

Corvus Learning Trust

JOB DESCRIPTION

Post title:	CEO
Salary:	Negotiable depending on experience
Contract Term:	Permanent
Notice Period:	Three months
Contract Type:	Part Time – 0.5 FTE
Start Date:	1 st September 2024
Reports to:	Chair of Trustees
Accountable for:	The conduct and performance of the Trust, including the performance of the schools within the Trust and for its financial management
Responsible For:	The delivery of the Trust’s Vision and Strategy in accordance with its Values
<p>Main Purpose</p> <ul style="list-style-type: none"> • To lead the Trust in pursuit of its strategic aims, working closely with the Board of Trustees and Members, Headteachers and Central Team to meet our Vision, Mission and Objectives • To ensure that all schools within the Trust deliver an outstanding education to enable all pupils to reach their full potential • To ensure that the Trust’s financial viability is secure, firmly based on accurate analysis, the optimum use of resources and the generation of sufficient surplus funding to meet development needs • To lead the future development and growth of the Trust in order to expand and improve resources, expertise and support for the benefit of the schools, staff and pupils 	

Main Responsibilities

Vision and shaping the Trust’s ongoing development

The Chief Executive Officer will:

- Model and actively promote commitment to the Trust’s Vision and Mission
- Articulate a clear narrative for the Trust’s expansion and development
- Work with the Board of Trustees, Local Governing Bodies and schools in the delivery of the Three Year Strategic and One Year Development Plans
- Ensure the appropriate balance between central Trust strategy and accountability, and the ability of each school to maintain their sense of individuality responding to local needs

Building effective relationships and stakeholder engagement

The Chief Executive Officer will:

- Undertake regular and meaningful engagement with staff and stakeholders
- Develop positive relationships with the Board of Trustees; including regularly meeting with the Chair, keeping them informed of key developments, successes and risks
- Ensure that clear and appropriate reporting mechanisms are established, contributing to efficient governance of the Trust
- Work with colleagues across the Trust to ensure operational compliance and fulfilment of all statutory responsibilities

Growing and developing talent and skill

The Chief Executive Officer will:

- Establish an 'employer of choice' culture, with a strong sense of purpose, commitment to talent management and professional development
- Bring about organisational change and improvement through a careful approach to engaging and involving staff and identifying opportunities to celebrate and share excellent practice
- Recruit talented, skilled and experienced people to the Central Team and to senior leadership positions within the Trust
- Participate in effective performance appraisal and support professional development for direct reports and others as required
- Ensure high performance and effectiveness across each aspect of the Trust's operations
- Demonstrate a commitment to developing leaders and ensuring a succession planning strategy is in place across the Central Team and for Headteachers
- Foster a cultural and operational commitment to equality, diversity and inclusion in order to thrive

Leading a culture of commitment to Trust Values

The Chief Executive Officer will:

- Foster a culture of commitment to Trust Values through their actions and behaviours, and in the responsible decisions taken
- Ensure that the Trust will focus on continual improvement and collaboration in line with the Trust Value 'we are in it together'
- Ensure that the quality of the curriculum, teaching and learning in our schools are underpinned by the Trust Value 'we strive for excellence'
- Ensure a deep commitment to safeguarding and compliance with safeguarding responsibilities across the Trust

Ensuring organisation sustainability and compliance

The Chief Executive Officer will:

- Discharge their responsibilities as Accounting Officer, including ensuring financial compliance, demonstrating a commitment to achieving value for money and financial probity at all times across the organisation
- Work with the Chief Business Finance Officer and Operations Manager to ensure that the Trust's strategy is supported by effective, responsive and integrated central services, as well as high-quality operational delivery
- Engage the Board of Trustees in strategic decision making about sustainability and how to ensure value for money over time
- Seek economies of scale, through scaled procurement, maximising internal talent and the strategic deployment of resources
- Build relationships with other local and regional MATs to share expertise and resources
- Ensure that risk management and compliance monitoring systems enable the Trust to anticipate and mitigate risks, fulfilling all statutory duties and responsibilities

Enhancing partnerships and building reputational capital

The Chief Executive Officer will:

- Create a sense of openness and proactive engagement with local, regional and national stakeholders that will add value to the Trust and ensure mutual benefits for all involved
- Build constructive relationships with key influencers and ensure they remain informed about the Trust's work and progress
- Access peer-to-peer networks that are relevant and add value to the CEO and the senior teams' professional development
- Contribute to the development of the wider educational landscape through taking part in collaborative work and engaging in appropriate opportunities to inform the development of other trusts and to inform government policy

Other

- Undertake any other duties which may reasonably be required by the Board of Trustees

Corvus Learning Trust

Person Specification

Job Title: CEO

Key Criteria	Essential
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree qualification • Evidence of further study
Leadership and Experience	<ul style="list-style-type: none"> • Respected, successful leader with proven track record of driving and delivering whole school/trust improvement • Demonstrable effectiveness as a senior leader of change and purposeful innovation at school/trust level • Evidence of highly effective strategic planning, monitoring and review • Evidence of effective strategic financial planning, budget monitoring and financial resource management • Evidence of developing a strong team culture with senior leaders and fostering a positive work ethos • Evidence of presenting and representing an organisation to stakeholders and future partners • Experience of effective working with governance structures • Successful track record of developing positive relationships with a wide range of stakeholders • Evidence of successful performance management of reportees towards outstanding outcomes • Clear understanding of the current education landscape both locally and nationally • Awareness of the statutory educational framework, policies and legislation as they apply to schools and trusts
Professional Skills and Abilities	<ul style="list-style-type: none"> • Commitment and ability to articulate the Trust's Vision and Values to a wide range of audience • Ability to establish credibility with Headteachers, Local Authority, DfE and other potential partners • Ability to engage collaboratively with Headteachers, Trustees and Governors, seeking their views whilst being unafraid to display clear leadership • Ability to develop and maintain an inclusive and collaborative ethos between the Central Team, schools and senior staff in the Trust

	<ul style="list-style-type: none"> • Ability to think strategically and develop systems and processes to grow and mature the Trust • Ability to inspire high levels of performance and a commitment to excellence • Ability to negotiate and consult effectively and influence others in order to successfully manage change • Ability to lead professional conversations for the benefit of all parties • Ability to work flexibly and be self-motivated • Ability to remain resilient, robust and calm under pressure • Ability to demonstrate sound judgement and prioritise issues/risks effectively • Commitment to the Nolan Seven Principles of Public Life
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Committed to the role of CEO with drive and determination • Highly effective leader with the ability to build a positive culture and inspire the respect and support of others • Visible, approachable leader with a natural ability to network effectively with all stakeholders and the wider community • Demonstrates personal care for the well-being of colleagues • Commitment to colleagues' and own professional development • Committed to equality of opportunity • Ability to maintain strict confidentiality of information received and processed as part of the job role
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Applicants must not be disqualified by law from holding directorships and must undergo an enhanced DBS check