

# VICE CHIEF EXECUTIVE OFFICER OF GENERATIONS MULTI ACADEMY TRUST (GMAT)

**Post Holder:** Vice Chief Executive Officer  
**Scale:** L34 (£100,886) – L38 (£111,146)  
**Reporting to:** Chief Executive Officer

## **Core Purpose:**

The post holder is the second in-charge of Generations Multi-Academy Trust, reporting direct to the CEO. The role includes accountability to the CEO and Board of Trustees for building and articulating the strategic vision for the organisation, for the safety and well-being of students and staff across the MAT, for delivering outstanding learning outcomes at all levels and for ensuring that outstanding leadership and management are consistently sustained.

The Vice CEO will oversee all of the MAT's schools, plus its ICT and Facilities functions, in delivering the MAT's core purpose of ensuring no set destiny for any child.

The Vice CEO will work alongside the CEO and the MAT's Governance to:

- embody the principle of no set destiny for any child
- enable the MAT to provide high quality education for every student, promoting and inspiring the highest possible standards of achievement
- secure the long-term success of the schools within the MAT by maximising potential through the skills and resources held within the schools
- build leadership capacity throughout the MAT

# VICE CEO JOB DESCRIPTION

## Key Accountabilities:

### Strategic Leadership

- Work with the CEO to develop and maintain a shared vision and future strategic plans which will inspire and motivate students, staff, parents and the wider community for each school and the MAT
- Translate the vision into agreed objectives and operational plans, securing support and commitment from key stakeholders and successfully delivering against them
- Ensure evidence-based improvement plans and policies promote continuous school improvement linked to each school's self-evaluation
- Create an outward facing MAT that works effectively with other schools and organisations in a climate of mutual challenge and championing of best practice
- Work with the CEO and Trustees to recruit and retain a high-quality leadership, teaching and support staff team, and deploy staff effectively in order to ensure a consistently high quality of education

### Ensuring and Promoting Aspiration

- Create a MAT wide culture and ethos of challenge and support where all students can fulfil their potential in all areas of school life
- Model inspirational and strong strategic leadership to the teaching and support staff teams to ensure that the schools continue to deliver the highest standards of learning across the board
- Oversee creative, responsive and effective approaches to learning and teaching
- Drive a continuous and consistent MAT wide focus on students' achievement, using data and benchmarks to monitor progress
- Monitor, evaluate and review each school's practice, and drive improvement strategies

### Managing the MAT

- Oversee the MAT's schools on a daily basis, ensuring regular visits and high presence
- Ensure consistency of approach and processes across the MAT's school and delegated business functions
- Ensure individual staff accountabilities are clearly defined, understood and agreed, to ensure excellent quality of learning and teaching
- Establish rigorous, fair and transparent systems and measures for managing the performance of staff
- Address under-performance at all levels
- Enable and support the continuing professional development of all staff
- Inspire and influence others within and beyond the MAT
- Welcome strong governance and work collaboratively with Trustees, actively supporting their work and providing information and objective advice to enable them to fulfil their strategic monitoring and meet their statutory and wider responsibilities
- Ensure the on-going development of an organisational structure which reflects the MAT's needs, and enables effective and efficient operations
- Work closely with Local Academy Bodies (LABs) throughout the year to ensure that each school achieves its objectives
- Ensure that the MAT's systems and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Create an inspiring, professional work environment

### Accountability

- Lead on a culture where all staff recognise that they are accountable for the success of the MAT
- Present a coherent and accurate account of the MAT's performance in a form appropriate to a range of audiences, including Trustees, staff, students and parents
- Ensure that parents, carers and students are fully engaged and well informed about each school's direction, priorities, curriculum and student's attainment, progress and targets for further improvement
- Combine the outcomes of regular school self-evaluation with external evaluations in order to develop each school and the overall MAT

### Continuous Improvement

- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally and use this to share and implement best practice at the MAT
- Pursue continuous professional development in order to broaden personal experience and use this to drive improvement at the MAT

### The Learning and Working Environment

- Ensure that ICT acts as an enabler of learning for all, and that technical opportunities are maximised to the benefit of student learning
- Manage and organise the school sites efficiently and effectively to ensure that all school buildings meet the needs of the curriculum
- Ensure effective supervision and security of the schools' environments and ensure good maintenance through appropriate agencies
- Maximise the potential of the sites to provide stimulating learning environments and community facilities
- Liaise with the CFO with whom H&S accountability sits, to ensure compliance with Health and Safety policies, and the safety of everyone using the school sites
- Ensure compliance with the Equality Act 2010 as it applies to the employment, management and leadership of staff and provision for all members of the school community

### Safeguarding

- Ensure that all safeguarding processes are robust and in line with current legislation
- Continue to develop and maintain positive strategies for challenging racial and other prejudice
- Continue to develop and maintain a strong anti-bullying position
- Collaborate with other agencies to ensure student and community needs are met
- Ensure that strategic planning takes account of the diversity, values and experience of each school and its local community
- Create and maintain effective partnerships with parents and carers, Trustees and the Local Authority to support and improve students' achievement and personal development

# PERSON SPECIFICATION

## Experience and Knowledge

### Essential

- Substantial senior leadership experience in a complex organisation/role eg Headship, HMI, Local Authority
- Experience of leading and managing organisational performance with a relentless focus on improving outcomes
- Evidence of ability to motivate, develop, support and challenge staff
- Evidence of strong influencing and negotiating skills
- Evidence of ability to actively engage politically and strategically
- Evidence of ability to plan effectively
- Evidence of developing organisational culture including the ability to embrace and influence change, and develop organisational resilience
- Clear, practical vision for learning pedagogy from 3 to 18
- Successful experience of effective financial and resource management to achieve educational priorities and ensure efficiency and value for money
- In depth knowledge and experience of child protection, safer recruitment and safeguarding procedures

### Desirable

- Considerable experience of inspection including leading inspections
- Experience of working in primary and secondary schools
- Understanding of EYFS, the National Curriculum and the public examinations system requirements from 3 to 18
- Professional expertise in developing and delivering visionary curriculum leadership
- Track record of successful leadership of significant educational improvement strategies

## Professional and Personal Attributes

- Outstanding leader, committed to distributive leadership and teamwork
- A visible high-profile role model with a professional approach that demands excellence, confidence, trust and respect of the Trust and the wider community
- Passionate commitment to the academic, personal and social development of young people and families
- Excellent interpersonal, communication and organisational skills;
- Commitment to diversity and equality;
- Committed to actively seek new approaches, ideas and challenges;
- Be able to take difficult decisions when under pressure

### The successful candidate will be:

- A proven strategic leader
- An effective relationship builder both internally (stakeholders and partners) and externally (DfE, Local Authority, etc)
- Compliant with relevant employment checks, particularly with regard to safeguarding

## Qualifications

### Essential

- Educated to degree level or equivalent

### Desirable

- Educated to Masters degree level or higher and/or possess a leadership qualification in education