

# DEPUTY CHIEF EXECUTIVE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Details</b>	
<b>Post title</b>	Education Director/Deputy Chief Executive Officer
<b>Salary Range:</b>	Competitive/negotiable
<b>Accountable to:</b>	Chief Executive Officer
<b>Core Purpose</b>	
<p>The Education Director and Deputy Chief Executive will support the CEO in leading Forward Education Trust through the next stage in its evolution, ensuring we provide the best experience for our staff, our children and young people.</p> <p>Through their work they will set a culture of constant improvement, providing inspirational leadership, committed to the highest achievement for all in all areas of the Trust's work with responsibility in the Trust SLT for developing our school leadership talent.</p> <p>They will be the primary leader of the quality of education, accountable overall for ensuring the educational success of the schools within the overall framework of the FET Strategic Plan, as well as the individual school's strategic plans and improvement policies so that they achieve the expected educational standards and performance.</p> <p>They will monitor the educational standards in each school, and be the direct interface with the MAT, responsible for providing educational leadership across all aspects of the organisation, professional leadership, and support to the schools as part of the Executive Team.</p>	
<b>Core Duties</b>	
<ol style="list-style-type: none"><li>1. Set and develop the strategic vision, values and ethos for each school in conjunction with the Headteachers ensuring clear alignment and collaboration between the schools and rigorously monitor progress against the actions required to meet them.</li><li>2. Oversee and be accountable for the Trust approach to Keeping Children Safe in Education. Be the Trust lead DSO.</li><li>3. Have overall responsibility for reporting to the CEO and Trust Board on the strategy, improvement initiatives and performance of each school</li><li>4. Be accountable for the performance of the schools and the leadership teams therein.</li><li>5. Ensure that the schools (under the day-to-day leadership of their respective Headteachers) make sustained improvement, with minimal disruption to progress; ensuring that aspirations and standards continue to rise over the long term.</li><li>6. Work with each school to ensure they are prepared for all Ofsted inspections and monitoring visits. In conjunction with each Headteacher, ensure improvement strategies (including those areas identified during monitoring visits) are mapped out, actioned and followed up</li><li>7. Lead the on-going development of staffing structures across the Trust to ensure they are sustainable, fit for purpose and facilitate collaboration and continuous improvement across each school. Be accountable for ensuring there is an appropriate and up-to-date succession strategy within each school</li><li>8. Provide strategic advice and guidance to Headteachers to ensure all staff are line managed with performance targets and that roles and responsibilities underpin plans for continuous improvement and are clearly defined.</li><li>9. Have overall responsibility for assessment and target setting systems including direct support to the Headteachers on self-evaluation, ensuring it is rooted in secure data</li></ol>	

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<b>Strategic Duties/Leadership</b>
<ol style="list-style-type: none"><li>1. Provide Trust-wide leadership in specialist areas e.g. school improvement, free schools/new schools, SEN and disadvantaged, data and assessment, creating outstanding provision.</li><li>2. Working with each school and their Local Governing Body, and under the guidance of the CEO, to develop the shared vision and strategic plan for the schools, which is responsive to the communities they serve. At the core of this should be the educational and personal development of the pupils.</li><li>3. Work with the CEO, Trust Board, Local Governors, and staff to implement the schools vision and strategic direction so that it is understood and acted upon by all stakeholders.</li><li>4. With Headteachers secure the commitment of parents and the wider community to the vision and direction of the schools and the Trust.</li><li>5. Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.</li><li>6. Appreciation of the importance of the regulatory environment in which the Trust and MATs operate, and a commitment to ensuring appropriate safeguards are in place; as well as a personal commitment to the safeguarding and wellbeing of children and young people.</li></ol>
<b>Leading Education</b>
<ol style="list-style-type: none"><li>1. Agree curriculum non-negotiables with the CEO, Governors and individual school senior leaders to meet statutory and pupil requirements that meets the Trust's aims and local needs</li><li>2. Secure and sustain effective teaching and learning throughout the schools by ensuring each Headteacher has in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.</li><li>3. Ensure that a high-quality educational experience (as expressed through the Trust mission statement and vision) is available for all children and young people.</li><li>4. Ensure that effective and appropriate pastoral support is available to children in the schools</li><li>5. Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.</li><li>6. Develop an inclusive and supportive approach so that each school is a place where all young people and the wider school community feel welcome.</li><li>7. Direct line management, coaching and mentoring of the Headteachers and senior leaders.</li><li>8. Ensure that robust assessment data analysis is used to set challenging targets.</li><li>9. Support the diversity of staff and pupil populations across the Trust.</li><li>10. Provide guidance to the Headteachers to ensure that arrangements for pastoral care are effective and that all safeguarding and child protection policies and procedures are understood and adhered to.</li><li>11. Work with the Headteachers to challenge under performance at all levels and ensure effective corrective action, support and review</li></ol>
<b>Developing Self and Working with Others</b>
<ol style="list-style-type: none"><li>1. Treat everyone within each school fairly and equitably.</li><li>2. Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance in accordance with Trust Appraisal and Capability policies and procedures.</li></ol>

**DEPUTY CHIEF EXECUTIVE OFFICER  
JOB DESCRIPTION AND PERSON SPECIFICATION**

3. Ensure a high standard of professional development for all staff and for self.
4. Sustain their own enthusiasm and motivation and develop and sustain that of other staff.
5. Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.
6. Develop the capacity (through coaching and other appropriate means) of the educational leadership and management, particularly the senior teams.

**Leading by Example**

1. Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the schools and of the Trust.
2. Lead by example, being personally visible and committed to all schools, whilst adopting a strong and flexible leadership style.
3. Establish collaborative and open relationships with all stakeholders.
4. Critically evaluate each school's performance.
5. Ensure regular, open communication with the Trust Board.
6. Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively.
7. Oversee the implementation of all Trust policies and procedures ensuring consistent application.
8. Work with the Headteachers to recruit and retain staff of the highest quality
9. Work with all stakeholders to generate enthusiasm and commitment.
10. Challenge, motivate and empower others to attain ambitious outcomes.

**Supporting the work of the MAT**

1. Develop and maintain the ethos of Trust in all of the schools so that it is intrinsic and permeates all aspects of the schools life and curriculum.
2. Develop strong, positive relationships with colleagues within the Trust, and contribute to collaborative work across the schools and support other staff in participating in Trust work.
3. Participate in Trust wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the schools in a local and national context.
4. In conjunction with the Headteacher at each school, create and maintain an effective partnership with parents/carers.
5. Strengthen each schools positive image in the wider community.
6. The ability to present complex information in a consistently credible manner to the Trust Board and external parties.
7. Work with the CEO in developing network groups and contribution to network meetings.
8. Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative educational environment.

## DEPUTY CHIEF EXECUTIVE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

9. Ensure the schools achieve their performance targets.
10. Promote the schools and the Trust to a range of audiences.
11. Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the schools, and the wider Trust family

**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 Deputy CEO role continues to evolve and develop in line with the Trust's changing requirements.**

**DEPUTY CHIEF EXECUTIVE OFFICER  
JOB DESCRIPTION AND PERSON SPECIFICATION**

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>How assessed</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree level qualification</li> <li>• NPQH (desirable)</li> <li>• Recent participation in a range of relevant professional training.</li> <li>• Masters/postgraduate degree (desirable)</li> <li>• NPQEL or similar (desirable)</li> </ul>	App/Doc
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience as a Headteacher with a strong track record of sustained school improvement</li> <li>• Significant experience in an SEN school setting</li> <li>• Proven track record of strategic and successful business planning and financial management</li> <li>• Clear understanding and experience of what constitutes a thriving and successful school</li> <li>• Extensive experience of using assessment data to inform decision-making.</li> <li>• Experience of leading, managing and motivating teams of people, building effective relationships at all levels within an organisation</li> <li>• Experience in building effective teams of senior staff through people management skills such as leadership, vision, communication, motivation, constructive challenge and delegation</li> <li>• Experience in a trust setting, preferably with a demonstrable experience of developing systems within the Trust. (desirable)</li> <li>• Experience of executive support/leadership (desirable)</li> </ul>	App/Ref/ Int
<b>Thinking ability</b>	<ul style="list-style-type: none"> <li>• Able to see the bigger picture and context within which Trust's operate and understand how to act positively.</li> <li>• A strategic thinker who can analyse and process complex information and data quickly and rigorously in order to make effective decisions.</li> <li>• Can think analytically to undertake complex tasks in a systematic way.</li> <li>• Thinks creatively and imaginatively to solve problems and identify opportunities.</li> <li>• Celebrates diversity and makes decisions to actively promote inclusion.</li> <li>• Able to articulate and define a clear vision for the future.</li> <li>• Able to demonstrate having planned appropriately for future success.</li> </ul>	App/Ref/ Int
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>• Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community.</li> <li>• Resilient and robust whilst also showing compassion in dealing with people and issues and is calm under pressure.</li> <li>• Natural networker able to engage effectively and communicate with the wider community.</li> <li>• Able to demonstrate sound judgement and prioritise issues/risks effectively.</li> <li>• Can negotiate and consult effectively with the capacity to influence others, managing change with respect and sensitivity and ensuring appropriate decisions are made.</li> </ul>	App/Ref/ Int

**DEPUTY CHIEF EXECUTIVE OFFICER  
JOB DESCRIPTION AND PERSON SPECIFICATION**

	<b>Essential</b>	<b>How assessed</b>
	<ul style="list-style-type: none"> <li>• Able to inspire high levels of performance in children and staff.</li> <li>• High levels of personal organisation with excellent time management.</li> <li>• Able to make clear and transparent decisions about the direction of the Trust.</li> <li>• Able to develop and maintain an inclusive and collaborative ethos between schools and senior staff in the Trust.</li> </ul>	
<b>Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Demonstrates a variety of leadership styles and management approaches according to context.</li> <li>• Ability to establish positive and productive working relationships with a wide range of stakeholder at all levels.</li> <li>• Ability to engage positively and constructively with the CEO, Headteachers and the Trust Board seeking their views while being unafraid to display clear leadership.</li> <li>• 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.</li> <li>• Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes.</li> <li>• Able to bring presence and gravitas to the role whilst remaining approachable and professional at all times.</li> </ul>	App/Ref/ Int
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Work flexibly, including any service specific hours.</li> <li>• Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner.</li> <li>• Applicants must not be disqualified by law from holding directorships and must undergo an enhanced DBS check.</li> <li>• Display appropriate coping strategies, including sense of proportion and a sense of humour.</li> <li>• Commitment to undertake further ongoing training and professional development.</li> </ul>	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.*