

## Job Description

**Post title:** Chief Executive Officer

**Salary Range:** £165,498 - £191,927 starting salary negotiable dependent on experience

**Accountable to:** Board of Trustees

### Purpose:

Responsible for the education of all learners the CEO will lead TSAT in delivering its vision - ***to realise the life chances and dreams of every child.***

Working closely with the Trust Board, Executive Team and Headteachers they will strive to deliver the Trust's strategic aim of providing ***a high quality education for all children and young people within a safe environment.*** They will ensure, through high level strategic leadership and management, that the Trust's resources are effectively and efficiently used to achieve this aim and secure the Trust's sustainability.

The CEO will demonstrate inspirational leadership and management across the Trust ensuring that the Trust is a great place to work, where everyone is valued and can flourish, and where the Trust's aims, values and ethos are embedded in every aspect of its provision.

As a system leader the CEO will represent the Trust with integrity locally, regionally and nationally and be ambitious for the Trust's profile.

As Accounting Officer they will be responsible for ensuring the Trust meets its statutory and legal obligations.

### Professional conduct

The CEO will demonstrate consistently high standards of professional conduct and always uphold and demonstrate The Principles of Public Life (The Nolan Principles)

### Strategy and Governance

- Establish strategic direction in partnership with the Trust Board, and ensure a safe, inclusive and positive culture across the Trust and its schools reflecting the Trust's vision, values and aims.
- Ensure the Trust's vision, values, strategy and aims are clearly communicated to all staff and other stakeholders, reinforcing a sense of common purpose across the Trust.
- Provide high quality leadership, enabling the Trust to achieve its strategic objectives and secure its future sustainability
- Enable and ensure the Trust's organisational design and operational systems meet current and future requirements, managing change effectively to secure financial stability and wellbeing for schools
- Develop with the Executive Team operational objectives that are appropriate, deliverable and aligned to securing a sustainable future, extending Trust strategies which support the sharing of facilities and resources
- Identify growth opportunities for the Trust within an agreed strategy and priorities

### Quality of Learner Experience

- Take ultimate responsibility for the delivery and impact of the Trust's safeguarding policies and practices
- Lead and work effectively with Executive Team and headteachers to ensure all learning takes place within a safe and secure environment, that Trust policies and approach reflect a culture in which safeguarding has paramount importance and ensuring that the Trust and all schools follow the relevant safeguarding regulations and best practice guidance

- Take overall responsibility for the educational outcomes of the Trust
- Lead and work with the Executive Team and headteachers to secure a high quality education and learning experience in an inclusive environment for all learners by
  - ensuring that educational inequality across the Trust is addressed, upholding and securing ambitious educational and behavioural standards for all pupils
  - promoting and delivering additional support for the most disadvantaged including those with additional and special educational needs and disabilities
  - improving the attendance of all groups within the learner population across, and within, Trust schools
  - enabling the Trust to continue to develop and sustain a broad, rich and coherent curriculum entitlement for all learners, supported by effective curricular leadership and delivered through high quality teaching and learning in all its schools
  - ensuring the Trust has high quality, expert teaching in all its schools, built on an evidence-informed understanding of effective teaching and how pupils learn
  - ensuring that priority areas for improvement are accurately and systematically identified, enabling them to be addressed within a robust framework for school performance management and school improvement
  - enabling and encouraging the Trust and its schools to engage with appropriate evidence-based strategies for improvement and ensure their effective implementation
  - furthering collaboration, sharing of practice and peer evaluation across the Trust's schools

### **Finance, sustainability and compliance**

- Lead and work effectively with the Executive Team to:
  - Ensure that sound financial management systems are in place
  - Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
  - Ensure rigorous approaches to identifying, managing and mitigating risk Ensure the long-term sustainability of the Trust and its schools through effective financial and estates management
  - Direct the Trust's activities to achieve the most efficient, effective and sustainable provision of education to the highest quality, prioritising and making the most effective use of the resources available.
- Remain abreast of educational and other developments impacting on the Trust and its schools, both locally and nationally, and ensure executive and senior leaders are well briefed and operate within an agile environment which is responsive to change.
- Ensure the organisation complies with all statutory and legal requirements including safeguarding and health and safety
- Act as the Trust's Accounting Officer

### **People strategy**

- Maintain an inclusive and collaborative culture where Executive Team, headteachers, schools, and the central team work together and support each other
- Lead and effectively manage the activities and performance of the Trust's Executive Team and headteachers to ensure
  - The promotion and enabling of a people strategy across the Trust that identifies talent, supports and develops all staff and sustains a culture of staff well-being and high standards of professionalism
  - That the Trust has high quality employment practices that promote equality, diversity and inclusion, including ethical practices in recruitment and retention of staff
  - Staff have access to high quality professional development, aligned to balance organisational and individual needs
  - The Trust has a strong talent management and succession planning programmes across all areas of the organisation's work

### **Accountability and Governance**

- As Accounting Officer ensure the Trust meets its statutory and legal obligations as stated in the Academies Trust Handbook.
- Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the Trust's work
- Understand the role of relevant regulatory bodies and ensure the Trust and its schools respond to their requirements
- Understand and welcome the role of effective Trust governance, upholding the obligation to give account and recognising that the Trust Board is ultimately responsible and accountable for the Trust's work
- Develop and maintain effective relationships with the Trustees (in particular the Chair) recognising their key role in holding the CEO and executive team to account
- Ensure the Trust Board receives quality information with the level of detail needed to make informed decisions and fulfil its functions and legal obligations
- Work with Executive Team and headteachers to ensure Local Governing Bodies and the Advisory Council can fulfil their responsibilities in line with the Trust's Scheme of Delegation
- Ensure Members receive quality information that enables them to fulfil their function and legal obligations
- Ensure positive communications that promote the Trust and its work, and present the Trust effectively when dealing with the media

#### **Stakeholder relations, system leadership and civic responsibility**

- Promote and support ways to enable the Trust's schools and their local governing boards to engage meaningfully with their communities and be responsive and accountable to them
- Ensure relationships with parents, local communities and services for children and young people are open, transparent and constructive especially in relation to vulnerable pupils and those with SEND or other additional needs
- In line with the Trust's civic role, work with civic partners and stakeholders in Sheffield, the wider region and/or nationally to contribute to the continued development and delivery of a coherent public service for children and families with the child at its heart
- Foster and engage in the collective leadership of the sector, building strong local systems to address disadvantage and improve the quality of education for all pupils
- On behalf of the Trust actively engage with sector organisations, regulators, policy makers, local and national government, industry and other partners
- Maintain effective working relationships with key partners and stakeholders including DfE, ESFA and the Regional Schools Commissioner (RSC).
- Oversee the arrangements for external communications with communities, media and external agencies and bodies and promote the work of the Trust to a range of audiences, raising the positive profile of the Trust and its schools.