

Catherine L. Dodds B.Ed (HONS), PGCE

Dynamic, dedicated and reflective professional; values-driven with strong leadership presence; believer in effective and innovative strategic vision and organisation to enable supportive, thriving environments; wide experience in rigorous policy and compliance processes; adept in driving change management; excellent communication and human skills; dedicated to development and constantly improving practice.

EXPERIENCE:

The Froebelian School, Sept 2015 – April 2023

Headteacher and CEO of The Froebelian School and First Steps Nursery at Froebelian; providing strategic leadership; articulating and implementing the aims and vision of the governing body and embodying the School's ethos and values.

- Working with the governing body and senior leaders to develop and successfully execute a long-term strategic plan, informed by detailed review and SWOT analysis, for the continuous improvement of the School, securing its position and reputation in a competitive market;
- Continually reviewing and evaluating the School's performance; identifying and recommending strategies and initiatives for consolidation, improvement and growth;
- Using outstanding communication and interpersonal skills to persuade and influence stakeholders; leading and inspiring them to 'buy in' to the School's vision;
- Conducting research, surveys and focused parental engagement groups to gather and analyse feedback from stakeholders to inform the planning process;
- Leading on recruitment to attract and secure high-calibre candidates and actively addressing staff well-being to reduce employee turnover;
- Optimising staffing structures and job descriptions to deliver high-quality education and service to all children and families;
- Building capacity and leading the senior team in establishing overarching policies, practices and procedures to improve and promote the School's vision and culture;
- Nurturing and developing in-house talent; establishing progression pathways and providing career guidance and mentoring support;
- Conducting regular quality assurance monitoring through triangulation of data analysis, observation, peer feedback and performance review processes.
- Creating and leading or sourcing bespoke training sessions and packages, linked to strategic priorities to meet business and individual development needs.
- Collaborating with senior and middle leaders to ensure effective, timely decisions then developing clear action plans; delegating responsibilities and actively supporting and monitoring their work and progress;
- Engaging and motivating staff to achieve objectives set in the long-term, strategic roadmap and the school development plan;
- Delivering highest possible outcomes in both ISI and Ofsted inspections for School and Nursery;
- Supporting the Finance and Operations Manager with financial and data analysis; developing budgets and forecasts; identifying and implementing cost-saving measures; and ensuring compliance with all health and safety and GDPR requirements;
- Supporting the Marketing and PR Officer to plan marketing drives to recruit pupils and promote School's activities;
- Overseeing daily business and administrative operations; assessing and enhancing these to improve processes and procedures for optimal efficiency;
- Reporting and presenting to the board on the School's performance and supporting the work of the sub-committees for Education, Finance, Health & Safety, Safeguarding and Marketing.

The Grammar School at Leeds Junior School, Sept 2008 - Aug 2015

Deputy Head (Operations) & Assessment and Reporting Co-ordinator – responsibilities included:

- Monitoring, evaluating and improving the daily operational effectiveness of the Junior School, including organisation of staff, overseeing the work of the Junior School office and maintaining effective communication with estates, maintenance, cleaning and catering teams;
- Working in consultation with SLT to devise, implement, monitor and review pastoral and curricular drives and initiatives;
- Organising effective communication with all stakeholders;
- Assisting in the implementation of the school system of performance review, including lesson observations and meeting with teachers to discuss their performance, progress and continuing professional development needs;
- Assisting in the appointment of staff and organising induction and mentoring of new staff;
- Ensuring the provision of risk assessments, fire procedures and health & safety compliance for activities on site; and acting as EVC for all off site activities;
- Leading assessment review group through a project to review the quality of assessment systems in terms of their validity, reliability, positive impact and demand on resources.

Governor at Clayton Village Primary School Sept 2012 until academisation

Commenced as Parent Governor, elected Chair of Governing Body (2014-2015) moving to Co-opted governor following own appointment as a Head – responsibilities included:

- Assisting in development of a strategic view of the school through establishing a vision and setting the purpose and aims of the school;
- Chairing the appointment panel in recruiting new Head (October 2013) – including the shortlisting process, setting interview tasks/questions, observations alongside the LA Area Achievement Officer and leading the interviews;
- Setting statutory targets with supporting budgets and staffing structures;
- Chairing and/or sitting on various committees: School Improvement, Data Champions, Head's Performance Management;
- Monitoring and evaluating the work of the school by reviewing the performance of the staff, the effectiveness of the policy framework, outcomes from parental surveys and family engagement initiatives, progress towards targets and the effectiveness of the school improvement strategy;
- Responding to school improvement service and Ofsted reports as necessary.

Ford House, Leeds Girls' High School Sept 2002 - Aug 2008

Designate Deputy Head for GSAL Junior School, Junior Teacher with subject/aspect responsibilities

Silcoates Junior School (Co-educational), Wakefield Sept 1996 - Aug 2002

Junior Class Teacher with subject and aspect responsibilities, Head of House

INTERESTS:

Drama, theatre and literature: classics to contemporary drama, autobiographies and books on leadership; Travelled widely; eclectic interest in cuisine; Wide range of music appreciation, including brass bands.

PERSONAL:

Married with two children; D.O.B. 6 May 1973; British; F/C Driving Licence;
Fit non-smoker

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