



CHIEF EXECUTIVE OFFICER

CANDIDATE PACK

CONTENTS

1. Welcome from the Board of Directors
2. Our Vision
3. Our Aims
4. About our Trust
- 5-10. Job Description
11. Person Specification
12. What we will offer you
13. What we would like to know about you
14. How to Apply





WELCOME FROM THE BOARD OF DIRECTORS

Thank you for your interest in becoming the CEO of Synergy Multi Academy Trust.

All children deserve access to the very best leaders and teachers, and we are no different in our quest to appoint an exceptional candidate.

We hope that you will be particularly attracted to working with us. We currently have 15 schools in our family, across a tight rural geographic area. Our schools genuinely work collaboratively together and benefit enormously from this. We have a clear vision for the Trust, based on the four areas below:

- **Quality of Education** A high quality curriculum in each school underpinned by a clear pedagogical approach.
- **Developing Staff** High quality evidence based professional development as a core element of the Trust.
- **Efficient and effective Central Services** Enabling schools to focus on the quality of education. Services are School Improvement, Finance, HR, Estates and ICT.
- **Strong Governance** at all levels of the organisation.

We place a very strong emphasis on the professional development of our staff and their wellbeing. Schools feel supported and challenged in equal measure. Schools choose to join us because of how we operate.

As we continue to develop as a Trust, our central service and governance structures will need to evolve further. The Board has developed the principles to underpin this journey, but our new CEO will shape and implement it.

Norfolk is a great place to live and bring up families. It has a spectacular coastline, great open spaces, thriving local towns and city. There is excellent access into London by rail and road. It is a county with much to commend it.

On a personal level we are looking for an exceptional candidate with ambition to further develop our Trust into one of the most successful nationally.

If you are confident that you have the skills, drive and vision to make that a reality, we sincerely hope that you will apply.

Dr Natasha Hutcheson
Chair



OUR VISION

Transforming children's lives through education

Synergy is a Multi Academy Trust that aims to transform children's lives through education.

We want to be a strong Trust:

- Putting the quality of education at the core of our work, with a high quality curriculum in each school, underpinned by a clear pedagogical approach.
- Developing staff and paying close attention to wellbeing, with high quality evidence based professional development as a core element of the Trust.
- Enabling schools to focus on the quality of education by providing efficient and effective central services.
- Providing strong governance at all levels of the organisation.
- Fulfilling our wider purposes of public benefit and civic duty.

We want every pupil attending a Synergy school to benefit from:

- Excellent teaching.
- An excellent curriculum.
- Excellent opportunities to develop and thrive as an individual, so that they can progress well beyond school.

We want the Trust to be underpinned by a culture which is aspirational, outward-looking and caring.

We want our schools to genuinely collaborate together to ensure that all pupils, regardless of their background, receive an excellent education and leave with the qualifications, skills and qualities that they need to succeed in life.

We believe that all of our schools have strengths and areas to develop, and that all can improve through sharing expertise and wisdom. The Trust understands that there will be excellent practice in each school, and that every school will be able to contribute to the development of the Trust as a whole.

The Trust is proactive and always looking to evolve, so that it can be as strong as possible.



OUR AIMS

The Trust aims to:

- Provide a network of excellent schools.
- Achieve strong results.
- Close attainment gaps for disadvantaged pupils.
- Provide high quality inclusive education.
- Turn around challenging schools.
- Provide a shared approach whilst maintaining the distinct ethos, character and autonomy of each school.
- Attract and retain staff who enjoy working in our schools, are fulfilled and developed.
- Value each member of our professional community and value their health and wellbeing. This is enshrined in our staff charter.
- Train outstanding teachers, prioritising their development throughout all stages of their career.
- Be actively involved in local and national educational research.
- Provide training for aspiring teachers of the highest quality through School Direct and PGCE.
- Provide an alumni community to support current and former pupils into rewarding careers through events, apprenticeships, internships, networking and mentoring opportunities.

Our schools aim to give every pupil, regardless of their background, the confidence, resilience and opportunity to ultimately go on to pursue the career of their choice, pursue life-long learning, and attend the university of their choice if that is their preferred pathway.

Our schools will:

- Provide excellent teaching.
- Provide a broad, balanced, equitable, evidence-based curriculum that is knowledge rich and builds sequentially and cumulatively from year to year. The curriculum will have depth as well as breadth.
- Provide a curriculum that ensures aspiration for pupils and a global perspective.
- Provide significant opportunities to learn beyond the classroom.
- Have high expectations.
- Know every child.
- Provide high quality inclusive education for all pupils, including those with special educational need.
- Ensure exemplary behaviour.
- Believe that they should always be learning.

We are supported through a range of strong partnerships to help us deliver this including the Norwich Research School, which aims to develop the use of effective research to further improve teaching and learning.



ABOUT OUR TRUST

Synergy Multi-Academy Trust comprises fifteen Norfolk schools serving children between the ages of 2 and 18. Our schools work collaboratively together to raise standards and provide education of the highest possible standard, offering the best of opportunities for pupils.

The Trust was initially established in 2015. We believe that all of our schools have strengths and areas to develop, and that all can improve through sharing expertise and wisdom. The Trust understands that there will be excellent practice in each school, and that every school will be able to contribute to the development of the Trust as a whole.

Member schools of the Synergy Trust are:

- Antingham and Southrepps Primary School & Nursery
- Astley Primary School
- Bawdeswell Primary School
- Corpusty Primary School
- Cromer Junior School
- Fakenham Infant and Nursery School
- Fakenham Junior School
- Foulsham Primary School
- Gresham Village Primary School & Nursery
- Litcham School
- Mattishall Primary School
- Reepham Primary School
- Reepham High School and College
- Sheringham High School
- Stalham High School

All schools work together to:

- Improve the quality of teaching and learning.
- Collectively recognise and nurture the talents and aspirations of their staff.
- Allow school leaders and teachers to share effective practice and work together rather than just talk together.
- Be part of a formal support network with collective responsibility.
- Improve efficiency through collaboration.



JOB DESCRIPTION

Commitment:	Full time permanent
Reporting to:	The Directors of Synergy Multi Academy Trust
Directly responsible for:	Chief Financial Officer, Executive Primary Lead, Secondary Executive Headteachers, Trust Professional Development Lead, ICT Systems Manager, Trust Estates Manager, HR Manager, Clerk to the Trust.
Base	Synergy House, Reepham High School and College
Salary	Competitive

Person and role dimensions

- Experienced strategic leader with a proven record of delivering successful educational and business strategies in complex organisations.
- Highly accomplished individual, used to building strategic partnerships, growing individual and organisational capability and establishing high performing teams.
- Highly developed communication skills.
- Considerable experience in working with other senior executives.
- The office holder will also act as the Accounting Officer for the Trust as set out by the Department for Education.

Main Purpose

The CEO will be accountable to the Trust board for:

- Leading and overseeing the efficient, effective and compliant management of the Trust and its academies.
- Providing strong strategic leadership towards the Trust's vision and goals.
- The performance of all academies within the Trust.

The CEO is also the Trust's accounting officer, responsible for:

- Ensuring the Trust fulfils the statutory and regulatory responsibilities set out in the Academy Trust Handbook.
- Ensuring the responsible and appropriate use of public funds.
- Oversight of planning, implementing and monitoring the Trust's internal and external financial reporting.



JOB DESCRIPTION

Accountabilities and responsibilities

The duties and responsibilities listed below are indicative of the tasks the CEO will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise

Developing, leading and implementing strategy

The CEO will be accountable for providing strategic leadership and direction for the Trust and its academies towards the vision and aims set by the Trust board, in line with the Trust's values. The CEO will be accountable for the management of all Trust operations, both directly and through the management of the agreed organisation structure.

The CEO will:

- Work with the Board of Directors to realise the Trust's vision by developing a comprehensive strategic plan with each year's Critical Success Factors monitored against an agreed set of Key Performance Indicators.
- Model the Trust's commitment to continuous improvement and high achievement across all areas of its work.
- Provide strong, dynamic and effective leadership at all levels of the organisation to ensure all academies in the Trust deliver high quality education and a range of enrichment activities to all the Trust's young people.
- Ensure the Trust's management and organisational structures, and operational models, are fit for purpose and facilitate continuous improvement.
- Ensure the Trust's model is fully developed and delivers maximum impact for every young person and that each academy effectively supports the community in which it serves.
- Update and further develop the Trust's development plans, with the Board of Directors and key stakeholders, and lead the effective delivery of this plan against agreed Key Performance Indicators.
- Provide strategic and operational leadership to the Trust's Central Services Team.
- Develop and effectively manage the Trust's resources and facilities, including overseeing major capital projects with the Trust Estates Manager.
- Develop and maintain effective relationships with all key bodies including the Regional Director, Department for Education (DfE), Education Funding and Skills Agency (EFSA), Local Authority and local communities.



JOB DESCRIPTION

- Act as relationship manager with our existing strategic partners and develop new partnerships to ensure these relationships add value to the Trust.
- Oversee the production and delivery of the Trust Annual Report and Accounts for approval by the Board of Directors.
- Further develop and maintain an effective risk management strategy and business continuity plan.
- Be accountable for information governance within the Trust, ensuring compliance with the Data Protection Act, Freedom of Information Act and other pertinent legal frameworks.
- Perform the roles of both Executive Trustee and Accounting Officer of the Trust.
- Establish, where appropriate, policies and procedures across the Trust and within each academy for approval by the Board of Directors.
- Develop and implement an ethos of high standards of delivery and continuous improvement across the Trust, ensuring compliance by each academy of their agreed Scheme of Delegation.
- Lead the growth and development of the Trust, including due diligence and supporting converting schools.
- Maintain an outward-facing role on behalf of the Trust and its academies to support future growth and development.

Quality of education and educational performance

The CEO will be accountable to the Board of Directors for all aspects of the quality of education across the Trust, upholding high standards for academic and non-academic pupil outcomes and ensuring achievement of the Trust's educational vision.

The CEO will:

- Provide dynamic leadership and strategic direction for improving the quality of education across all academies, in partnership with the Executive Primary Lead, secondary Executive Headteachers and primary Headteachers.
- Lead the secondary school improvement network of Executive Headteachers.
- Attend and contribute to the primary school improvement network of Headteachers.
- Ensure that any issues in school performance are identified and analysed in order to generate prioritised solutions which can be developed and delivered to achieve whole school effectiveness.
- Provide quality assurance and accountability.
- Oversee school to school support across the Trust.



JOB DESCRIPTION

- Commission external support for Trust and academy improvement as required and assess the effectiveness and impact of the support provided.
- Ensure that educational improvement plans are created, implemented and managed in every setting, ensuring that all disadvantaged groups of children are fully supported.
- Ensure school improvement plans align with the Trust's Strategic Objectives and support their delivery.
- Report to the Trust board and implement the necessary actions to maintain and improve student outcomes and progress.

Safeguarding and compliance

The CEO will be accountable for the Trust, and its academies, meeting its legal and statutory responsibilities.

The CEO will:

- Ensure that the Trust, and each school within the Trust, meets its safeguarding responsibilities in line with current legislation.

- Act as Executive Compliance Officer and ensure the Trust meets its legal, financial and educational law responsibilities.
- Ensure that the Trust meets requirements related to health and safety and data protection.
- Ensure the Trust meets requirements set out by Companies House, the Charity Commission, the Department for Education (DfE), and the Education and Skills Funding Agency.
- Embed Trust-wide accountability and quality assurance procedures to achieve compliance.

Building individual and organisational capability

The CEO will:

- Be responsible for holding Headteachers to account, in partnership with the Executive Primary Lead, for the delivery of high-quality education and continuous improvement.
- Be responsible for holding the Central Services Team to account for the delivery of high-quality cost efficient services to the Trust and the organisations within it.



JOB DESCRIPTION

- Ensure the Trust effectively manages its internal talent through strategic and local continuous professional development (CPD) and succession planning.
- Be responsible for the performance review of all staff who directly report, including secondary Executive Headteachers, and ensuring all staff within the Trust receive a timely and meaningful performance review.
- Manage the pay and terms and conditions of all staff in the Trust in line with the appropriate policies set out by the Board of Directors.
- Be accountable for the wellbeing of all employees in the Trust and compliance with all relevant employment and other legislation including Equality and Diversity. This will include chairing the Trust's wellbeing group and acting as the Trust's lead officer for wellbeing.

Communication and influencing

The CEO will:

- Work with Directors to ensure effective communication exists between the Board of Directors and the family of academies.

- Promote and secure effective communication and working between all Headteachers.
- Ensure effective communication and working with the Department for Education, Regional Director, Norfolk Children's Services, other Multi Academy Trusts, professional associations and trade unions and local communities.
- Be accountable for leading the interface and relationships with Ofsted ensuring requirements for inspection are met and recommendations from inspections are prioritised and implemented. Through a network of key professionals, be aware of changes on the horizon, be engaged in the formation of change and positively influence the outcomes.
- Proactively engage with existing stakeholders and strategic partners to ensure their continued engagement and actively seek new partnerships, which support the Trust in attainment of its strategic goals.
- Ensure all information and data held by the Trust is relevant and securely stored and that all staff keep up to date with Trust policies and legislation on confidentiality, data protection, freedom of information and computer misuse.



JOB DESCRIPTION

Finance, business development and management

The CEO will be accountable for the financial propriety and sustainability of the Trust.

The CEO will:

- Be the Accounting Officer for the Trust, ensuring that it works to the standards set out in the Academy Trust Handbook.
- Be responsible for holding the Chief Financial Officer (CFO), Headteachers and other budget holders to account for meeting all financial key performance indicators.
- Ensure that financial performance and monitoring are reported to the Board of Directors, acting as necessary to ensure delivery and improvement.
- Ensure that a three-year budget programme for the Trust and each organisation within it is created and monitored.
- Oversee the work of the CFO to ensure that robust business processes exist within the Trust to negotiate and agree optimum prices with various service providers to achieve economies of scale and ensuring appropriate procurement processes are adhered to at all times.

- Oversee the work of the CFO to develop and implement strategies for the generation of additional revenue streams and resources for the Trust.
- Ensure a strategic plan exists for the maintenance and development of premises of all Trust schools and that funding bids are made to support both the immediate need and future developments.

This Job Description sets out the main duties of the post. Over time, the nature of the role may change, and the post holder is expected to be flexible with this. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust may revise the Job Description from time to time and will consult with the post holder at the appropriate time. These responsibilities will be discussed annually as part of the annual performance management review and are subject to change in order for the Trust to develop strategically and effectively.

JOB DESCRIPTION

KEY ACCOUNTABILITIES	ATTRIBUTES AND PERSON SPECIFICATION
School Improvement	<ul style="list-style-type: none"> • Ability to develop and lead a Trust-wide improvement strategy. • Ability to negotiate, as required, the commissioning of external support from a range of providers. • Commitment to improving the life chances of all children and pupil outcomes. • Hold relevant leadership qualifications e.g., NPQH, NPQEL (Desirable)
Leadership and Management	<ul style="list-style-type: none"> • Ability to provide motivational leadership and direction. • Proven experience of complex change management. • Collaborative leadership style. • Ability to champion a culture which is inclusive, supportive, promotes diversity and equality, and focuses on continuous improvement. • Commitment to the Trust's values. • Ability to inspire, respect and engage others, acting as a strong visible presence. • Ability to empower senior leaders within the Trust through appropriate delegation of authority, supporting skills development and encouraging collaborative working within the Trust and with other Trusts. • Ability to critically evaluate situations and take a pragmatic approach to solving problems. • Excellent interpersonal skills, with the ability to communicate and negotiate effectively with a range of stakeholders and speak confidently in public.
Compliance and Quality Assurance	<ul style="list-style-type: none"> • Comprehensive understanding of the Trust's compliance and safeguarding responsibilities in line with relevant regulations. • Ability to embed clear quality assurance systems across the Trust that drive consistency and improvement in performance. • Committed to safeguarding and promoting the welfare of children and young people.
Strategic Business and Financial Planning	<ul style="list-style-type: none"> • Successful track record of strategic financial planning and resource management. • Secure knowledge of financial management. • Involvement in developing central operational support.
Sustainable Growth and Engagement	<ul style="list-style-type: none"> • Experience of building successful partnerships with a wide range of stakeholders. • Flexible and resilient attitude with an ability to embrace change and spot opportunities. • Commitment to wider system leadership, engaging with and supporting external partners.



WHAT WE WILL OFFER YOU

We recognise that successful leaders place value on a range of benefits associated with their role, including professional recognition, satisfaction in the role, the opportunity to innovate, a balanced approach to work and personal time, collaborative working, a supportive ethos, professional challenge and commensurate financial reward. As your future employer we place importance on all of these aspects too. Consequently, we offer:

- A highly respected, ambitious and thriving Trust with a clear vision and development plan.
- Schools and staff that genuinely work collaboratively, and successfully, together.
- A strong emphasis on professional and career development, including for you.
- A strong emphasis on wellbeing, including for you.
- A competitive salary.
- Access to the Local Government Pension Scheme. Please note that this offers a better scheme than Teacher Pensions.
- Effective central services.
- An effective Board.
- All schools being in a tight geographic area.
- Access to the many benefits associated with living and working in Norfolk.



WHAT WE WOULD LIKE TO KNOW ABOUT YOU

Please read the Job Description and Person Specification and then:

- Complete the application form sent from Caroline Olsen at Academicis
colsen@academicis.co.uk
- In no more than 2 sides of A4, answer the questions below.

What skills, knowledge and experience do you have?

How well do you match what we are looking for in terms of your skills, knowledge and experience?

What additionality will you bring?

There may be skills, knowledge and experience that you have which don't fit neatly into our Person Specification. Are there ways in which you think you can bring additionality? Please include information that we might find useful.

Are you the right person for our Trust and team?

From your research, tell us why you think you would be a good match for our organisation.

What is your evidence base and track record?

What would you like to tell us that demonstrates the measurable impact of your work?



HOW TO APPLY

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Caroline Olsen: colsen@academicis.co.uk or 01223 907979 / 07500 889504

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

Closing date: Tuesday 11th April 2023 at noon

Shortlisting date: Thursday 13th April 2023

Interviews: Wednesday 19th and Thursday 20th April 2023