



# **Peterborough Diocese Education Trust**

## **Recruitment Pack**

**Position: Chief Executive Officer**

**Peterborough Diocese Education Trust**  
**Bouverie Court**  
**6 The Lakes**  
**Bedford Road**  
**Northampton**  
**NN4 7YD**

Tel: (01604) 887006

[pdet.admin@peterborough-diocese.org.uk](mailto:pdet.admin@peterborough-diocese.org.uk)

**RE: Chief Executive Officer**

On behalf of our children, staff, Directors and Members, I would like to thank-you for your interest in this exciting position.

The Peterborough Diocese Education Trust (PDET) is a multi-academy trust formed by the Peterborough Diocese Board of Education. Our family of schools seek to serve their local communities; they are inclusive welcoming children of the Christian Faith, of other faiths, of no faith, children from all backgrounds and of all abilities. We believe in the infinite worth of each person: children deserve the very best education and staff deserve the very best support to deliver this. Although PDET was formed initially to support church schools, we welcome community schools that share our values. Each of our schools maintains its own unique identity but we are confident that we can achieve more together than each school can singly:

*"A cord of three strands is not easily broken" (Ecclesiastes 4: 9-12).*

PDET has experienced steady growth since May 2014 when the first school joined our multi-academy trust. Currently, PDET has a network of twenty academies employing approximately 600 staff and serving 3200 children.

We are now looking for an experienced and skilled individual with a commitment to our Christian vision to serve our schools by supporting them in their drive for excellence.

I hope you find the enclosed pack helpful and informative, if you wish to have an informal conversation about any aspect of the role, please phone Miranda Robinson, Diocesan Director of Education/PDET Chief Executive on 01604 887006.

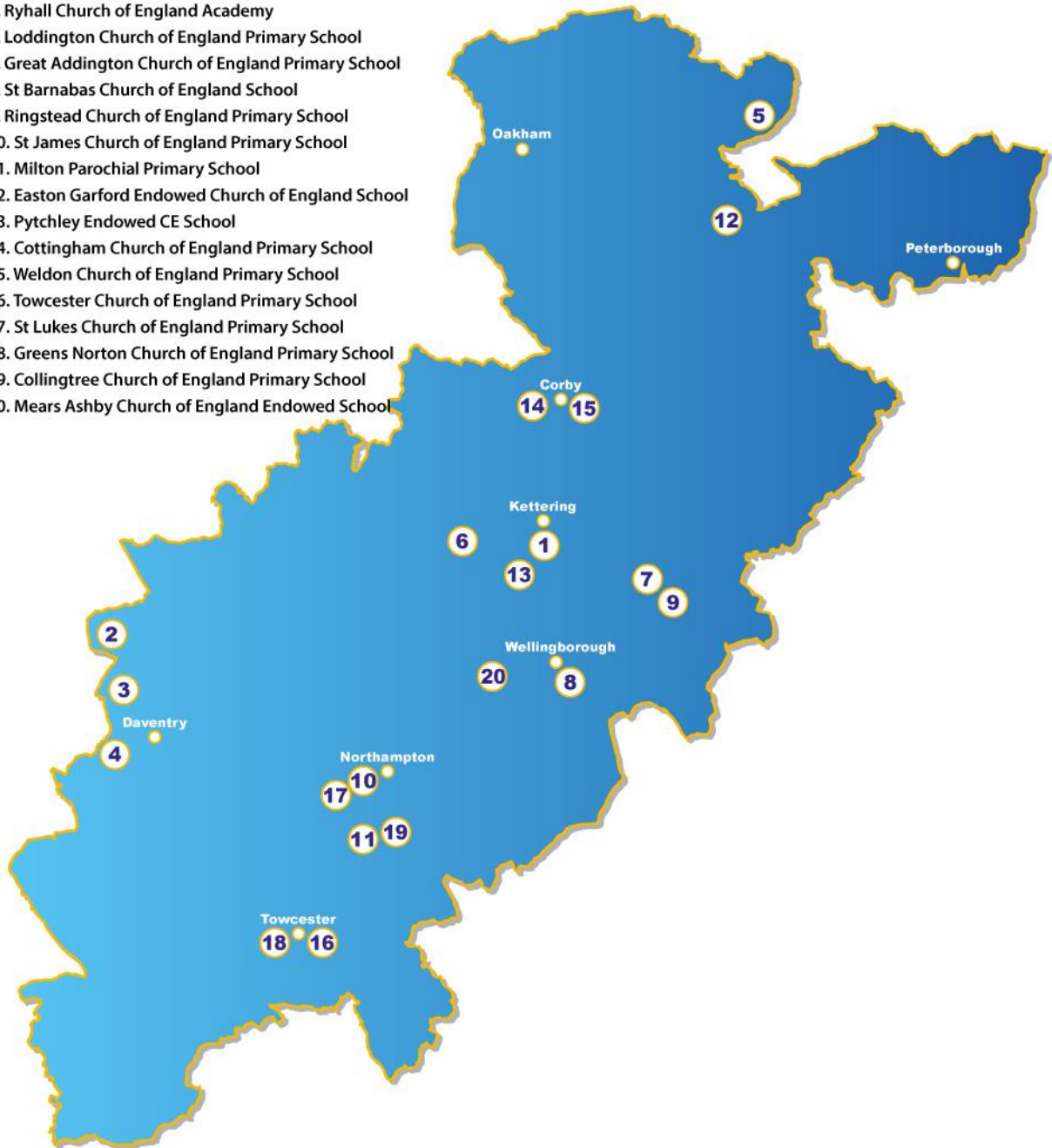
I very much look forward to receiving your application.



**John Herrick**  
Chair of Directors

## Our Academies

1. St Andrews Church of England Primary School
2. Barby Church of England Primary School
3. Braunston Church of England Primary School
4. Staverton Church of England Primary School
5. Ryhall Church of England Academy
6. Loddington Church of England Primary School
7. Great Addington Church of England Primary School
8. St Barnabas Church of England School
9. Ringstead Church of England Primary School
10. St James Church of England Primary School
11. Milton Parochial Primary School
12. Easton Garford Endowed Church of England School
13. Pytchley Endowed CE School
14. Cottingham Church of England Primary School
15. Weldon Church of England Primary School
16. Towcester Church of England Primary School
17. St Lukes Church of England Primary School
18. Greens Norton Church of England Primary School
19. Collingtree Church of England Primary School
20. Mears Ashby Church of England Endowed School



## **Chief Executive Officer Peterborough Diocese Education Trust**

This is a rare and exciting opportunity to lead a Diocesan Multi-Academy Trust currently comprising of 20 academy schools. The Chief Executive Officer has the management and professional responsibility for the effective development and performance of all academy schools within Peterborough Diocese Education Trust (PDET). The successful candidate will be inspirational, with an outstanding record of leadership, and the ability to deliver, develop and articulate the Christian vision, values and ethos of PDET.

### **Required**

1st of January 2018

### **Salary**

£80K - £85K by negotiation and subject to review as PDET grows

### **Pension**

Local Government Pension Scheme

**Responsible to:** the PDET Board of Directors

### **Job Purpose**

**To lead the Christian educational vision for PDET, ensuring the highest standards of educational achievement and accelerated improvement in PDET academy schools.**

### **Key Responsibilities**

- To work closely with the Board of Directors to ensure the educational success of academy schools within the framework of PDET's strategic plan and Christian vision;
- To be accountable for all aspects of teaching, learning and standards across PDET and to ensure that resources are efficiently and effectively deployed in pursuit of its aim to ensure the highest standards across all of its academy schools;
- To promote the distinctive Christian work of PDET academy schools;
- To maintain an overview of the provision of education in PDET academy schools and engage with the local and national authorities in responding to changes in the nature and structure of statutory education;
- To be aware of the latest educational developments and best management practice in order to introduce appropriate innovation;
- To be the Accounting Officer of PDET, ensuring that standards set out in the Academies Financial Handbook are adhered to.



## **Leadership**

- Provide strategic leadership and direction for all PDET staff;
- Establish PDET as a centre of educational excellence and success;
- Articulate and champion PDET's vision, securing accelerated academy school performance and improvement;
- Direct the work of the PDET central team;
- Secure opportunities for the development of leadership at all levels within academy schools;
- Report to the Board of Directors on academy schools' performance and development;
- Maintain leading edge knowledge and understanding of effective academy school improvement;
- Ensure appropriate support for the development of Christian distinctiveness within PDET academy schools.

## **Partnership Working**

- Lead active liaison to secure academy improvement between all relevant agencies (e.g the Regional Schools Commissioners, Department for Education, local authorities, Church of England Education Office, other Anglican Dioceses and, where appropriate, other denominations);
- Ensure that the Diocesan Board of Education (DBE), relevant local authorities (LA), the Department for Education (DfE), the Education Funding Agency (EFA) and the Regional Schools Commissioner(s) (RSC) are informed of key developments within PDET;
- Ensure that genuine collaboration is created so that PDET academy schools are enabled to work together – and with education providers in their wider communities - to bring about rapid improvements.

## **Relationship Management**

- Develop and maintain effective relationships with PDET's Board of Directors;
- Promote PDET's offer to potential converter schools;
- Ensure Local Governing Boards are kept up to date on key strategic developments within PDET.

## **Leading Systems and Processes**

- Act as team leader for the PDET Central Team;
- Promote the development and maintenance of high standards within the central team of PDET;
- Ensure that robust and highly effective systems are in place to evaluate each PDET academy school's effectiveness and priorities;
- Ensure clear Quality Assurance systems are in place which deliver consistency and improved performance;
- Implement effective risk mitigation and management;
- Develop and implement an effective corporate environment that allows PDET and its constituent academy schools to achieve excellence;
- Ensure PDET effectively manages talent through effective succession planning;
- Provide dynamic and strategic direction and leadership for teaching and learning across PDET academy schools.

## **Finance and Compliance**

- Ensure PDET meets all legislative and statutory requirements, including statutory policies (eg Health and Safety and Safeguarding);
- Oversee financial and management controls to ensure legal compliance at all levels;
- Be the Accounting Officer for PDET and therefore be accountable for value for money, regularity and propriety;
- Provide strategic direction for the financial plan.

## **Line Management**

- Oversee the deployment, training and performance management of the central team;
- Oversee headteachers' performance management processes as delegated.

## **Operational**

- Provide oversight and scrutiny of the performance of the academy schools within PDET and make recommendations for intervention where performance issues are of concern;
- Ensure that PDET operates within the appropriate legislative framework and keeps abreast of changing requirements;
- Make sure PDET provides the highest quality services to its academy schools.

## **Governance**

- Provide PDET Board of Directors with the appropriate information they require to make timely and informed decisions;
- Ensure implementation of decisions made by PDET Board of Directors;
- Ensure that PDET's strategic plan is regularly reviewed and its actions are implemented;
- Ensure mechanisms are operating effectively to scrutinise the Local Governing Boards of academies within PDET.

## **Human Resources (HR)**

- Provide scrutiny and challenge for the HR processes in PDET;
- Ensure that Directors have a nominated professional representative to support the selection process for leadership roles within academies;
- Participate in an annual performance management review with Directors;
- Undertake annual reviews of members of the senior central staff team.

## **Other**

This Job Description states the duties and responsibilities at the date shown below. The Board of Directors reserves the right to make reasonable changes to its content after consultation with the post holder.

## Peterborough Diocese Education Trust

### Chief Executive Officer

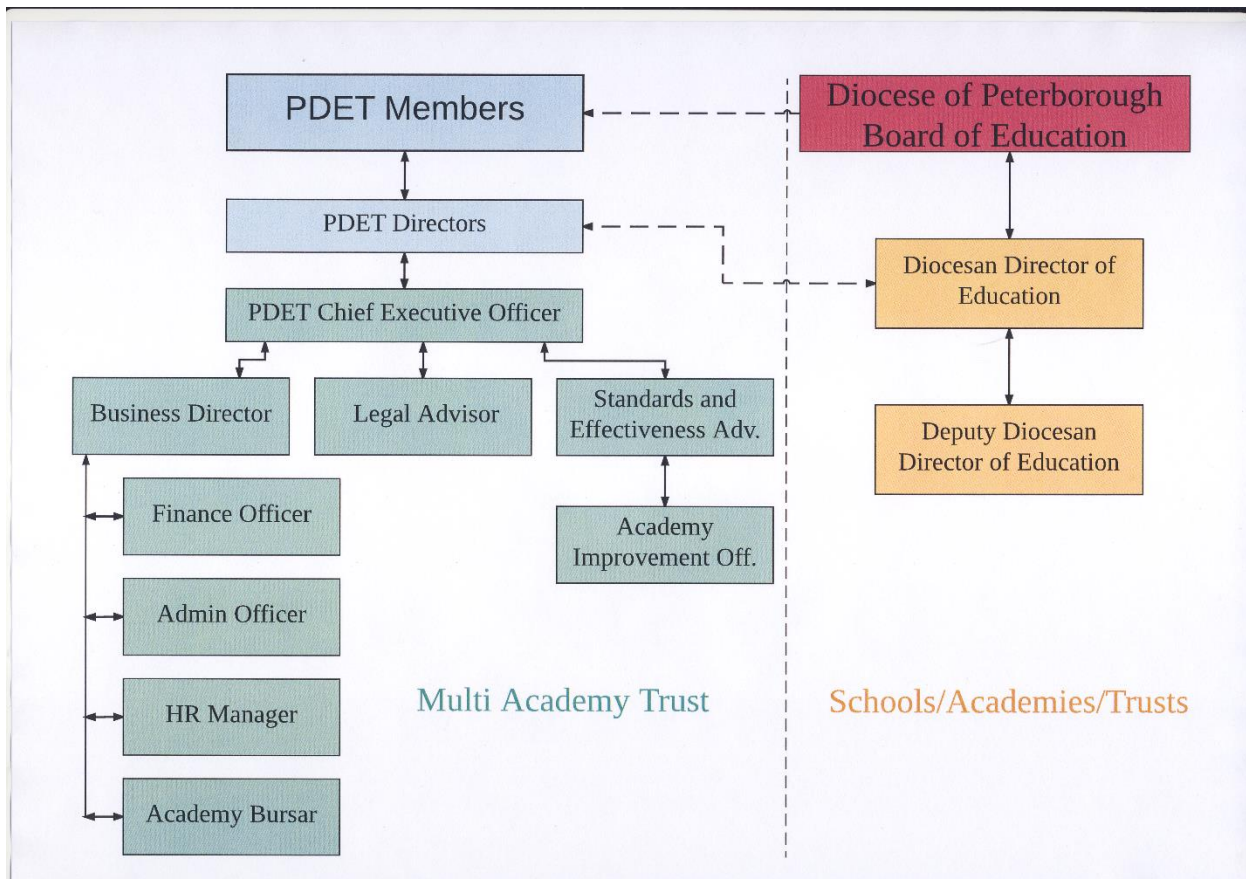
### Person Specification

	ESSENTIAL	DESIRABLE	HOW TESTED
<b>Qualifications</b>			
	<ul style="list-style-type: none"> <li>Degree or equivalent professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>Recognised professional qualification relevant to this role</li> </ul>	A
<b>Professional Development</b>			
	<ul style="list-style-type: none"> <li>A record of recent and relevant continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading professional development</li> </ul>	A
<b>Experience</b>			
	<ul style="list-style-type: none"> <li>Successful headship or a significant leadership role within a MAT, LA or other educational environment</li> </ul>	<ul style="list-style-type: none"> <li>Successful CEO or Board experience in a MAT environment</li> </ul>	A
	<ul style="list-style-type: none"> <li>Relevant portfolio of highly effective educational improvement</li> </ul>	<ul style="list-style-type: none"> <li>Relevant portfolio of high standards of pupil achievement / attainment</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Practical evidence of developing and maintaining highly effective relationships with a wide range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>A successful track record of human and financial resources management</li> <li>Experience of working with other educational agencies (eg RSC, DfE, EFA)</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Practical evidence of the effective development, leadership and management of staff</li> </ul>		A, I
	<ul style="list-style-type: none"> <li>Strategic planning and review of progress against plans in terms of standards, performance and finances, taking decisive action when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Managing growth in pupil numbers</li> <li>Managing a whole institution budget</li> </ul>	A, I

Knowledge			
	<ul style="list-style-type: none"> <li>Comprehensive knowledge and understanding of the schools' Ofsted and SIAMS inspection criteria and processes</li> </ul>	<ul style="list-style-type: none"> <li>Ofsted Inspector trained</li> <li>SIAMS Inspector trained</li> <li>Knowledge and experience of working with RAISE online and other national data</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Awareness of current educational developments and implications</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Company and Charity Law as it relates to academies</li> </ul>	I
	<ul style="list-style-type: none"> <li>A thorough knowledge of safeguarding and other critical health and safety issues</li> </ul>		I
	<ul style="list-style-type: none"> <li>Knowledge of relevant policies, legislation and codes of practice across education</li> </ul>	<ul style="list-style-type: none"> <li>Working within corporate governance structures</li> </ul>	I
Skills			
	<ul style="list-style-type: none"> <li>Excellent and adaptable communication skills</li> </ul>		A, I
	<ul style="list-style-type: none"> <li>Good inter-personal skills and an approachable style of leadership</li> </ul>		I
	<ul style="list-style-type: none"> <li>Ability to articulate a clear vision across PDET and to a variety of audiences</li> </ul>		I
	<ul style="list-style-type: none"> <li>Ability to lead, motivate, and manage change</li> </ul>		I
Other			
	<ul style="list-style-type: none"> <li>A commitment to the Christian ethos underpinning PDET</li> </ul>	<ul style="list-style-type: none"> <li>Full and active member of a church in membership of Churches Together in England</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Demonstrable commitment to equality and diversity issues in both service provision and employment practices</li> </ul>		A, I
	<ul style="list-style-type: none"> <li>Flexible, approachable and resilient under pressure</li> </ul>		I
	<ul style="list-style-type: none"> <li>Ability and commitment to work collaboratively as part of a team</li> </ul>		A, I



## PDET STRUCTURE



## The recruitment process

We very much hope that you will apply for this post.

To apply, please simply complete the application form and equal opportunities monitoring form. Both are available from [http://www.pdet.org.uk/pdet\\_key\\_documents/](http://www.pdet.org.uk/pdet_key_documents/)

Peterborough Diocese Educational Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS check.

Completed application forms can be marked as confidential and emailed to : [melanie.morris@peterborough-diocese.org.uk](mailto:melanie.morris@peterborough-diocese.org.uk) or can be posted to: Melanie Morris, HR Manager, Peterborough Diocese Education Trust, Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD

## Key Dates

Applications welcomed by noon on 26 June 2017

Interviews to be held on 12 & 13 July 2017