

## Job Details

<b>Post title</b>	Chief Executive Officer
<b>Salary Range:</b>	Negotiable for a suitably qualified and experienced candidate
<b>Accountable to:</b>	Board of Trustees

## Purpose

The CEO will lead TLT as it develops in pursuit of its strategic aims, working closely with the Board of Trustees, Headteachers and Central Team to ensure every child and young person are the best they can be.

They will embed a culture of constant improvement, implementing effective systems of organisation and control, and high levels of professional standards to secure the highest possible achievement for all in every aspect of the schools' provision.

It is important that the CEO embodies the Trust's shared ethos. They will uphold and actively support the vision and values of the Trust to actively promote and market the Trust in a positive manner that enhances how it is perceived amongst the local and broader education community.

They should be aware of all aspects of strategy and delivery - influencing decision making where they feel necessary in order to achieve School and Trust aims.

## Strategy and Governance

1. To work with the Board of Trustees, Headteachers and other stakeholders to develop a clear Educational Vision for the Trust and establish the means of delivery through a Trust Strategic Development Plan (3-4 years) and Annual Improvement Plan (1 year).
2. To ensure the Trust strategic development plan is underpinned by sound financial principles and planning in accordance with development priorities and targets to deliver well-resourced provision within the trust and its academies, facilitating constant improvement.
3. To promote the ethos and values of the Trust in all aspects of its work.
4. To support the Chair of Trustees and the Board of Trustees in fulfilling their role and responsibilities.
5. As Accounting Officer to ensure there are effective systems in place for the management and monitoring of the Trust and academies' budgets and to ensure that financial returns are made in accordance with the requirements of the Academies Financial Handbook, Education & Skills Funding Agency funding agreement and Companies House.
6. To attend meetings of the Board of Trustees, as necessary, and provide Trustees with regular reports on developments, activities, and performance within the Trust.
7. To drive improvement and change within the Trust at all levels, taking responsibility for the Trust outcomes achieved.
8. To be responsible for the leadership of a high performing executive leadership team, including Central Team and Headteachers, regularly meeting to ensure a collective and consistent strategy is delivered.
9. To identify growth opportunities for the Trust consistent with agreed strategy and oversee a robust due-diligence process working with the Trust Central Team before committing to incorporating any new schools into the Trust.
10. To successfully lead conversions for any school joining the Trust, including overall responsibility for building relationships with school leaders and governors.

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11. To ensure that the Trust policies and approach reflect a culture in which safeguarding has paramount importance and will be ultimately responsible for the success of the Trust's safeguarding practices.

### **Leadership and Management**

1. To work with the Trust Central Team and Senior Leadership Teams to challenge, motivate and empower them to attain ambitious outcomes which maximise the educational and personal development of pupils and which meet the demands of the wider communities served.
2. To establish a robust Trust framework for school performance management and improvement and lead the process of challenging and supporting schools to secure improvement.
3. To ensure clear and consistent academy performance reporting and quality control from classroom to boardroom.
4. To maintain an inclusive and collaborative culture where Headteachers, schools and the Central Team work closely together to support each other.
5. To lead and manage in-house provision of high quality, cost-effective corporate and support services which meet the needs of the Trust and individual schools.
6. To present a clear, accurate and comprehensive account of the Trust's performance to Trustees and Members of the Trust, the local community, Ofsted, stakeholders and others concerned.
7. To ensure that the Trust and its academies follow all relevant safeguarding regulations and advice, that each school has a Designated Safeguarding Lead and that safeguarding policy and practice enables the highest possible care towards vulnerable pupils.

### **Quality of Education**

1. To support and secure delivery of excellent teaching and learning throughout all academies within the Trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement and progress.
2. To ensure there is high quality curriculum provision and related assessment procedures in each Trust Academy to meet the needs of all pupil groups.
3. To work collaboratively with the Headteachers to agree clear approaches to ensure that assessment procedures and attainment and progress measures within every school are accurate and consistent.
4. To be responsible for ensuring that Trustees and School Governors receive appropriate and necessary reports on the development, progress and attainment of all pupils.
5. To ensure there are clear and transparent mechanisms which inform parents and pupils about the curriculum, attainment and progress, as well as the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
6. To work with appropriate senior leaders to build strong relationships between primary and secondary phase schools and academies within local areas as required in order to secure higher levels of attainment for pupils and to secure high admission numbers within the Trust.
7. To develop strong relationships with educational partners and other stakeholders to enhance educational provision and widen opportunities for all pupils within the Trust.
8. To cooperate fully and transparently with external agencies and bodies, including Ofsted, to ensure they can acquire an accurate view of the structure, management and performance of the Trust and its schools.
9. As the executive leader of the Trust, keep up-to-date with developments and news in the education sector

## Communication and Developing the Trust

1. To remain abreast of educational and other developments impacting on the Trust and its schools, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment which is responsive to change.
2. To develop close and effective working relationships with key partners and stakeholders including DfE, ESFA and the Regional Schools Commissioner (RSC).
3. To work with Headteachers, the Central Team and local Governing Bodies to build capacity and identify opportunities to widen the Trust's provision for the benefit of local communities.
4. To ensure the Trust's vision, values, strategy and ethos are clearly communicated to all staff and other stakeholders, building a sense of common purpose and team feel across the Trust.
5. To oversee the arrangements for external communications with wider communities, the media and external agencies and bodies and promote the work of the Trust to a range of audiences, raising the profile of the Trust and its academies.
6. Develop academy strategies to support the sharing of facilities, resources, expertise and ideas that enable financial stability and well-being for the school communities.
7. Proactively lead efforts to grow and develop the Trust by incorporating additional schools in line with agreed strategy
8. Develop and coordinate partnership work; maintaining open, transparent and constructive relationships between parents, the local community, LAs, health and social care, etc., particularly in relation to vulnerable pupils or those with SEND.

**No job description can be exhaustive, and the duties may alter in practice or over time. The post holder is expected to use his/her professional judgment to ensure that the CEO role continues to evolve and develop in line with the Trust's changing requirements.**