**JOB DESCRIPTION**

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| **POST TITLE:** | **Chief Executive** |
| **SALARY:** | **Circa £150,000** |
| **REPORTING RELATIONSHIP:** | **To the Multi Academy Trust Board of Directors and Local Governing Body of the Academies in the Trust** |
| **JOB PURPOSE:** | **To provide dynamic, strategic and spiritual direction and leadership to the Multi Academy Trust. To undertake the responsibility of the Accounting Officer.** |

**MAIN DUTIES/RESPONSIBILITIES**

1. To promote the Catholic ethos and vision of the Academy Trust, ensuring this aligns with the Diocesan ethos and vision, and be able to present it to a wide. range of audiences
2. To follow, in line with the Articles of Association, all directions and guidance issued by the Bishop or his appointed representatives.
3. To be the strategic leader for the Trust and be accountable for the performance at all Trust academies
4. Hold line management responsibility for all the Executive Heads and Head Teachers in the Trust including being responsible for their performance management along with the line management and performance management of the Executive Leadership Team.
5. Hold and articulate Catholic doctrine, values and moral purpose, focused on providing a world-class education for all children and young people.
6. To ensure compliance with the requirements of the Master Funding Agreement and Supplemental Funding Agreements for the Academy Trust.
7. To ensure compliance with the Academy Trust Scheme of Delegation.
8. To provide dynamic and strategic direction and leadership for Teaching and Learning in the Academy Trust delivered through the Executive Leadership Team, Executive Heads, Head Teachers and Heads of School within the Academy Trust.
9. To have strategic oversight of all aspects of standards and governance across the Academy Trust and act as principal advisor to the Academy Trust Board of Directors on all areas of provision across the Trust.
10. To be the Accounting Officer for the Academy Trust, personally responsible for the propriety and regularity of the public finances in your charge ensuring that the Trust remains in good financial health with an appropriate level of reserves.
11. To be responsible for ensuring implementation of all policies across the Trust and ensure they take into account Trust initiatives and the Catholic ethos of the Academy Trust.
12. Be proactive in addressing the priorities of the Academy Trust and take the lead on the Trust strategic plan.
13. To maintain and establish relationships with other organisations, networks.
14. Assist the Diocese in supporting the work of the Regional Schools Commissioner, Local Authorities, ESFA, DfE and other key bodies in respect of all aspects of the Academy Trust.
15. Oversee the planning of the Academy Trust budget and the deployment of resources across the Trust.
16. Acts as an ambassador for the Academy Trust in developing partnerships and links with stakeholders that promotes a positive profile of the Trust.
17. Take a leading strategic role in developing and delivering key plans and documents such as the Trust’s long-term strategic plan, school self evaluation and school improvement plans for the academies etc.
18. To provide motivational and inspirational leadership at all levels of the organisation.
19. To lead the Academy Trust in achieving excellence with a focus on continuous improvement and raising standards.
20. Be responsible for meeting the demands of changing legislation, new initiatives and changing practice.
21. Build and maintain strong and effective relationships with parents, staff, directors, governors and parishes across the Trust.
22. Support the need for effective communication, both internal and external to the Trust, including liaising with the local and national media.
23. Ensure equality of opportunity for all.
24. The post holder must carry out his/her duties with full regard to the Trust’s Equality Policies and the Equality Act 2010 in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
25. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
26. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
27. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the Board of Directors may determine

**This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.**

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

Date: November 2017

**PERSON SPECIFICATION – CHIEF EXECUTIVE**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1 | Qualified Teacher Status | AF/C | D1 | Degree / Masters Degree  in related discipline | AF/C |
|  | E2 | Evidence of continued personal and professional development | AF | D2 | Recognised Management qualification | AF/C |
|  |  |  |  | D3 | NPQH qualification | AF/C |
| **A distinctive personal vision for a Catholic school** | E3  E4  E5  E6  E7  E8 | A practising Catholic with a clear vision for an effective Catholic school  The role of the Catholic school leader in leading the spiritual development of pupils and staff  The central place of Religious Education as a core subject in the school’s curriculum  The implications for a Catholic school in a diverse community;  Current educational issues, including national policies, priorities and legislation and any implications of these for Catholic schools.  The role of Governance in a Catholic school. | AF/I  AF  AF  AF/I  I  AF/I |  |  |  |
| **Experience & Knowledge** | E9 | Successful experience and a proven track record as a Senior Leader in education | AF/I | D4 | Experience of leading in a multi academy trust or similar organisation | AF/I/R |
|  | E10 | Knowledge of all national curriculum key stages | AF/I | D5 | Experience and confidence in addressing conferences and large audiences at regional and national level | AF/I |
|  | E11 | Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the whole child. | AF/I |  |  |  |
|  | E12 | Sound track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos | AF/I/R |  |  |  |
|  | E13 | Demonstrable success in raising standards and meeting challenging targets. | AF/I/R |  |  |  |
|  | E14  E15 | Experience of supporting the management of significant organisational development & change.  Experience of presenting high quality, strategic information to Governors, and supporting their role as a “critical friend”. | AF/I/R  AF/I/R |  |  |
|  | E16 | Experience of monitoring and challenging effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond | AF/I/R |  |  |  |
|  | E17 | Experience of strategic financial management, including budget formulation, medium-term financial planning, monitoring and control and strong business acumen. | AF/I/R |  |  |  |
| **Skills** | E18 | Excellent oral and written communication skills with an ability to negotiate at all levels. | AF/I |  |  |  |
|  | E19 | Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context. | AF/I/P |  |  |  |
|  | E20 | Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets. | I/P |  |  |  |
|  | E21 | Ability to interpret and implement new legislation, policies and directives and communicate with stakeholders. | I/P |  |  |  |
|  | E22 | Ability to analyse information from a wide variety of sources and solve complex problems. | AF/I |  |  |  |
|  | E23  E24 | Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools.  Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines. | AF/I/P  AF/I/P |  |  |  |
| **Personal**  **Attributes** | E25  E26 | High personal standards of integrity and probity.  Enthusiasm, vision, drive, adaptability and resilience. | I  I/P | D6 | Enthusiasm to shape and influence decision making outside of the Trust, locally, regionally and nationally. | I |
|  | E27 | Be confident, positive and approachable. | I/P | D7 | Evidence of representing an organisation/profession at the regional and national level | AF/I/R |
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|  | E28 | Be able to secure the loyalty and confidence of pupils, staff, parents, Directors, Governors and others. | I/R |  |  |  |
|  | E29 | Have consideration of the views of others | I/P |  |  |  |
|  | E30 | Advocate a sound educational philosophy, with the ability to translate into practice. | AF/I/P |  |  |  |
|  | E31 | Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents. | AF/I |  |  |  |
|  | E32 | Commitment to own and others personal development. | AF/I |  |  |  |
|  | E33 | Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community including with Local Authority, Department for Education, external partners etc. | AF/I/R |  |  |  |
|  | E34 | Evidence of being a high profile, inspirational leader | AF/I/R |  |  |  |
| **Special Requirements** |  |  |  |  |  |  |
|  | E35 | Be able and willing to work outside normal hours in order to meet the demands of the role. | I |  |  |  |
|  | E36 | Suitable to work with children | D |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| D | Disclosure |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |