



DIOCESE OF CHICHESTER
ACADEMY TRUST

Chief Executive Officer

Application Pack

The Diocese of Chichester Academy Trust

Diocesan Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED
Email: contact@dcatacademy
Tel: 01273 425001

A Company Limited by Guarantee in England and Wales No. 09201845

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Advertisement



We are seeking a **Chief Executive Officer** to lead the Diocese of Chichester Academy Trust.

The Trust is at an exciting point in its development. Starting in mid-2014 we have expanded to six academies to include primaries and one secondary. We are responsible for educating over 3,000 pupils and employ nearly 500 staff in Hastings, Eastbourne and Chichester and are in advanced conversations with other schools across the Diocese. We are looking for a dynamic CEO with the experience and passion to take the Trust to the next stage, embedding the vision and building upon the work that has already taken place. This will enable the Trust to be in a strong position to continue to expand, whilst ensuring school improvement and educational support we provide the very best quality education for the children in our academies to ensure they achieve their maximum potential.

Salary range: DCAT Leadership scale. £80k-£90k, depending on experience. We can offer a contributory pension scheme or the Teacher's Pension Scheme.

Start Date: As soon as possible. Depending on the successful candidate's notice period, we anticipate a start date of either May or September 2018.

Main place of work: DCAT Head Office, based at Church House, Hove. The role involves extensive travel across the diocese for which mileage will be paid. Therefore, candidate will need to have a valid driving license and access to a vehicle that is insured for work purposes.

Duration & Hours: Full-time, permanent position.

We welcome visits to our academies. To find out more about DCAT please visit our website, where you can download a candidate information pack and an application form.

Website: <http://www.dcat.academy/>

Safeguarding

The safety and wellbeing of children and young people is central to our ethos and we expect staff and volunteers to share this commitment. Applicants will be required to supply three references, including a Faith Reference and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service (DBS) check and Section 128 Barring check and comply with the Safeguarding and Child Protection policies practices of the Trust.

Equalities

This post carries a Genuine Occupational Requirement for the post holder to be a practising Christian. The Trust has a commitment to achieving inclusion and equality of opportunity in its academies.

Closing date: Saturday, 16th December 2017 (Midnight)

Interviews: Wednesday, 10th January 2018

Welcome letter

November 2017



Dear Candidate

Thank you for taking the time to download our application pack and expressing your interest in the Diocese of Chichester Academy Trust role of **Chief Executive Officer**.

The pack has been written to provide you with a summary of the information you need to consider when applying for this exciting role. I do warmly invite you to contact me through the Trust and arrange an informal meeting to discuss the role prior to your application.

The Trust is at an exciting point in its development. Starting in mid-2014 we have expanded from just two primary academies at the outset, to six currently, including one secondary. We are responsible for educating over 3,000 pupils and employ nearly 500 staff at our academies in Hastings, Eastbourne and Chichester and are in advanced conversations with other schools across the Diocese, several of whom have passed resolutions to join our Trust.

We are seeking a Chief Executive Officer who will be able to lead the Multi Academy Trust and build upon the work that has already taken place. This will enable the Trust to be in a strong position to continue to expand, whilst ensuring that through the school improvement and educational support offer, we provide the very best quality education for the children in our academies to ensure they achieve their maximum potential.

You can find further information about us within this pack and on our website:
<http://www.dcat.academy/>

The closing date for applications is by midnight on Saturday 16th December with interviews scheduled to take place on the 10th January 2018.

We wish you every success with your application and we look forward to meeting you in the near future.



Revd Canon Dr Anthony Cane
Chair of Directors

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Terms and Conditions - Chief Executive Officer



The Diocese of Chichester Academy Trust [DCAT] are looking to recruit a Chief Executive Officer to lead the development of the Multi-Academy Trust in line with the Trust's vision.

Reporting to:	Chair and Board of Directors
Duration of post:	Permanent
Probation period:	6 months
Notice period:	3 months
Expenses:	Working expenses paid in line with diocesan rates.
Main place of work:	DCAT Head Office which is currently based at Church House, Hove. The role involves extensive travel across the diocese for which mileage will be paid. Therefore, candidate will need to have a valid driving license and access to a vehicle that is insured for work purposes.
Hours of work:	Full-time, 37 hours per week. The post holder will be required to work additional hours as necessary to meet the reasonable requirements of the role.
Holiday:	30 days paid to include Christmas and New Year period, plus statutory and public holidays
Salary range:	The successful candidate will be appointed on the DCAT Leadership scale. The salary range will be in the region of £80k-£90k, depending on experience. We can offer a contributory pension scheme or the Teacher's Pension Scheme.
Start Date:	As soon as possible. Depending on the successful candidate's notice period, we anticipate a start date of either May or September 2018.
Right to Work:	The post holder must have the right to reside and work in the United Kingdom and provide evidence.

To find out more please visit our website, where you can download a candidate information pack and an application form.

Website: <http://www.dcat.academy/>

Safeguarding

The safety and wellbeing of children and young people is central to our ethos and we expect staff and volunteers to share this commitment. Applicants will be required to supply three references, including a Faith Reference and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service (DBS) check and Section 128 Barring check and comply with the Safeguarding and Child Protection policies practices of the Trust.

Equalities

This post carries a Genuine Occupational Requirement for the post holder to be a practising Christian. The Trust has a commitment to achieving inclusion and equality of opportunity in its academies.

Closing date:	Saturday, 16 th December 2017 (Midnight)
Shortlisting:	Monday, 18 th December 2017
Interviews:	Wednesday, 10 th January 2018

Diocese of Chichester Academy Trust - Aims



The Trust **aims** to bring together local church schools, to drive and maintain improvement and share economies to maximise resources for teaching and learning in the classroom. This enables all pupils and staff to develop and achieve to their full potential. We plan to attract, train and keep good staff and also use expertise from other schools and external partners, including local universities and teaching school alliances - several of which are led by church schools. The Trust has started to introduce local hubs which will network within and beyond the DCAT family, develop their own strategic school boards to monitor school performance and promote collaboration across schools within an area.

The Trust draws on the expertise in the Diocese of Chichester Education Department and on the national advice available through the Church of England and the National Society as the leading sponsor of academies. The Trust directors have local and national expertise to ensure every academy is well led and governed.

The Trust is part of the Diocese of Chichester which has over two hundred years of successful experience as a provider of schools across Sussex as part of its mission to support and serve the whole community. The Diocese of Chichester Education Team works closely with church schools and academies to support and sustain them. It also works in partnership with the three local authorities in Sussex, universities, the Department for Education and Regional Schools Commissioner also with the national Church of England education network.

Diocese of Chichester Academy Trust - Mission and Vision



The Diocese of Chichester Academy Trust's **mission** is to become a multi-academy trust of choice for the schools and families of the Chichester Diocese by supporting the academic, spiritual and professional needs of the whole community.

The Trust's **vision** is to provide every child in each of the academies with the very best education possible; inspirational, fully-rounded and rooted in our Christian beliefs and values. The Trust undertakes to improve each school so that every lesson is at least good or better for all children to enjoy school life and make the best possible academic progress. Every DCAT academy will be fully inclusive and will welcome all children equally serving those who are of Christian faith, those of other faiths and those with no faith.

Development of knowledge, academic skills and emotional development for the Trust's academies

Learning to **know** – becoming inspired, discovering and exploring, actively engaging with experience, developing a passion for lifelong learning, acquiring knowledge and understanding of ourselves, our immediate world and beyond and to become responsible creators and stewards of the Earth's resources.

Learning to **do** – gaining skills, confidence, competence and practical abilities to become purposeful creators.

Learning to **live** together – learning tolerance, mutual understanding and interdependence, sharing the experience of learning with others as responsible citizens.

Spiritual Development

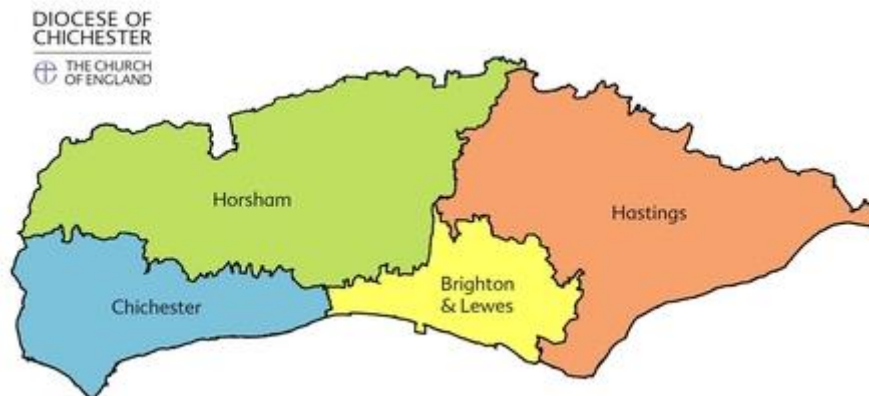
Learning to know and worship God.

Learning to **be** – developing ourselves, our spiritual, mental and physical capacity, wellbeing and resilience, and our ability to take control of our lives and influence the world around us.

DCAT academies will preserve and develop their distinctive religious characters and support the education of their pupils within the context of Christian belief and practice. They will encourage an understanding of the meaning and significance of faith and will promote Christian virtues and character through the experiences offered to all pupils.

About The Diocese of Chichester Education Department

The Diocese of Chichester covers almost exactly the whole of the county of Sussex, relating in educational terms to three local authorities: West Sussex, East Sussex and Brighton and Hove. It covers approximately 1,459 square miles and has a population of 1,492,000; there are 391 parishes. The Bishop of Chichester is assisted by two area bishops and four archdeacons. More details of the diocese can be found on the diocesan website: www.chichester.anglican.org



Church Schools in the Diocese

There are 157 Church of England schools in the diocese – 60 have voluntary aided status and 97 have voluntary controlled status. Of these, seven are church secondary schools and there are 10 academies. The diocese has an affiliation scheme that invites community schools to join. We educate c.37,000 pupils and have extended contact with their families, a demographic that is often missing in our churches.

‘Learning with meaning and purpose: To know God and shape the world’

Job Purpose

- To work closely with the Chair, Directors DCAT Senior Leadership Team to develop, implement and monitor the strategic vision and associated business and action plans so that they are understood and acted upon by all key stakeholders, especially individual academies.
- To actively facilitate effective partnership working with local and national diocesan and school community.
- To work with the Chair of the Board and Chief Operating Officer in ensuring accountability and informed decision making at the appropriate level of management or governance, exercising financial and management controls to manage expenditure, income levels and legal compliances at all levels.
- To work as an outstanding leader to provide senior and strategic leadership for all DCAT staff.
- To act as an advocate and public face for the Trust, using mature leadership skills to influence others by raising the profile and promoting the organisation's core purpose and values.
- To be a leader who is passionate to create the best possible educational opportunities for young people within the Trust, in order to raise aspirations and transform lives.
- To model the Trust's distinctive Christian values.
- To inspire children, staff, governors and all involved with the Trust, its academies and communities.
- To challenge weak ambition, raise expectation and realise the DCAT aspiration of relentlessly improving life opportunities for all involved with the Trust, its academies and communities.

Key Roles

A: **Vision** – In line with the Church of England's Vision for Education

- Lead the Trust's vision with key stakeholders.
- Articulate the vision for the Multi-Academy Trust and act as an ambassador for it.
- Support the Board in being the custodians and champions of the vision.

B: **Leadership**

- To lead on the review and refinement of the Trust's evolving vision strategy and business plan, carrying it forward to ensure its implementation into practice.
- To ensure that the Trust clearly communicates and promotes its vision, ethos and values that are consistently applied across the Trust, and that its aims and objectives clearly translate into all areas of work.
- To take a shared responsibility for developing and maintaining the Christian ethos and identity of the Trust.
- To lead on and drive the Trust's School Improvement offer for academies; ensuring effective deployment of staffing and financial resources to enable all academies to improve and maintain the high standards expected.
- To be responsible for the leadership of staff working for the Trust, including those who are managing academies, ensuring quality at every level and holding senior staff to account.
- To promote the development and maintenance of high standards within the Centre team and across all the academies.

- To ensure that appropriate effective and efficient partnerships are built with other schools and services outside the Trust, including those supplied by the Diocesan Board of Education.
- To ensure effective communication and consultation with stakeholders.
- To ensure that coherence and genuine collaboration is created across the Trust so that academies are enabled to work together to bring about improvements.
- To keep abreast of educational developments and best management practice in order to introduce appropriate innovation.
- To contribute to the System Leadership across the diocese and the region.
- To be ready to take advantage of the new opportunities such as Free School bids or the School Improvements Funds.

C: Relationship management

- Manage the key relationship with the Diocese as the corporate member of the Trust through DoCET.
- Manage the relationship with the Regional Schools' Commissioner and the DfE.
- Develop and maintain an effective relationship with the Trust Board.
- Timely engagement with potential voluntary converters (Good and Outstanding), gaining approvals from governing bodies and the DfE for new entrants to the Trust.
- Timely engagement with potential sponsored converters.
- Management of relationship with wider Diocesan, Local Authority and DfE strategy.
- To contribute to the Diocesan policy on academisation.
- To maintain leading edge knowledge and understanding of effective school improvement.

D: Financial

- To be the Accounting Officer for the Trust, taking personal responsibility for propriety and regularity in the management of public funds.
- Oversight and strategic direction of financial plan (1 year and 3 years forecast).
- Provide the oversight and scrutiny of all financial activity of the Trust to secure its ongoing financial health and working with the standards set out in the Academies Financial Handbook and Charities SORP.
- In conjunction with the Chief Operating Officer, produce reports to enable the Board to exercise appropriate oversight of the Trust's performance on pupil outcomes, financial sustainability, risk management and reputation.

E: Line Management

- To oversee the deployment, training and performance management of the Centre Senior Leadership Team.
- To oversee Headteachers' and Principals' performance management process as delegated, providing line management and holding them to account as appropriate.

F: Operational

- To ensure progress and implementation at pace of decisions made by the Board of Directors.
- Provide oversight and scrutiny of the performance of the academies within the Trust, ensuring efficient action with academies causing concern leading to rapid improvement.

- With the Chief Operating Officer ensure that the Trust operates within the appropriate legislative and organisation framework and keeps abreast of changing requirements, including place planning, asset management, the programme of capital developments, procurement and income generation.
- Make recommendations for strategic intervention where performance issues are of concern.
- To make sure the Trust provides the highest quality services to its academies through appropriate staffing and procurement.
- In conjunction with the Chief Operating Officer, put in place effective support and due diligence processes to convert new schools into the Trust.
- Ensure robust and effective risk management and mitigation is in place at Trust and academy level and that it is regularly monitored.

G: Governance

- To provide the Board with the appropriate information they require to make timely and informed decisions.
- To make sure that the Trust business plan is regularly reviewed, and see that its actions are taken forward and implemented.
- Ensure mechanisms are operating effectively to scrutinise the local governance structures of the Trust and the local leadership of academies within the Trust.
- Ensure Health and Safety and Safeguarding procedures are operating effectively.
- To keep the Scheme of Delegation and trust policies under review so that they are compliant and up-to-date.

H: HR

- Ensure appropriate policies are in place for all HR related issues.
- Provide scrutiny and challenge for the HR processes in the Trust.
- To act as the Trust Directors' nominated professional representative to support the selection process for leadership roles within academies.
- To ensure the Trust effectively manages its talent through strategic and local CPD and succession planning.

J: General

- To chair and attend panels and working groups as appropriate, including meetings of the Diocesan Board of Education [DBE] and Diocese of Chichester Education Trust [DoCET].
- To undertake other duties and responsibilities as may be required.

Leadership Behaviours and Competencies

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes.
3. Lead by example - with integrity, creativity, resilience, and clarity.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the Trust's vision.
6. Communicate compellingly the Trust's vision and drive the strategic leadership.
7. Ensure that the Trust's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
8. Provide a safe, calm and well-ordered environment for all, focused on safeguarding and developing exemplary behaviour.
9. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
10. Welcome strong governance and actively support the local governing boards to understand their role and deliver their functions effectively.
11. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources.
12. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
13. Create outward-facing academies which work with other schools and organisations - in a climate of mutual challenge.
14. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes.
15. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving academies.
16. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
17. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
18. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Person Specification

Key Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • University graduate Degree; first or second class honours or other relevant degree level professional qualification. • Successful track record as a system leader in education with the demonstrable ability to improve and sustain standards in schools and academies. • Excellent understanding of the school sector and education more broadly, included OFSTED and SIAMS inspection frameworks and processes and educational legislation and policy in relation to academies. • Experience in organisational resources and financial management. • Experience of working with senior managers in schools, academies and other senior management teams and governing bodies. • Experience of supporting successful school improvement in your own institution and across the wider school system. • Experience of writing and presenting policy and strategy and recommending appropriate future action. • Experience of effective partnership working and of developing good working relationships with all stakeholders. • Experience in the analysis and evaluation of performance data. • Evidence of collaborative and inspirational leadership skills. 	<ul style="list-style-type: none"> • Experience of working in a leadership role in a business environment. • Experience of working at director level within an organisation. • Further qualification in leadership and management. • Experience of working with a diocese and the Church of England. • Understanding of the relevant education, charity and company law. • Experience of developing PR and marketing strategies.
Skills and abilities	<ul style="list-style-type: none"> • Proven ability to develop, communicate and successfully implement strategies. • Ability to challenge effectively. • Ability to quickly adapt to change. • Proven ability to generate and deliver collective vision and shared purpose. • Demonstrable commitment to ongoing development and the learning of new skills where required by the role. • Ability to build a positive organisation culture, encourage reflection, delegate responsibility, build teams and inspire staff to achieve goals. • Ability to manage conflict situations and achieve a positive outcome. 	<ul style="list-style-type: none"> • An understanding of the business planning process.

	<ul style="list-style-type: none"> • Ability to think creatively, to work strategically and to anticipate and solve problems. • Ability to collect evidence and make sound judgements against agreed criteria. • Effective personal organisation skills. • Well-developed interpersonal and communication skills. • Advocacy, facilitation and negotiation skills. • Able to lead and communicate the Christian ethos and identity of the Multi-Academy Trust. 	
Work related personal qualities	<ul style="list-style-type: none"> • Committed Christian who is a member of the Church of England or other mainstream Christian church (member of Churches Together in Britain and Northern Ireland). • The ability to provide spiritual leadership within the context of the Trust and church school leadership. • Demonstrable personal enthusiasm and commitment to making a positive difference to children and young people. • Commitment to raising standards and optimising the opportunities that academies can offer pupils and community. • Commitment to support the aims of the Multi-Academy Trust. • Commitment to church schools. • Personal credibility that allows challenge at a senior level. • The ability to inspire and translate vision into practice. • Resilience and persistence in the face of adversity. • Ability to travel around the Diocese in order to carry out duties. • Willingness to work outside normal hours when necessary. 	<ul style="list-style-type: none"> • An understanding of what it means to work in a diocesan context.

How to apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, marital status or sexual orientation. The Person Specification sets out the criteria used to assess candidates through the selection process. We will be following the guidelines of the DCAT Safer Recruitment Policy.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use them to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure check with the Disclosure and Barring Service.

Applications

Please ensure that all parts of the application are completed. You should focus the reasons for your application based on the Person Specification, making certain that you demonstrate how your knowledge, skills, experience and personal attributes make you suitable for the position.

Statement in Support of Application

In addition to completing the application form, in a covering letter, please inform us of what you have achieved that best demonstrates your experience for the Chief Executive Officer post.

Candidates can submit CVs in addition to their application but they are not considered alongside the Person Specification criteria.

Applications can be submitted by email or post/paper copy.

Shortlisting

We assess all applications against the Person Specification criteria using the evidence you provide in your application. This will be completed by a panel of Trustees from the DCAT Board of Directors. We carefully check all applications for anomalies.

Candidates who best meet the Person Specification will be invited to an interview via email. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request three references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. **One referee should be your current or last employer and another referee should be a faith reference.**

Interview Process

The interviews will be held at Church House, Hove. The interview panel will consist of Trustees from the DCAT Board of Directors. You will be required to deliver a presentation and there will be an activity to complete. There will be an opportunity to meet with other DCAT Staff.

Offer of Employment

We will make a verbal offer of employment by telephone and an offer letter in writing will be emailed. Any offer is made subject to satisfactory references, DBS clearance check and proof of identity and qualifications.

Each candidate will be telephoned with the outcome and brief feedback.



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