



CHINGFORD  
ACADEMIES TRUST

Candidate brief for the position of

# CEO and Executive Principal





## Contents

Welcome from the Chair	3
An Introduction to Chingford Academies Trust	5
The Role	6
The Person Specification	11
How to Apply	12
Appointment Process	13





CEO/Executive Principal  
Mr Mark Morrall MA MEd  
Chingford Academies Trust  
Nevin Drive, Chingford  
London E4 7LT

Tel: 020 8529 1853  
Fax: 020 8506 3875

Sixth Form Centre  
Tel: 020 8506 3871

[www.chingfordfoundation.org](http://www.chingfordfoundation.org)

Dear Applicant

Thank you for expressing an interest in the post of CEO/Executive Principal at Chingford Academies Trust. We hope the information in the pack will give you a good flavour of our schools as well as the application procedures and that, having read the pack, you will decide to apply.

This post is available from September 2019. This pivotal role offers an exciting opportunity to join an enthusiastic team of colleagues focused on improving the lives of over 2000 students in our Trust.

Chingford Foundation School (CFS) and South Chingford Foundation School (SCFS) have 120 years of combined history and experience in delivering a positive, aspirational environment for our students to flourish. Whilst we have continued to adapt to the changing world around us with the creation of our Multi Academy Trust, our commitment to helping students of all abilities and backgrounds achieve their dreams has only strengthened. We are incredibly proud of our staff and students and are passionate about driving improving standards across the Trust, aspiring to offer a truly outstanding education provision for each of our students.

Even whilst consolidating our financial position to reflect the current funding environment, we have retained our unwavering ambition to raise standards for our staff and students, whether via school expansion programmes, investment in staff training, the countless number of student initiatives run by our peerless staff, or our commitment to making a positive contribution in the community.

We are looking for a skilled, professional and enthusiastic individual to help us to ensure that in every way the schools within Chingford Academies Trust move to outstanding schools. There remains a lot of work ahead of us, but with innovative, inspirational leadership there is no limit to what we can achieve for our students, as we start an exciting new chapter in our story.



When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description. If you have any questions, please contact Amanda Crowley, PA to CEO/Executive Principal on 020 8529 1853 extension 222 or email [a.crowley@chingford.waltham.sch.uk](mailto:a.crowley@chingford.waltham.sch.uk)

We very much look forward to receiving your application.

Yours sincerely

Anthony Young  
Chair of Trustees



## An Introduction to Chingford Academies Trust

A warm welcome to the Chingford Academies Trust, where we will provide children with an excellent secondary education. The two secondary schools challenge and extend students of all abilities and backgrounds and will prepare them to contribute positively to the communities in which they live. Our commitment to quality, achievement and the 'comprehensive ethos' makes our schools the natural first choice of students, parents and staff in the local area who are keen to contribute to the successful development of tomorrow's young citizens.

We aim for our curriculum to be forward-looking whilst incorporating the core knowledge about 'the best that has been thought and written'. Ref: 'Educational Excellence Everywhere' (March, 2016) DFE. Our curriculum offer in both schools is broad and balanced and aims to challenge students to develop exceptional competency in literacy and numeracy and to flourish in creative subjects including the arts and information technology.

Chingford Foundation School has been at the centre of providing excellent education for eight decades. We understand that the learning environment we create in school has a profound impact upon the learners who inhabit the space.

We have been proud of recent developments to provide educational spaces for our expanding roll that create a sense of wonder and awe at Chingford. These have included the Clive Moore Sports Hall, our Arts Centre, state of the art Library facilities, additional classrooms and external recreation areas. This work will not cease and we have plans to further develop our site with an extension to our Science facilities in 2019.

At South Chingford Foundation School, we offer a smaller learning environment 'where everybody will know the child's name' and the support will be individualised to inspire children to make excellent progress. There is a thriving extra-curricular programme including an externally funded Saturday School which is well attended.

### What Ofsted say about our schools:

*"The majority of students make good progress through the school and achievement in English is particularly strong."*

*"Gaps in achievement between different groups of pupils currently in the school have either closed or are closing rapidly. The progress made by disadvantaged pupils is better than it was in the previous inspection".*

*"The Executive Principal, directors of the multi-academy trust, and governors provide strong leadership, and a clear vision which is shared by all staff. Strong relationships at all levels lead to a safe, caring and calm school community."*

*"Students conduct themselves well around the school and established routines mean that they settle quickly in lessons. In general, attitudes to learning are good and students readily engage with their learning."*

*"Challenging academic targets for study support they receive and say it helps them to improve their work."*

*"Senior leaders provide highly effective training for staff. As a result, teaching is good in most subjects because staff are committed to continually improving their practice. Positive relationships between teachers and pupils underpin engaging and effective learning".*



## The Role

<b>Title of Post:</b>	CEO and Executive Principal
<b>Pay Scale:</b>	L41 (£109,883) to L47 (£125,964)
<b>Responsible to:</b>	Board of Trustees
<b>Responsible for:</b>	Senior Vice Principal, Vice Principals, Trust Business & Finance Director
<b>Start date:</b>	1 September 2019
<b>Location:</b>	Outer London

Chingford Academies Trust (CAT) is seeking to appoint an inspirational CEO and Executive Principal to oversee and lead our two successful partner schools based in north east London. This appointment follows the retirement of our highly respected current leader.

CAT's vision is to develop young people who are caring, resourceful and inspired to succeed by providing a safe, inclusive and disciplined environment. Our schools seek respectively to provide "a firm foundation for life" and aspire to be "a community where students strive to be the best version of themselves". We care deeply about delivering the highest quality of education for our students and we are looking to appoint a leader who will champion new approaches which are proven to add value to students' progress in learning. They will lead us on the journey to outstanding.

### **The successful candidate will;**

- have a significant and successful proven track record as a CEO, executive headteacher or headteacher
- build on our strengths and direct further success through laying out a vision for the Trust
- be an inspirational leader working closely with trustees and staff at all levels
- have experience of demonstrating leadership in the attainment and progress of all learners and in particular disadvantaged students
- have a natural problem solving ability and a desire to support and develop staff, setting the highest standards in teaching
- have proven and strong financial acumen
- has a flair for effective community engagement
- be experienced in leading a Sixth Form
- ambitious to build the Trust and know what this will require

### **The Trust offers;**

- highly motivated staff and students
- effective strategic direction and challenge
- generous remuneration
- the opportunity to construct and deliver a vision for a growing Trust



**Post Purpose:**

- Working in partnership with the Trust Board to create a shared vision and strategic plan for the Trust, which inspires and motivates students, staff and all other members of the school communities.
- Create a culture of continuous improvement and be an inspirational leader, committed to the highest achievement in all areas of the Trust's work.
- Inspire and support other members of the leadership teams within the Trust to plan effectively to translate the vision and strategy into operational objectives which are understood by all and promote and sustain school improvement across the Trust.
- Identifying appropriate priorities and targets for all members of the Leadership Teams within the Trust, ensuring that pupils achieve high standards, make progress, are safe, and enjoy their learning and work.
- Deliver strong financial performance of the Trust.
- Ensure staffing structures are able to deliver the vision and strategy and support each school to move from good to outstanding.
- Improve the educational and broader outcomes of all students and particularly the most disadvantaged.
- Work in partnership with Trustees to support their function providing strategic leadership and guidance.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate in schools across the Trust.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.
- Grow the Trust in a sustainable way.

**1. Leading teaching & learning**

- 1.1 Ensure that learning is at the centre of strategic planning and resource management.
- 1.2 Ensure creative, responsive and effective approaches to learning and teaching.
- 1.3 Ensure a culture and ethos of challenge and support, where all students can achieve success and become engaged in learning.
- 1.4 Demonstrate and articulate high expectations and set stretching targets for both schools and wider community.
- 1.5 Ensure the most disadvantaged students show good evidence of improved outcomes.
- 1.6 Implement strategies which secure high standards of behaviour and attendance.
- 1.7 Monitor, evaluate and review classroom practice and promote improvement strategies.
- 1.8 Challenge underperformance at all levels, and ensure effective corrective action and follow-up.



## **2. Developing self & working with others**

- 2.1 Support all staff to achieve high standards and build a professional learning community which enables all staff to achieve, through a focus on high quality performance management appraisal and effective continuing professional development.
- 2.2 Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- 2.3 Build a collaborative learning culture within the Trust and actively encourage the schools within the Trust to build effective learning communities.
- 2.4 Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- 2.5 Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- 2.6 Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- 2.7 Manage own workload and that of others to allow an appropriate work/life balance.
- 2.8 Ensure that the best interests of all pupils are at the heart of all decision making.
- 2.9 To motivate and enable members of the Leadership Team to develop expertise in their respective roles through personal coaching and supporting high quality continuing professional development.

## **3. Managing the organisation**

- 3.1 To create networks and identify opportunities for the schools in the Trust to collaborate with each other and with other schools locally and regionally to build effective extended learning communities.
- 3.2 Lead, coordinate and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities paying due regard to appropriate change management processes.
- 3.3 Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work efficiently and effectively in line with legal requirements.
- 3.4 Manage the school's financial and human resources effectively and efficiently to achieve the School's educational goals and priorities.
- 3.5 Oversee Trust wide effective financial management to ensure that all budgets are properly managed and controlled in each School.
- 3.6 Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- 3.7 Implement successful performance management processes with all staff.
- 3.8 Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- 3.9 Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- 3.10 Use and integrate a range of technologies effectively and efficiently to manage the school.



- 3.11 Develop, implement and evaluate the school's policies, practices and procedures.
- 3.12 Maintain strong and effective relationships with external organisations representing teachers and other members of the school's workforce.
- 4. Securing Accountability**
  - 4.1 Determining the Trust staff development programme and participating in arrangements for further professional development.
  - 4.2 Fulfil commitments arising from contractual accountability to the Trust.
  - 4.3 Develop a Trust ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
  - 4.4 Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
  - 4.5 Work strategically with the Trust (providing information, objective advice and support) to enable it to meet its responsibilities.
  - 4.6 Develop and present a coherent, understandable and accurate account of the Trust and constituent school's performance to a range of audiences including governors, parents and carers and external agencies.
  - 4.7 Reflect on personal contribution to school achievements and takes account of feedback from others.
- 5. Strengthening Community**
  - 5.1 Create and promote positive strategies for challenging racial and other inequalities. Establish an environment that challenges related unacceptable behaviour where it exists.
  - 5.2 Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
  - 5.3 Co-operate and work with relevant agencies to protect children.
  - 5.4 Enable equal opportunities for all members of the school community and promote it at all times.
- 6. Safeguarding**
  - 6.1 Ensure that the Trust and schools within the Trust meet their safeguarding responsibilities in line with current legislation so that the organizational culture is one where people are vigilant and encouraged to challenge to keep all children safe.
- 7. Other**
  - 7.1. To undertake any other duties as reasonably directed by Trustees. These to include duties as specified by School Teachers Pay & Conditions Document (STPCD) not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**You can find out more information by taking a look at our websites:**

[www.chingfordfoundation.org](http://www.chingfordfoundation.org) and [www.southchingfordfoundation.org.uk](http://www.southchingfordfoundation.org.uk)

To arrange a visit to the Trust schools please contact Amanda Crowley on 020 8529 1853 extn 222 or email [a.crowley@chingford.waltham.sch.uk](mailto:a.crowley@chingford.waltham.sch.uk).

**Closing date:** Friday 15th March 2019 at 12pm

**Interview dates:** Tuesday 26th and Wednesday 27th March 2019

Please return your completed application to [SchoolsHR.Helpdesk@walthamforest.gov.uk](mailto:SchoolsHR.Helpdesk@walthamforest.gov.uk)

***The School is committed to safeguarding children and successful candidates will undergo an enhanced DBS check.***





## Chief Executive Officer Person Specification

	CRITERIA	Essential or Desirable	Measured by: A- Application I-Interview process R-Reference
<b>Qualifications &amp; Training</b>	Qualified teacher status	E	A/I
	Good honours degree or equivalent qualifications	E	A/I
	NPQH or recent additional professional qualifications	D	A/I
<b>Experience</b>	Proven track record of outstanding leadership, ideally as a Headteacher, Executive Headteacher or CEO of a Trust	E	A/I/R
	Demonstrable success in achieving rapid and sustained school improvement	E	A/I/R
	Strong and effective financial and resource management and budget setting	E	I/R
	Ability to provide inspirational leadership and empower staff	E	I
	Experience of Community engagement	D	I/R
<b>Knowledge and Skills</b>	Knowledge and understanding of how to move a school from 'Good' to 'Outstanding'	E	A/I
	Clear understanding and knowledge of the role of Governance in a MAT	E	A/I
	Knowledge of expanding a Trust/MAT	D	A/I
	Experience of Leading a Sixth Form	E	A
	Ability and experience of successful management and implementation of change, ideally within an Academy Trust setting	E	I/R
	Proven record of improving outcomes for disadvantaged students	E	A/I/R
	A clear understanding of the current educational landscape, including issues specifically relating to academies	D	I
	Proven ability to think creatively to anticipate and identify problems/ needs and construct solutions	E	A/I



## How to Apply

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email Amanda Crowley on 020 8529 1853 extn 222 or [a.crowley@chingford.waltham.sch.uk](mailto:a.crowley@chingford.waltham.sch.uk).
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded) to:  
[SchoolsHR.Helpdesk@walthamforest.gov.uk](mailto:SchoolsHR.Helpdesk@walthamforest.gov.uk)

or through the post to:

Ms Louise Constantine  
Waltham Forest Town Hall  
Traded Services, Schools HR Team Room 001  
Forest Road  
Walthamstow  
E17 4AA

**Your application must be received by Friday 15th March at 12pm**



## Appointment Process

Suitable applications will be shortlisted for interview as quickly as possible.

If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

Closing date for applications: **15th March 2019 12 pm**

Selection process to take place: **26th and 27th March 2019**

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Candidates invited to interview will:

- be given a tour of the school
- have an opportunity to meet with key staff
- undergo a selection process
- have an interview with members of the Trust

### Pre-employment Checks

Chingford Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher/employer. It is our usual policy to take up references before interviews wherever possible. An offer of employment is conditional on any reference provided being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.



CHINGFORD  
ACADEMIES TRUST

Chingford Academies Trust  
Nevin Drive  
Chingford  
London  
E4 7LT

Tel: 020 8529 1853  
Fax: 020 8506 3875