

THE PRIMARY FIRST TRUST



Chief Executive Officer

Surrounding Children with Excellence



THE PRIMARY
FIRST TRUST

INTRODUCTION

Established in November 2013, The Primary First Trust has 8 primary schools. The Trust's vision is to surround children with excellence by collectively and collaboratively working with schools to improve the quality of outcomes afforded to children within the Trust.

The purpose of The Primary First Trust is to secure rapid and sustained improvement for every school it works with. The Trust prides itself on having a strong school improvement model and having an expectation of high standards across the Trust of teaching, learning, attainment and progress across all our schools and we are proud to celebrate that to date **seven of our schools** now have **Ofsted** ratings of **Good** or **Outstanding** with one yet to be inspected. Our core and underpinning belief is that primary education is unique in itself and so we work with schools who share our values and ethos.

The Trust has a good relationship with our parents and other schools in our communities and the local authorities in which they are placed, and it is our intention to build on these relationships and develop them to continually improve the service we offer. The Trust is a preferred provider for Free Schools for two Local Authorities in the County of Kent. We are committed to building capacity in each school to drive progress and ensure that every child is able to receive a high quality educational experience.

Celebration of our Schools

- The Academy of Cuxton Schools have been given Aspiring Teaching School status.
- Lessness Heath Primary School have been awarded the National Well Being Award for Schools (March 2018).
- Mayplace Primary School have an attached SEN provision.

Our Vision

The vision for The Primary First Trust is to Surround Children with Excellence by creating a network of primary schools in the South East of England that work together collaboratively to ensure: the quality of teaching, the quality of leadership and the breadth of curriculum experience combine to achieve the ultimate aim which is to improve the educational outcomes for primary school children.

Our Values

Our Vision will be achieved through a clear and absolute focus on our core values:

*Tenacity, Empowerment, Aspiration, Courage
Integrity, Innovation, Unity*

The Future

The trustees are interested in further expansion of the Trust over time. However, expansion should not interfere with our key aims to ensure the best possible standards of educational provision and outcomes for our children and their families.

The trustees are seeking to recruit a CEO who will take the Trust forward. It will be key for the new CEO to enable our schools' senior leaders, to have the leadership and management responsibility and accountability to take the day to day operational lead, while working within a set of Trust values and supported and challenged by an executive team, led by the CEO to ensure the Trust's onward success. This is an exciting role, giving our new CEO the opportunity to be part of an already successful Trust but being at the forefront of this new phase.

The Trust

The Trust was established in November 2013 and has its Head office in Gravesend in Kent and sits within the Regional Schools Commissioner for South-East England and South London. The Trust has both Members and Trustees who govern the work of the Trust. The most recent annual accounts are available on the "Key Documents" area on the Trust's website. Also available is other information such as the Trustees, our Vision and Values and useful information about our Governing Bodies. This can all be found under the "About Us" section on the Trust website.

The Trust has strong links with University of Greenwich and Canterbury Christ Church University and the Medway Teaching School Alliance, providing opportunities for both our staff and our children.

The Trust Team

Our existing Trust Team comprises of a Director of Education, Chief Financial Officer and two Leading Head Teachers who have leadership and school improvement responsibilities across the Trust. Our Head Teachers also have Trust wide school improvement responsibilities as well as their own school responsibilities. There is also a support team comprising of PA to CEO, Human Resources, Facilities and Finance.

Bill Harwood
Chair of the Board





Apply by midnight on 2nd July 2018

Interviews:

Day 1—19th July 2018

Day 2—20th July 2018

Candidates are asked to provisionally hold both dates for interview.

Job start by 1st January 2019

Salary: £100-110K

Location: Gravesend, Kent with frequent travel within Kent/South East

Contract term: Permanent

JOB DESCRIPTION

About the Role:

The Trustees are seeking an inspirational leader who can build on the current internal strengths of the Trust and develop further capacity for growth. Accountable to the Board of Trustees, you will provide strong leadership and strategic direction realising the key objectives of the Trust's Strategic Plan. You will achieve this by being an experienced and credible leader who has a background and proven track record in education and can demonstrate where your strong leadership skills have brought about significant change.

The CEO will be accountable and take responsibility for driving the performance of all academies for the benefit of both teaching and learning, to embed a shared commitment to achieve excellence within the Trust. You must be able to demonstrate you have led an executive team, comprising of, for example, Chief Financial Officer (or equivalent level), Business Leads, such as HR, Facilities and a Head Teacher group. You must also be able to demonstrate understanding of the distinction between leading a school and leading from an executive position, leading leaders.

As CEO you will be able to develop further and articulate the vision, values and ethos of The Primary First Trust while role modelling the behaviours to others and empowering others to achieve while creating the optimum educational opportunities for all students across the Trust.

Main Responsibilities:

Strategic Leadership

- Provide strong and effective leadership, vision and strategic direction to the Trust to achieve the highest levels of performance.
- Develop a 5 year strategy for the Trust, ensuring clear strategic objectives and KPIs.
- Develop a plan for growth for the Trust, engaging the appropriate key stakeholders to ensure buy-in.
- Provide a robust Board Reporting strategy and process to ensure the Trustees are kept apprised of the performance of the Trust.
- Ensure the Trust's management and organisational structures are fit for purpose and facilitate continuous improvement and growth.
- Develop and implement an effective corporate environment that allows the Trust and its constituent academies to achieve excellence.
- Establish strategies to enable talent to be identified and grown within the Trust in order to build leadership capacity and succession planning.
- Develop a proactive risk mitigation and management strategy for the Trust with the Leadership Team.
- Ensure there are clear quality assurances systems embedded across the Trust that drive consistency and improvement in performance.



JOB DESCRIPTION

Main Responsibilities:

Strategic Leadership (continued)

- Ensure that the appropriate governance arrangements are in place for the effective implementation of the Trust's strategic plans.
- Maintain an outward facing role with stakeholders to further its external relationships, its development and future growth.
- Ensure that the Trust meets all its statutory obligations across all areas of the Trust.

Financial accountability

- As Accounting Officer, ensure the Trust works to the standards set out in the Academies Financial Handbook and by Companies House, the Charity Commissioners, Data Protection, the Master and Supplementary Funding agreements.
- Ensure the long-term financial sustainability of the Trust, by ensuring the proper financial systems and processes are established and effectively monitored, and the appropriate actions are recommended to address problems identified.
- Oversee the planning of the Trust's consolidated budget and the deployment of resources across the Trust, including the management and monitoring of major contracts.
- Oversee the development of strategies for the generation of additional revenue for the Trust.

Operations – Teaching and Learning

- In partnership with the Leading Head Teachers and Headteachers, be accountable for all aspects of Teaching and Learning and Standards across the Trust, set high professional standards and ensure the education vision is understood and embraced.
- Be responsible for developing and leading the process for improvement across the Trust, providing quality assurance and accountability.
- In partnership with the Leading Head Teachers and Headteachers, provide a dynamic and strategic direction and leadership for Teaching and Learning across the academies.

Communication

- In partnership with the Board of Trustees, develop a robust internal and external communications strategy for the Trust.
- Act as an ambassador for the Trust in developing partnerships and links with stakeholders that promote a positive profile of the trust.
- Build and maintain strong relationships with parents, pupils, staff, trustees and governors across the Trust.

TO APPLY

Complete the application form provided with a supporting letter and CV and email to Hardeep Hullait at:

hhullait@theprimaryfirsttrust.co.uk

By midnight on 2nd July 2018

For an informal discussion with the Chair of the Board regarding the role or the Trust please contact Sarah Thompson on 01474 565903 or

sthompson@theprimaryfirsttrust.co.uk

to arrange a convenient time.

For further information about the Trust please see the website:

www.theprimaryfirsttrust.co.uk

Equality and Diversity

- Ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion and supports pupils to become successful integrated citizens.

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities that the Board of Trustees may determine.

Candidates wishing to apply:

It is essential that all candidates complete the Trust Application Form and provide a supporting letter and current CV in support of their application for the post. The supporting letter must specify, using recent examples, how you meet the key criteria of both the job description and person specification. The CV must clearly show your full employment history with any gaps in employment fully explained.

Email the letter, application form and CV to: Hardeep Hullait at: hhullait@theprimaryfirsttrust.co.uk ensuring "Application for CEO" is in the subject line.

The Application form requires candidates to complete the names, addresses, email addresses and telephone numbers of two Referees. The nominated referees should include your current and past direct line manager. References will be taken for those shortlisted.

Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

To arrange an informal and confidential discussion about the role or the Trust with the Chair of the Board please contact: Sarah Thompson at sthompson@theprimaryfirsttrust.co.uk or call 01474 565903.

The Primary First Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure & Barring Service check.

Thank you for taking the time to apply for this role. All data is processed in accordance with the provisions of the General Data Protection Regulations.



Chief Executive Officer

PERSON SPECIFICATION

Qualifications

Educated to degree level or equivalent with wide experience in educational leadership.

Essential Skills and Experience - Leadership

- Strategic planning – building an effective strategic plan and reviewing progress using key performance indicators and statutory benchmarks.
- Strong inter-personal skills in establishing relationships, both within the Trust and beyond, positively influencing stakeholders and partners.
- Experience of developing and leading growth and change strategies ensuring organisational structures are fit for purpose.
- Demonstrates understanding how to motivate and lead Executive and Operational Teams, in particular through a period of change.
- Strong business and commercial awareness, in particular in the education or third sector.
- Experience of developing and working with quality assurance and risk mitigation systems and procedures.
- Has the ability to command respect from all stakeholders both internal and external facing.
- Third sector experience is desirable.

Education Experience

- Good understanding of Government and Education policy and statutory obligations for the Trust.
- School management structures and governance arrangements both at school and Board level.
- Strong knowledge of effective school improvement strategies and the differences in supporting a school out of an Ofsted category to maintaining outstanding performance.
- Maintaining a persistent focus on children and young people across the Trust and on maximising the positive impact of the Trust on their education and future lives.
- Have an orientation to 'service' the communities that the Trust serves and a strength of conviction and values that align with those of the Trust.

Financial Experience

- Good knowledge of MAT Finances and operations.
- A clear understanding of the current educational landscape, including issues specifically relating to academies in particular the effect of funding.
- Budget management at a Trust level.

Behavioural Competencies

- Strong influencing, negotiation and advocacy skills.
- Sound judgement, ability to identify and escalate critical issues/risks effectively, and a proactive pragmatic approach to problem resolution.
- Highly effective communicator, who can use their skills to draw out the best in others, win support for change and respond appropriately to criticism or challenge.
- Passionate about understanding the needs of pupils and seeing young people achieve their potential.

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