

Job Purpose

- To work closely with the Chair, Directors DCAT Senior Leadership Team to develop, implement and monitor the strategic vision and associated business and action plans so that they are understood and acted upon by all key stakeholders, especially individual academies.
- To actively facilitate effective partnership working with local and national diocesan and school community.
- To work with the Chair of the Board and Chief Operating Officer in ensuring accountability and informed decision making at the appropriate level of management or governance, exercising financial and management controls to manage expenditure, income levels and legal compliances at all levels.
- To work as an outstanding leader to provide senior and strategic leadership for all DCAT staff.
- To act as an advocate and public face for the Trust, using mature leadership skills to influence others by raising the profile and promoting the organisation's core purpose and values.
- To be a leader who is passionate to create the best possible educational opportunities for young people within the Trust, in order to raise aspirations and transform lives.
- To model the Trust's distinctive Christian values.
- To inspire children, staff, governors and all involved with the Trust, its academies and communities.
- To challenge weak ambition, raise expectation and realise the DCAT aspiration of relentlessly improving life opportunities for all involved with the Trust, its academies and communities.

Key Roles

A: **Vision** – In line with the Church of England's Vision for Education

- Lead the Trust's vision with key stakeholders.
- Articulate the vision for the Multi-Academy Trust and act as an ambassador for it.
- Support the Board in being the custodians and champions of the vision.

B: **Leadership**

- To lead on the review and refinement of the Trust's evolving vision strategy and business plan, carrying it forward to ensure its implementation into practice.
- To ensure that the Trust clearly communicates and promotes its vision, ethos and values that are consistently applied across the Trust, and that its aims and objectives clearly translate into all areas of work.
- To take a shared responsibility for developing and maintaining the Christian ethos and identity of the Trust.
- To lead on and drive the Trust's School Improvement offer for academies; ensuring effective deployment of staffing and financial resources to enable all academies to improve and maintain the high standards expected.
- To be responsible for the leadership of staff working for the Trust, including those who are managing academies, ensuring quality at every level and holding senior staff to account.
- To promote the development and maintenance of high standards within the Centre team and across all the academies.

- To ensure that appropriate effective and efficient partnerships are built with other schools and services outside the Trust, including those supplied by the Diocesan Board of Education.
- To ensure effective communication and consultation with stakeholders.
- To ensure that coherence and genuine collaboration is created across the Trust so that academies are enabled to work together to bring about improvements.
- To keep abreast of educational developments and best management practice in order to introduce appropriate innovation.
- To contribute to the System Leadership across the diocese and the region.
- To be ready to take advantage of the new opportunities such as Free School bids or the School Improvements Funds.

C: Relationship management

- Manage the key relationship with the Diocese as the corporate member of the Trust through DoCET.
- Manage the relationship with the Regional Schools' Commissioner and the DfE.
- Develop and maintain an effective relationship with the Trust Board.
- Timely engagement with potential voluntary converters (Good and Outstanding), gaining approvals from governing bodies and the DfE for new entrants to the Trust.
- Timely engagement with potential sponsored converters.
- Management of relationship with wider Diocesan, Local Authority and DfE strategy.
- To contribute to the Diocesan policy on academisation.
- To maintain leading edge knowledge and understanding of effective school improvement.

D: Financial

- To be the Accounting Officer for the Trust, taking personal responsibility for propriety and regularity in the management of public funds.
- Oversight and strategic direction of financial plan (1 year and 3 years forecast).
- Provide the oversight and scrutiny of all financial activity of the Trust to secure its ongoing financial health and working with the standards set out in the Academies Financial Handbook and Charities SORP.
- In conjunction with the Chief Operating Officer, produce reports to enable the Board to exercise appropriate oversight of the Trust's performance on pupil outcomes, financial sustainability, risk management and reputation.

E: Line Management

- To oversee the deployment, training and performance management of the Centre Senior Leadership Team.
- To oversee Headteachers' and Principals' performance management process as delegated, providing line management and holding them to account as appropriate.

F: Operational

- To ensure progress and implementation at pace of decisions made by the Board of Directors.
- Provide oversight and scrutiny of the performance of the academies within the Trust, ensuring efficient action with academies causing concern leading to rapid improvement.

- With the Chief Operating Officer ensure that the Trust operates within the appropriate legislative and organisation framework and keeps abreast of changing requirements, including place planning, asset management, the programme of capital developments, procurement and income generation.
- Make recommendations for strategic intervention where performance issues are of concern.
- To make sure the Trust provides the highest quality services to its academies through appropriate staffing and procurement.
- In conjunction with the Chief Operating Officer, put in place effective support and due diligence processes to convert new schools into the Trust.
- Ensure robust and effective risk management and mitigation is in place at Trust and academy level and that it is regularly monitored.

G: Governance

- To provide the Board with the appropriate information they require to make timely and informed decisions.
- To make sure that the Trust business plan is regularly reviewed, and see that its actions are taken forward and implemented.
- Ensure mechanisms are operating effectively to scrutinise the local governance structures of the Trust and the local leadership of academies within the Trust.
- Ensure Health and Safety and Safeguarding procedures are operating effectively.
- To keep the Scheme of Delegation and trust policies under review so that they are compliant and up-to-date.

H: HR

- Ensure appropriate policies are in place for all HR related issues.
- Provide scrutiny and challenge for the HR processes in the Trust.
- To act as the Trust Directors' nominated professional representative to support the selection process for leadership roles within academies.
- To ensure the Trust effectively manages its talent through strategic and local CPD and succession planning.

J: General

- To chair and attend panels and working groups as appropriate, including meetings of the Diocesan Board of Education [DBE] and Diocese of Chichester Education Trust [DoCET].
- To undertake other duties and responsibilities as may be required.