



Chief Executive Officer Candidate Pack

Rainham Mark
Education Trust





Welcome from our Chair

Dear Applicant,

Thank you for your interest in the post of CEO at Rainham Mark Education Trust (RMET).

Our current CEO has announced his retirement after serving thousands of pupils over the last 20 years and has done an outstanding job both as the Headteacher of Rainham Mark Grammar School and latterly the founding CEO of the Trust.

This has led the Trustees to review the future direction of RMET not only in light of the forthcoming retirement but also the Government's agenda on reducing the overall number of Trusts by encouraging the merger of smaller trusts like RMET.

Following a significant period reviewing the best way forward we firmly believe that it is in the best interests of the pupils we serve not to merge and instead focus on developing the three schools we have and strengthening the shared resources across the Trust.

We have an exciting future, which yes may be counterculture but is steeped in the unwavering commitment securing the best possible outcomes for pupils and to build a strong family of local schools.

Therefore, we are looking for a very particular person who is willing to make a serious long-term commitment to our pupils and local community by developing the centralised services within the trust and always driving forward school improvement throughout our schools whilst doing what is best for the pupils, supporting our staff and engaging the wider community.

If you, need any further information or you would like to arrange a conversation with me then please contact our recruitment partner at Academicis: Caroline Olsen: colsen@academicis.co.uk or 01223 907979/07500 889 504.

Yours sincerely,

Nathan Ward
Chair of the RMET Trust

Rainham Mark
Education Trust





Welcome from our pupils

Dear potential CEO,

We believe Rainham Mark Grammar School is an excellent example of a progressive and supportive environment for us. The school prides itself on being a mixed grammar school, which is invaluable for preparing us for working environments beyond education. Additionally, staff prioritise the well-being of its students, ensuring we all have the resources to receive help with academic or personal challenges. This also includes the school's SEN department, a team of qualified individuals to help us all if we require additional support. Alongside student's well-being, the school has a wide range of facilities for both academic and creative subjects to develop and encourage all areas of learning that all of us have opportunities to use. This includes a dedicated music department, equipped with a recital hall and practice rooms, a drama studio and hall fit with professional lightning and sound equipment, which we use for our amazing musicals and soirées.

We have a purpose-built sports building with a fitness suite and dance studio, utilised by students across all year groups, including the Prefects who use it to rehearse their dance for the annual talent show! We have multiple fully equipped science labs, a new dedicated art block and many other facilities. We believe the CEO of the Rainham Mark Education Trust will be proud to represent Rainham Mark Grammar School, its students and its staff.

Yours faithfully,

Rainham Mark Grammar School Prefect Team



Our Schools

Rainham Mark Education Trust (RMET) is developing a local family of schools that are committed to inspiring all pupils to enjoy their learning and make exceptional progress.

RMET is currently made up of Rainham Mark Grammar School as the lead sponsor, Twydall Primary School and Riverside Primary School.

The schools share staff and work together on all aspects of teaching and learning.

Schools retain their individual character but share an overall vision for strongly inclusive education, supported by the best possible teaching and resources so that all in their care can grow and thrive.

Rainham Mark Grammar School

An 11-18 Selective School rated outstanding in all areas by Ofsted in 2014. Currently we have about 1,500 pupils, of whom about 330 are aged 16-18 taking AS and A2 levels. We aim to be a friendly, caring and stimulating community which motivates young people to enjoy learning, participate enthusiastically in wider activities and make the most of their abilities.

Riverside Primary School

A popular school and nursery, at the heart of the local community. There are currently 363 pupils on roll, aged 3 to 11. We are a Centre of Excellence for Inclusion and offer a small number of places for pupils who require specialist ASD or VI provision, fully integrated with our mainstream classes. We successfully live out our motto of "Happy, Helpful and Hard-working", through our vision and practice, inspiring and supporting all pupils to be the best they can be.

Twydall Primary School

A large 3 form entry mainstream school with a nursery which provides inclusive placements for pupils with physical disabilities. There are currently 365 pupils on roll, of whom 113 are aged under 5. We inspire every child and adult to give their best and expect the best in return. Shared responsibility and ownership from staff, parents, pupils, the Governors and the wider community is encouraged.



Job Description

Our Mission

To develop a group of schools who will work together in partnership with parents and the local community to foster ambition and raise achievement for all young people in their care

Our Vision

A family of local schools working together to provide outstanding pastoral care and inspirational teaching, motivating all pupils to enjoy learning and achieve their potential within a community founded on mutual respect



Job Title: Chief Executive Officer

Salary: Competitive

Reporting to: The Trust Board

Start Date: September 2022 or earlier



Main Purpose of the Post

The CEO will be responsible for securing outstanding outcomes for all pupils within the Trust not solely academic but also extra-curricular, pastoral and well-being. This will enable all pupils prepare for life in an inclusive and diverse modern day world.

The CEO will be the Accounting Officer for Rainham Mark Education Trust (RMET) and will be accountable to the Trust Board for all the internal operations of the Trust, including the schools and any academies which subsequently join the Trust.

The CEO will provide inspirational leadership to the Trust's senior management teams to achieve the vision and mission of the Trust and to meet professional standards and legal requirements. They will line manage the Chief Financial Officer and all Headteachers.

Trust Wide Responsibilities

- To develop, agree and implement a successful strategy with the Trust Board to ensure trust wide policies and plans are implemented.
- To lead, manage and motivate the senior managers to ensure trust values, ethical standards and organisational vision, policies and procedures and professional and legal standards are adhered to at all times.
- To lead strategic change across the trust to achieve the Trust's wider strategic vision.
- To lead the review and regular updating of the Trust Development Plan, ensuring that it aligns with the aims and principles of Rainham Mark Education Trust (RMET).
- To ensure that the work of all elements of the Trust are effectively led. The CEO will be an ambassador for the aims and principles of Rainham Mark Education Trust (RMET).
- To lead the central Trust team to provide an effective and efficient service to the academies in the Trust.
- To line manage the School Leaders of Academies in the Trust to provide appropriate support and challenge to ensure that educational standards in each academy are improved or maintained at a high level and that each Academy operates in a way that is aligned with the aims, principles and ethos of the Trust.
- To ensure, as the Trust's Accounting Officer and working with the Chief Financial Officer and Finance, Resources and Audit Committee (FRAC), that the Trust's financial viability is secure.
- To ensure, as the Trust's Accounting Officer and working with the Chief Financial Officer, that the Trust's budget is managed prudently in line with the Trust's declared financial objectives.
- To attend meetings of the Trust Board and, working with the Chair and Clerk to the Trustees, to ensure that such meetings are purposeful and fully informed in relation to the activities of the constituent members of the Trust.
- To work with the Chair and Clerk to the Trustees to ensure that a comprehensive programme of meetings of Trust Committees is in place to discharge the work of the Trust and that these committees are effectively and efficiently serviced by senior leaders of the Trust.
- To ensure that the Trust identifies risks and takes appropriate measures to address them.
- To develop and maintain effective relationships with the DfE, RSCs and LAs, working with them to secure and extend the reputation, vision and values of the Trust.

Job Description *continued*

- To ensure that local communities served by the Trust are actively engaged in its work and have confidence in the quality of its provision.
- To ensure the completion of the Trust's Annual Report and Accounts in a timely way.
- To maintain high morale and confidence among the Headteachers and School Leaders of Academies in the Trust and members of the Central Team, setting an example of professional standards of leadership.

Professional Duties relating to

The CEO will be responsible to the Trust Board for:

- Accountable for the overall financial control of the Trust and all matters controlling budget and any associated expenditure.
- Active driver of community engagement for the Trust ensuring all schools have an proactive and robust presence in the local community.
- Proven track record of leading a high quality strategy and deliverables to ensure SEND and vulnerable groups needs are met consistently.
- Forming the aims and objectives on the objectives of the Trust.
- Developing the Trust's policies on curriculum and teaching and learning.
- Ensuring that Rainham Mark Education Trust (RMET) is a safe place for pupils.
- Ensuring that the teaching and learning provided by all departments forms a coherent curriculum, meeting the needs of all learners at Rainham Mark Education Trust (RMET).
- Maintaining high morale and confidence among staff and parents and setting an example of professional standards of leadership.
- Attending and reporting to meetings of the Trust Board and its committees.
- Assuring the quality of the work done by Rainham Mark Education Trust (RMET).
- Leading the Trust's Self Evaluation process.

- Leading the Trust's Development Plan, ensuring that it aligns with the vision of Rainham Mark Education Trust (RMET).
- Leading the monitoring and evaluating of teaching and learning throughout the Trust.
- Monitoring national developments in curriculum management and leading the implementation of curriculum change, where appropriate.

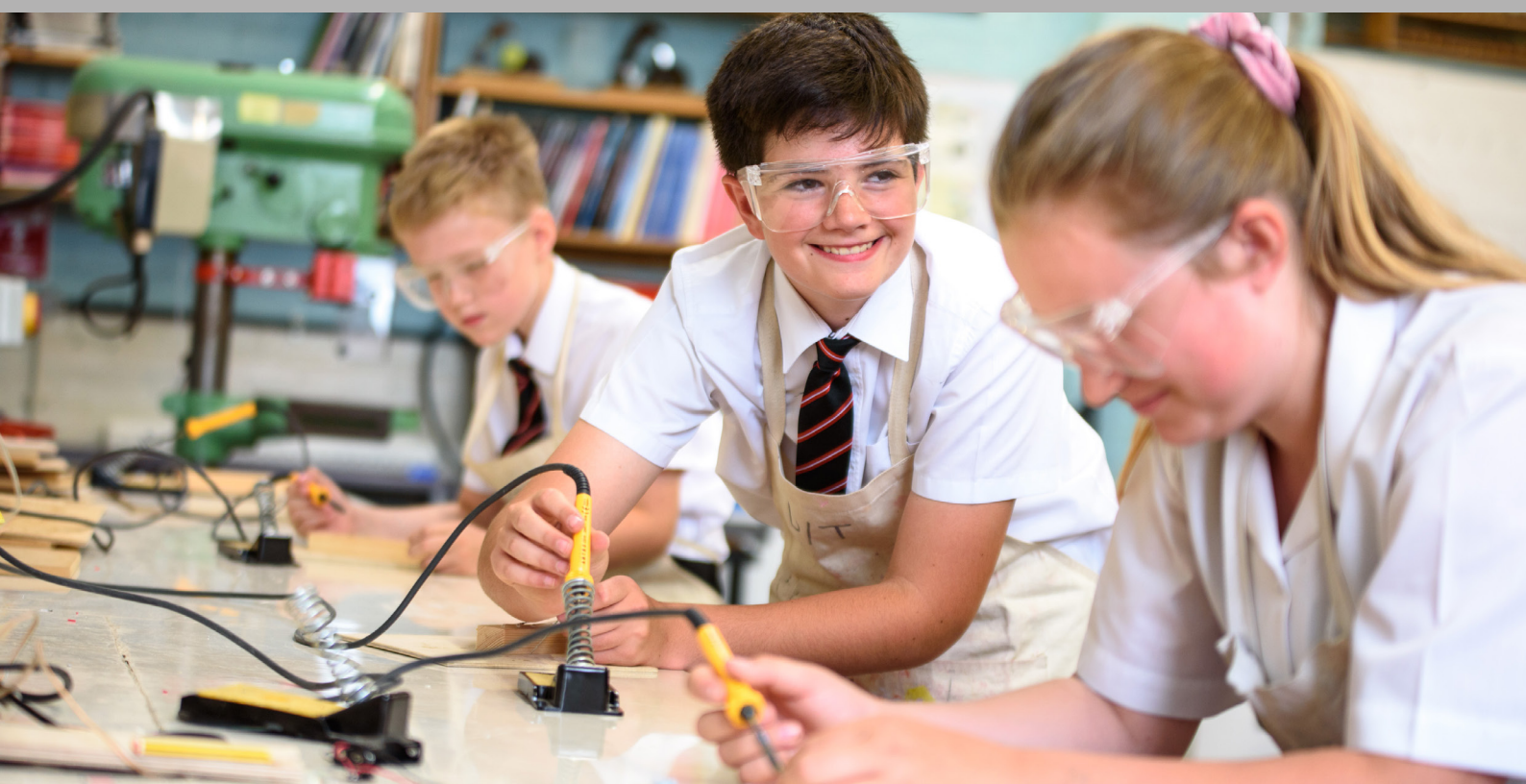
Ethos

The CEO will be required:

- To work with the Trust Board and other key stakeholders to develop the Trust's vision and ensure that it is translated into agreed objectives and informs the work of the schools in the Trust.
- To demonstrate the Trust's values in everyday work and practice.
- To maintain high morale and confidence and set an example of professional standards and leadership.
- To maintain a high standard of behaviour in the Trust's schools supported by policies and practices to promote self-discipline, independence and responsible attitudes.
- To work with parents and colleagues to support the academic and personal progress of all pupils in the Trust and to ensure their safety and wellbeing.

A Safe Trust for all

- Create a culture that actively promotes safeguarding, diversity, health and safety.
- Ensure all safeguarding practices are carried out to the highest standards as defined by our policies and procedures.
- Has a visible and active commitment to all aspects of safety within the Trust including the physical and emotional safety of staff, students and visitors.
- Keep up-to-date with developments in safeguarding, diversity and health and safety including relevant legislation and guidance.
- To ensure safeguarding at RMET robustly and actively embraces strong safeguarding policy, procedure, practice and training across all elements of the Trust.



Person Specification



CRITERIA	Essential/Desirable		Assessed by application/ interview process	
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QUALIFICATIONS AND REQUIREMENTS				
Honours Degree or equivalent	√		√	
Qualified Teacher Status	√		√	
Substantial experience of teaching	√		√	√
Experience at Headteacher level with at least five years experience leading a good or Outstanding School or equivalent level	√		√	√
Evidence of significant CPD in the last three years	√		√	
NPQH & NPQEL		√	√	
Higher level educational/management qualification		√	√	
PERSONAL APTITUDES, QUALITIES AND SKILLS				
Proven demonstrable ability to plan strategically	√		√	√
Demonstrable experience of leading and creating highly diverse, high performing cultures of excellence	√		√	√
The ability to lead, influence and manage continuity and change	√		√	√
The ability to communicate the Trust's vision and inspire and motivate pupils, teachers, parents, governors and Trustees	√		√	√
The ability to be proactive, innovative and versatile, with a high level of drive, energy, enthusiasm, resilience and integrity	√			√
LEADERSHIP AND MANAGEMENT				
Understanding of effective strategic, financial and resource management	√		√	√
Evidence of a strong contribution to raising standards in your current School/ Trust through self-evaluation and school improvement planning to the best of their abilities	√		√	√
The ability to perform a high profile role with a strong visible presence and a professional approach that demands excellence and earns the confidence, trust and respect of the entire school and wider community	√			√
Experience of and commitment to working collaboratively with a Governing Trust/Body	√		√	√
Knowledge and understanding of the wider educational agenda, including current national policies and educational issues, as well as statutory and legal frameworks governing the operation of academies	√		√	√
Experience of positive behaviour management and a commitment to ensuring that pupil behaviour and attendance are outstanding	√		√	√
A demonstrable understanding of the process of safeguarding and safer recruitment, ensuring a safe, secure and healthy school	√		√	√
Substantial experience and ability to use sound judgement to anticipate and resolve conflict and issues	√			√
LEADING LEARNING AND TEACHING				
The ability to monitor and develop staff, evaluate performance, celebrate excellence and challenge poor performance	√		√	√
Evidence of the use of a range of strategies to meet the learning needs of all pupils	√		√	√
Proven experience of developing and leading curriculum initiatives	√		√	√
A commitment to a pupil-centred, inclusive approach in which every pupil is affirmed and valued	√		√	√
Recognition and promotion of the role that parents/carers and families play in supporting young people to succeed and thrive	√		√	√
Experience of providing systems of planning, assessment and record-keeping and communications with parents/carers and pupils to enable individual targets to be set and monitored	√		√	√

Academicis

How to apply:

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

Please email your application to: **colsen@academicis.co.uk**

Closing date: **Noon, Monday 10th January 2022**

Shortlisting date: **Wednesday 12th January 2022**

Interviews: **Monday 17th and Tuesday 18th January 2022**

We embrace diversity and promote equality of opportunity and welcome applications from all sections of the community.

Rainham Mark Education Trust
Rainham Mark Grammar School
Pump Lane, Rainham, Kent, ME8 7AJ

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