

CHIEF EXECUTIVE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

Job Details

Post title	Chief Executive Officer
Salary Range:	Competitive/negotiable
Accountable to:	Board of Trustees

Purpose

The CEO will lead Forward Education Trust through the next stage in its evolution and in pursuit of its strategic aims. The priority will be to work closely with the Board of Trustees, Headteachers and Central Team to ensure the best opportunities and possible outcomes for the pupils so that they can fulfil their potential.

The CEO is responsible for strategic leadership of the Trust, enabling the Trust and each school to be sustainably successful. The CEO is the Trust Accounting Officer ensuring we meet all statutory, regulatory and legal requirements. They will have as a direct report an Education Director/Deputy CEO who will be the day-to-day lead on the development of the Head teachers and educational performance of the schools.

The Trust is established on the principle that each school is different, with a distinct cohort of pupils and special educational and behavioural needs. The CEO's leadership must reflect that. Through inspirational leadership and rigorous policy development they will create a culture of constant improvement, developing skilled, committed and motivated staff and teams at all levels, alongside effective systems of organisation and control, which secure the highest possible achievement for all.

It is important that the CEO embodies our shared ethos. They will uphold and actively support the vision and values of the Trust to actively promote and market the Trust in a positive manner that enhances how it is perceived amongst the local and broader education community. The CEO will proactively identify opportunities to celebrate and share practice within the Trust that contribute to furthering the Trust's vision, values and strategy

The CEO is ultimately responsible for the success of the Trust. Therefore, they should be aware of all aspects of strategy and delivery - influencing decision making where they feel necessary in order to achieve school and Trust aims.

Strategy and Governance

1. To work with the Board of Trustees, Local Governing Bodies, Headteachers and other senior staff to define and deliver the Trust's vision, aims and objectives through inspirational and motivational leadership, clear strategic direction, demanding and measurable targets and supporting development plans.
2. To work closely with the Trust Chair as the day-to-day representative of the Board of Trustees and actively seek the advice of the Board to enable the best possible Governance.
3. To ensure the strategic development plan is underpinned by sound financial principles and planning in accordance with development priorities and targets to deliver well-resourced provision within the trust and its academies, facilitating constant improvement.
4. To be the Trust's Accounting Officer.

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5. As Accounting Officer ensure there are effective systems in place for the management and monitoring of the Trust and academies' budgets and to ensure that financial returns are made in accordance with the requirements of the Academies Financial Handbook, Governance Handbook, Education & Skills Funding Agency funding agreement and Companies House.
 6. To attend meetings of the Board of Trustees, as necessary, and provide Trustees with regular reports on developments and activities within the Trust.
 7. To drive improvement and change within the Trust at all levels, taking responsibility for the Trust outcomes achieved.
 8. To be responsible for the leadership of a high performing executive leadership team, including Central Team and with the support of the Education Director the Headteachers, regularly meeting to ensure a collective and consistent strategy is delivered.
 9. To lead a culture of excellence which supports strong cohesion, effective communication, and facilitates meaningful collaboration, underpinned by a shared ethos and values.
 10. To ensure each school has outstanding leadership and governance capable of continually raising the quality of education which delivers outstanding academic and personal development outcomes, through the growth of confident learners within a culture of inclusiveness.
 11. To identify growth opportunities for the Trust and oversee a robust due-diligence process working with the Trust Central Team before committing to incorporating any new schools into the Trust.
 12. To successfully lead conversions for any school joining the Trust, including overall responsibility for building relationships with school leaders and governors.
 13. To ensure that the Trust policies and approach reflect a culture in which safeguarding has paramount importance and will be ultimately responsible for the success of the Trust's safeguarding practices.

Leadership and Management

1. To work with senior leadership teams to challenge, motivate and empower them to attain ambitious outcomes which maximise the educational and personal development of pupils and which meet the demands of the wider communities served.
 2. To ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation through performance management.
 3. Accessing opportunities to develop and stretch their own thinking and appropriate professional development. This will inform ongoing work on strategy.
 4. To maintain an inclusive and collaborative culture where Headteachers, schools and the Central Team work closely together to support each other.
 5. Maintain an accurate overview of the management of all issues within each of the academies, providing strategic leadership and direction with the Headteachers and LAC of each academy. Ensuring a healthy balance between central strategy and the ability of each school to develop a sufficient sense of individuality and ability to respond to local needs.
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6. To present a clear, accurate and comprehensive account of the Trust's performance to Trustees and Members of the Trust, the local community, Ofsted, stakeholders and others concerned.
7. To ensure a strong succession planning model is in place across the Trust, including supporting the growth of future leaders at all levels within the organisation.
8. To develop a culture of personal responsibility, recognising excellence and implementing strategies to address under performance, including an effective system of professional development. This will include being the model and active promoter of commitment to the Trust's values and, more broadly, commitment to ethical governance, leadership, and practice across the organisation. The CEO adheres to and embodies the Framework for Ethical Leadership in Education and the Seven Principles.
9. To implement systems to ensure continuous self-evaluation of provision and performance and ensure its effective communication throughout the Trust to facilitate improvement.
10. To ensure robust policies are in place for the recruitment and retention of excellent staff, the effective deployment of human resources and the delivery of high-quality appraisal and continuing professional development.
11. To ensure that the Trust and its academies follow all relevant safeguarding regulations and advice, that each school has a Designated Safeguarding Lead and that safeguarding policy and practice enables the highest possible care towards vulnerable pupils.
12. To ensure a culture where the Trust is agile in responding to national and local needs, managing change and risk across the Trust and mitigating risk where necessary. Bringing about organisational change and improvement through a careful approach to engaging and involving staff, ensuring a 'done with' rather than 'done to' model where possible.

Quality of Education

1. To support and secure delivery of excellent teaching and learning throughout all schools within the Trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement.
2. To ensure there is high quality curriculum provision and related assessment procedures in each Trust school to meet the needs of all pupil groups.
3. To work collaboratively with Headteachers to agree clear approaches to ensure that assessment procedures and attainment and progress measures within every school are accurate and consistent.
4. To be responsible for ensuring that all stakeholders receive appropriate and necessary reports on the development, progress and attainment of all pupils.
5. To ensure there are clear and transparent mechanisms which inform parents and pupils about the curriculum, attainment and progress, as well as the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
6. To ensure the effective use of technologies, both in teaching and learning, and in operational matters to enhance provision, develop efficiencies and secure value for money as appropriate.
7. To work with appropriate senior leaders to build strong relationships between primary and secondary phase schools and academies within local areas as required in order to secure higher levels of attainment for pupils and to secure high admission numbers within the Trust.

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8. To develop strong relationships with educational partners and other stakeholders to enhance educational provision and widen opportunities for all pupils within the Trust.
9. To cooperate fully and transparently with external agencies and bodies, including Ofsted, to ensure they can acquire an accurate view of the structure, management and performance of the Trust and its schools.
10. As the leader of the Trust, keep up-to-date with developments and news in the education sector

Communication and Developing the Trust

1. To develop close and effective working relationships with key partners and stakeholders including DfE, ESFA, LA's and Regional Schools Commissioner (RSC).
2. To remain abreast of educational and other developments impacting on the Trust and its academies, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment which is responsive to change.
3. To work with Headteachers and the Central Team to develop talent, build capacity and identify opportunities to widen the Trust's provision for the benefit of local communities.
4. To ensure that the Trust is recognised within and outside as being a caring and supportive employer.
5. Ensuring the implementation of benchmarked surveys and other engagement mechanisms to achieve accountability to stakeholders including to parents, pupils and to staff.
6. Fostering a cultural commitment to equality, diversity and inclusion in order to thrive and acting as a catalyst for achieving inclusion at all levels.
7. To oversee the arrangements for external communications with wider communities, the media and external agencies and bodies and promote the work of the Trust to a range of audiences, raising the profile of the Trust and its academies.
8. Develop school strategies to support the sharing of facilities, resources, expertise and ideas that enable financial stability and well-being for the school communities.
9. Proactively lead efforts to grow and develop the Trust by incorporating additional schools.
10. Develop and coordinate partnership work; maintaining open, transparent and constructive relationships between parents, the local community, LAs, health and social care, etc.

No job description can be exhaustive, and the duties may alter in practice or over time. The post holder is expected to use his/her professional judgment to ensure that the CEO role continues to evolve and develop in line with the Trust's changing requirements.

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	Essential	How assessed
Qualifications and training	<ul style="list-style-type: none"> Degree level qualification. Taking advantage of regular training within current role. Masters/postgraduate degree (desirable). MAT CEO/System Leadership Training (desirable). 	App/Doc
Experience	<ul style="list-style-type: none"> Proven experience of successfully leading a multi-disciplinary organisation. Highly effective management of multiple resources across various timeframes and financial bands. Have held a senior executive post. Developing a strong team culture with senior leaders and fostering a positive work ethos. Working with and developing strong relationships with stakeholders. Demonstrate successful performance management of reportees towards outstanding outcomes. Leadership experience in the education sector (desirable). 	App/Ref/ Int
Thinking ability	<ul style="list-style-type: none"> Able to see the bigger picture and context within which Trust's operate and understand how to act positively. A strategic thinker who can analyse and process complex information and data quickly and rigorously in order to make effective decisions. Can think analytically to undertake complex tasks in a systematic way. Thinks creatively and imaginatively to solve problems and identify opportunities. Celebrates diversity and makes decisions to actively promote inclusion. Able to articulate and define a clear vision for the future. Able to demonstrate having planned appropriately for future success. 	App/Ref/ Int
Personal effectiveness	<ul style="list-style-type: none"> Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community. Resilient and robust whilst also showing compassion in dealing with people and issues and is calm under pressure. Natural networker able to engage effectively and communicate with the wider community. Able to demonstrate sound judgement and prioritise issues/risks effectively. Can negotiate and consult effectively with the capacity to influence others, managing change with respect and sensitivity and ensuring appropriate decisions are made. Able to inspire high levels of performance in children and staff. High levels of personal organisation with excellent time management. Able to make clear and transparent decisions about the direction of the Trust. Able to develop and maintain an inclusive and collaborative ethos between schools and senior staff in the Trust. 	App/Ref/ Int
Interpersonal relationships	<ul style="list-style-type: none"> Demonstrates a variety of leadership styles and management approaches according to context. Ability to establish positive and productive working relationships with a wide range of stakeholder at all levels. Ability to engage positively and constructively with Headteachers and the Trust Board seeking their views while being unafraid to display clear leadership. 	App/Ref/ Int

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	Essential	How assessed
	<ul style="list-style-type: none"> Effectively engage and communicate at all levels, including listen to and inspiring children, staff, parents and the wider community, as well as having a personal presence. Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes. Able to bring presence and gravitas to the role whilst remaining approachable and professional at all times. 	
Other requirements	<ul style="list-style-type: none"> Work flexibly, including any service specific hours. Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner. Applicants must not be disqualified by law from holding directorships and must undergo an enhanced DBS check. Display appropriate coping strategies, including sense of proportion and a sense of humour. 	App/Ref/ Int

App = Application Form

Int = Interview

Doc = Documentary Evidence (e.g. Certificates)

Forward Education Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

Forward Education Trust is committed to equal opportunities in employment and we positively welcome your application.