

## JOB DESCRIPTION

**Post Title:** Chief Executive Officer (CEO)

**Reporting To:** The Chair of the Board of Trustees of Gosforth Federated Academies Ltd.

**Accountable To:** The Board of Trustees of Gosforth Federated Academies Ltd.

**Job Purpose:** Operating within the strategic directions approved by the Board of Trustees, the CEO is 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, as Accounting Officer is also accountable to the Trust Board 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
- Planning, implementing and monitoring the Trust's internal and external financial reporting

### **Main duties 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.

### **Strategic leadership and development of the Trust:**

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:

- Support the Trust Board in the formulation, development and implementation of its strategy, including taking responsibility for key documents such as the growth strategy, business plan, long-term strategic plan, and academy self-evaluation and improvement plans
- Accept the support, advice, and challenge of the Trust Board, recognising and acknowledging the value of good governance
- Support the Trust Board in fulfilling its core functions in ensuring clarity of vision, ethos and strategic direction; holding executive leaders to account for the

- educational performance of the organisation and its pupils, and the performance management of staff; and overseeing and ensuring effective financial performance
- Ensure that the vision, values and ethos of the Trust are embedded across all academies, undertaking regular and meaningful engagement with relevant stakeholders
  - Develop and maintain effective relationships with key partners and stakeholders including the Regional Director, the Department for Education (DfE), the Education and Skills Funding Agency (ESFA), local authorities, the wider local community and other local schools
  - Work with the Trust Board and other senior leaders to ensure proactive, robust and appropriate risk management for the Trust and its academies
  - Ensure sustainability of the Trust through growth and development, including due diligence and supporting converting schools
  - With the support of the Chief Operating Officer (COO) ensure appropriate corporate services are in place to support the growth of the Trust including, but not limited to, Human Resources, Finance, ICT, Procurement, Estates and Facilities Management, Health and Safety, Governance and Marketing
  - Maintain an outward-facing role on behalf of the Trust and its academies to support future growth and development
  - Develop strong relationships with parents/carers, staff, advisory group members, local communities and trustees
  - Develop partnerships with Teaching School Alliances and other multi academy trusts in the region/nationally

### **Leadership and management:**

The CEO will be accountable for the management of all the Trust's operations, both directly and through the management of the agreed organisational structure.

The CEO will:

- Provide dynamic, motivational and inspirational leadership, at all levels of the organisation
- Provide specific leadership, guidance and challenge to the Executive Team and Principals to ensure continual improvement
- Ensure proactive, open and effective communication channels with staff
- Ensure proactive and effective communication with the academy's local governing bodies and the Trust Board through attendance at appropriate Academy Advisory Group meetings
- Model the Trust's commitment to continuous improvement and high achievement across all areas of its work
- Develop, implement and review trust-level policies to ensure the achievement of the Trust's aims
- Ensure the Trust's management and organisational structures, and operational models, are fit for purpose and facilitate continuous improvement

- Facilitate effective communication at all levels by leading meetings that will be agreed on an annual basis
- Directly line manage the Executive Team and Principals
- Develop and effectively manage the Trust's resources and facilities, including overseeing major capital projects
- Ensure all academies within the Trust are fully prepared for Ofsted inspections and achieve improvement or consistent outcomes
- Ensure the Trust effectively manages its talent through appropriate and effective CPD and succession planning, including developing and empowering senior staff, appointing consultants where appropriate, and supporting recruitment and CPD at an academy-level
- Take responsibility for guiding the Trust through changes to education sector initiatives and practice, such as curriculum changes or changes to Ofsted and accountability frameworks

#### **Quality of education and pupil outcomes:**

The CEO will be accountable for all aspects of teaching and learning 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:

- Develop and lead the Trust's improvement processes, including identifying and analysing academy improvement needs, prioritising appropriately-resourced solutions and evaluating the impact of improvement strategies
- Provide quality assurance and accountability through a rigorous and robust system of target setting
- Provide strategic direction and leadership for teaching and learning across the Trust, especially in response to sector changes or changes to government policy
- Oversee academy-to-academy support across the Trust
- Commission external support for trust and academy improvement, and assess the effectiveness and impact of the support provided
- Assess the development, progress and attainment of specific groups of pupils
- Report on the development, progress and attainment of pupils

#### **Finance and procurement:**

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

The CEO will:

- Act as Accounting Officer for the Trust and have personal responsibility to Parliament, and to the ESFA's Accounting Officer, for the Trust's financial resources
- Ensure that the Trust delivers to the standards set out in the Academy Trust Handbook and any updates to regulations from the DfE, ESFA and other relevant external bodies
- Direct and oversee the Trust's Chief Financial Officer (Chief Operating Officer) to establish effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and present Trustees with accurate and timely financial reports
- Develop and oversee the Trust's income generation strategies, including grant applications and other fundraising
- Oversee resource allocation ensuring the Trust delivers good value in the use of public resources and outcomes
- Oversee budget-setting and approval for the Trust to ensure budgetary targets are met
- Facilitate and charge the Trust's Chief Financial Officer (Chief Operating Officer) to establish effective procurement procedures in order to achieve financial efficiencies and value for money
- Be responsible for reviewing the effectiveness of the systems of internal control
- Be responsible for regularity, propriety and compliance and any required notification to Trustees and/ or the ESFA of material irregularity, impropriety and non-compliance

### **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 academy within the Trust, meets its safeguarding responsibilities in line with current legislation
- 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 (ESFA)
- Embed trust-wide accountability and quality assurance procedures to achieve compliance

The post holder will be required to travel within the Trust and to regional and national meetings as and when required.

This job description may be amended at any time in consultation with the post holder.