



# Compass Education Trust

Seeking Success for All

## CEO Recruitment Pack

Dear Applicant,

Thank you for your interest in our CEO vacancy. I hope you find the information we have provided helpful.

The appointment of a new CEO is one of the most important tasks any Trust Board will undertake. It is vital that we find the right person for our Trust - someone who can recognise its many strengths and maintain its ethos and stability, whilst at the same time being innovative, visionary and a skilled leader of change.

Our philosophy is centred around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Education Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed. We encourage the individual identity of each school whilst working together with a shared vision and philosophy.

An informal conversation with Trustees and the outgoing CEO prior to application is welcomed and can be arranged by contacting Natalie Efreme, Clerk to Trust Board, via [natalie.efreme@compasstrust.org](mailto:natalie.efreme@compasstrust.org).

Please note that all applications must be submitted using the application form which can be found via the following link: [CEO Application Form](#)

The timetable for the recruitment process is as follows:

Closing date	Friday 19 January 2024
Information to shortlisted candidates	Wednesday 24 January 2024
Panel Interviews & assessment tasks	Monday 29 January 2024
Final Interviews & presentation	Monday 5 February 2024

All shortlisted candidates will be advised of the timetable and programme of activities for both the assessment and interview days, as well as the presentation subject. It is expected that further shortlisting will occur at the end of day one.

I fully appreciate the time and effort required to complete an application for a post such as this and I thank you in advance. In return, we will read every application carefully.

Please do not hesitate to contact us if you require any further information.

I look forward to receiving your application.

Kind regards



Mr Ian Miller  
Chair of Trustees

## About the Compass Education Trust

We are a Multi Academy Trust based in the South of Essex with four local secondary schools: The Appleton School, The Billericay School, The Bromfords School and Woodlands School.

The Central Team Head office is currently located at The Billericay School.

Our vision is to create an inclusive and supportive Multi Academy Trust in line with our main objective which is “seeking success for all”.

By pooling our resources and expertise, we provide a range of benefits to our schools, including access to specialist staff, shared resources and economies of scale. This in turn provides a structure for our schools to collaborate on curriculum development, teaching and learning and other areas of school improvement.

The Compass Education Trust firmly believe that working together is an effective way to improve educational outcomes for all students, particularly those that are disadvantaged, and can help to address issues such as teacher recruitment and school funding constraints.

Each school within our Trust is a place where we believe in the power of education to transform lives. We are committed to providing a safe and nurturing environment where students can thrive academically, socially, and emotionally. Our mission is to help each and every student reach their full potential and achieve their goals, whatever they may be.

We have high expectations for our students and our staff and ensure that each school strives to provide a challenging and stimulating curriculum that prepares our students for the future and supports them to become confident and responsible citizens.

We believe that education is a collaborative effort and each school will work closely with parents and carers to support the learning and development of our students and we also value the contributions of our wider community.

We are excited to build a successful and inclusive environment which prepares our students for a bright and rewarding future.

**The Appleton School**  
**[www.theappletonschool.org](http://www.theappletonschool.org)**



The Appleton School values the inclusive history of the school, which stretches back to the establishment of the first comprehensive schools in Britain in the 1960s. This still provides an inspiration for the school and sits alongside the absolute commitment to provide the best for the local community.

Sarah Cox is very proud to be the Headteacher of The Appleton School, which is a mixed comprehensive school for students aged 11-18 offering fantastic opportunities for students to learn and develop by nurturing individual excellence and providing the best possible foundations for adult life.

The Appleton School is a community with strong values in which every student matters. Respect and good manners are important and good behaviour is expected as the norm. Through high expectations and high-quality teaching by excellent, professional staff, each student has the opportunity to enjoy their learning and achieve their personal best. Students receive excellent careers support and guidance for their next steps and are offered the chance to demonstrate responsibility and develop leadership skills whilst embracing modern British values. All this is delivered through an ambitious, inclusive and broad & balanced curriculum, enhanced by extra-curricular activities to help broaden their learning experience.

All members of the school community are expected to achieve their full potential and be proud of their achievements. In return, the school is dedicated to developing each student into a successful future leader.

Sarah Cox says “We live in a vibrant and exciting world, in which our children need to develop with confidence and respect, celebrating differences and learning from others. With your support, and working in partnership with parents, we will give your child the confidence and skills to be successful.”

The Appleton School, Croft Road, Benfleet, Essex, SS7 5RN



**The Billericay School**  
**[www.billericayschool.com](http://www.billericayschool.com)**



The Billericay School is one of the largest schools in Essex with a roll of almost 1700 students, including more than 300 in our oversubscribed Sixth Form.

Headteacher Patrick Berry's vision is to be a Centre of Excellence both locally and nationally and, as such, staff strive towards delivering this for all students, day in, day out. The school motto is 'Caring About Success' and every one of our team wants to help students to reach their potential.

The Billericay School's values are based around the principles of curiosity, aspiration and success and staff believe that by inspiring students' curiosity and engagement in their learning they will aspire to the highest standards. To achieve this, the school has created a broad, diverse and exciting curriculum that will develop future ready citizens. Through commitment, experience and enthusiasm, staff deliver high quality teaching and believe that enrichment both inside and outside of the classroom is important to a student's journey at The Billericay School.

The school provides enrichment opportunities for students to extend their education, develop as individuals and find enjoyment in their school day and the school's vision and values are embodied by all staff and students. The Billericay School is a community that applies a common code of conduct of high standards of behaviour, respect, kindness and effort in lessons. Through commitment to these principles, staff foster a harmonious, responsible and aspirational community. The school is proud to have inclusion at the very heart of it and strives to ensure that every child flourishes.

Patrick Berry says "We are immensely proud of our reputation in the community as a great local school. Many of our teaching and associate staff choose to send their own children to the school, a huge testament to our school community."

The Billericay School, School Road, Billericay, Essex, CM12 9LH



**The Bromfords School**  
**www.bromfords.essex.sch.uk**



The Bromfords School is making rapid progress since its inspection in November 2022. A recent review by the Local Authority commented on the 'sea change' noted in students' behaviour and the culture and ethos of the school. Our 2023 outcomes were the best set of Key Stage 4 results achieved by Year 11 students since 2016 and our Year 7 intake continues to be oversubscribed, with a waiting list.

The school aims to develop a culture where everyone aspires to can be the best they can be, in all that they do. This aspiration is not just centred around the work of students and adults, but also about interactions with other members of the community in both our actions and words.

Jochen Tree Headteacher says "our vision is underpinned by our three core values of Achieve, Enrich and Prepare:

**Achieve**

- We believe that all our young people have the potential to achieve in school and succeed in life. Whatever their starting point no young person will be left behind.
- We aim to provide our students with a high-quality learning environment which maximises student success. A variety of curriculum pathways allows us to challenge yet support students of different abilities so that everyone reaches their potential.



**Enrich**

- Throughout their time in school, we will nurture the talents and interests of our students and aim to provide them with an abundance of invaluable life experiences.
- Our high expectations provide us with the opportunities to celebrate and recognise the diverse and exceptional talents and achievements of the young people in our care and adults who work in our school.

**Prepare**

- We aim to develop the skills and attributes that are key in empowering our students to be successful well-rounded and thoughtful individuals, preparing them for their next steps in a rapidly changing world.
- Our Student Voice teams provide an opportunity for our young people to play a vital role in shaping both the current and future experiences of The Bromfords School for our students.

Our school's culture, (the way we do things at Bromfords) is based around the principles of high expectations and aspirations for all members of our community; actions and conversations, however difficult, are always underpinned by kindness; that we communicate and share success; that we value each other's views and opinions; decisions are evidence based and student centred."

The Bromfords School, Grange Ave, Wickford SS12 0LZ



**Woodlands School**  
**[www.woodlandsschool.org](http://www.woodlandsschool.org)**



Aspiration, Resilience, Opportunity and Excellence form the ethos at Woodlands School and these four pillars underpin all that the school does, with staff and students moving forward as one learning community.

The school has the privilege to be able to deliver teaching and learning, in this 11-16 Academy, in a modern, purpose-built school with excellent facilities. Woodlands School is proud to serve the people of Basildon and is constantly striving to improve. Headteacher David Wright is focused on ensuring academic excellence for all students, allowing them the opportunity to thrive in further and higher education.

David Wright says “We encourage all of our youngsters to have the highest of aspirations and look to equip them with all the tools they need to become even more resilient. We offer the widest opportunities to ensure excellence becomes a habit.”

The expectation is that all at Woodlands School work hard, are self-motivated, polite and respectful. The expectations are clear and support all in ensuring they can maintain the highest standards.

Woodlands School provides a wealth of opportunities to learn in and beyond the classroom, adding cultural capital and ensuring these experiences develop the whole child.

Woodlands School, Woodlands Approach, off Nether Mayne, Basildon Essex SS16 5BA



## Governance Vision

Strong and effective Governance is essential to the success of our Trust and we are fortunate to have a highly skilled Board of Trustees working alongside the Governing Board of each school.

Trustees play a crucial role in overseeing the strategic direction, governance and overall performance of the Trust and its academies. They are responsible for ensuring that the Trust operates in accordance with its legal and financial obligations, while also promoting the best interests of the students and communities served by the Trust.

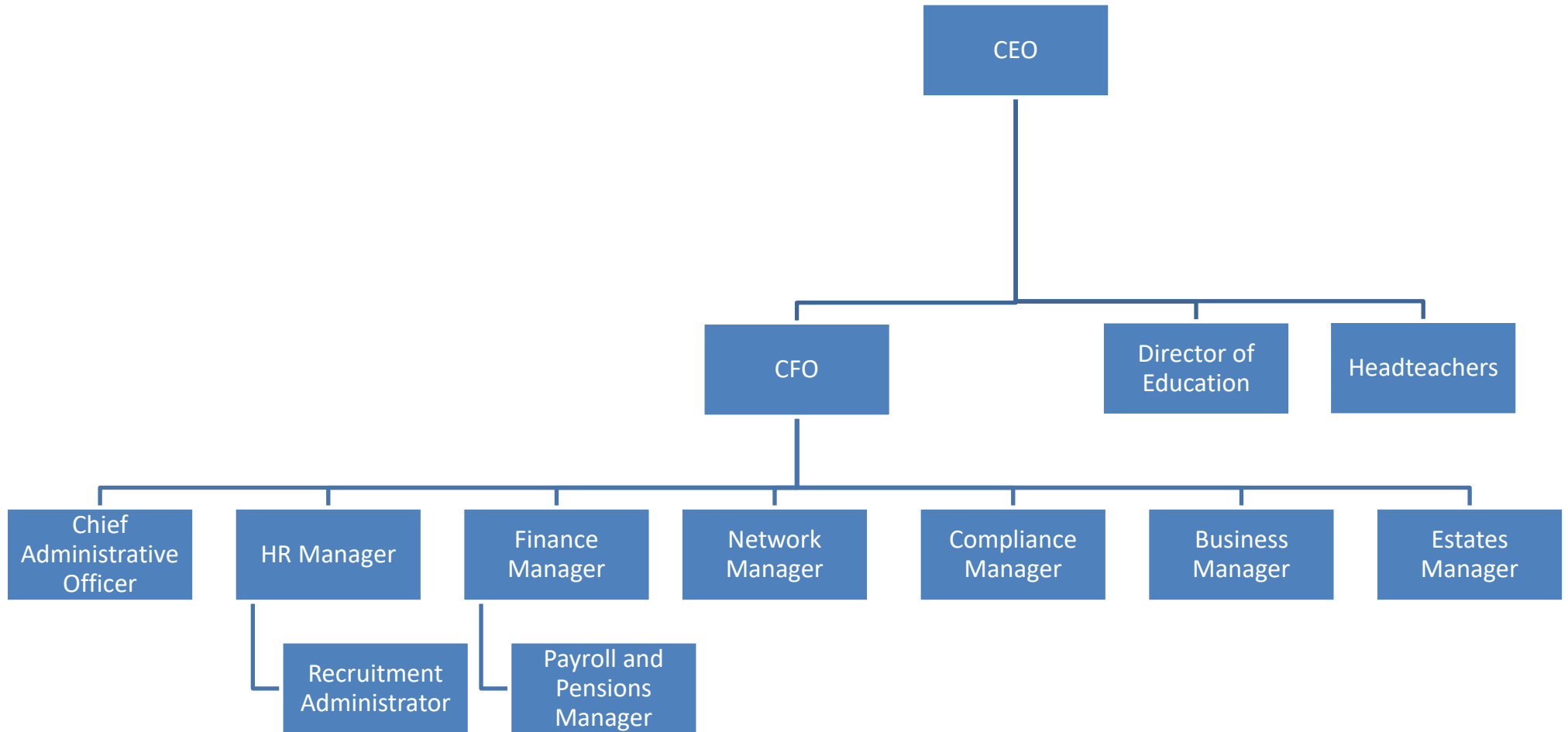
Trustees have a diverse range of skills and expertise that they bring to the Trust, including educational, financial, legal, and leadership backgrounds. With the CEO, they set the strategic direction of the Trust and work collectively to develop policies and procedures that provide the framework for the key decisions that impact the educational outcomes and well-being of the students.

Trustees work in close collaboration with the CEO, Headteachers and executive leadership teams, providing support, challenge, and guidance, while also monitoring the performance of the Trust and ensuring its leaders are accountable for delivering high-quality education.

Trustees have a significant responsibility in shaping the educational landscape and making a positive impact on the lives of the students. Through their dedication, expertise and commitment, Trustees contribute to the ongoing improvement and success of the Trust and its academies.



Trust Central Team Staffing Structure



## Safeguarding

The commitment of the Trust lies in ensuring the safety and well-being of all its students, with the welfare of each individual being of utmost importance. We acknowledge that certain children, such as those with special educational needs or those in challenging circumstances, may be particularly susceptible to abuse. It is recognised that children experiencing abuse or neglect may encounter challenges in developing a positive self-image and a constructive outlook on the world.

Within the education service, everyone shares the common goal of contributing to the safety of children and young people by:

- Providing a secure learning environment in educational settings;
- Identifying children at risk of significant harm and taking appropriate action to ensure their safety both at home and within the educational setting.

We ensure the implementation of appropriate measures for all individuals associated with the Trust who are perceived by children as safe and reliable adults. This includes volunteers, third-party workers, contractors, and school and Trust staff. Safer recruitment practices involve a thorough examination of applicants, including identity verification, validation of academic or vocational qualifications, obtaining professional and character references, scrutinising online presence, reviewing employment history and assessing the health and physical capacity for the job. This process also involves interviews and enhanced Disclosure and Barring Service (DBS) checks.

We expect all staff members to share this commitment and undergo the necessary checks, including online searches and enhanced DBS checks.

## Our commitment to our employees

We are committed to supporting our employees and ensuring that health and well-being are a top priority.

As part of our focus on being an Employer of Choice, we prioritise all employees' well-being, growth, and fulfilment, creating an exceptional work environment that attracts and retains top talent.

By cultivating a positive and inclusive workplace, we aim to foster an environment where individuals feel valued, respected and inspired to excel.

Investing in professional development and continuous learning opportunities not only nurtures the skills and capabilities of our workforce but also demonstrates our commitment to personal growth. By providing mentorship, training programs, and career advancement prospects, we believe that we empower employees to thrive and reach their full potential.

Fostering a healthy work-life balance is key. Such practices create a harmonious environment where employees can excel both personally and professionally.

We firmly believe that satisfied employees become our greatest brand ambassadors, sharing their enthusiasm and experiences with others. This is evidenced by the number of staff who remain with or have returned to the organisation.

As a valued member of our team, you will be entitled to the following benefits:

- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Employee Assistance Programme (includes confidential counselling and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite flu vaccination programme
- Discounted Tastecard subscription

## Job Description

<b>Job Title</b>	CEO
<b>Grade/Salary</b>	From £135,000 dependent upon experience
<b>Hours</b>	Full time
<b>Responsible to</b>	Chair of Trustees
<b>Date Required</b>	September 2024 or as soon as reasonably possible
<b>Closing Date</b>	Friday 19 January 2024
<b>Interview Date</b>	Monday 29 January 2024 and Monday 5 February 2024

## Details

The Compass Education Trust seek a committed and passionate CEO to take forward our Vision, Values and Ethos.

You will provide inspirational, strategic, and professional leadership, both internally and externally, which will ensure the continuing development and success of the Trust and its academies as places of transformational learning, with a reputation for high standards across all aspects of its work.

Responsible for the improvement of educational standards, equality of access and achievement for all, as well as effective use of resources across the academies, the CEO should seek to develop and deliver the vision and the aims of the Trust to create a platform for high standards of learning in all aspects of its work.

The Compass Education Trust should continue to be an outward facing, aspirational organisation that builds and sustains a national and international reputation for educational excellence.

## Core Responsibilities

### Provide Strategic Leadership - Trust values, culture, strategy, and ongoing development

- Establish and sustain the Trust's values, and strategic direction in partnership with the Trust Board.
- Provide leadership to achieve the Trust's strategic objectives, securing its future sustainability, development, and growth.
- Foster a safe, inclusive, and positive culture across the Trust and its schools.
- Develop operational objectives aligned with the Trust's strategic direction, ensuring they are appropriate and deliverable.
- Enable improvement and innovation across the Trust's schools, promoting a culture of 'collective commitment' among senior team members.

### Ensure High-Quality Education and Organisational Sustainability

- Ensure high-quality education for all students through effective and efficient resource and personnel management.
- Provide strategic direction to the Director of Education.
- Represent the Trust in interactions with various stakeholders and partners, fulfilling civic responsibilities.
- Ensure the well-being and professional development of all staff across the Trust.

### **Secure Organisational Sustainability and Compliance**

- Fulfil the role of Accounting Officer, ensuring financial compliance and commitment to value for money.
- Develop and maintain effective central services, operational delivery, and compliance across all Trust schools.
- Identify, manage, and mitigate risks, ensuring compliance monitoring systems are in place.
- Engage the Board in sustainability discussions and decisions, optimising resource allocation for the Trust's long-term needs.

### **Build External Relationships and Civic Responsibility**

- Promote meaningful engagement between the Trust's schools, local boards, and communities.
- Work with civic partners and stakeholders at local, regional, and national levels to contribute to the Public Good.
- Engage in collective leadership of the sector, building strong local systems to address disadvantage and improve education quality.
- Represent the Trust externally by actively participating in sector organisations, regulators, policy makers, and other relevant networks.

### **Ethics and Professional Conduct**

- Demonstrate consistently high standards of principled and professional conduct.
- Uphold The Principles of Public Life (The Nolan Principles).
- Uphold public trust in Trust, civic, and system leadership.
- Maintain high standards of ethics and behaviour.

### **Accounting Officer Responsibilities**

- Give assurance of high standards of probity in the management of public funds.
- Adhere to the Seven Principles of Public Life.
- Have oversight of financial transactions and ensure accurate accounting records.
- Complete an annual statement on regularity, propriety, and compliance.
- Take personal responsibility for assuring compliance to the Board.
- Advise on Board intent or action if incompatible with the articles, funding agreement, or handbook.
- Notify the ESFA if the Board is considered to be in breach of the articles, funding agreement, or handbook.

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required.

The post-holder will be expected to undertake any appropriate training identified by the Trust to assist them in carrying out any of the above duties.

The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to the Trust Board.

The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. This will include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

## Person Specification

Category	Essential	Desirable
Application	<ul style="list-style-type: none"> <li>• A well completed application form</li> <li>• At least two satisfactory references</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Degree in education or a related field</li> <li>• Teaching certification and previous teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>• NPQEL or similar qualification/preparation for MAT leadership</li> <li>• Completion of additional qualifications e.g.: Masters, Executive Leadership or similar</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Demonstrable success as a strategic educational leader</li> <li>• Personal credibility to engage and influence at a strategic level</li> <li>• Highly politically astute with well-developed networking, stakeholder management, negotiation and influencing skills</li> <li>• A strong communicator</li> <li>• Highly organised, flexible, and comfortable working with intellectually challenging teams and stakeholders</li> <li>• Personal resilience, self-awareness, and willingness to learn and adapt</li> <li>• Demonstrable record of successful leadership of a developing organisation</li> <li>• Demonstrable analytical and strategic planning skills</li> <li>• A demonstrable record of success in resource and financial management</li> <li>• Professional knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable success as a strategic leader probably in a significant, regional or national educational based organisation</li> <li>• Be able to demonstrate successful school/academy leadership</li> <li>• A developed understanding of the issues surrounding the development of educational provision in a regional and national context</li> <li>• Demonstrates analytical and strategic planning skills particularly in educational data analysis with underpinning curriculum knowledge</li> <li>• Up-to-date knowledge and strategic view of the current educational landscape</li> <li>• A clear understanding of the essential qualities necessary for effective teaching and learning</li> <li>• Up-to-date knowledge of statutory regulations and guidance relating to the post</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Proven undertaking of Personal Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Proven undertaking of Personal Professional Development in relation to MAT leadership</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Communicate effectively with a range of different stakeholders with well-developed interpersonal skills</li> <li>• Implement successful strategies and manage change effectively</li> <li>• Collect evidence and research in order to make sound judgements against set criteria</li> <li>• Inspire others to commit to a shared purpose and vision</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of change management in an associated field</li> <li>• Experience of being involved in capital build projects</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead highly effective teams that are defined by trust, high levels of commitment and accountability, and are focused on results</li> <li>• Manage finances to achieve high value of money in innovative ways that lead to positive outcomes for students and staff</li> <li>• Organise, manage systems and processes, make excellent use of time</li> <li>• The ability to work on multiple projects simultaneously</li> <li>• The ability to use tact and diplomacy in interactions with all relevant parties</li> <li>• First-class organisational skills</li> <li>• Ability to communicate effectively in a variety of situations</li> <li>• Proven leadership skills and an ability to form excellent working relationships</li> <li>• A proven record in middle management or extended/senior leadership, promoting development, planning, delivery monitoring and evaluation</li> </ul>	
<p><b>Special Knowledge</b></p>	<ul style="list-style-type: none"> <li>• The ability and patience to draft several documents and policies</li> <li>• A clear understanding of the purpose of accountability</li> <li>• A commitment to the ethos of caring about success.</li> <li>• Use of ICT in supporting all aspects of school and professional life</li> </ul>	<ul style="list-style-type: none"> <li>• A clear vision and understanding of the needs of secondary students</li> <li>• A clear vision of the impact that great leadership can have on the academic and pastoral progress of students</li> <li>• A belief in the power of education to transform lives and improve social mobility</li> <li>• Familiarity with assessment/data packages [i.e., SIMS Assessment Manager, 4 Matrix, ALPS</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Calm and positive outlook on life</li> <li>• Open-minded and receptive to new ideas, approaches and challenges</li> <li>• A strong ethical code</li> </ul>	

Please do not hesitate to contact us if you have any questions regarding this role.  
 Email: [natalie.efreme@compasstrust.org](mailto:natalie.efreme@compasstrust.org)  
 Head Office Telephone: 01277 655191 x 301.