

# CHIEF EXECUTIVE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION



## Job Details

<b>Post title</b>	Chief Executive Officer
<b>Salary Range:</b>	Negotiable for a suitably qualified and experienced candidate
<b>Accountable to:</b>	Board of Members

## Purpose

The CEO will lead Keystone Academy Trust as it develops in pursuit of its strategic aims, working closely with the Board of Trustees and members, Headteachers and Central Team to ensure every child and young person gets the opportunities they deserve to thrive as learners, and ultimately, as global citizens.

Through inspirational leadership and rigorous policy development they will create a culture of constant improvement, implementing effective systems of organisation and control, and high levels of professional standards to secure the highest possible achievement for all in every aspect of the academies' provision.

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 will be a skilled communicator responsible for proactively leading efforts to grow and develop the Trust by incorporating additional schools. They will also develop opportunities for the Trust to use its expertise and resources to access additional revenue streams.

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 academy and Trust aims.

## Strategy and Governance

1. To work with the Board of Trustees and members, 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. 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.
3. To be the Trust's Accounting Officer.
4. Promote the ethos and values of Keystone Academy Trust in all aspects of its work.
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.

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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 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 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.
  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 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. To 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. To maintain an inclusive and collaborative culture where Headteachers, schools and the Central Team work closely together to support each other.
  5. 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.
  6. 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.
  7. To develop a culture of personal responsibility, recognising excellence and implementing strategies to address under performance, including an effective system of professional development.
  8. To implement systems to ensure continuous self-evaluation of provision and performance and ensure its effective communication throughout the Trust to facilitate improvement.
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9. 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.
10. 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.
11. 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.

### Quality of Education

1. To 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. To ensure there is high quality curriculum provision and related assessment procedures in each Trust Academy to meet the needs of all pupil groups.
3. To work collaboratively with the Trust 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. 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.
8. To develop strong relationships with educational partners particularly the Diocese of Lincoln and the Lincolnshire based Majority Church MATs. In conjunction with the Local Authority, other trusts and other stakeholders to enhance educational provision and widen opportunities for all pupils within the Trust and other schools across Lincolnshire and surrounding area.
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, Regional Schools Commissioner (RSC) and the Diocese of Lincoln Board of Education.

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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 build capacity and identify opportunities to widen the Trust's provision for the benefit of local communities.
  4. 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.
  5. Develop academy strategies to support the sharing of facilities, resources, expertise and ideas that enable financial stability and well-being for the school communities.
  6. Proactively lead efforts to grow and develop the Trust by incorporating additional schools.
  7. Develop opportunities for the Trust to use its expertise and resources to access additional revenue streams.
  8. 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.**

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	Essential	How assessed
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Degree level qualification.</li> <li>Taking advantage of regular training within current role.</li> <li>Masters/postgraduate degree (desirable).</li> <li>MAT CEO/System Leadership Training (desirable).</li> </ul>	App/Doc
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of successfully leading a multi-disciplinary organisation.</li> <li>Highly effective management of multiple resources across various timeframes and financial bands.</li> <li>Have held a senior executive post.</li> <li>Developing a strong team culture with senior leaders and fostering a positive work ethos.</li> <li>Working with and developing strong relationships with stakeholders.</li> <li>Demonstrate successful performance management of reportees towards outstanding outcomes.</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>Promote the ethos and values of Keystone Academy Trust.</li> <li>Visible and approachable, empathetic and enjoys engaging with children/students, 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> <li>Able to inspire high levels of performance in children/students 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 the Central Team, schools and senior staff in the Trust.</li> </ul>	App/Ref/ Int
<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 Central Team, Headteachers and the Trust Board seeking their views while being unafraid to display clear leadership.</li> </ul>	App/Ref/ Int

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	Essential	How assessed
	<ul style="list-style-type: none"> <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>	
<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> </ul>	App/Ref/ Int

**App = Application Form**

**Int = Interview**

**Doc = Documentary Evidence (e.g. Certificates)**

*Keystone Academy 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.*

*Keystone Academy Trust is committed to equal opportunities in employment and we positively welcome your application.*