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| **Job Summary:** | The Chief Executive Officer will be an outstanding strategic leader who is able to articulate the vision, values and ethos of the Extol Trust and will inspire and empower others to be a part of this vision. The CEO will have a track record of successful school leadership and will take responsibility for the performance of all schools within the Trust. The CEO will lead and expand the Trust with an experienced and ambitious Central Team  |
| **Accountable to:** | The Extol Board of Trustees (the Board). |
| **Reporting to:** | The Chair of Extol Trust Board |
| **Location:** | Extol Central OfficeEldon Grove Academy, Eldon Grove, Hartlepool, TS26 9LY (with travel across Extol Schools as required). |
| **Salary:** | L36-42 (£117,601 - £136,243 per annum) |

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| **VISION, STRATEGY AND LEADERSHIP** |
| **Vision and leadership** | 1. Articulate and develop the vision, values and ethos of Extol, acting as an ambassador for the Trust and ensuring its vision is embedded throughout our family of schools and our Central Team.
2. Be the lead education professional for schools in the Trust, ensuring an effective strategy for building educational and leadership capacity for the present and future needs, aligning these with national education priorities and policies.
3. Be the key strategic leader of the Trust, developing and overseeing its management and organisational structures and being accountable to the Board for the educational and wider performance of the Trust.
4. Lead and manage all operations through the agreed organisational structure and accountability matrix, and through the development, implementation and review of Trust-level policies.
5. Ensure that the Trust’s management and organisational structures are fit for purpose and lead to and support continuous improvement.
6. Lead the forums of the Headteachers and the chairs of Local Governing Bodies to ensure effective communication is developed and maintained.
7. Create a culture of honest reflections, continuous improvement and develop a highly collaborative workforce to maximise achievement in all areas of the Trust’s work.
8. Provide strong and effective leadership and direction to the Trust and its schools within the vision and strategy agreed by the Trust Board.
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|  **Strategic planning and growth** | 1. Support the Trust Board in the formulation and development of strategy and ensure that all decisions made by the Board are implemented.
2. Lead the growth and development of the Trust, including due diligence and preparing schools for conversion, including change management and organisational development.
3. Maintain an outward facing role on behalf of the Trust to further its external relationships, future growth and development.
4. Ensure the Trust has a strong local, regional and national reputation for excellence and is seen as a lead practitioner for inclusion and educational good practice.
5. Oversee and develop the Trusts central operating model including relevant succession planning.
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| **TEACHING, LEARNING AND ASSESSMENT AND SCHOOL IMPROVEMENT** |
|  | 1. Be accountable for the quality of education provision across the Trust including being ultimately responsible for the quality of delivery of lessons to pupils, ensuring lessons are planned and prepared to a high standard; assessing the development, progress and attainment of pupils, and reporting on the development, progress and attainment of pupils.
2. Be responsible for developing and leading the framework and systems for school improvement across the Trust, providing quality assurance and accountability.
3. Develop and lead a Trust wide improvement service committed to working with individual school leaders.
4. Ensure that the skills of school senior leaders are utilised to provide an internal school improvement capacity.
5. Ensuring that the curriculum and assessment framework meets statutory requirements, children’s individual needs and that excellent teaching and learning standards and outcomes are maintained and strengthened with innovative teaching and learning practices.
6. Promote excellence in safeguarding, outstanding behaviour and attitudes in Trust schools to maximise the personal development, achievement and well-being of all children in our communities.
7. Ensure challenging targets that facilitate sustained improvement, including those for children in vulnerable situations and those with SEND, are set across the Trust and that key information on standards is regularly collected and shared fully with Trustees, Headteachers and Governors.
8. Commission external support for Trust and school improvement and assess the effectiveness and impact of the support provided.
9. Ensure the provision of further support for disadvantaged pupils and those with additional and special educational needs and disabilities.
10. Keep up to date with all developments within the education sector.
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| **PEOPLE AND CULTURE** |
|  | 1. To promote Extol as an employer of choice to optimise staff recruitment, retention and professional development.
2. To lead and manage the Headteachers and the Trust’s Central Team, to ensure their work supports the achievement and improvement of all schools in the Trust.
3. To ensure the Extol Trust retains a sustainable staffing structure that meets its operational needs and provides value for money.
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| **FINANCE & OPERATIONS** |
|  | 1. Fulfil the Trust’s Accounting Officer role, ensuring the Trust fulfils all statutory and regulatory, legal, financial and ethical obligations, including the requirements of the DfE and other government agencies.
2. Work closely with the Trust discipline leads to establish and maintain effective monitoring systems and procedures that provide assurance of high standards In all areas.
3. Ensure sound financial management of the Trust through the development and scrutiny of budgets and financial forward planning, following a detailed annual budgetary cycle and focusing on long-term financial planning and sustainability.
4. Be accountable for large scale capital expenditure projects within the Trust, including oversight of major asset works.
5. Planning and implementing the External and Internal Audit plans on an annual basis, including signing off on regularity, propriety and compliance in the Trust annual accounts.
6. Work closely with the Trust CFO and other relevant staff to establish effective procurement procedures for the Trust to deliver Value for Money and deliver efficiencies for our schools.
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| **GOVERNANCE** |
| **Support for the Board** | 1. Provide the Board with appropriate information, advice and reports to enable them to discharge their duties and make timely and informed decisions, and ensure all decisions made by the Board are implemented.
2. Attend Board meetings, Committee meetings, panels, working and other groups as appropriate and as directed by the Board.
3. Develop and embed a system of monitoring, reporting and quality assurance throughout the Trust, as appropriate to the relevant management/governance level that drive consistency and improvement in performance, ensuring robust governance practices are upheld.
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| **Compliance & Policies** | 1. Ensure that the Trust meets legislative and statutory requirements, including Health and Safety and those required by Companies House, the Charity Commissioners, Data Protection, and the Master and Supplementary Funding Agreements.
2. Ensure the development, implementation, monitoring and review of all trust wide policies and the Trust’s Scheme of Delegation, ensuring appropriate and effective policy frameworks are in place across all Extol schools.
3. Ensure that the Trust and all schools within the Trust meet their safeguarding responsibilities in line with current legislation as the Designated Safeguarding Lead for the Trust.
4. Ensure the effective capture of all data to meet statutory and legislative structures, working closely with the Trust’s Data Protection Officer to ensure compliance to the General Data Protection Regulations and UK Data Protection Act 2018.
5. Embed across the Trust clear quality assurance systems that drive consistency and improvement in performance.
6. Ensure proactive, robust and appropriate risk mitigation and management within the Trust and ensure that the individual school risk monitoring is aligned with the Central Team.
7. Ensure that the Trust is meeting its health and safety obligations
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| **COMMUNICATION** |
|  | 1. Develop effective school-to-school collaboration and trust wide relationships, ensuring good communication with those involved in leadership and governance at all levels (including Local School Boards, Headteachers, Trustees, Members).
2. Develop pro-active relationships with key partners/stakeholders, including: the school staff and parent communities, the DfE, RSG, , LA, Trade Unions and local Teaching Schools and ensure that the Trust’s reputation is appropriately managed.
3. To act as an ambassador for the Trust, exemplifying, promoting and communicating the vision and values of the Trust to develop its outward facing role and future growth and development.
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This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

The post holder will be required to travel to any of the schools within Extol Trust and attend meetings including with the Department for Education.

Signed …………………………………………………….. Dated …………………………….