

ROLE DESCRIPTION

Job Title: Chief Executive Officer

Reporting to: Trustee Board

Grade: c. £150k

The overall purpose of the role:

- As determined by the Trustee Board.
- Work closely with the Chair and Trustees to develop and implement a strategic vision, associated business plans and controls, risk and assurance processes.
- Maximise the impact of the Institute in driving school improvement across England for the benefit of children.
- Champion teachers and school leaders in ensuring the development and delivery of high-quality teacher development programmes across the full 'Golden Thread'.
- Enable a Research and Best Practice Function that offers excellence in research which leads and improves the delivery of the Institute's teacher development programmes.
- Ensure accountability and informed decision making at the appropriate level of management or governance, exercising financial and management controls to manage expenditure, income flows and legal compliance at all times.
- Lead and manage the Institute and ensure that the corporate governance arrangements of the Trust are effective and in line with the requirements of Companies House, including the Annual Report and other statutory returns.
- Act as an advocate and public face of the Institute, using influencing skills to maximise the profile of the organisation and promote the organisation's core purpose, values and ethos.
- Ensure that effective stakeholder networks and partnership arrangements are developed and maintained.

Main duties and responsibilities:

- Execute all the functions and responsibilities of the Chief Executive Officer of the Institute (a Company Limited by Guarantee with charitable status) including those of financial planning and budget setting and managing a wide range of services
- To enthusiastically lead the Institute's school-led work setting high professional standards and ensuring that the vision is understood and embraced by the wider Institute staff and partners.
- To ensure the Institute remains authentically school-led whilst striving to offer world-leading research and teacher development programmes to

schools and teachers across England, targeting those in hard to reach and disadvantaged areas of the country.

- To ensure the Institute's management and organisational structures are fit for purpose and facilitate continuous improvement and a positive culture.
- To delegate deployment of resources, including staff and financial resources, in such a way that the Institute's vision is delivered
- Ensure that a long-term strategy is in place which will guide the organisation in achieving its objectives, setting its budget and measuring outcomes and impact.
- Ensure that the organisational values are consistently applied and drive business planning processes.
- Ensure processes are in place to rigorously measure and evaluate the programmes and functions of the Institute, and that these lead to continuous improvements in the experience of participants and, subsequently, their impact on children's learning
- To provide leadership to the Executive Team, ensuring that resources, targets and growth are in line with the Trust's expectations.
- To manage and facilitate the relationship between the Institute and the Department for Education, as a key stakeholder.
- Be responsible to the Board of Directors for the overall outcomes of the organisation.
- Ensure that the organisation has the resources to operate as effectively and efficiently as possible both in the short and long term.

Promotion of the Organisation:

- Create and maintain effective networks with key stakeholders, corporate partners, relevant educational and government bodies and organisations, education and training partners and decision makers.
- Seek opportunities to expand and promote the role, vision and ethos of the Institute and work closely with new national, regional and local professional leaders of education.
- Ensure the organisation is presented in an appropriate and professional manner to all its stakeholders and maximises opportunities to contribute to the development and implementation of teacher training policy

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Institute's policies and procedures
- Respecting confidential issues linked to the Institute's work
- To comply with the Institute's Child Safeguarding Procedures
- To comply with the Institute's policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Person Specification

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Experience	Essential	Desirable
Successful experience and a proven track record in the education sector with the ability to lead an authentic school-led organisation.	✓	
An excellent understanding of the teacher training sector and education more broadly, with a strong grasp of contemporary issues and able to quickly respond to the political direction of travel.	✓	
Proven experience of strategic financial management, including budget formulation, medium-term financial planning, monitoring and control and strong business acumen.	✓	
A successful track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, particularly with regard to a multi-site organisation.	✓	
Proven success in building effective partnerships and links including with central government, schools, local authorities, to maximise networks and opportunities.	✓	
Experience of working effectively with a Board to create a vision and form the direction for an organisation.	✓	
Experience of identifying and managing and mitigating risk including diverse areas such as finance, reputation and safeguarding as well as managing change in a fast-moving environment.	✓	
Successful experience of promoting equality and diversity in relation to employment and service delivery.	✓	
Qualifications & Training		
Educated to degree level	✓	

Evidence of continuing professional development.	✓	
Skills & Abilities		
A strategic thinker who can work with the leaders, Board and others to develop a compelling vision for the organisation, underpinned by a strong moral purpose.	✓	
Well-developed presentation skills and comfortable with public speaking; the analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust.	✓	
Experience of dealing with and influencing Government officials and policymakers.	✓	
An effective leader who can build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential.	✓	
A leader who can analyse and process complex information and data quickly and rigorously in order to make the best of opportunities.	✓	
The ability to provide presence and gravitas, in line with the Institute's vision and values and influencing at the highest levels of the education sector	✓	
Able to demonstrate empathy, humility, and pragmatism as well as determination, tenacity and resolve, to ensure that the best possible outcomes are achieved from every situation.	✓	