

Job Description

Chief Executive Officer – Coast and Vale Learning Trust

Date Effective: September 2023

Salary Range: NJC, DIR 69 – 75 £111,584 - £129,727

Responsible to: The Trust Board

Statutory

1. The Chief Executive Officer (CEO) will be an outstanding strategic leader able to articulate, and deliver the vision, values and ethos of Coast and Vale Learning Trust (CVLT). They will inspire and empower others to work towards our common goals. The CEO will be a visible and driven leader, accountable for the performance of all Academies within the Trust and committed to creating the optimum educational opportunities for CVLT learners.
2. To promote and safeguard the welfare of all children and young people within the Trust, by ensuring that the Trusts' policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff and learners, parents and others feel able to raise concerns, and that these are addressed sensitively and effectively.

As the Chief Executive Officer of Coast and Vale Learning Trust, the Trustees wish a particular emphasis to be placed upon the following:

Responsible for:

1. **Providing dynamic and strategic leadership of the Trust by:**
 - i. Developing and fulfilling the Trust's vision and values
 - ii. Developing, monitoring and achieving the Trust's strategic objectives
2. **Optimising the performance of all schools within the Trust through:**
 - i. maximising academic performance
 - ii. the provision of a safe, orderly environment for learning.
3. **As the Trust's Accounting Officer, ensuring the financial health and probity of the Trust through:**
 - i. line management of the Trust's Chief Operating Officer (COO) and the Trust Services Finance Manager.
 - ii. providing accurate financial information to the Trust's Finance and Resources Committee
 - iii. working with the Trust's auditors and other financial bodies, such as the ESFA.

Strategy and vision

1. Maintain an outward facing approach on behalf of the Trust in order to further its external relationships, future growth and development.
2. In consultation with the Trust Board, shape the Trust's strategic objectives and create an annual development plan to achieve it.
3. Develop and facilitate the Trust in accordance with the Trust Board's vision and strategic objectives.
4. Together with the Trust Board, ensure robust and appropriate risk management for the Trust.

Leadership and Management

1. Drive the Trust's strategic priorities and ensure that school development plans are aligned to that of the Trust.
2. Convene and lead the Executive Team, including the Director of Learning (DoL), COO and Executive Assistant (EA) and ensure they work together to achieve the Trust's collective objectives and individual Trust aims.
3. Create, review and develop the Trust's policies to ensure it can achieve its strategic objectives.

4. Ensure the Trust's management and organisational structures are fit for purpose and facilitate continuous educational improvement and financial efficiency in consultation with the DoL and COO.
5. Ensure effective communication across the Trust's schools to promote a collective identity and collaborative approach.

Resources management

1. Lead and advise on the allocation of resources across the Trust.
2. Ensure the Headteachers and governing committees efficiently manage the learning environment, resources (people and assets) and facilities of each school within the Trust.
3. Ensure the Trust effectively manages and develops its people through a strategically planned CPD model and succession planning.

Teaching and Learning

1. Oversee the work of the Director of Learning in relation to ensuring high quality teaching and learning.

Finance and procurement

1. Act as the Accounting Officer for the Trust, ensuring that it operates to the standards set by the ESFA.
2. Ensure the long-term financial sustainability of the Trust by confirming that appropriate systems are in place that generate financial information upon which strategic financial planning by the Trust board can be based.
3. Working with the Trust board and COO, review and approve the annual budgets of the Trust's schools.
4. Monitor the financial performance of each school in the Trust to ensure financial probity, efficiency, and stability with the COO.
5. Develop and maintain strong and effective relationships with the DfE, RSC and ESFA to access funding streams that promote the development and improvement of the Trust.
6. In liaison with the Trust's COO, develop systems that will lead to economies of scale and strive to achieve value for money on procurement processes.

Compliance

1. Ensure the Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding and those required by Companies House, Data Protection, and the master and Supplementary Funding agreements.

Partnerships

1. Act as an ambassador for the Trust so it is perceived as an outward facing, progressive organisation with excellent learner outcomes as its core aim.
2. Develop and lead a partnership strategy to ensure the Trust and its schools participate in local, national and international networks that further the aims of the Trust.
3. Identify key agencies and individuals that could enhance the delivery of the Trust's strategic objectives and establish working relationships with them.
4. Build and maintain strong relationships with all the Trust's stakeholders; students, parents/carers, staff, governors and trustees.

This Job Description may be amended at any time after consultation with the post holder and will be reviewed annually.

PERSON SPECIFICATION

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

QUALIFICATIONS AND TRAINING	Essential on appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)	Assessment Application Interview
Degree and recognised professional teaching qualification relevant to the role	X		A
A record of recent and relevant continuing professional development.	X		AI
Evidence of gaining or working towards NPQH, NPQEL, CEPQH or other post-graduate educational/leadership or management qualification	X		A
Evidence of continuous professional development including recent leadership training	X		A I
EXPERIENCE	Essential on appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)	Assessment Application Interview
A successful, significant and demonstrable track record of effective school leadership and management at senior level with thorough knowledge of the statutory requirements, frameworks and legislation applicable to Multi-Academy Trusts and wider educational landscape.	X		A I
Demonstrable success in achieving rapid and sustained school improvement, using data and other contextual information insightfully.	X		A I
Experience of successful working with Local Governing Committees, Trustees, other senior leaders and external stakeholders	X		A I
Successful track record of strategic planning, including HR and financial planning, budgetary management, and application of robust financial management	X		AI
Evidence of leading and implementing successful school improvement strategies in other schools, e.g. by leading a school intervention, as a	X		AI

school improvement partner, Ofsted inspector, executive headteacher etc			
Evidence of Trust leadership across primary and secondary key stages and a range of school types and sizes		X	AI
Experience leading significant organisational growth and change		X	AI
Experience managing and promoting the reputation of the Trust to networks and external stakeholders		X	AI
SKILLS, KNOWLEDGE AND UNDERSTANDING	Essential on appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)	Assessment Application Interview
Ability to communicate a vision of what constitutes outstanding teaching and learning	X		A I
Understanding of the statutory educational framework, current education issues in relation to Academies, Company and Charity Law; also knowledge of relevant policies, legislation and codes of practice across education	X		I
Clear understanding and knowledge of the role of governance in a Trust including understanding any issues specifically relating to academies	X		A I
Strategic planning, using data, targets and benchmarking to monitor and review progress against plans in terms of standards, performance and finances, taking decisive action as necessary in implementing	X		A I
Resource management: estimating securing and monitoring resources, including the ability to advise on funding and grant opportunities for the Academy Trust	X		A I
Experience implementing strategies for developing effective senior leaders to ensure good and better education provision and outcomes	X		A I
Up to date knowledge and understanding of research relating to education and of current and emerging Ofsted policy and practice	X		I
ETHOS AND PERSONAL QUALITIES	Essential on appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)	Assessment Application Interview

Belief in and commitment to the overarching values of the Trust to transform the lives of children and young people and ability to lead and articulate vision to a wide range of audiences	X		AI
Highly effective, adaptive and credible leader, who inspires the respect and support of others and is a strong visible presence for the Trust	X		AI
Experience of developing and leading a culture that facilitates: <ul style="list-style-type: none"> i. reflection, opportunity, and ambition ii. Delegated responsibilities with strong performing teams iii. a climate of inspiration and participation, striving for continuous improvement iv. personal development opportunities for all v. Resilience 	X		AI
Excellent inter-personal and relationship-building skills, including coaching, mentoring, negotiation, mediation, and conflict resolution	X		AI
Ability and commitment to working flexibly and collaboratively as part of a team, whilst taking a leading role when required. This includes a willingness to work flexible hours, including evenings and weekends when necessary.	X		A I
Current driving licence and access to a vehicle.	X		AI

In addition to the above, there will be a particular focus on the following key competencies;

Key Competencies	Essential on appointment	Assessment
		Application Interview
Passionate Commitment to Education	X	A I
Clarity of Vision	X	A I
Strategic Thinking	X	A I
Skilful communication according to audience	X	A I
Respect for Others	X	A I
Building Effective Teams	X	A I

SAFEGUARDING These criteria will be tested at interview. Please note this post is also subject to a satisfactory enhanced DBS disclosure	Essential on appointment	Assessment Application Interview
Demonstrate a commitment to safeguarding and the welfare of children and young people	X	A I
Ability to form and maintain appropriate relationships and personal boundaries	X	I
Emotional resilience in working with challenging behaviours	X	I
Appropriate use of authority and maintaining discipline	X	I
Knowledge of strategic and operational management to safeguard the health and wellbeing of stakeholders.	X	A I