



Chief Operating Officer
Application Pack

Ocean Learning Trust

Welcome Message from the Executive Headteacher: **Stephen Orman**

Thank you for your interest in the role of Chief Operating Officer at the Ocean Learning Trust. We want to find an inspirational leader who shares our values and is committed to making the Ocean Learning Trust as effective as it can be for the children, families and staff we serve, ensuring delivery of a high standard of central services to our schools, supporting them to achieve their vision and goals.

We formed as a Multi Academy Trust of three church schools and one community school in July 2015 and now have the challenge of growing the Trust to ensure to achieve its educational aims and its long term sustainability. Our vision and growth model is achieving strongly positive recognition from all stakeholders and we are already working with two schools with a view to them joining us. Our attractiveness to potential schools lies in the opportunities for the sharing of effective practice and partnership working, within the Trust and beyond, whilst enabling autonomy for each school to tailor delivery appropriate to local environments. We aim to be a Trust of significant size within 3 to 4 years responding to local need and reducing central spend per pupil, ensuring that maximum resources are directed to the development of the young people that we are here to serve.

We have a strong and supportive Board of Directors drawn from education, voluntary sector and business backgrounds. As Executive Headteacher, with a long career and solid reputation in local primary education, I am looking for a Chief Operating Officer with equally strong business skills at a strategic leadership level, who is ready to take on the challenge of developing the Ocean Learning Trust alongside me. This is an exciting new post, created to support us in this next phase, and it is likely to give the successful candidate ample opportunity for developing the role over time. If this could be you, I would be very pleased to hear from you.

Stephen Orman

Executive Headteacher

Ocean Learning Trust



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Headteacher

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Application Form

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Monitoring Form

Recruitment Monitoring Form

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ABOUT THE TRUST

Ocean Learning Trust formed as a Multi-Academy Trust on 1st July 2015, consisting initially of four Bournemouth community and church primary schools:

- St. Luke's Primary School
- Heathlands Primary School
- St. Clement's & St. John's Infant School
- Bethany Junior School

Our schools have their own Headteacher and Local Governing Body and are encouraged to develop their distinctive character, ethos and values within the communities they serve. We are committed to enabling each school to flourish with a high degree of autonomy within a culture of collaboration, challenge and mutual support.

OUR VISION

Taking Learning Deeper, Wider, Further

The OCEAN Learning Trust is a community of schools committed to working together to improve the life opportunities of all our children. The collective vision is to provide an inclusive, world class education, to enable children to become inspired, self-motivated and successful lifelong learners and global citizens. We strive for our schools to be outstanding in every respect and to achieve this through the development of Teaching and Learning Excellence: promoting the sharing of effective practice, ideas, resources and personnel within and beyond the Trust.

OUR AIMS

- Keep children and their achievement and wellbeing at the heart of all we do
- Ensure all children attending an OCEAN Academy achieve well, become confident, successful learners and have opportunity to fully develop their talents and potential
- Raise aspirations and set high expectations for everyone in the organisation, supporting children and staff to achieve the highest individual and collective standards possible – inspire to achieve
- Nurture each child's growth in character, helping them to recognise their own uniqueness and respect and value the uniqueness and dignity of others
- Develop in children a growth mindset, encouraging them to take their learning deeper, wider and further than they imagine possible
- Empower children to reach out to others and make a difference in the world
- Be at the forefront of educational leading practice – being the best we can be
- Attract and develop the very best staff; develop great leaders
- Forge strong and effective partnerships with parents and the wider community
- Safeguard and develop the distinctive character, ethos and values of Community schools and the distinctive character, ethos and Christian values of Church schools within the Trust



OUR VALUES

Trust - Compassion - Collaboration - Inspiration - Excellence

Our Aspiration

- OLT Academies provide a world class education where children and staff collaborate and learn with partner schools and colleagues locally and across the world; they are recognised as beacons of excellence in learning and achievement.
- Children in OLT Academies consistently excel in learning. They are confident, trustworthy, compassionate, respectful and resilient, equipped to grasp opportunities, reach out to others and make a difference in the world.
- OLT staff are recognised as inspirational co-learners and educators, the very best in the field. They engage in and contribute to a range of professional development opportunities and action research; many gain further qualifications, some at the highest level.
- OLT develops leaders who are an inspiration to all, driven by a strong moral purpose and a passion to ensure all schools and the Trust thrive as organisations. They engage in system leadership, adding value to the practice and success of others.
- OLT Academies are centres of life-long learning, making a difference in the local community and the wider world.

As a newly formed multi academy trust, our strategic priorities for 2016-17 are to:

- Develop a culture and ethos for sustained high performance – a genuine learning community for all
- Develop consistently good or better teaching and learning in all schools so that all children are inspired to thrive and excel in their learning
- Embed a culture of high achievement in all Trust schools
- Embed robust systems and processes for the efficient and effective operation of the Trust with clear lines of reporting and accountability
- Secure additional partnerships to create capacity and flexibility to achieve our vision



Our Academies

School Name	Number on Roll	Age Range	Ofsted Rating	Website	SIAMS Inspection
Bethany CE Junior School	350	7 to 11 years	Good 2012	www.bethanyjunior.co.uk	Outstanding 2014
Heathlands Primary School	200	3 to 11 years	Good 2014	www.heathlandsprimarybournemouth.co.uk	N / A
St. Clement's and St. John's CE	270	4 to 7 years	Good 2010	www.stclementsandstjohns.co.uk	Outstanding 2015
St. Luke's CE Primary School	430	4 to 11 years	Good 2014	www.st-luke.bournemouth.sch.uk	Outstanding 2016
Trust website link					





COO: Job Description



COO Job Description

Job Title	Chief Operating Officer
Salary	c£70,000 FTE (negotiable according to skills and experience) initially 0.6 with flexibility to increase hours in line with Trust growth.
Start Date	September 2017
Closing Date	Monday 15th May 2017, noon
Key Purpose	<p>To support the Chief Executive Officer in the strategic development and operation of the Trust, contributing to Board meetings and meetings with the Department for Education and other significant organisations as and when required, with lead operational responsibility for all central service functions of the Trust, upholding, promoting and modelling the vision and values of the Trust at all times and providing a high level of service to customers.</p> <ul style="list-style-type: none"> • Responsibility for all aspects of Finance & Accounting obligations under the Multi-Academy constitution including compliance with standing orders; and the statutory obligations relating to the Company • Responsibility for all aspects of Company Secretarial obligations under the Multi-Academy constitution and the statutory obligations relating to the Company
MAIN RESPONSIBILITIES	
Finance, HR, IT and Premises	<ul style="list-style-type: none"> • Oversee the internal operations of the Trust ensuring all systems, structures and staffing are of a high standard and meet the Trusts requirements • Provide line management and leadership to the Finance Manager, HR, IT and premises staff • Ensure financial viability of the Trust and provide sound financial advice to all stakeholders • Follow all legal mandates from the DfE in all aspects related to funding reporting and regulations associated with MATs • Agree levels of expenditure within the parameters set by the Board of Directors and Local Governing Bodies • Ensure all aspects of the Trust are legally compliant • Ensure contracts and licences are reviewed and fit for purpose
Strategic Planning, Growth and Development	<ul style="list-style-type: none"> • Contribute to and deliver the vision, strategic direction and objectives for the Trust • Structure the organisation of the Trust to achieve its vision, ethos and mission • Develop central services to meet the requirements of the Trust • Take an active role in developing and maintaining external links and relationships and promoting the Ocean Learning Trust • Identify and apply for grant funding • Liaise with local Teaching Schools where appropriate • Project manage and support the conversion to academy status and integration of schools joining the Trust • Develop contacts with business and external partners to develop and generate sources of income which support the development objectives of the schools
Marketing and Communications	<ul style="list-style-type: none"> • Assist in protecting and enhancing the reputation of the Ocean Learning Trust • Assist and oversee the formulation and implementation of marketing and communication strategies and campaigns • Assist in ensuring that marketing materials and other communications accurately and persuasively present the vision, mission and values of Ocean Learning Trust • Regular contact at senior level throughout the Trust to achieve resolution of complex problems and develop partnership working • Develop and maintain an extensive range of customer/colleague contacts to develop and improve resources

COO: Job Description Continued

LEADERSHIP AND MANAGEMENT

Supporting the Board of Directors	<ul style="list-style-type: none"> • Assist in the development of governance policies for review and approval • Ensure annual plans, targets and performance are implemented and monitored • Monitor organisational progress, providing information and answering for organisational performance
Leading and Managing the Trust	<ul style="list-style-type: none"> • Provide relevant information to fulfil the Academies accountabilities to both internal and external audiences • To assist in delivering strategic planning and operations for the: <ul style="list-style-type: none"> • Financial welfare of the Trust • Human resources management • Legal welfare of the Trust • Asset management • Risk management • IT strategy • Communications/Public Relations • Management of quality services and standards • Management and welfare of staff • Management of health and safety • Through sound business planning, ensure that the Trust has the human, material and financial resources it needs to operate effectively • Ensure the production of appropriate business plans to implement and achieve the strategies agreed by/with the Board • To seek out and develop new strategies for ensuring future resources • Take appropriate steps to protect the Trust from risk • To ensure that the Trust has the appropriate management systems and structures to carry out its work effectively, accountably and safely • Responsible for the line management of identified staff, setting high standards and expectations and challenging underperformance • Assist in the development of an inclusive culture which recognises and values the contributions of staff, setting high standards and expectations and challenging underperformance
Other Duties	<ul style="list-style-type: none"> • All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



COO: Person Specification



COO: Person Specification

	Person Specification	Essential	Desirable	Evidence
	1. Qualifications and Training			
A	Education to degree level or equivalent	○		A
B	Advanced Diploma in School Business Management		○	A
C	Evidence of further or continued professional development		○	A
D	Professional qualification in business leadership and/or relevant discipline		○	A
	2. Knowledge and Experience			
A	Substantial post qualification professional experience (5 years plus) in senior management within a school business management context	○		AIR
B	Significant experience beyond first degree level in business administration, accounting or related disciplines	○		AIR
C	Experience of academy financial management, policy & practice	○		AIR
D	Company and charity law – especially: governance, accounting & reporting requirements		○	AIR
E	Supervision of annual accounts & their presentation		○	AIR
F	Experience of financial & budgetary risk management	○		AIR
G	Experience of asset and facilities management	○		AIR
H	Successful track record of leading & managing complex projects from inception to completion	○		AIR
I	Experience of procuring services and monitoring contracts to ensure best value		○	AIR
J	Significant experience of successfully leading staff, developing administrative and financial systems and policies, including sound budget control and advice to senior managers & directors	○		AIR
K	Experience of personnel procedures and relevant employment legislation	○		AIR
L	Experience of working in an educational setting with an awareness of school-based strategies that include Teaching & Learning and Behaviour & Learning support	○		AIR
M	Ability to present ideas and strategies to a variety of audiences including pupils, staff, parents and external agencies	○		AIT
N	Operational experience of supporting schools through to academy conversion		○	AI 11

COO: Person Specification

	Person Specification	Essential	Desirable	Evidence
	3. Personal Qualities and Attributes			
A	Considerable personal enthusiasm with a high level of integrity & professionalism	○		IPR
B	Resilience - underpinned by good personal administrative & time management skills - the ability to work to deadlines and ensure completion	○		ITR
C	Strong interpersonal, communication and team working skills – ability to inspire, motivate, enable and get the best from people	○		IPT
D	Operate with a consistent & clear set of moral values that is compatible with the mission & values of the trust	○		IPR
E	Flexible and able to respond to rapidly changing demands and environment	○		AITR
F	Ability to make and justify difficult decisions	○		ITPR
G	Excellent literacy, numeracy, ICT & problem-solving skills	○		AIT
H	Commitment to safeguarding and equal opportunities – and to upholding trust policies	○		AIR
I	Ability to travel to and work across multiple sites as required	○		AI
	4. Shaping the future			
A	Capacity to positively lead and skilfully manage change	○		ITPR
B	Proven experience of using organisation-wide self-evaluation and improvement strategies to drive improvement	○		AIPR
C	Ability in strategic business or service planning & the development of business opportunities and fund-raising	○		AIR
D	Ability to take an entrepreneurial perspective in contributing to the development of the trust and maximising resources	○		AIR
E	Use new and emerging technologies to support improvement and organisational effectiveness	○		AI
F	Understanding of current government educational policy & legislation and associated issues	○		AI

Evidence source: A – application; T – tasks (at interview); I – interview; P – presentation; R – reference

How to apply

Please complete the separate application and monitoring form. In addition you are asked to provide a personal statement of no more than 1500 words detailing how you feel you meet the criteria outlined in the Person Specification.

If you would like further information, or to arrange a school visit or further conversation with Executive Headteacher, please contact Grace Rowley at Academicis on:

T: 01223-907973 | M: 07901-585959 | E: growley@academicis.co.uk

All applications are to be sent to Grace Rowley no later than noon on Monday 15th May 2017.

We reserve the right to research applicants on social media platforms and the internet, and the Trust Board may take this into consideration during the recruitment process.

