

TRUST PRINCIPAL APPLICATION PACK

Role: Trust Principal

Time: Part time 3 days per week, 52 weeks per year

Salary: £84,339 - £95,333 pro rata (L32 – L37), depending on experience

Start date: 1 September 2018

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**Great schools**

working together

Welcome

Welcome

Thank you for your interest in the South Bank Multi Academy Trust. As Chair of Trustees, I wanted to let you know a little more about what makes our Trust unique, and what we are looking for in our new Trust Principal.

We formed the Trust because we believe that local schools, working together as equal partners, can deliver the best possible education for all children in our community. By bringing together talented Headteachers and staff, we share expertise and challenge each other to continuously improve. Collaboration across the schools means we can offer more opportunities for students and staff to achieve their ambitions. By pooling resources and keeping administrative costs low, we make sure that we can put the most money possible into front-line teaching.

As Trust Principal, you will be responsible for delivering inspirational, effective and accountable leadership across the Trust. You will work collaboratively with our staff, governors and children to help them achieve their best, sensitive to the differing needs of different schools and contexts. In our non-hierarchical structure, you will lead by example and persuasion, working closely with the Headteacher Group. Equally, when action is required you will have the authority to ensure it is carried out efficiently and with maximum impact.

We have high expectations for our students, our staff, ourselves – and you. We foster an ethos of openness, collaboration and rigorous mutual challenge. We welcome growth because we know that every school has something unique to bring. As Trust Principal, it will be your responsibility to make sure each school contributes to the Trust’s success, working towards a shared vision of making the Trust outstanding.

Our Trust is an exciting place to work. I’m delighted you’re interested in joining us to lead the next phase of our evolution, building on the gains we have already made to produce an organisation that is the best it can possibly be.

I look forward to welcoming you here.





**Edwin Thomas**

Chair of Trustees

Overview

The South Bank Multi Academy Trust is an educational Trust established in April 2016 in the South Bank area of York. Its three founding schools were Knavesmire Primary School, Scarcroft Primary School and Millthorpe Secondary School. In October 2017 we welcomed Woodthorpe Primary School, and in May 2018 we will bring in York High School as our first sponsored academy. Another local school is currently in discussions to join us next year.

With the entry of York High, the Trust will comprise five schools with approximately 3000 students, 450 staff and a budget of £14.5 million.

The Trust is managed by a Board of Trustees who delegate most authority for the running of the schools to Local Governing Boards. The Trust maintains a central team which provides financial support and monitoring to the schools, under the leadership of the Chief Finance Officer and Trust Principal. In time, we hope to provide more cost-effective central services to support the achievement of our schools.

We are now seeking an inspirational leader with experience of strategic leadership in education to serve as Trust Principal, developing the Trust so that every student in our schools make the best progress they can.

# The position

The Trust Principal is the Trust’s senior executive leader and also serves as the Accounting Officer. Full details of the role are contained in the accompanying job description and person specification. Candidates should also refer to guidance on the role contained in the EFA Academies Financial Handbook.

This is a permanent position.

# Job description

Job Title: Trust Principal

Line Manager: Chair of Trustees

Responsible to: The Trust Board

# MAIN RESPONSIBILITies

The Trust Principal is the senior executive of the South Bank Multi Academy Trust. They will be an outstanding strategic leader who is able to develop and articulate the Trust’s vision, values and ethos, in a collaborative way that inspires and empowers others to share in achieving it. The Trust Principal will be accountable for the performance of all academies within the Trust, committed to delivering the best possible education to all our students.

The Trust Principal is the Accounting Officer for the Trust and is responsible for ensuring that all associated statutory responsibilities are fulfilled: in particular that the Trust complies with all the requirements of the Funding Agreement and the Academies Financial Handbook, and to ensure regularity and propriety in the use of public funds.

# strategY

Be proactive and drive the Trust’s strategic priorities.

Develop and facilitate the Trust as a learning community in accordance with the Trust Board’s and academies’ core principles, objectives and values, in particular by improving outcomes through close partnership working between schools.

Develop and implement an effective professional environment that allows the Trust’s schools, staff and students to achieve excellence.

Take responsibility for key documents such as the Trust’s long term strategic plan, school improvement strategy, risk register and development plan.

Take responsibility for the Trust’s growth strategy, in particular by seeking out opportunities for the Trust to grow in accordance with its strategy, and managing the addition of new schools to ensure that the Trust’s growth benefits all our academies.

Support the Chair of Trustees and the Trust Board in their strategic role.

**LEADERSHIP AND MANAGEMENT**

Create a culture of constant improvement and provide motivational leadership to all levels of the organisation to develop a high quality workforce and inspire the highest achievement in all areas of the Trust’s work

Lead the Headteacher Group, and lead and manage the Trust’s central team, to ensure their work supports the achievement and improvement of all academies in the Trust. Develop, empower and motivate the Trust’s senior staff.

Develop and maintain excellent working relationships with all the Trust’s local governing bodies, supporting their work in holding Headteachers accountable. Ensure effective communication between the Trust, the Headteacher Group and the LGBs so that the Trust’s and the LGBs’ strategies are well understood and aligned.

Ensure the Trust’s management and organisational structures are fit for purpose and facilitate continuous improvement.

Ensure appropriate and proactive risk mitigation and management for the Trust. Ensure the Trust has robust procedures in place for ensuring the health and safety, including safeguarding, of all its employees and children, including meeting all statutory requirements.

Ensure the development, implementation, and review of all Trust wide policies and the Trust’s Scheme of Delegation. Monitor policies and procedures agreed at Trust level to assure compliance.

Ensure the effective capture and reporting of all data to meet statutory and legislative standards.

Ensure that there are clear quality assurances systems embedded across the Trust that drive consistency and improvement in performance.

Report to the Board any instance where a school may require a suspension of Earned Autonomy, and make recommendations for an appropriate course of action.

Ensure the Trust effectively manages its talent through strategic and local CPD and succession planning.

Embrace, promote and share excellent practice from within the Trust and also across regional, national and international stages.

**EDUCATION, STANDARDS AND SCHOOL IMPROVEMENT**

Be accountable for all aspects of Teaching and Learning and Standards across the Trust, and set high professional standards.

Provide dynamic and strategic direction and leadership for teaching and learning in all our schools.

Ensure the Trust’s educational vision is understood and embraced, so that our schools engage their learners through highly effective, interesting and relevant teaching and learning with high quality teachers and support staff.

Secure and sustain effective, high quality teaching and learning by ensuring each school has in place sound strategies for monitoring and evaluating students’ achievement and the quality of teaching. Ensure that robust assessment data analysis is used to set challenging targets for sustained improvement, including those children in vulnerable groups.

Ensure that school performance data and management information is regularly collected and shared fully with Trustees, Headteachers and governors across the Trust as necessary.

Develop and lead a Trust-wide improvement function that will ensure that each school’s requirements are identified and analysed, and that appropriately costed solutions are secured. This includes the commissioning of internal resources through academy-to-academy support and/or external support, and providing quality assurance and accountability to Trustees.

**FINANCE**

Ensure that robust procedures are in place to meet all requirements of the Academies Financial Handbook, the Funding Agreements, company and charity law and HMRC (including VAT). In particular, ensure the Trust’s financial arrangements are beyond reproach and that all its dealings meet the requirements of regularity, propriety and value for money.

Identify, propose and implement actions to help the Trust operate with ever greater financial efficiency, so that our procurement of goods and services always provides the best value for money and complies with all relevant regulations.

Ensure that any material irregularity, impropriety or non-compliance with EFA funding conditions is identified and notified to the Trust and the EFA.

Support the strategic and operational development of the Trust’s finance function. Lead, oversee and advise on the allocation of resources across the Trust.

Develop and implement strategies for generating additional sources of funding for the Trust and its academies.

**COMMUNICATION**

Act as an ambassador for the South Bank Multi Academy Trust, exemplifying, promoting and communicating the vision and values of the Trust in our community and, where necessary, beyond.

Achieve effective communication, both internally and externally to the Trust, including liaising with all stakeholders and the local and national media.

Develop and maintain effective relationships with the Regional School Commissioner (RSC) and the Department for Education (DfE), the Education and Skills Funding Agency (ESFA), the Local Authority, Trustees, Headteachers and all other stakeholders in order to ensure the success of the Trust and its academies.

Maintain an outward facing role with the local community on behalf of the Trust and its schools to further our external relationships, future growth and development.

# Person specification

|  | Essential | Desirable |
| --- | --- | --- |
| 1 PROFESSIONAL QUALIFICATIONS |  |  |
| Degree and recognised professional qualification relevant to the role. | **✓** |  |
| a record of recent and relevant continuing professional development | **✓** |  |
| 2 SKILLS, ABILITIES AND COMPETENCIES |  |  |
| Proven experience of inspirational, dynamic and strategic leadership in education or a Multi Academy Trust structure. | **✓** |  |
| Ability to communicate a vision of outstanding teaching and learning through inspiration and empowerment. | **✓** |  |
| Proven experience of leading a highly successful learning community. | **✓** |  |
| Track record of improving student outcomes. | **✓** |  |
| Experience of developing, implementing and leading a culture of improvement and environment that lead to excellence in all areas of academy life. | **✓** |  |
| Proven experience of successfully leading and supporting school improvement. | **✓** |  |
| Ability to strategically prioritise, plan, analyse and monitor progress across the Trust, including use of data, targets and benchmarking. | **✓** |  |
| Experience of successful management of teams of staff, including raising standards, keeping morale high, promoting a team ethos and developing other staff professionally through performance management, mentoring or coaching. | **✓** |  |
| Experience of working with school governors and/or Trustees. | **✓** |  |
| Wide, current knowledge and understanding of the statutory educational framework; current educational issues locally, nationally and globally; Company and Charity Law; and knowledge of relevant policies, legislation and codes of practice across education. | **✓** |  |
| Proven experience of strategic financial management, including budget formation, financial planning and monitoring and financial controls. | **✓** |  |
| An understanding of academy funding and financial reporting requirements. |  | **✓** |
| An understanding of risk management. | **✓** |  |
| An understanding of safeguarding in educational settings. | **✓** |  |
| Ability to effectively lead and work with a group of academy Headteachers to achieve agreed outcomes. | **✓** |  |
| Confidence in leading robust quality assurance systems across the Trust and ability to drive consistency and continuous improvement. | **✓** |  |
| Experience of leading successful partnerships with a wide range of stakeholders. | **✓** |  |
| Excellent written and verbal communication skills to produce highly effective communication with all stakeholders, including being able to present well and to be confident in public speaking. | **✓** |  |
| Excellent organisational and administrative skills, and the ability to prioritise work and meet deadlines. | **✓** |  |
| 3 Personal qualities/behaviours |  |  |
| Total commitment to the Trust’s values, vision, ethos and moral purpose, focusing on the provision of a top-class education for all students across the Trust. | **✓** |  |
| Ability and commitment to work flexibly and collaboratively as part of a team, while taking a leading role when required. | **✓** |  |
| Advocacy, facilitation and negotiation skills. Ability to influence and pursue challenging and rigorous questions. | **✓** |  |
| Being creative and pro-actively seeking out new and innovative opportunities. | **✓** |  |
| Being intellectually versatile and innovative, able to process complex information, show self-awareness, and reflect in order to learn and grow. | **✓** |  |
| Maintaining a proactive, positive attitude and being cheerful, calm under pressure and self-motivated. | **✓** |  |
| Being energetic, dynamic and resilient. | **✓** |  |
| Being emotionally intelligent and perceptive, with excellent interpersonal skills and the sensitivity to work well in a range of situations. Ability to develop effective relationships and partnerships. | **✓** |  |
| Ability to develop a high profile and be a strong visible presence for the Trust. | **✓** |  |

# How to apply

If you wish to apply for the role please submit your CV, with a covering letter (no more than two pages) explaining why you would be suitable, to the Clerk to the Trust Board ([clerk@southbanktrust.co.uk](mailto:clerk@southbanktrust.co.uk) ).

If you have any questions, wish to discuss the role or would like to arrange a visit to the Trust, please contact the Chair of Trustees, Edwin Thomas, via the Trust’s central office on 01904 553760.

The Trust is committed to safeguarding children and would require a successful applicant to undergo a full Disclosure and Barring Service check prior to appointment. We are an equal opportunity employer and we encourage applications from all sections of the community, whatever your background.

The closing date for applications is 12 noon on Wednesday 18 April 2018, with interviews planned for April 25 and 26.