

# ACET CEO Recruitment Pack

Striving for excellence. Empowering achievement.



ACET House, 66 Holderness Drive, Aston, Sheffield, South Yorkshire, S26 2BH



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## WELCOME FROM THE CHAIR OF THE TRUST

Welcome to ACET! We are delighted you have shown an interest in our trust and what we endeavour to achieve. We hope that the ACET Strategic Plan provides you with the background information you need to know about our Trust and that as you read through, you will be able to see how everything we aspire to achieve is centred around our vision – what we want for our learners, staff and the local communities in which our academies are located.

The retirement of our previous CEO, Eunice Newton, has left us with an opportunity to look for someone new to take the Trust on to the next stage of our development, from September 2023.

Initially, ACET was formed in 2011 as a Single Academy Trust, and we are very proud to now be a Multi Academy Trust consisting of 12 academies with 5,572 students/pupils ranging from nursery to post-16.

We are looking for an inspirational and talented CEO who will be prepared to embrace our vision and continue the great work that has already been done. Most of all, the Trustees want someone who will continue to foster the strong sense of unity across the Trust, so that all members of our community feel that they are valued as part of the team; someone who will enable the Trust to grow and develop and someone who is realistic about the challenges that will need to be overcome along the way. The CEO will work with a committed Trust board, an experienced central team, skilled Principals, leaders and high performing educators. If you are confident that you have the skills, drive and vision to be our next CEO, we sincerely hope that you will apply for this post.

On behalf of the Trustees, I look forward to working with you.

**John Barton**  
Chair of ACET





# ACET CEO Recruitment Pack



<b>Post Title:</b>	<b>CHIEF EXECUTIVE OFFICER (CEO)</b>
<b>Head Office:</b>	<b>ACET House</b>
<b>Salary:</b>	<b>£115,000 - £130,000 (6 point range)</b>
<b>Date of Commencement:</b>	<b>1<sup>st</sup> September 2023</b>
<b>Closing Date:</b>	<b>12.00noon on Friday 3<sup>rd</sup> March 2023</b>
<b>Interview Date:</b>	<b>Provisionally scheduled week commencing 13<sup>th</sup> March 2023</b>

ACET is a not-for-profit charity which was established in May 2011, as a Single Academy Trust. We are very proud to now have twelve academies and 5,572 students/pupils, ranging from nursery to post-16. The vast majority of ACET academies are located in communities with a high level of deprivation across Rotherham, Sheffield and Derbyshire; all but two academies have a higher than national average rate of children in receipt of free school meals.

We are looking for an inspirational and talented CEO who will be prepared to embrace our vision and continue the great work that has been done by our previous CEO since the Trust was established in 2011.

To take us on the next stage of our journey, we are looking for applicants who have:

- A track record of improving attainment;
- The ability to lead and inspire others and the bring people along with you, with values and vision that are aligned with the board, stakeholders and communities;
- Experience of participating in the systematic growth of a Trust from an educational, organisational and fiscal perspective;
- A clear understanding of the current education landscape and experience of working with key Government departments, the local community and other schools and Trusts;
- The ability to communicate well with staff, parents/carers, students/pupils and external partners.

Most of all, the Trustees want someone who will continue to foster the strong sense of unity across the Trust, so that all members of our community feel that they are valued as part of the team; someone who will enable the Trust to grow and develop and someone who is realistic about the challenges that will need to be overcome along the way. The CEO will work with a committed Trust board, an experienced central team, skilled Principals, leaders and high performing educators. If you are confident that you have the skills, drive and vision to be our next CEO, we sincerely hope that you will apply for this post.

In return we can offer you:

- An opportunity to lead, and work as part of, a highly skilled and supportive team;
- A competitive salary;
- Local Government pension contributions;
- Annual leave entitlement of 35 days plus bank holidays;
- Ongoing high quality professional development opportunities.



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## Application Details

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact our Chief People Officer, Gemma Shore, on:

- Email [gemma.shore@astoncetrust.org](mailto:gemma.shore@astoncetrust.org)
- Telephone 07976 866 859

For further information and to apply, please visit <http://www.astoncetrust.org/index.php/vacancies>. Applications must be submitted on an ACET Application Form, along with a covering letter (no more than two sides of A4), by email to [gemma.shore@astoncetrust.org](mailto:gemma.shore@astoncetrust.org) by the closing date.

Please ensure you have read the following documents before submitting your application:

- ACET Application Guidance Notes
- ACET Safer Recruitment Policy
- ACET Safeguarding Policy

## Safeguarding

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the 'policy' section of our academy websites.

### ***It is an offence to seek employment in regulated activity if you are barred from working with children.***

This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are "spent" under the provisions of the Act. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. Additional checks in relation to the Childcare Disqualification Regulations will be undertaken for successful candidates to junior academies. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

## Equality

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.



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<b>Job title:</b>	<b>Chief Executive Officer (CEO)</b>
<b>Reporting to:</b>	<b>Accountable to the overall ACET Board and reporting to the Chair of the MAT</b>
<b>Responsible for:</b>	<b>Senior ACET staff, including the executive team and central team/business leaders.</b>

## OVERALL PURPOSE OF THE POST

The Chief Executive Officer (CEO) is the accounting officer of the Trust. They have responsibility for informing and supporting the work of the board, including the board's setting of the Trust's vision and strategy.

The CEO is responsible for delivering the agreed strategy; overseeing all operations of the Trust – including enabling educational and organisational improvement; ensuring sustainability, compliance, and the mitigation of risk; and building strategic partnerships with a range of stakeholders to ensure both strong educational outcomes for students/pupils and the sustainable development of the Trust.

It is expected that the CEO models and actively promotes commitment to the Trust's values and, more broadly, commitment to ethical governance, leadership and practice across the organisation. They will adhere to and embody the framework for Ethical Leadership in Education and the Seven Principles of Public Life (The Nolan Principles).

## MAIN DUTIES AND RESPONSIBILITIES

### Strategic Leadership

- Develop the shared vision and strategic plan for ACET;
- Work with the ACET Board, AIT, Principals and staff to develop and implement the vision and strategic direction so that it is understood and acted upon by all stake-holders;
- Drive the strategic plan, identifying priorities and targets to ensure high standards and progress, increasing teacher effectiveness and securing academy improvement;
- Ensure academy-wide priorities are consistently and effectively implemented;
- Ensure that the ACET is an 'employer of choice' and is staffed by talented, skilled and motivated individuals at all levels;
- Line management of the executive team and business leaders (including continuous professional development and performance management), to ensure high performance and effectiveness across each aspect of the trust's operations;
- Foster a cultural and operational commitment to equality, diversity and inclusion in order to thrive, setting an example from the top down and acting as a catalyst for achieving inclusion at all levels;
- Establish and maintain effective working relationships with other MATs and educational establishments, sharing best practice and working collaboratively to improve education for all young people;
- Use benchmarking as a continual, systematic process for evaluating ACET practices, for the purposes of driving continuous improvement;
- Ensure an effective marketing strategy that promotes the work of ACET, in order to optimise student/pupil numbers and ensure key messages are communicated to all stakeholders;
- Plan for the future needs and further development within the local and national context, including growth in numbers.

## Curriculum and Standards

- Ensure academies achieve their performance targets;
- Secure and sustain effective teaching and learning in academies by ensuring each Principal has sound strategies for monitoring and evaluating the quality of teaching and standards of student/pupil achievement, using benchmarking and setting targets for improvement;
- Lead academy improvement in relation to the curriculum and assessment through monitoring and evaluation, ensuring striving for improvement becomes an organisational habit, and that staff at all levels feel empowered to inform and contribute towards improvement;
- Fostering a culture of disciplined innovation, where staff are empowered to engage in external and/or internal research and development activity that furthers our vision and strategy and ensures that specialist staff stay at 'the cutting edge'.
- Ensure that a high quality educational experience is available for all children and young people in ACET;
- Ensure that assessment data is used to set challenging targets;
- Challenge practice to ensure a stimulating learning environment and a high standard of professional development for all staff is achieved;
- Develop an inclusive and supportive environment so that each academy is a place where young people feel secure and their needs and aspirations are addressed through personalised learning, mentoring and coaching.

## People Management and Development

- Develop leaders and ensure a succession planning strategy is in place, especially across the senior executive team and for principals and key specialist leaders across the Trust;
- Ensure clear and appropriate reporting mechanisms are in place, to ensure efficiency, effectiveness, compliance and that the executive team, business leaders and all staff are held to account;
- Ensure student/pupil and staff wellbeing is always considered when implementing new or revised policies and practices;
- Ensure staff at all levels are safe at work through due regard for their health and wellbeing, with high priority given to wellbeing and workload issues and ensuring staff are able to maintain a healthy work/life balance;
- Maintain and demonstrate a good understanding, knowledge and implementation of equality and diversity legislation, ensuring the trust operates in line with these;
- Ensure the Trust delivers equality action plans and that appropriate data and evidence is available.

## Organisational Compliance

- Discharge financial responsibilities as accounting officer, including ensuring financial compliance, robust checks and balances, a commitment to achieving value for money, and financial probity at all times;
- Provide effective financial leadership for ACET, overseeing the work of the Chief Financial Officer, ensuring that a robust budget is planned and delivered;
- Provide effective leadership for all aspects of the management of the physical environment, working with Finance, Estates and IT leaders in developing the best possible physical climate for learning in each academy;
- Ensure that risk management systems and compliance monitoring systems are in place so that the Trust can anticipate and plan for risks and fulfil all its statutory duties and responsibilities;



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- Maintain an up-to-date knowledge, and ensure the Trust is compliant with all statutory legislation (including Health and Safety).

## Working with Stakeholders

- Work with the Governance Professional, Members, Trustees and Chairs to ensure effective governance;
- Liaise effectively with key government agencies;
- Work with the board to generate a culture of 'pure accountability' to the communities we serve (including staff, parents and students/pupils), ensuring the Trust is openly committed to understanding and meeting their general needs and expectations.

## Safeguarding

- Maintain and demonstrate a good understanding, knowledge and implementation of safeguarding legislation and guidance, ensuring the trust operates in line with these and that all children and young people in ACET are safeguarded effectively.

## Professional Development

- Keep abreast of educational developments and best management practice in order to introduce appropriate innovations;
- Maintain and update knowledge and skills as needed in line with legislation and the requirement of the post;
- Attend CPD events as appropriate;
- Lead by example in sustaining high standards of professionalism at all times.

## OTHER

All ACET staff are expected to:

- Appropriately maintain the confidentiality of the working environment;
- Promote and support the aims, ethos and vision of the trust;
- To comply with all ACET policies and procedures;
- To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
- Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.

*The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.*

**ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



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## APPENDIX A – The Role of Accounting Officer

The following is an excerpt from the Academy Trust Handbook (published 1<sup>st</sup> September 2022, p16-17), setting out the responsibilities of the Trust's Accounting Officer. The Accounting Officer will always be responsible for compliance with the most up-to-date version of the Academy Trust Handbook.

### WHAT DOES THE ACCOUNTING OFFICER DO?

**1.37** The accounting officer role includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament, and to ESFA's accounting officer, for the trust's financial resources.

**1.38** Accounting officers **must** be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly [regularity](#), [propriety](#) and [value for money](#).

**1.39** Accounting officers **must** adhere to 'The 7 principles of public life' (*Appendix B*)

**1.40** The accounting officer **must** have oversight of financial transactions, by:

- ensuring the academy trust's property and assets are under the trustees' control, and measures exist to prevent losses or misuse
- ensuring bank accounts, financial systems and financial records are operated by more than one person
- keeping full and accurate accounting records to support their annual accounts

### THE ACCOUNTING OFFICER'S ANNUAL STATEMENT

**1.41** The accounting officer **must** complete and sign a [statement on regularity, propriety and compliance](#) each year and submit this to ESFA with the audited accounts. The accounting officer **must** also demonstrate how the trust has secured value for money via the governance statement in the audited accounts.

### THE ACCOUNTING OFFICER'S DUTY TO RAISE CONCERNS

**1.42** The accounting officer **must** take personal responsibility (which **must not** be delegated) for assuring the board that there is compliance with the funding agreement and handbook.

**1.43** The accounting officer **must** advise the board in writing if action it is considering is incompatible with the [articles](#), [funding agreement](#) or handbook.

**1.44** Similarly, the accounting officer **must** advise the board in writing if the board fails to act where required by the funding agreement or handbook. Where the board is minded to proceed, despite the accounting officer's advice, the accounting officer **must** consider the board's reasons and if the accounting officer still considers the action proposed by the board is in breach of the articles, the funding agreement or handbook, the accounting officer **must** notify ESFA's accounting officer immediately in writing.

Source:

[https://assets.publishing.service.gov.uk/media/61018f99e90e0703b58e8c79/ATH\\_2022\\_V09\\_230822\\_FINAL\\_hyperlink\\_edit\\_170123.pdf](https://assets.publishing.service.gov.uk/media/61018f99e90e0703b58e8c79/ATH_2022_V09_230822_FINAL_hyperlink_edit_170123.pdf)



## APPENDIX B – The Seven Principles of Public Life (the Nolan Principles)

The CEO **must** adhere to The Seven Principles of Public Life (the Nolan Principles). The following was published by the Government in 1995:

### 1. The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

#### 1.1 Selflessness

Holders of public office should act solely in terms of the public interest.

#### 1.2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### 1.3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### 1.4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### 1.5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### 1.6 Honesty

Holders of public office should be truthful.

#### 1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.



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POST TITLE: CHIEF EXECUTIVE OFFICER	Essential	Desirable
<b>QUALIFICATIONS &amp; TRAINING</b>		
Educated to degree level	✓	
Qualified Teacher Status (QTS) or equivalent	✓	
Hold relevant leadership qualifications, e.g. NPQH/NPQEL, or equivalent		✓
Recent and relevant professional development	✓	
<b>EXPERIENCE</b>		
Proven track record of strategic and successful business planning, financial management and resource management	✓	
Significant leadership experience at senior executive level	✓	
Knowledge and understanding of the current educational landscape, including issues relating to academies and the national agenda, and knowledge of relevant policies, legislation and codes of practice across education	✓	
Detailed and successful experience of school improvement	✓	
Experience of statutory assessment and Ofsted inspections	✓	
Experience of managing and motivating teams of people, building effective relationships at all levels within an organisation	✓	
Experience of working with all stakeholders, including Members, Trustees, Governors, Regional Schools Commissioner, DfE, ESFA, parents/carers and our academy communities	✓	
<b>SKILLS &amp; ABILITIES</b>		
Able to communicate a vision of outstanding teaching and learning through inspiration and empowerment	✓	
Able to plan strategically based on the use of data, targets and benchmarking, including monitoring and review of progress against plans in terms of standards, performance and finances	✓	
Able to build a positive organisational culture which is inclusive, supportive, promotes equality and diversity and focuses on continuous improvement and high standards for all	✓	
Clear understanding and knowledge of the role of governance in a Multi Academy Trust	✓	



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Able to empower senior leaders: encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff	✓	
Able to plan and implement a MAT growth strategy	✓	
Able to develop a high profile and be a strong visible presence for the trust	✓	
<b>ATTITUDE AND BEHAVIOURS</b>		
Belief in and commitment to the ethos of the Trust and the ability to articulate its vision to a wide range of audiences	✓	
An authentic commitment to social mobility and equality of opportunity for all	✓	
Highly effective and credible leader, who inspires the respect and support of others and has an open and approachable interpersonal style	✓	
Excellent relationship management, able to build effective working relationships at all levels	✓	
Able and committed to working flexibly and collaboratively as part of a team, whilst taking a leading role when required	✓	
Demonstrate energy, dynamism, vision, flexibility and resilience	✓	
Excellent interpersonal and communication skills	✓	
Committed to safeguarding and promoting the welfare of children and young people	✓	
<b>OTHER REQUIREMENTS</b>		
Valid driving licence with entitlement to drive in the UK and the willingness/ability to travel to ACET sites	✓	
Satisfactory completion of all pre-employment checks, including an Enhanced DBS disclosure with children's barred list checks	✓	

**ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



**ACET**

**Aston Community Education Trust**

(Company number: 07577113)

Registered Office Address:

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