we offer a Christian teaching and learning environment of the highest quality to children between the ages of four and eleven. We welcome children from families committed to our Catholic ethos and will offer all children opportunities to experience a personal relationship with Christ through their learning and in the daily life of the school.</p> <p><b>Jessopp Road, Norwich, NR2 3QB</b> <a href="#">St. Francis of Assisi Catholic Primary School</a></p>
	<p><b>St Martha's Catholic Primary School</b> <b>Reception to Year 6</b></p> <p>Our vision is to create a community based on Catholic faith and values where every child is empowered to be the best he or she can be, nurtured by outstanding teachers, staff and governors.</p> <p><b>Field Lane, King's Lynn, Norfolk, PE30 4AY</b> <a href="#">St Martha's Catholic Primary</a></p>



# Our Schools within the Trust

 <p>The logo for St Mary's Roman Catholic Primary School features a shield with a maroon border. Inside the shield, there is a white cross with a maroon 'S' and 'M' intertwined. A gold star is positioned above the shield, and a gold banner at the bottom contains the Latin motto 'LABORARE EST ORARE'.</p>	<p><b>St Mary's Roman Catholic Primary School, Lowestoft</b> <b>Reception to Year 6</b></p> <p>As God's family we are STARS within a loving and thriving community, celebrating our diversity. We ignite lifelong learning where everyone becomes a positive influence on our world.</p> <p><b>Kirkley Cliff, Lowestoft, Suffolk, NR33 0DG</b> <a href="#">St Mary's Roman Catholic Primary School</a></p>
 <p>The logo for St Mary and St Peter Catholic Primary School depicts a blue and white figure, possibly a saint or the Virgin Mary, holding a green book. The text 'St Mary and St Peter' is written in red above the figure, and 'Catholic Primary School' is written in red below it.</p>	<p><b>St Mary and St Peter Catholic Primary School, Gorleston</b> <b>Nursery to Year 6</b></p> <p>We believe that even with God's love we can sometimes experience challenges. Just like our patron saints, Mary and Peter, they experienced difficult times in their life that took strength and perseverance to overcome. At our school, we value this challenge and encourage children to experience it, knowing that together with our support and love, they will experience a successful outcome be it in an academic subject or through social experiences. We are all exploring our own talents and each day we 'Set Sail for Success'</p> <p><b>East Anglian Way, Gorleston, Great Yarmouth, NR31 6QY</b> <a href="#">St Mary and St Peter Catholic Primary School</a></p>
 <p>The logo for Sacred Heart Catholic Primary School features a red heart with a white flame inside, set against a blue globe. The text 'Sacred Heart' is written in red above the heart, and 'Catholic Primary School' is written in red below it.</p>	<p><b>Sacred Heart Catholic Primary School, Peterborough</b> <b>Reception to Year 6</b></p> <p>At Sacred Heart Catholic Primary School, with the teachings of Jesus at the centre, we believe that every child can achieve, grow and excel. All pupils will gain the skills and knowledge to become lifelong learners and meaningfully contribute to life in modern Britain, enabling them to be a positive influence on our world.</p> <p><b>Sacred Heart Catholic Primary School, Tollgate, Bretton, Peterborough, PE3 9XD</b> <a href="#">Sacred Heart Catholic Primary School</a></p>



# Our Schools within the Trust



## **Sacred Heart Catholic Primary School, Swaffham** **Reception to Year 6**

At Sacred Heart, we aim to give every child the best possible experience of primary school and prepare them for the next stage of their academic and spiritual journey.

**Sacred Heart Catholic Primary School, Sporle Road, Swaffham, Norfolk, PE37 7HL**

[Sacred Heart School](#)



## **St Thomas More Catholic Primary School, Peterborough** **Reception to Year 6**

Through our values teaching, children are able to deepen their faith and develop their spirituality. In our school there is deep respect for all, as every child and member of staff is valued.

Our staff are a hardworking, committed, caring and friendly team who enjoy teaching our impeccably behaved, polite and highly motivated children. We pray, celebrate, learn together and serve our local community with enthusiasm and in God's love.

**Park Lane, Eastfield, Peterborough, PE1 5JW**

[St Thomas More Catholic Primary School](#)



## **Notre Dame High School, Norwich.** **Year 7 to Sixth Form**

We are a high-achieving school with a very special, warm and welcoming ethos, which is recognised by all who visit.

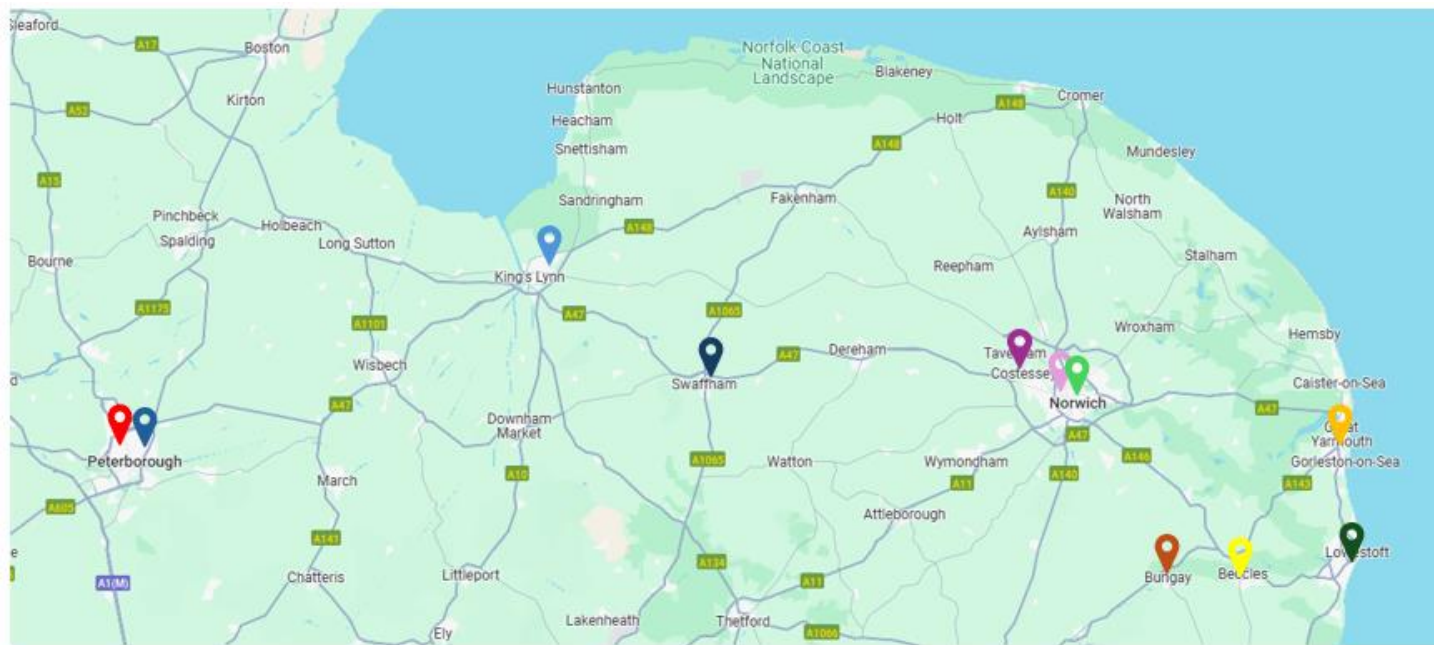
Founded by the Sisters of Notre Dame in 1864, the values and traditions which they established still influence our culture and development to this day.







**Surrey Street, Norwich, NR1 3PB**

[Notre Dame High School](#)



# Location of our Schools across St John the Baptist Catholic Multi Academy Trust



-  Sacred Heart Catholic Primary School - Peterborough
-  St Thomas More Catholic Primary School - Peterborough
-  St Martha's Catholic Primary School – Kings Lynn
-  Sacred Heart Catholic Primary School – Swaffham
-  St Augustine's Catholic Primary School – Old Costessey
-  St Francis of Assisi Catholic Primary School – Norwich

-  Notre Dame High School – Norwich
-  St Benet's Catholic Primary School – Beccles
-  St Edmund's Catholic Primary School – Bungay
-  St Mary's Roman Catholic Primary School – Lowestoft
-  St Mary and St Peter Catholic Primary School – Gorleston



**ST JOHN THE BAPTIST CATHOLIC MULTI-ACADEMY TRUST**

*'Prepare the Way'*



# Chief Executive Officer – About the Role

## The Role

As CEO, you will be the Accounting Officer for St John the Baptist Multi Academy Trust, and will undertake the duties, accountabilities and responsibilities of the Accounting Officer as contained in the Academy Trust Handbook. Reporting to the Board of Directors of the Trust, and ultimately the Members, you will be responsible for the operational effectiveness of the Trust. Alongside the Headteachers and Director of Education and School Improvement, you will be responsible for the educational success of the Academies within it. You will be an excellent people manager and lead the Trust Executive Team, including line management of the Director of Education and School Improvement, Director of the Teaching School Hub, Director of Finance and Operations and Head of HR.

You will have the opportunity to:

- Provide strong and effective Catholic leadership, vision and strategic direction to Trust staff, modelling the values and ethos of the Trust, to achieve the highest levels of performance and ensure a culture of continuous improvement.
- Lead the implementation of a shared vision and strategic plan for the Trust, which is responsive to the needs of the Catholic community in Norfolk, Suffolk and Peterborough, working with Trust staff, Directors, Local Governors and the Diocese.
- Build a strong and collaborative Headteacher and Senior Leadership Team across all our schools, working collectively for the common good of all pupils and staff in the Trust.
- Work closely with the fellow leaders across the Trust, the Directors, the parents and the Diocese to ensure the continued success and growth of the Trust.
- Champion a culture of innovation and continuous improvement, where excellence in teaching and learning is the focus.
- Ensure that the education and personal and spiritual development of every child, and staff member, in the Trust family of Schools is central to what the Trust does and is delivered successfully.

## Who We Are Looking For?

We are seeking a dedicated and faith-driven leader who will continue to uphold our Catholic ethos and foster an environment where both children and staff can flourish. The successful candidate will:

- Be a practising Catholic with a strong personal faith and a deep commitment to Catholic education.
- Have significant senior management experience and a proven track record in education, preferably in the Catholic schools' sector.
- Have strong financial acumen with experience in managing budgets and financial planning at a strategic level.
- Have demonstrable experience of leading change.
- Be able to demonstrate proven success in building effective partnerships and links including with central and local government, other agencies and schools to maximise networks and opportunities.
- Be able to work collaboratively within our multi-academy trust, sharing best practices and contributing to the Trust's overall success.
- Act as an effective ambassador for the Trust, with good presentation skills, the ability to communicate effectively with a variety of audiences and is comfortable with public speaking.



# Chief Executive Officer

## Why Join Us?

At St John the Baptist Catholic Multi Academy Trust, we offer:

- A starting salary from £136,240 depending on skills and experience.
- Membership of the Teacher's Pension Scheme
- An Employee Assistance Programme
- The opportunity to lead a Trust with a strong, supportive Catholic ethos.
- A welcoming, engaged community of Directors and Diocesan members who support the Trust's vision and values.
- The opportunity to work within a forward-thinking multi-academy trust committed to achieving excellence through purposeful collaboration and people growth.
- The opportunity to lead the Trust through a period of growth and expansion.
- A commitment to wellbeing, as set out in our Staff Charter.

## How to Apply

If you are excited by the prospect of leading our Trust, we would love to hear from you.

**Closing Date:** Friday, 29<sup>th</sup> November 2024

**Interview Dates:** Tuesday, 17<sup>th</sup> December 2024

**Start Date:** September 2025

- To apply please complete the application form on [MyNewTerm](#) where you can also download a copy of the CEO Candidate Pack and Job Description.
- For further information, please contact: Orla Dann, Trust Head of HR via email [odann@sjbcat.org.uk](mailto:odann@sjbcat.org.uk) where a further conversation with the Chair of Directors can be arranged.





**When our people flourish,  
our children flourish**



