

# CHIEF EXECUTIVE OFFICER JOB DESCRIPTION



## Job Details

<b>Post title</b>	Chief Executive Officer
<b>Salary Range:</b>	£125k - £135k, negotiable dependent on experience
<b>Accountable to:</b>	Board of Trustees

## Purpose

Building on the strong foundations established since 2016, the new CEO will lead Inspire Partnership Multi Academy Trust, in line with the Board's strategic aims, vision and values, to shape the organisation's future development.

They will work closely with the Board of Trustees, Headteachers and the Central Team to ensure that all our children get the opportunities they deserve to thrive as learners, and ultimately, as global citizens.

Through inspirational leadership and rigorous policy development the CEO will create a culture of constant improvement, implementing effective systems of organisation and control, and high levels of professional standards.

It is important that the CEO embodies the Trust's 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 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 to achieve academy and Trust aims.

## Strategy and Governance

1. Work with the Board of Trustees, Central Staff, 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. 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.
3. Be the Trust's Accounting Officer. 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.
4. Promote the ethos and values of the MAT in all aspects of its work.
5. Build an open, transparent and effective relationship with the Trust board and with our academies' local governing bodies. Attend meetings of the Board of Trustees, as necessary, and provide Trustees with regular reports on developments and activities within the Trust.

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6. Drive improvement, innovation and change within the Trust at all levels, taking responsibility for the Trust outcomes achieved.
  7. Take responsibility for the leadership of a high performing executive leadership team, including Central Team and Headteachers, regularly meeting to ensure a collective and consistent strategy is delivered.
  8. Lead a culture of excellence which supports strong cohesion, effective communication, and facilitates meaningful collaboration, underpinned by a shared ethos and values.
  9. Ensure each academy 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.
  10. Identify growth opportunities for the Trust and oversee a robust due-diligence process working with the Trust Central Team before recommending any new schools are incorporated into the Trust.
  11. Successfully lead conversions for any school joining the Trust, including overall responsibility for building relationships with school leaders and governors.
  12. Ensure that the Trust policies and approach reflect a culture in which safeguarding and health & safety have paramount importance and will be ultimately responsible for the success of the Trust's safeguarding practices.
  13. Ensure that the Trust's estate and buildings reflect required health & safety demands and teaching and support are delivered in a safe, nurturing and inspirational environment.
  14. Secure and maintain organisational sustainability and compliance.

### **Leadership and Management**

1. Lead the Trust Central Team and 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. Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation through performance management.
  3. Maintain an accurate overview of the management of all issues within each of the academies, providing strategic leadership and direction with the Headteachers and LGB of each academy.
  4. Promote a diverse, inclusive and collaborative culture where Headteachers, schools and the Central Team work collaboratively to support each other.
  5. 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.
  6. 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.
  7. Develop a culture of personal responsibility, recognising excellence and implementing strategies to address under performance, including an effective system of professional development.
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8. Implement systems to ensure continuous self-evaluation of provision and performance and ensure its effective communication throughout the Trust to facilitate improvement.
9. 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.
10. 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.
11. 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.

### **Quality of Education**

1. Support and secure delivery of excellent teaching and learning throughout all academies within the Trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement.
2. Ensure there is high quality curriculum provision and related assessment procedures in each Trust Academy to meet the needs of all pupil groups.
3. Work collaboratively and guide with the Deputy CEO and Headteachers to agree clear approaches to ensure that assessment procedures and attainment and progress measures within every school are accurate and consistent.
4. Take responsibility for ensuring that all stakeholders receive appropriate and necessary reports on the development, progress and attainment of all pupils.
5. 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. 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. Ensure strong relationships are developed and maintained with educational partners and other stakeholders to enhance educational provision and widen opportunities for all pupils within the Trust.
8. 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.
9. As the leader of the Trust, keep up-to-date with developments and news in the education sector

### **Communication and Developing the Trust**

1. Proactively lead efforts to grow and develop the Trust by incorporating additional schools.
2. Ensure close and effective working relationships are developed and maintained with key partners and stakeholders including DfE, ESFA and Regional Director. Build and maintain good relationships within the communities we serve and positively raise our public profile.
3. 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.
4. Work with Headteachers and the Central Team to build capacity and identify opportunities to widen the Trust's provision for the benefit of local communities.
5. 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.
6. Develop academy strategies to support the sharing of facilities, resources, expertise and ideas that enable financial stability and well-being for the school communities.
7. Develop and coordinate partnership work; maintaining open, transparent and constructive relationships between parents, the local community, LAs, health and social care, etc., particularly in relation to vulnerable pupils or those with SEND.

**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.**