

DIOCESE OF
ST ALBANS

MULTI-ACADEMY TRUST



CEO JOB DESCRIPTION



Job Description

Job title: Chief Executive Officer
Hours: 37 hours per week; full time
Contract: Permanent
Reports to: Board of Directors

Purpose of the Job

The Trust CEO is responsible for the education of all the young people in the Trust's academies. They lead the leadership team of the Trust including the central Executive Team and Headteachers of each Academy, ensuring the Trust and all its schools are successful over time in a sustainable way. The CEO is accountable for the culture, values and vision of the organisation, and ensuring that the Trust has a strong, distinctively Christian character.

They provide high level strategic leadership across all aspects of the Trust's activities. They ensure that the Trust provides high quality education for all its pupils through the effective and efficient use of resources and people. As a Church of England system leader, the CEO works closely with the Diocesan Director of Education supporting the shared interests of both the DBE (Diocesan Board of Education) and Trust and represents the Trust in interactions with a wide range of stakeholders and partners enabling the Trust to fulfil its civic responsibilities. They also ensure the wellbeing and flourishing of all staff across the Trust.



Job Description

Core Responsibilities

Provide Strategic Leadership - Trust values, culture, strategy and on-going development

- Establish and sustain the Trust's distinctively Christian values, culture, and strategic direction in partnership with the Trust Board
- Provide leadership that enables the Trust to achieve its strategic objectives and secure its future sustainability, development and growth
- Create a safe, inclusive and positive culture across the Trust and its schools
- Develop operational objectives that are appropriate, deliverable and aligned to securing a sustainable future through the Trust's strategic direction
- Enable the Trust's organisational design and operational systems to meet its current and future requirements and manage change effectively.

Enable improvement and innovation

- Foster a culture of 'collective commitment' to all the Trust's schools among senior team members and more broadly across the Trust's Headteachers and all staff
- Ensure that priority areas for improvement are identified
- Ensure quality curriculum, teaching and assessment of pupil learning across the Trust through central systems and the clear setting of standards and expectations across all Trust schools
- Tackle educational inequality, upholding and securing ambitious educational and behavioural standards for all pupils
- Promote further support for the most disadvantaged and those with additional and special educational needs and disabilities within a safe and secure environment



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- Enable improvement at scale by having improvement leadership specialists who have the skills to 'lead' as well as to coordinate and quality assure improvement activity across multiple schools and contexts
- Ensure the Trust has high quality, expert teaching in all the Trust's schools, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure all staff feel empowered to contribute towards improvement and are empowered to engage in development activity / research that furthers the Trust's vision and strategy
- Ensure all schools have a local, distinct culture and character, and that they provide a wide, rich education in line with the Church of England's vision
- Enable the Trust and its schools to engage with appropriate evidence-based strategies for improvement and ensure their effective implementation
- Ensure a deep commitment to safeguarding and compliance with safeguarding responsibilities across the Trust through effective leadership, training, systems and monitoring both centrally and in all Trust schools.

Secure organisational sustainability and compliance

- Responsibility as Accounting Officer, ensuring financial compliance and a commitment to achieving value for money and financial probity in the use of public funds
- Ensure that the Trust's strategy is supported by effective, responsive and integrated central services as well as operational delivery across all Trust schools
- Ensure rigorous approaches to identifying, managing and mitigating risk including ensuring compliance monitoring systems are in place



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- Engage the Board on sustainability issues, including strategic discussions and decisions on how to invest resources to best serve the Trust's medium to long-term needs
- Direct the Trust's activities to achieve the most efficient, effective and sustainable provision of education to the highest quality, prioritising and making the most effective use of the resources available
- Seek economies of scale, not only through scaled procurement, but also through a culture where internal talent is maximised and resources are deployed strategically, saving on external costs
- Build relationships with other local Trusts to share expertise and resources, embarking on shared procurement as appropriate
- Develop a culture that values, encourages and ensures compliance with volunteerism, fundraising and sustainable income generation to further enhance the educational offer for pupils, contributing to improving outcomes
- Ensure the organisation complies with all statutory and legal requirements including safeguarding and health and safety.

Ensure that the Trust is an 'employer of choice' and is staffed by talented and skilled individuals

- Demonstrate a commitment to developing leaders and ensuring a succession planning strategy is in place both across the Trust's executive team and for Headteachers and key leaders across the Trust
- Develop an executive team of experts across a range of appropriate disciplines, through whom strategy is developed and delivered, ensuring organisational delivery, improvement and compliance across the Trust's operations



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- Line management of the Trust leadership team and of some Headteachers and through them ensuring high performance and effectiveness across each aspect of the Trust's operations and Trust schools
- Confidently and sensitively address underperformance or behaviours that are inconsistent with the values and culture of the Trust
- Establish an 'employer of choice' culture, with a strong sense of purpose, commitment to talent management and development of all staff, sustainable workload, flexibility and other key employment benefits in line with the Trust's commitment to human flourishing and staff well-being
- Foster a cultural and operational commitment to equality, diversity and inclusion in order to thrive.

Secure Accountability and Governance – build an open and effective relationship with the Board

- Promote a culture of accountability and robust performance management that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the Trust's work
- Understand the role of relevant regulatory bodies and ensure the Trust and its schools respond to their requirements
- Understand and welcome the role of effective Trust governance, upholding the obligation to give account and recognising that Trust Boards are ultimately responsible and accountable for the Trust's work
- Develop and maintain effective relationships with the Trust Board, keeping them informed of key developments, successes and risks and recognising their key role in holding the CEO and executive team to account



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- Ensure the Trust Board receives quality information in the level of detail expected and there are appropriate reporting mechanisms that contribute to efficient governance of the Trust to enable informed decision making and to support the Board in operational compliance and fulfilment of all statutory responsibilities
- Drive a strong, positive relationship with Members, the Board and Local Governing Boards, embracing their support and advice and ensure that governance across the Trust is coherent, working together to further the strategic aims of the Trust
- Ensure positive communications that promote the Trust and its work, and present the Trust effectively when dealing with the media
- Ensure a healthy balance between central strategy and accountability, and the ability of each school to develop a sufficient sense of individuality and ability to respond to local needs.

Build external relationships and civic responsibility

- Ensure that the Trust is recognised as a strong Church school Trust, working with key partners and peers as part of the wider Church school network
- Works alongside other Church of England Systems Leaders to promote the wider interests of the Church of England sector
- Promote and enable ways in which the Trust's schools and their local boards engage meaningfully with their communities and are responsive and accountable to them
- In line with the Trust's civic role, work with civic partners and stakeholders in the local area, region and/or nationally to contribute to the Public Good, ensuring the value of the child and coherent public service for children and families



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- Foster and engage in the collective leadership of the sector building strong local systems to address disadvantage and improve the quality of education for all pupils
- Exert external influence on behalf of the Trust by active engagement with sector organisations, regulators, policy makers, local and national government, industry and other partners
- Give public assurance of high standards of probity
- Access peer to peer networks (within and across sectors) that are relevant and add value to the CEO and senior leaders' professional development.

Ethics and Professional Conduct:

As a leader of an educational charity, the CEO is expected to demonstrate consistently high standards of principled and professional conduct. The CEO should always uphold and demonstrate The Principles of Public Life (The Nolan Principles). The CEO is responsible for upholding public trust in Trust, civic and system leadership, and should maintain high standards of ethics and behaviour. As the leader of the Trust, its academy communities and staffing teams, the CEO should serve in the best interests of the Trust's pupils, conducting themselves in a manner compatible with their influential position in society and model the distinctively Christian values of the Trust in all areas of work and behaviour.



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Accounting Officer Responsibilities:

The Accounting Officer responsibilities are specified in the Academy Trust Handbook. The 2023 version states them under sections 1.27 – 1.37. The designated responsibilities are:

- Give assurance (to Parliament and the public) of high standards of probity in the management of public funds, particularly regularity, propriety and value for money
- Adhering to the Seven Principles of Public Life
- Having oversight of financial transactions (under Trustees' control, measures to prevent losses or misuse, multi-person operation of accounts and records, accurate accounting records)
- Completing annual statement on regularity, propriety and compliance
- Taking personal responsibility for assuring compliance to the Board
- Advising on Board intent or action if incompatible with the articles, funding agreement or handbook
- Notify the ESFA (Education and Skills Funding Agency) if they consider the Board is in breach of the articles, funding agreement or handbook



How to Apply

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If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis, Caroline Olsen: colsen@academicis.co.uk or call 01223 907979 / 07500 889504

To apply please click on the mynewterm application link
www.mynewterm.com

Please include a personal statement in your application detailing how you meet the Job Description and Person Specification, explain how you would relate your education, training and experiences to the requirements of the post for which you are applying. Please complete this in no more than 2 sides of A4.

Closing date: 27th November 2023

Shortlisting date: 30th November 2023

Interviews: 7th & 8th December 2023

