

# **CHIEF EXECUTIVE OFFICER (MULTI-ACADEMY TRUST)**

**JOB DESCRIPTION**

## **Overview**

The Chief Executive Officer is accountable to the Trust Board for school improvement and the academic performance of all the academies in the Trust.

The Chief Executive Officer and Chief Operating officer are accountable to the Trust Board for the financial health and probity of the Trust. The CEO line manages the Chief Operating Officer and all centrally employed staff.

**Vision and Aims**

The Chief Executive Officer will support the Trust Board:

* to enable the Trust Board to articulate its corporate philosophy and values and to ensure that these are consistently applied across the Trust itself and across local Boards and leaders of academies;
* to ensure the continuing engagement and involvement of members of the Trust Board to further the vision and aims of the Trust;
* to ensure that the Trust Board formulates and regularly reviews the Trust’s mission and strategic plan, enabling it to monitor annual plans and targets;
* to ensure that the Trust Board receives appropriate advice and information to enable it to fulfil its governance responsibilities;
* to develop strategic policy proposals for Trust Board discussion and decision.

# **Line of responsibility**

The Chief Executive Officer is directly accountable to the board of directors for the multi-academy trust.

**Line management**

The Chief Executive Officer shall provide leadership and management to headteachers and senior leadership teams within the multi-academy trust.

**Job content**

## **Strategic purpose**

The Chief Executive Officer shall be accountable to the board of directors for setting the overall strategic direction for the multi-academy trust and shall ensure the communication of its vision to staff in the schools within the trust to secure their educational success through effective strategic planning.

Through inspirational leadership and rigorous policy development s/he shall create a culture of constant improvement, implementing effective systems of organisation and control, and high levels of professional standards to secure the highest possible achievement for all in every aspect of the academies’ provision.

S/he shall act as the principal accounting officer for the trust in accordance with the requirements of the Education and Skills Funding Agency.

S/he will liaise with Members of the Trust and relevant partners including the Regional Schools Commissioner’s office, Ofsted, Newcastle Diocesan Education Board and the Local Authority. S/he will take the lead in Trust reviews, be the main point of contact with Ofsted and ensure that Strategic Plans are in place and meet the needs of the Trust.

## **Core responsibilities**

* S/he shall work with the board of directors of the multi-academy trust, local governing boards and staff in the academies to define and deliver the trust’s vision, aims and objectives through inspirational and motivational leadership, clear strategic direction, demanding and measurable targets and supporting development plans.
* S/he shall ensure the strategic development plan is underpinned by sound financial advice and planning in accordance with development priorities and targets to deliver well-resourced provision within the trust and its academies to facilitate constant improvement.
* S/he shall work with local governing boards and senior leadership teams to challenge, motivate and empower them to attain ambitious outcomes which maximise the educational and personal development of pupils and which meet the demands of the wider communities served.
* S/he shall support and secure delivery of excellent teaching and learning throughout all academies within the trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils’ achievement.
* S/he shall, in consultation with the trust, local governing boards and headteachers, determine and implement demanding curriculum provision and related assessment which meets the needs of all pupils within the multi-academy trust.
* S/he shall develop a culture of personal responsibility, recognising excellence and implementing strategies to address under performance, including an effective system of professional development.
* S/he shall demonstrate a commitment to work flexibly with local governing boards and senior colleagues to build effective teams to support collaborative approaches to provision and to foster respect and encourage openness and the sharing of ideas.
* S/he shall remain abreast of educational and other developments impacting on the multi-academy trust and its academies, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment which is responsive to change.
* S/he shall, in consultation with senior leaders in academies, ensure the effective use of technologies, both in teaching and learning, and in operational matters so as to enhance provision, develop efficiencies and secure value for money as appropriate.
* S/he shall implement systems to ensure continuous self-evaluation of provision and performance and ensure its effective communication throughout the trust to facilitate improvement.
* S/he shall work with the board of directors and local governing boards to develop robust policies for recruitment and retention of excellent staff, effective deployment of human resources and delivery of high quality appraisal and continuing professional development.
* S/he shall work to develop strong relationships with sponsors and/or educational partners and other stakeholders to enhance educational provision and widen opportunities for all pupils within the multi-academy trust.
* S/he shall build capacity and identify opportunities to widen the trust’s provision for the benefit of local communities and shall develop appropriate transitional arrangements for academies new to the multi-academy trust.
* S/he shall build strong relationships between all phases of education and academies within local areas as appropriate in order to secure higher levels of attainment for pupils and to maintain strong admissions within the multi-academy trust.
* S/he shall be transformational and demand outstanding academic progress, achievement and success through the development of confident learners within a culture of inclusiveness, and through strong pastoral provision and strategies for intervention as appropriate.
* S/he shall oversee the arrangements for external communications with wider communities, the media and external agencies and bodies and promote the work of the multi-academy trust to a range of audiences, raising the profile of academies within the trust.
* S/he shall ensure there are effective systems in place for the management and monitoring of the trust and academies’ budgets and to ensure that financial returns are made in accordance with the requirements of the Education and Skills Funding Agency and Companies House. S/he shall maximise financial resources, explore opportunities for increasing levels of external funding, and secure value for money in all operations.
* S/he shall attend meetings of the board of directors, and local governing boards as necessary, and provide directors with regular reports on developments and activities within the trust.
* S/he shall ensure the development and implementation of a rich and varied extra-curricular programme of activities for pupils and communities within the multi-academy trust to help raise aspirations. S/he shall support the busy and varied programme of activities remaining visible and attending events as appropriate.
* S/he shall ensure that child protection and safeguarding of pupils are given high priority at all times.
* Any other responsibilities deemed appropriate and relevant by the Trust Board.