



Frank Field
Education Trust



Recruitment Pack

Deputy Chief Executive Officer (CEO)

A WELCOME FROM THE CEO OF THE FRANK FIELD EDUCATION TRUST



The Frank Field Education Trust (FFET) is a Multi-Academy Trust (MAT) based in the North West of England and West Midlands which aims to build on the work of the Trust founder, the Rt. Hon. Lord Frank Field. He served for almost 40 years as the Member of Parliament for Birkenhead. During this time, Frank campaigned extensively for social justice and in 2010 wrote “The Foundation Years: preventing poor children becoming poor adults” report, which has become a landmark document regarding the importance of Education and Early Years care in ending disadvantage.

Our vision is that social justice can be achieved for our communities that we serve through excellence in education and we have the ambition that all our schools will become outstanding.

We welcome applications from people who share our ambition to provide an education for children that is unparalleled in this country and have the enthusiasm and drive to make this a reality.

Mr Tom Quinn
CEO of The Frank Field Education Trust



JOB DESCRIPTION:

Deputy Chief Executive Officer (CEO)

Job Title: Deputy Chief Executive Officer (CEO)
Reporting to: Chief Executive Officer (CEO) and Trust Board

Job Purpose:

- To provide strategic and professional leadership as Deputy to the CEO for the Trust
- To develop and deliver the vision, ethos, strategy and manage performance necessary to provide an outstanding education for all pupils across all schools in the Trust.

Specific Duties & Responsibilities:

- The post holder, must at all times, carry out their duties and responsibilities within the spirit of the Frank Field Education Trust and School policies and within the legislative framework applicable to academies.

Core Purpose:

- To act as Deputy to the CEO.
- To support the CEO & Trust board through the provision of professional advice and guidance to develop the ethos, values and strategic direction of the Trust to ensure all children have access to outstanding education.
- To uphold the Trust's values, and to provide visible leadership across the organisation.
- To work collaboratively with the CEO, Trust Board, local governing boards, Principals/Headteachers and all staff within the Trust and schools to define and deliver high standards, measurable targets and clear aims and objectives.
- To perform the duties of the Deputy CEO in accordance with the conditions of employment based on the school teachers' pay & conditions document and the policies and procedures of the Trust.
- With the CEO, to be the lead education professionals' for the Trust and accountable for all aspects of teaching and learning standards, developing and leading the framework and systems for school improvement and quality assurance.
- To promote the Trust in the wider community and across all stakeholders and to work to improve outcomes for all children educated in our schools.



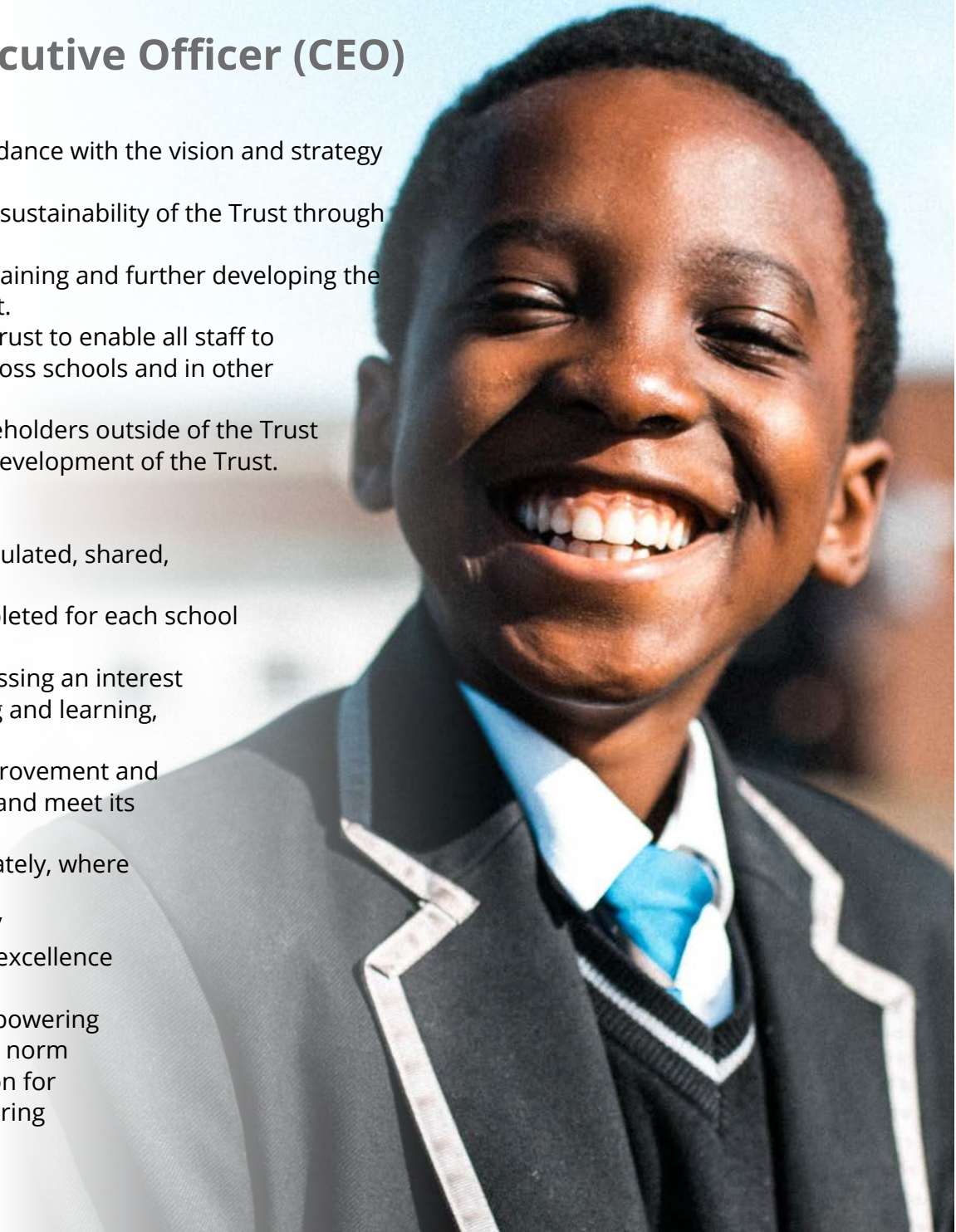
JOB DESCRIPTION: Deputy Chief Executive Officer (CEO)

Strategic:

- Provide leadership and direction to schools within the Trust in accordance with the vision and strategy agreed by the CEO & Trust board.
- Lead alongside the CEO in supporting the growth, development and sustainability of the Trust through the implementation of a robust strategy.
- Hold local governing boards and school leaders to account for maintaining and further developing the vision and values of the Trust and their own individual ethos within it.
- Ensure there are high levels of effective communication across the Trust to enable all staff to perform their duties and develop opportunities for collaboration across schools and in other educational establishments.
- Develop and maintain effective relationships with key partners/stakeholders outside of the Trust and keep abreast of key national and local initiatives to benefit the development of the Trust.

Leadership and Management:

- Ensure the strategic vision and ethos of each academy is clearly articulated, shared, understood and acted upon effectively by all.
- To work in partnership with the CEO to ensure due diligence is completed for each school in the Trust every academic year.
- Work in partnership with CEO and CFOO to ensure any school expressing an interest in joining the Trust has a full due diligence process covering teaching and learning, leadership, finance, premises and HR issues.
- Responsible for development and implementation of the school improvement and effectiveness strategy that supports the Trust to achieve its mission and meet its strategic objectives.
- Recruit and deploy consultants and educational specialists appropriately, where necessary, to deliver effectively the vision and goals for the Trust.
- Work with the CEO, Trust board, local governing boards & Principals/ Headteachers to provide strategic leadership to ensure educational excellence within individual academies
- Lead and inspire all stakeholders by motivating, challenging and empowering others to create a shared culture where ambitious outcomes are the norm
- Support the Trust and Principals/Headteacher in translating the vision for educational excellence into agreed evidence-based objectives, delivering briefings and ensuring a timely implementation of operational plans

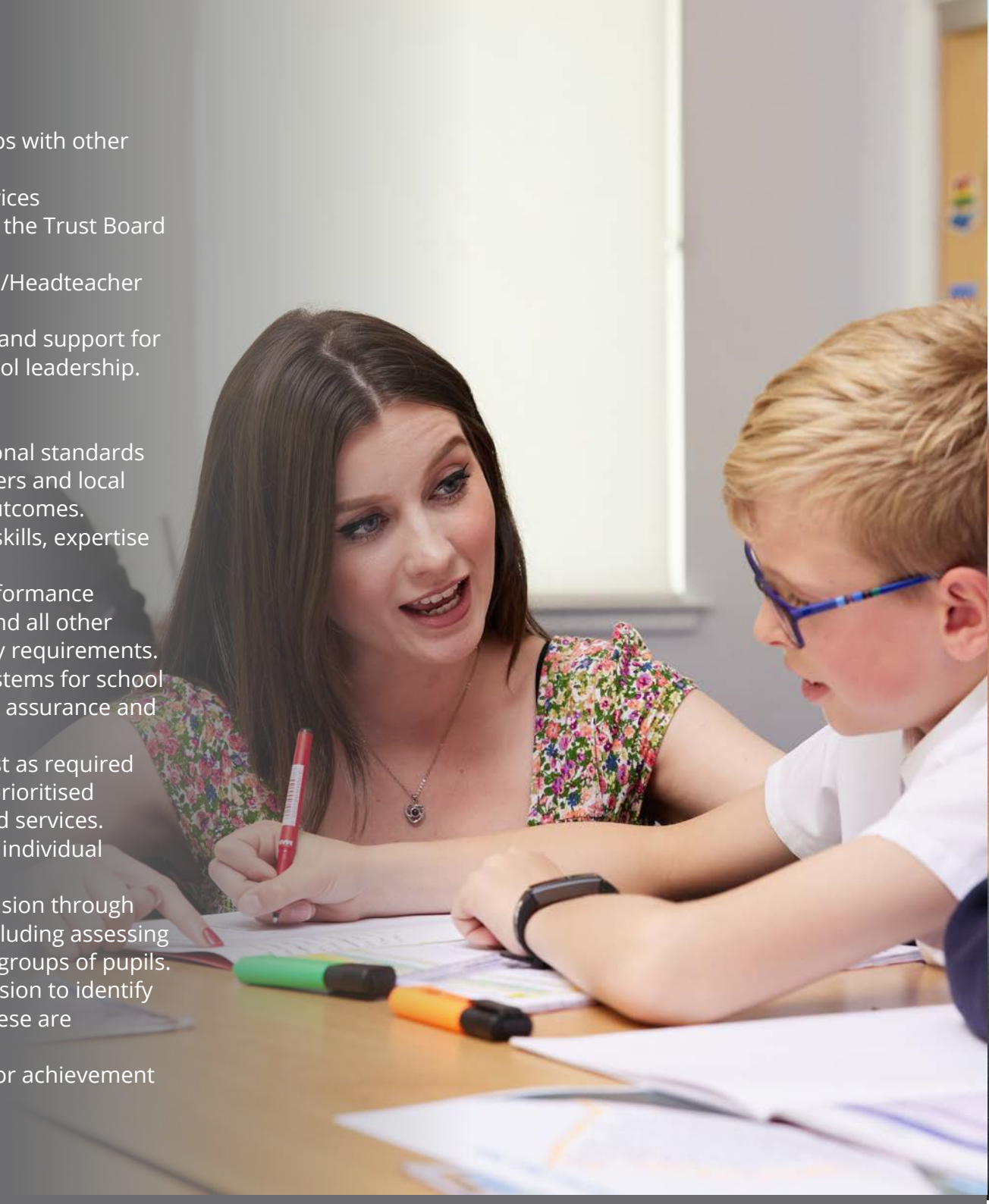


which will promote rapid and sustained improvement

- Develop and maintain effective relationships/partnerships with other schools, the relevant
- Local authorities and other providers of educational services
- Prepare reports and papers as requested by the CEO for the Trust Board and sub-committees
- Support the CEO in mentoring supporting new Principals/Headteacher within the Trust.
- Support the CEO in developing a programme of training and support for Trustees and governors in order to ensure effective school leadership.

School Improvement & Monitoring Performance:

- With the CEO develop a culture which sets high professional standards and expectations across the Trust and holds school leaders and local governing boards to account for progress, quality and outcomes.
- Encourage networking opportunities and ways to share skills, expertise and best practice across the Trust.
- Provide accurate and timely reports of progress and performance to the Trust board and its sub-committees as required and all other stakeholders in accordance with statutory and regulatory requirements.
- Develop and enable with the CEO the framework and systems for school improvement across the Trust, ensuring capacity, quality assurance and accountability at all levels.
- Provide support and challenge to schools within the Trust as required including the identification of appropriately costed and prioritised actions for school to school support or externally secured services.
- Ensure robust systems of self-evaluation drive Trust and individual academy improvement plans.
- Monitor and evaluate the effectiveness of academy provision through Ofsted reports and by scrutinising performance data, including assessing performance trends over time and progress of different groups of pupils.
- Use the evaluation of the effectiveness of academy provision to identify where improvements are required and to ensure that these are delivered promptly.
- Benchmark individual academy performance against prior achievement



and national averages in order to identify areas for development in Trust academies.

- Use performance analysis to determine the early identification of schools where achievement or pupil progress is vulnerable.
- Keep abreast of educational developments with a particular focus on standards and progress and anticipate the consequences of future trends/initiatives and articulate these to Trustees and Trust academies.
- Lead the appraisal process for senior leaders and Principals/ Headteacher and ensure the appraisal scheme in all Trust schools is robust and effective.

Supporting Schools:

- Provide support, guidance and mentoring to Principals Headteacher in relation to analysing and interpreting performance data and establishing improvement priorities.
- To provide strategic direction for all Principals/Headteachers in the Trust and identify and implement support with clear timescales to ensure improvements are achieved.
- Work with Principals/Headteacher and other leaders to improve pupil progress by:
 - Undertaking development visits to academies
 - Providing or brokering high quality, fully-costed, advice and professional support in response to identified needs
 - Supporting schools in using data and target setting to promote and monitor individual pupil progress
 - Identifying outstanding practice across the Trust and disseminating this in order to improve pupil outcomes
 - Identifying academy and Trust-wide training needs to improve pupil outcomes
 - Negotiating school-to-school support to address the school improvement agenda.
- Work alongside Principals/Headteacher and other leaders to develop partnerships with associate consultants to address underachievement.
- Lead the development of work to audit expertise and organise a programme of high quality school-to-school support and CPD.



- Respond, where appropriate, to requests from academies to support their own self-evaluation.
- Work alongside academies to identify their strengths and development areas and, if appropriate, broker alternative support through the School Improvement Committee.
- In partnership with the CFOO, ensure all physical and staffing resources meet the needs of each school in the Trust.
- To work with the CEO and CFOO to ensure that HR policies and procedures are in place and updated as required to deliver a high quality and effective workforce.
- Monitor, evaluate and if necessary support, to ensure effective leadership teams at all levels across the Trust.

Safeguarding and Compliance:

- To work in partnership with the CEO to ensure all safeguarding and child protection systems are effective, robust and compliant across the Trust.
- Ensure that the Trust and its schools meet their safeguarding responsibilities in line with current legislation and regulations.
- Ensure that the Trust meets legislative requirements, including Health and Safety and those required by Companies House, the Charity Commissioners, data protection including GDPR and the DfE funding agreements.

General

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection including GDPR, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the CEO or Trust board.
- This job description will be kept under review and may be amended at any time via consultation with the individual and Trust board as required. Trade Union representatives will be welcome in any such discussions.



Person Specification: Deputy Chief Executive Officer (CEO)

Qualifications

Essential

- Degree, postgraduate or relevant professional qualification

Desirable:

- Educational qualifications in school leadership

Experience

Essential:

- Headteacher of one or more schools or other educational establishments for at least five years.
- Worked in a multi- academy trust at senior level for at least three years.
- Has a proven track record of delivering and maintaining rapid school improvement.
- Led at least one school to a good or outstanding Ofsted rating.
- Worked closely with a wide range of stakeholders and partners of a school, Trust and externally.

Desirable:

- Has Executive Headteacher experience or equivalent Trust leadership.
- Has leadership and management experience in more than one phase of education, and/or in a faith school.
- Worked in education establishments of different demographics and diversity.

Professional Knowledge

Essential:

- Detailed knowledge and experience of curriculum development, implementation and assessment, which is fully inclusive and accessible to all ages and abilities.
- A current working knowledge of highly effective organisational management, including effective financial management.
- Can manage, develop and deliver rapid continuous school improvement and can quickly identify and overcome any barriers

which limits a school's effectiveness.

- A good understanding of current educational thinking and planned or potential developments.

Desirable:

- Can demonstrate a current working knowledge of how to ensure continuous improvement at Trust level.
- Knows how to source additional funding for the betterment of the Trust.
- Understands the Early Life provision and its place in the Trust.

Professional skills and abilities

Essential:

- Able to ensure that all schools in the Trust provide high quality education to all pupils through a continuous drive of school improvement.
- Can quickly develop a positive culture with high standards of behaviour and ensure safeguarding of all pupils is effective across all Trust schools.
- Able to sustain and develop the Trust's values, culture and strategic direction in partnership with the CEO and Trust Board.
- Can provide high level strategic leadership and management across all aspects of the Trust's activities, including successful marketing of the Trust.
- Provides effective support and challenge for all employees including Headteachers of the Trust's schools and the Executive team members and can source training opportunities for self and other employees.
- Able to work effectively with the CEO, CFOO, Trustees, Chairs of Governors, and external bodies and partners, including ESFA and Regional Directors, whilst developing local, national and global links.

Desirable:

- Successfully planned and delivered a Trust-wide project or improvement strategy.
- Successfully delivered local and/ or national leadership training.

Philosophy and commitment

Essential:

- Fully embodies the Trust's values and vision and embraces the Trust's commitment to social justice for all.
- Has ambitious educational standards for all pupils and staff alongside a strong drive to succeed..
- Dedicated to ensuring equality for all pupils in the Trust, and fully embraces diversity and inclusivity.
- Developed and embedded a positive culture and ethos in a complex establishment, which all stakeholders subscribe to, and which has contributed to continuous school improvement.
- Demonstrates a full commitment to the DCEO role with the desire to learn quickly from the current CEO and others.

Personal qualities

Essential:

- Lives out the Trust's values on a daily basis.
- Has a strong work ethic, integrity and high professional standards.
- Is a leading professional and an exemplary role model to others in the Trust and externally, including demonstrating excellent communication skills, both verbal and written.
- Can adapt easily and work flexibly with the CEO, depending on the needs of each school and the Trust at any given time.
- Thorough with a keen eye for detail, and can quickly gain a clear overview of all aspects of the Trust including the individual schools.
- Can quickly develop positive professional relationships with all those within the Trust and beyond.
- Is a good advocate for the Trust.



HOW TO APPLY

If you decide to apply for this position, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be no longer than two sides of A4 and should address:

- Why you are attracted to this position
- How your experiences and achievements match the job description and person specification

Please return your completed application to:

Gareth Shields (HR Manager) at: Gareth.Shields@ffet.co.uk

Please note, it is the policy of The Frank Field Education Trust to contact shortlisted candidates only.

Trust Head Office

Frank Field Education Trust
164 Whitby Road,
Ellesmere Port
Cheshire CH65 6EA

Email: info@ffet.co.uk

Website: www.ffet.co.uk



ABOUT THE FRANK FIELD EDUCATION TRUST

The Frank Field Education Trust (FFET) is a Multi Academy Trust (MAT) formed with the explicit intention of delivering world-class education. We do this by delivering a curriculum that focuses on developing intellectual, social and cultural capital in our young people, that will enable them to become adults who will have choice-filled lives and be good people. Our Trust has a particular focus on working with the most disadvantaged in our society and we believe, through excellence in our schools, we can ensure that social justice will prevail for all our students and families. There are currently three schools in FFET:

The Ellesmere Port Church of England College

Based in Ellesmere Port, Cheshire, this 11-18 school has been transformed into a high performing College. It is a faith school and, as such, reflects our vision within a Christian context.

Handforth Grange Primary School

Based in Handforth, near Manchester, this outstanding primary school and National Support School leads the way in innovative curriculum development and inclusion.

Birches Head Academy

BHA is rapidly growing in pupil numbers as its reputation for inclusion, diversity and excellence spreads amongst its community.

The Frank Field Education Trust is recognised by the Department for Education as a sponsor. This means the Trust has given a commitment to support academies facing all types of challenges, including educational standards and financial viability. Our growth model is established around local hubs within the North West and West Midlands regions which will provide education from 3-18 years and also include support from birth to three years.



Ellesmere Port
C of E College

Handforth Grange
Primary School

Birches Head
Academy



Frank Field
Education Trust

EMPLOYEE BENEFITS

Collaborative Working



We work collaboratively with academies in our FFET family, allowing our students and staff many opportunities to develop themselves.

Strong Culture & Purpose



A strong organisational culture and purpose. Establish a positive school culture that is focused on achievement and well-being.

Staff Development & Well-being



A commitment to staff development and staff well-being. A palpable sense of community built on trust and transparency.

New Ideas and Innovation



A culture that embraces new ideas and uses innovation for continuous improvement.

Medicash



Our Medicash health plan offers a wide variety of benefits from cashback on your everyday healthcare treatments and checks to virtual guides and tools you can use from home.

Employee Assistance Programme



Provides employees 24-hour access to confidential support, professional advice and short-term counselling to help them deal with personal and work-related problems.

CycleScheme



Cyclescheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.

The Electric Car Scheme (Tusker Cars)



Our electric vehicle salary sacrifice scheme lets an employee pay for an electric car each month using their gross salary – that's before tax and other contributions are deducted!

GROWING NETWORK

Joined December 2018



The Ellesmere Port
C of E College

Joined February 2019



Handforth Grange
Primary School

Joined December 2020



Birches Head
Academy

September 2021

Early Life Project begins



Early Life
Programme



Part of the

Frank Field

Education Trust

Frank Field Education Trust

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