

ROLE DESCRIPTION



Chief Executive Officer

St Cuthbert's Roman Catholic Academy Trust

POST TITLE:	Chief Executive Officer
SALARY:	Competitive sector benchmarked + TPS + Relocation Support
REPORTING RELATIONSHIP	The Trust Board of Directors through the Chair
JOB PURPOSE:	The CEO provides dynamic and strategic direction and leadership to the Trust, along with leading and being involved with school improvement. The CEO undertakes the duties of the Accounting Officer.

MAIN DUTIES & RESPONSIBILITIES:

A. PROMOTING AND UPHOLDING OUR CATHOLIC ETHOS & VISION

1. To promote and uphold the Catholic ethos and vision of the Trust, ensuring this aligns with the Diocesan ethos and vision, and be able to present it to a wide range of audiences.
2. To follow, in line with the Articles of Association, all directions and guidance issued by the Bishop, or his appointed representatives.
3. Hold and articulate Catholic doctrine, values and moral purpose, focused on providing a world-class education for all children and young people.

B. STRATEGIC LEADERSHIP

1. To be the strategic leader of the Trust through providing motivational and inspirational leadership at all levels of the organisation.
2. Take a leading strategic role in developing and delivering key plans and documents such as the Trust's long-term vision and strategic plan, school self- evaluation and school improvement plans for all academies.
3. Be proactive in addressing the priorities of the Trust and take the lead on teaching and learning, within the Trust's strategic plan.
4. To line manage high-performing executive and school leadership teams, ensuring they are supported, and their performance is appraised on a regular basis through both formal and informal means.

5. To lead the Trust in achieving excellence with a focus on continuous improvement and raising standards.
6. To ensure compliance with the Trust Scheme of Delegation.
7. To ensure equality of opportunity for all.

C. FINANCIAL & STATUTORY ACCOUNTABILITY

1. To be the Accounting Officer for the Trust, accountable to the Trust Board for the propriety and regularity of the public finances in your charge.
2. To ensure compliance with the requirements of the Master Funding Agreement and Supplemental Funding Agreements for the Trust.
3. Oversee the planning of the Trust budget and the deployment of resources across the Trust, to ensure best value.
4. To be responsible for ensuring implementation of all policies across the Trust and ensure they take into account Trust initiatives and the Catholic ethos of the Trust.
5. Be responsible for meeting the demands of changing legislation, new initiatives and changing practice.
6. To carry out duties with full regard to the public sector equality duty in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.
7. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

D. CURRICULUM, QUALITY & PUPILS

1. To provide dynamic and strategic direction for teaching and learning across the Trust, delivered through the executive leadership team and school leaders, acting as principal advisor to the Trust Board of Directors on all areas of provision across the Trust.
2. Provide direction and oversight of the development, implementation and review of a diverse, innovative, inclusive, and personalised curriculum offer for all pupils across the Trust.
3. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

E. EXTERNAL RELATIONS & PARTNERSHIPS

1. Be the main point of contact for the regulatory authorities including the Regional Director, local authorities, EFSA, DfE and other key stakeholders and bodies in respect of all aspects of the Trust.

2. Build and maintain strong and effective relationships with the Diocese, headteachers, parents and carers, staff, pupils, directors, governors and parishes across the Trust.
3. Acts as an ambassador for the Trust in developing partnerships and links with stakeholders that promotes a positive profile, including the ethos, of the Trust.
4. Support the need for effective communication, both internal and external to the Trust, including liaising with the local and national media when necessary.

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the Board of Directors may determine

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Chief Executive Officer

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	Post-graduate qualification	AF/C
	E2	Evidence of recent continuous professional development	AF/C	D2	CCRS qualification	AF/C
	E3	NPQH qualification	AF/C			
A distinctive personal vision for a Catholic school	E5	A practising Catholic with a clear vision for an effective Catholic school	AF/I/R			
	E6	The role of governance in a Catholic School	I/R			
	E7	Demonstrate an understanding of current educational issues, including national policies, priorities and legislation and any implications of these for Catholic schools	I/T			

Experience & Knowledge	E8	The role of governance in a Catholic School	I/R/T	D3	Experience and/or knowledge of working in special education	AF/I/R
	E9	Demonstrate an understanding of current educational issues, including national policies, priorities and legislation and any implications of these for Catholic schools	I/T	D4	Experience of leading in a multi academy trust or similar organisation	AF/I/R
	E10	Experience of managing, developing, inspiring and motivating staff including performance management at a senior level	AF/I/R	D5	Experience and confidence in addressing conferences and large audiences at regional and national level	AF/I/R
	E11	Demonstrable success in raising standards and meeting and setting challenging targets at Trust and school level	AF/I/R			
	E12	Experience of supporting the management of significant organisational development & change.	AF/I/R			
	E13	Evidence of successful school to school support work	AF/I/R			
	E14	Experience of presenting high quality, strategic information to Trustees and supporting their role as a “critical friend”	AF/I			
	E15	Experience of monitoring and challenging effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond	AF/I/R			

	E16	Experience of strategically leading on school finance and resources issues, including budget management and funding allocation	AF//R			
Skills	E17	Excellent oral and written communication skills with an ability to negotiate at all levels	AF//P			
	E18	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context	I/P/T			
	E19	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets	I/T			
	E20	Ability to interpret and implement new legislation, policies and directives and communicate with stakeholders	I/P			
	E21	Ability to analyse information from a wide variety of sources and solve complex problems	I/T			
	E22	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the school, and with partner schools	I/P/T			

	E23	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	I/P			
Personal Attributes	E24	High personal standards of integrity and probity	I/P	D6	Enthusiasm to shape and influence decision making outside of the Trust, locally, regionally and nationally	I/R
	E25	Enthusiasm, vision, drive, adaptability and resilience	I/P/T	D7	Evidence of representing an organisation/profession at the regional and national level	I/R
	E26	Be confident, positive and approachable	I/P			
	E27	Be able to secure the trust and confidence of pupil, staff, parents/carers, Trustees and others	I//T/R			
	E28	Have consideration of the views of others	I/P/T			
	E29	Advocate a sound educational philosophy, with the ability to translate into practice	I/P			
	E30	Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents/carers	I			
	E31	Commitment to own and others personal development.	AF			
	E32	Evidence of being able to build and sustain effective working relationships with staff,	AF/I/R			

		Trustees, parents/carers and the wider community including with local authority, Department for Education and external partners				
	E33	Evidence of being a high profile, inspirational leader	AF/I/R			
	E34	Emotional resilience in working with children/young people and adults	I/R			
	E35	High degree of motivation for working with children/young people	I/R			
	E36	Be able to understand and develop your own emotional intelligence	I/P			
Special Requirements	E37	Be able and willing to work outside normal hours in order to meet the demands of the role	I			
	E38	Suitable to work with children/young people	D/R			

Key – Stage identified

AF	Application Form	P	Presentation
C	Certificates	I	Interview
D	Disclosure	R	References
T	Tests		