



ROLE TITLE: EXECUTIVE PRINCIPAL

RESPONSIBLE TO: CHAIRMAN AND BOARD OF TRUSTEES

RESPONSIBLE FOR: EHTfSI, FD, BD, HR Assistant, EXTENDED SERVICES MANAGER, PA/CLERK

LOCATION: WOODLAND ACADEMY TRUST, C/O NORTHUMBERLAND HEATH PRIMARY SCHOOL, ERITH

MAIN PURPOSE OF THE ROLE:

- To provide leadership to the Trust and ensure long term sustainability, through effective governance, sound finance and the consistent delivery of excellent outcomes for pupils.
- To be responsible for driving, and further developing, the accountability of the school improvement processes across the Trust.
- To ensure that the Board of Trustees fulfils its responsibilities in the governance of the Trust. Additionally ensuring that the Board of Trustees have accurate and timely information to enable them to function effectively as a cohesive unit.
- To work with the Board and managers to achieve the Trust's business strategy, plans and targets.

KEY RESULT AREAS

To provide the leadership to deliver the agreed philosophy, vision, strategy values and specific objectives of the Woodland Academy Trust by:

- Ensuring the highest standards prevail in all our schools.
- Working with the Board of Trustees to develop the Trust's portfolio of strategic documents including, but not exclusively, the strategic plan, the business plan and marketing strategy.
- Developing existing and building new relationships with the schools' relevant Local Authorities and other professional bodies, including health, libraries, social care and other community stakeholders as appropriate.
- Negotiating profitable contracts in accordance with the business plan and agreed margin / cost / volume targets for services provided to the Trust, including lettings and catering.
- Identifying and exploiting new business opportunities that are in line with the educational aims of the Woodland Academy Trust eg System Leadership roles within PPG Reviews, Inspections, NCSL leadership courses' facilitation, NLE work and other regional activities in line with experience and skills set. (This part of the role could also include income generation alongside the capacity that it adds to the Trust and to the System.)



KEY RESPONSIBILITIES

1. Governance and relationship with the Board of Trustees

- To ensure that the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance in terms of being legally compliant with all safeguarding legislation as well as with the Articles of Association, the Law and the need to remain solvent.
- To liaise with the Chair, Vice Chair and the Trust's Board and Members as appropriate.
- In consultation with the Chairman to prepare meeting Agendas and draw the Board's attention to matters that need a decision. To work with the Clerk to ensure that there is prompt provision of the Minutes of Board Meetings.
- To ensure proper constitution of the Board to provide good governance with appropriate challenge and support.
- To arrange for the Board, and all others involved in the Trust's governance, to acquire appropriate skills and ensure that external quality assurance of the Board takes place.
- To ensure a biennial external review of governance to ensure that the governance of the Trust is always fit for purpose as the Trust continues to expand.
- To fulfil the role of the Trust's Accounting Officer and for this work to be evident in the compliance of the Trust in meeting all of its financial responsibilities as well as keeping detailed records of this work including evidence of where challenge has been given to internal and external personnel when appropriate.
- To ensure that robust due diligence is undertaken across the Trust at all times.

2. Strategic Leadership

- To continue to 'horizon scan' in order to maintain and improve the Trust in a time of change, as it meets the challenges of Ofsted, social, financial and administrative developments and changes.
- To integrate the plans and strategies of the Trust, and its schools, to ensure continuity whilst keeping abreast of developments and benchmarking, both nationally in order to be responsive to the local community.
- To facilitate the establishment and development of training and education at all levels for all staff, in the light of growth of Trust.
- To promote the corporate image of the Woodland Academy Trust through interpersonal relations with interest groups and businesses, with the maintenance of its corporate identity.
- To represent the Trust at a range of external events and opportunities, through carefully devised PR and marketing strategies.
- To ensure that at all times the Woodland Academy Trust's staff, clients and its Board of Trustees comply with all laws and expectations related to its activities and operations.
- To have a good understanding of the MAT Health Check and the MAT Growth Readiness Checks and how these key documents can be applied to the Trust's working as part of its self-evaluation activities.



3. Business Development

- To make business proposals to the Board on the philosophy, aims and objectives, (short, medium and long term) of the Trust.
- To undertake research and to facilitate the procurement of bidding opportunities, to ensure the economic viability and furtherance of the Woodland Academy Trust.
- To facilitate the procurement and secure partnerships from a range of providers, and enter into such contracts with the agreement of the Board of Trustees, in the pursuit of providing a range of services which support the Trust's educational goals.
- Expanding current services offered within the Trust, and developing new provisions and partnerships that benefit those within the local communities close to our schools.

4. Leadership and Co-ordination of Managers

- To manage and lead the Trust Business Office resources and staff, in order to meet the agreed plan and strategies of the Trust.
- To provide leadership, supervision and direction to staff within the framework of Employment Law.
- To directly performance manage the Executive Head Teacher for School Improvement and all members of the central Trust Business team.
- To ensure robust performance management processes operate across all sectors of the Trust.
- To ensure that all schools are Ofsted ready.

5. Culture

- To apply the Nolan Principles to the running of the MAT.
- To promote a safeguarding culture across the Trust.
- To promote diversity and equality of opportunity in all of the Trust's work and practices.
- To build a Trust-wide staff culture where everyone is valued, respected and well-equipped to perform their role.

6. Operational Framework

- To ensure that the full range of statutory, and other, policies and procedures are in place to create and maintain a consistent work culture, relating to human resources, finance and premises.
- Through the line management of the Executive Head Teacher for School Improvement, to monitor quality assurance as it pertains to the provision within the Trust with the emphasis upon the impact of the school improvement and training programme alongside the Trust's consistency in the application of the Trust's performance management system.



- To be accountable for the overall performance of the Trust.
- To supply all reports required by the Board in the exercise of its legal, financial and other responsibilities, in accordance with Ofsted, the Education Funding Agency (EFA) and the Governors' Handbook.
- To work closely with the HR Assistant to monitor HR strategy to ensure that the schools, and the Trust's central team, are staffed, in a timely manner, with high quality personnel.

7. Finance

- To consult with the Board and liaise with the Finance Director to present an Annual Budget to Trustees.
- To ensure the probity of use of the overall budgets and resources of the Trust as a whole, as well as ring-fenced budgets for PPG and Sports Funding, as appropriate.
- To ensure the timely, and complete, preparation of the annual audited accounts and Annual Report.
- To ensure the timely spend of the resources within the Trust to ensure excellent outcomes for pupils.

Spring 2017