



**Our Lady
Help of Christians**

Primary Executive Leader

***‘Providing an inspirational, outstanding Catholic education
for all the children and young people in our schools.’***

*Honourable purpose / Respect / Co-operation/ Compassion/
Stewardship*

**Our Lady Help of Christians Catholic Academy Trust
Brooklands Avenue,
Macclesfield,
Cheshire,
SK11 8LB**

Tel: 01625 643039

E-mail: enquiries@olhoc.org.uk

Required for: January 2027

**Salary: Leadership Scale 22
(Part time considered)**

***‘A family of schools who work together, share together and care
together.’***

Location: The main office is currently at All Hallows Catholic College Macclesfield, however the post holder will have flexibility, with a mix of home, office and school based working. You will be expected to travel to, and between all our primary schools, with attendance required in the office or across the schools at key points in the calendar.

Start Date: January 2027

Responsible to: The Primary Executive will report directly to the CEO.

Key Responsibility: Working alongside the CEO, Director of Primary Education and School Development Partners to support and develop our primary school leadership teams.

Our Lady Help of Christians Catholic Academy Trust is at an exciting point in its growth journey as we support the Shrewsbury Diocese Academy Road Map.

We are currently at sixteen schools (fourteen primary) and we are continuing to grow over the next few years. [Please click here for an interactive map of our footprint.](#)

As a result, we are expanding our Central Team and are looking to appoint a Primary Executive Leader to support and develop our primary school leadership teams.

We are looking for an outstanding and highly motivated leader who will be a key member of the Trust's Leadership Team. This post would be suitable for serving Headteachers, Executive Headteachers, School Improvement Leads, or someone who can demonstrate strong and successful leadership in and across primary education.

The role will be to support strategic leadership and have accountability for strategy, development, improvement, performance, and quality across our primary schools. In addition, they will lead and coordinate aspects of school-to-school initiatives and projects ensuring good practice is shared and celebrated. The post holder will have a track record of addressing performance, driving change, and raising the standards and aspirations of all members of a school community. Previous experience of managing change and working collaboratively to deliver school improvement is advantageous.

Main Purpose:

To provide strategic leadership and hold accountability for: strategy, oversight, development, improvement, performance and quality and evaluation for the trust primary provision, in order to:

- To ensure all schools receive appropriate support that is strategically planned, quality assured, impact driven, and fit for purpose for each organisation.
- To ensure all schools have access to high quality, research led CPDF that enables staff to know what Catholic excellence looks like in all aspects of school life.
- To ensure there is a cycle of continuous collaboration across schools at all levels of leadership that is quality assured, impact led and fit for purpose for each organisation.
- Deliver inspirational leadership that enables leaders to develop a high-quality primary education.
- Lead and support improvement to excellence across all Trust schools.
- Promote the highest possible standards of care, aspiration, and success for our young people, whilst seeking to ensure each school has a positive impact on the communities and parishes that they serve.
- Secure the long-term success of Trust schools by championing high quality professional development and opportunities, including maximising potential through the skills and resources available from across the Trust.
- Build and develop leadership capacity in each primary school and across the Trust.
- To support primary Headteachers and other relevant staff, promoting excellence in recruitment, training and performance.

Key Responsibilities:

Education / School Improvement

- Working with the Primary Director of Education and the Trust to develop a strategic vision for primary education.
- Work with the Trust SLT, Trustees, Headteachers, Local Governing Bodies and staff to deliver the Trust's aims and objectives through inspirational and motivational leadership, clear strategic direction, ambitious and measurable targets and supporting development plans.
- Alongside the Primary Director of Education, ensure that Trustees have access to all relevant data, information and options to support their decision making.
- Act in compliance with the Trust Board's scheme of delegation.
- Ensure that all tiers of governance, defined in the Trust scheme of delegation, are appropriately supported to provide effective governance of the Trust's educational performance, including empowering local governing bodies to provide leverage for improvement.
- Ensure systems and reporting structures are in place so that the Trust Board is able to effectively, appropriately and proportionately govern the strategic and operational educational risks of the Trust.
- Work with leaders at all levels to challenge, motivate and empower them to attain ambitious outcomes that maximise the educational and personal development of pupils and meet the demands of the wider communities served.
- Advise the CEO, Primary Director of Education and Trust board on developing the Trust's strategy for improvement.
- Support the delivery of excellent teaching and learning throughout all primary schools within the Trust through the promotion of high level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement.
- Provide inspiration and strong strategic leadership to ensure that primary schools continue to deliver the highest standards of curriculum development and teaching and learning pedagogy across the Trust.
- Work with leaders to ensure exemplary standards of pupil behaviour, first class pastoral care and extensive personal and spiritual development programme. is evident across our primary schools.
- Ensure that the Trust's activities remain consistent with the Catholic objectives of the Trust and support the CEO to ensure governance is compliant with the spirit and letter of the Trust's articles of association and charity and company law more generally.
- Work in partnership with the CEO and all members of the Trust central team to provide an outward face of the Trust and to be responsible for promoting an external world view of the Trust that reflects its objectives, its Catholic values and secures its positive reputation.
- Remain abreast of educational developments affecting our schools, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment that is responsive to change.
- Operate within the financial limits that have been approved, act in a financially responsible manner and consistently with the principles of good public financial management and charity financial management.
- Contribute to the Trust's quality assurance framework assessment of the effectiveness of the Trust's education functions and its use to inform priorities for development planning.

- To work with Headteacher's to ensure that primary schools are at least 'good' or better in their next Ofsted inspection and are well prepared for regular external review.
- To ensure leaders respond swiftly to recommended actions that arise from internal or external reviews.
- Contribute to ensuring that the Trust has robust policies, procedures and systems for the collection, analysis and interrogation of education performance data at the level of pupil, class, year group, Hub and Trust.
- Ensure that education performance data informs priorities for action at all levels of the Trust.
- Alongside the CEO and Primary Director of Education, ensure that systems confirm that each school's performance assessment is robustly moderated and verified to maintain an accurate and up-to-date assessment of each academy educational strengths and weaknesses.
- Support, build and develop leadership capacity in all schools and across the Trust.
- Lead, motivate and develop Headteachers to promote a culture of shared learning and a practice which creates a positive educational climate through the distribution of leadership (teams and individuals) in each of the primary schools across the Trust.

General:

- Actively contribute to and promote the overall ethos and values of each school and the wider Trust.
- Participate in training and other learning activities and performance development as required.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Trust.
- Maintain absolute confidentiality and exercise discretion regarding staff/pupil information and the Trust's business at all times.
- Act as an ambassador for the Diocese, schools and the wider Trust within the local community and beyond. Ensure that the ethos and values of the Trust are promoted and upheld at all times.
- Undertake any other reasonable tasks

The above list is not exclusive or exhaustive, and OLHoC Trust may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Trusts responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Contact and how to apply:

Please see the [Trust website here](#) for all documentation and application forms. Whilst this role is not restricted to practising Catholics, as a catholic organisation we do use CES application materials.

For an informal chat or more information about the role please contact the CEO, Mark Mountcastle on ceo@olhoc.org.uk or the Primary Director of Education, Jane Millward on j.millward@olhoc.org.uk

Emails and queries will be responded to over the summer school break.

Closing Date: Monday 21st September 2026 at 3pm, via email to Mark Mountcastle ceo@olhoc.org.uk

Interviews and Tasks: Friday 25th September 2026.

The role is for a January 2027 start.

Person Specification

Qualifications	Essential/Desirable
Qualified Teacher Status	E
Educated to degree level, with evidence of continuing professional development	E
NPQH or other qualification	D
Relevant postgraduate qualification	D
Further relevant professional studies	D

Experience	
Successful career experience with a proven track record as a Headteacher, Executive Headteacher or senior Trust leader, with a strong understanding of outstanding school practice	E
Significant experience of improving educational outcomes across one or more schools	D
Strong track record of performance management, developing leadership capacity, raising standards and promoting a positive team culture	E

In addition to substantial school leadership, experiences in one or more of the following areas will be deemed advantageous: LLE, NLE, Executive Headteacher, Ofsted/CSI Inspector, Local Authority advisor, school improvement professional	E
Proven success in building effective partnerships with schools, dioceses, local authorities, system leaders and wider stakeholders	D
Experience of working effectively with Trust Boards, Local Governing Committees and senior executive teams	D
Understanding of barriers to learning and successful implementation of strategies that reduce disadvantage and improve inclusion	E
Experience of leading or supporting schools through inspection, significant change or organisational growth	E
Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements	E

Knowledge & Understanding	
Knowledge of child-safeguarding issues and successful use of the measures that promote and ensure the safeguarding of children	E
Excellent understanding of the education sector and contemporary educational priorities	E
Strong understanding of the Ofsted Education Inspection Framework and Catholic Schools Inspection Framework	E
Knowledge of effective strategies for improving pupil outcomes, attendance and personal development	E
Understanding of the principles of high-quality teaching, learning and curriculum design	E
Detailed and up-to-date knowledge of safeguarding, statutory requirements and educational legislation	E
Ability to analyse and interpret performance data and use findings to drive improvement	E
Knowledge of organisational development, change management and leadership succession planning	E
Understanding of Curriculum-Led Financial Planning and deployment of resources to maximise impact	D
Knowledge of project and programme management methodologies	D

Leadership Skills and Personal Qualities

An authentic and inspirational leader who demonstrates humility, integrity and credibility	E
Commitment to servant leadership and the mission of Catholic education	E
Strategic thinker with the ability to translate vision into sustainable improvement	E
Strong interpersonal skills with the ability to influence, inspire and build trust	E
Outstanding communication, presentation and public speaking skills	E
Ability to communicate complex information clearly to a range of audiences	E
Ability to negotiate, manage conflict and support positive employee relations	E
Strong analytical and problem-solving skills	E
Ability to identify and utilise external support, partnerships and networks to strengthen school improvement	E
Resilience, adaptability and capacity to lead through change	E
Other	
Commitment to supporting and promoting the Catholic mission, vision and values of OLHoC	E
Ability to work in partnership with parishes, diocesan officers and wider Catholic communities	E
Understanding of the distinctive nature of Catholic education	E
Practising Catholic	D
Active involvement in parish life and the wider Catholic community	D