

**RECRUITMENT PACK:**

**CHIEF EXECUTIVE**

**OFFICER**



**Contents**

|  |  |
| --- | --- |
| 1. Letter from the Chair of the Trust |  |
| 1. Overview of Enhance Academy Trust |  |
| 1. Trust Governance Structure |  |
| 1. Our Academies |  |
| 1. Job Description |  |
| 1. Person Specification |  |
| 1. How to Apply |  |



Dear Applicant

**Post of Chief Executive Officer – Enhance Academy Trust**

Thank you very much for requesting an application pack for the post of Chief Executive Officer at Enhance Academy Trust. This Church of England MAT was founded in 2012 and is guided by a strong Christian ethos whilst being open to community schools who may benefit from being in our academy family. Eight of our academies are within the Church of England Diocese of Leeds and three are community academies. We are passionate about the journey our young people will take whilst in our care and working together across the Trust our aim is to provide skills and learning opportunities to enable them to flourish and provide excellent professional development opportunities for our staff.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities. We are a developing MAT with ten primary academies and a specialist performing arts sixth form college. We have been successful, as eight of our primary academies were sponsored and joined us in an Ofsted category or equivalent, but none remain as such and eight are now judged good.

Enhance Academy Trust are now looking to appoint an ambitious and energetic Chief Executive who will work alongside the Leadership teams in our academies, with Trustees and with the Diocese to build on what we have already achieved and help us deliver even better educational opportunities for our pupils.

The role will inevitably be both challenging and rewarding but in it you will have the space and support to shape the future for a growing number of pupils and staff.

For an informal discussion about this position or to arrange visits or discussions with any of our academies please contact Kevin Jones on 01924 434460 or email him at [kevin.jones@enhanceacad.org.uk](mailto:kevin.jones@enhanceacad.org.uk) .

We look forward to hearing from you soon.

With all best wishes

As ever,

Chair of Enhance Academy Trust

The Venerable Peter Townley, Archdeacon of Pontefract



**Overview of Enhance Academy Trust**

Enhance Academy Trust is a Church of England Multi-Academy Trust comprising of ten primary schools located across Wakefield and Kirklees and a post 16 performing arts free school. The Trust was established in 2012 as a sponsor of Church of England and Community Schools that needed support and eight of its ten primary academies have been sponsored or transferred into the Trust.

The Trust works very closely with its academies and encourages them to help each other whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst it has been expanding and wants to continue to follow similar principles in the future.

We are now seeking to appoint a Chief Executive Officer to join our forward-thinking organisation. The Chief Executive Officer will work closely with Trustees, Local Governing Bodies the Chief Financial Officer, Head Teachers and Business Managers within our academies to help deliver the Trust’s strategic objectives.

The successful candidate will preferably have previous experience working within an academy trust or an education management position.

Enhance Academy Trust can offer: -

* the opportunity to be part of the leadership team of an Academy Trust where people matter
* the opportunity to become a key member of a team that always wants to do better both individually and collectively
* outstanding Professional Development opportunities.

This role will be based initially at Enhance Academy Trust, 1 South Parade, Wakefield, WF1 1LP although we are in the process of looking for new offices that are still close to the centre of the Trust’s operating area.

The job description outlining the key responsibilities of the role is attached alongside the person specification.

If you would like an informal discussion about this position, please contact Kevin Jones our current CEO on 01924 434 460. Kevin will be retiring on 31st December 2020 and was the CEO of the Trust when it sponsored its first academy.

Enhance Academy Trust is committed to Safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory enhanced level DBS check and satisfactory references.

**ENHANCE ACADEMY TRUST GOVERNANCE STRUCTURE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LGB**  **St Giles CofE Academy** | **LGB**  **Overthorpe C of E Academy** | **LGB**  **St. Michael’s CE Academy** | **LGB**  **Lepton CE School** | **LGB**  **CAPA College** | **LGB**  **St. Botolph’s CE Academy** | **LGB**  **St. Helen’s CE Academy** | **LGB**  **Christ Church CE Academy** |

|  |  |  |
| --- | --- | --- |
| **LGB**  **Sandal Magna Community Academy** | **LGB**  **Diamond Wood Community Academy** | **LGB**  **Featherstone All Saints CE Academy** |

**ADVISORS**

**Schofield Sweeney Solicitors – Legal**

**Paylings Accountants - Finance**

**BOARD OF TRUSTEES**

**Archdeacon Peter Townley (Chair)**

**John McLeod**

**Chris Schofield**

**John Brady**

**Linda Maskill**

**Janet Milne**

**Kathy Smith**

**Fiona McMahon**

**CHIEF EXECUTIVE/TRUSTEE**

**Kevin Jones**

**MEMBERS**

**Archdeacon Peter Townley**

**Canon Ian Wildey**

**John McLeod**

**Canon Richard Noake**

**SCHOOL IMPROVEMENT PARTNERS**

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| --- | --- | --- | --- |
| **OUR ACADEMIES** | | | |
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**JOB DESCRIPTION**

**JOB TITLE: CHIEF EXECUTIVE OFFICER**

**SALARY: CIRCA £90,000PA**

**CLOSING DATE: 21ST FEBRUARY 2020**

**INTERVIEW DATES: 2ND AND 3RD APRIL 2020**

**KEY FOCUS:**

To be an outstanding strategic leader who can inspire and empower others to share and deliver improved outcomes for young people. To show a personal commitment to the wellbeing and development of young people and to treat all colleagues in a fair and respectful way.

**PURPOSE:**

The post holder’s overall responsibilities will be to:

• Promote and safeguard the welfare of staff and young people.

• Develop and promote a culture of high aspirations for all pupils and all staff.

• Provide strategic leadership and direction to ensure that improved outcomes for pupils and staff are delivered.

• Ensure the Trust and its individual academies maintain strong financial positions.

• Ensure that an effective strategy is in place to build educational and leadership capacity to meet current and future needs of the Trust.

• To ensure that the Trust makes best possible use of its resources and provides the best outcomes for its pupils.

• To ensure that the Trust complies with statutory requirements placed on it.

• To maintain and develop relationships with the Anglican Diocese of Leeds.

• To act as an ambassador for the Trust within Kirklees and Wakefield, the DfE and its Regional Schools Commissioner, and with other education providers.

• To work effectively with our local communities and with local education partners.

**STRATEGIC RESPONSIBILITIES**

• To work with Trustees in the development and delivery of their vision and strategy

• To work with, and provide advice to, Local Governing Bodies and school leaders to

deliver the Trust’s vision and strategy within their own individual visions and values.

• To provide strategic leadership and direction to the Trust and its academies

• In conjunction with the CFO and Business Managers to develop a long term strategic

financial plan.

• To collect and analyse academy performance data and present the results to Trustees and other associated bodies.

• To manage any future growth of the Trust to ensure that its ethos and values are not changed.

• To work with Trustees and Local Governing Bodies to manage and mitigate risk within the Trust.

• To maintain and develop an outward facing role for the Trust with the Diocese, Kirklees and Wakefield local authorities, and other educational partners.

• To ensure that the Trust’s management and organisational structures can lead and support continuous improvements in outcomes for pupils and employees

• To help develop our young people to be pro-active learners in a respectful, safe and supportive environment.

• To ensure that the Trust and its academies are well placed to meet the quality assurance requirements of Ofsted, SIAMS (Statutory Inspection of Anglican and Methodist Schools), and other relevant agencies.

• Inspire and support staff to deliver improved outcomes for learners and themselves.

• To encourage the development of supportive partnerships and alliances with our local communities and other educational providers.

• To oversee the performance management of Headteachers and staff within the central team.

• To ensure the Trustees have regular and accurate management information on all matters concerning Resource Management.

• To assist and advise Trustees on Academy expansion and conversion work, undertaking a key role in supporting the conversion of new schools into the Trust.

• Provide advice to the Trust on Health and Safety issues.

• To develop a robust internal audit process with the CFO.

• To be the Trust’s Accountable Officer.

**SENIOR LEADERSHIP**

• Provide strategic advice to the Trust on the staffing structure in relation to affordability, flexibility and the impact of the School Improvement Plan.

• To establish policies and procedures relevant to the Trust and engage with key personal, including Head Teachers and Business Managers, where appropriate.

• To work in partnership with our HR providers on any matters which have a direct bearing on staffing and the smooth running of the Trust

• Work in partnership with each academy and provide appropriate support and guidance as needed in order to provide a strategic overview for the Trust.

• Arrange for effective staff recruitment, development and monitoring to ensure that individuals are trained to perform their role and they receive clear appraisal objectives and career development.

• Work as a positive team player, demonstrating mutual respect and integrity for others, whilst maintaining open and effective communication at all levels within the Trust.

• Establish a high level of credibility and manage working relationships with external partners including; ESFA, DfE, RSC and Ofsted.

• Contribute to the development of the Trust by advising on the development of support services to enable the highest quality educational facilities and support to teaching and learning.

• Advise on the management of risks and risk assessment to minimise risk to pupils,

staff and all connected with the Trust as well as buildings and facilities.

• Develop a strategy for risk management and control, ensuring risk registers are maintained. To develop and maintain the disaster recovery plan (business continuity planning).

• To oversee the due diligence works on all Academy conversion work.

• Develop and maintain the Trust’s Health and Safety Policy. Oversee Health and Safety regarding statutory obligations for the sites ensuring compliance with all regulations and codes of practice in the provision of a safe and healthy working environment.

**ICT**

* Work with internal/external ICT personnel and the external network provider to create a strategic ICT plan for the Trust.

**OTHER WORK AS REQUIRED TO INCLUDE:**

* To assist Trustees in any project or ad hoc work as required.
* To represent the Trust as a key promotional ambassador.
* Other duties agreed from time to time as agreed with the Trust Board.

**WORKING RELATIONSHIPS:**

Within the Trust:

• It is essential that effective working relationships are maintained and developed across the Trust.

* The post holder will report to the Board of Trustees to provide and receive information and work closely with Local Governing Bodies, Head Teachers and School Business Managers to share and develop best practice.

With External Bodies:

* Work with the Diocese of Leeds to support their education strategy.
* Works with external contractors / suppliers in relation to contracts and agreements.
* Consults the Health and Safety Executive in relation to health and safety issues.
* Consults with stakeholders and collaborative partners.
* Submits information to HMRC/DfE /ESFA and other bodies as required.

* Submits bids to funding bodies.

**GENERAL:**

The above responsibilities are not an exhaustive list and they may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust are met. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must always be maintained.

**HEALTH AND SAFETY:**

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on your employer and you as an employee. In addition to the employer’s overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust’s Health and Safety Policies.



**ENHANCE ACADEMY TRUST - PERSON SPECIFICATION**

**JOB TITLE: CHIEF EXECUTIVE OFFICER**

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| --- | --- | --- | --- |
| **ATTRIBUTES** | **RELEVANT REQUIREMENTS** | **HOW IDENTIFIED;**  **Application Form (AF) / Interview (I)/ Certificate of Qualification (CQ)/ References (R)** | **Essential / Desirable** |
| OUALIFICATIONS | Qualified to degree, or equivalent level with significant post qualifying experience and / or in-depth knowledge acquired through experience.  A record of recent and relevant continuing professional development. | AF / CQ  AF / CQ | E  E |
| RELEVANT EXPERIENCE | At least five years of building and leading effective teams  Track record of leading the strategic financial planning for a growing organisation  Evidence of effective assessment and development of staff.  Experience in working with academies  Experience of operating within a multi-site organisation | AF / I  I / R  AF / I / R  AF/I  AF/I | E  E  E  D  E |
| KNOWLEDGE | A knowledge and commitment to safeguarding and promoting the welfare of children and young people  Knowledge of current legislation affecting academies and schools  An understanding of educational performance and the Ofsted inspection regime  An understanding of the role of the Church of England in education and of the SIAMS inspection regime  Familiar with Education Skills Funding Agency reporting requirements | I  AF / I  AF / I  I  AF/I | E  D  E  D  D |
| INTERPERSONAL / COMMUNICATION SKILLS | Excellent communications skills, including presentation skills, and the ability to speak to a wide range of audiences  Good written / email correspondence appropriate to respondents  Good accurate report writing and record keeping appropriate to requirements | I  AF / I  AF/I | E  E  E |
| OTHER | Integrity and a commitment to good governance  Dynamic and motivational leadership with a “can do” mind set  Credibility with the Trust Board, educational partners and third-party organisations  An effective and committed ambassador for the organisation  Resilience and determination in meeting deadlines and achieving outcomes  Ability to challenge and show tenacity  Strong attention to detail | I / R  I / R  I / R  I / R  I / R  I / R  I / R | E  E  E  E  E  E  E |
| **The requirement listed below is not considered during the job evaluation process but is an essential requirement for the role that will be assessed during the recruitment process.** | | | |
| Disclosure of Criminal Record | Enhance Academy Trust is committed to Safeguarding and promoting the welfare of children. The successful candidate’s appointment will be subject to the Trust obtaining a satisfactory Enhanced and Baring List Disclosure. | DBS Disclosure | E |



**How to Apply**

Applications must be made on the application form attached to this pack supported with additional information if appropriate. Completed forms should be sent to Kevin Jones at Church House, 1 South Parade, Wakefield WF1 1LP or emailed to him at [kevin.jones@enhanceacad.org.uk](mailto:kevin.jones@enhanceacad.org.uk) by 12.00 noon on 21st February 2020.

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