

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

# **PERSON SPECIFICATION**

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| **Qualifications and experience** | | |
| **Essential** | **Desirable** | **Evidence** |
| * First degree. * Qualified teacher status. * A continued commitment to own professional development. * Successful record as an executive headteacher, a principal or headteacher of a large school/academy. * Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements. * Knowledge of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children. * Experience of more than one key stage. | * NPQH / CoE NPQH * Relevant postgraduate qualification. * Further relevant professional studies. * Experience of leading/managing complex/multiple organisations or trusts and sites. * Experience in/work with industry/business. * Experience of working in a faith school | Application form  Certificates  References |

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| **Leading strategically** | | |
| **Essential** | **Desirable** | **Evidence** |
| **Knowledge and understanding of**  * Models of effective leadership and organisational structures. * New technologies and their potential impact. * Strategic planning processes, tools and techniques. * Ways of achieving stakeholder and community engagement. * Leading change, creativity and innovation. |  | Application form  Letter of application  References  Interviews |
| **Skills** | | |
| * Think strategically, analytically and creatively. * Build capacity and achieve sustainability. * Deal with complexity and uncertainty. * Build a vision and communicate clear purpose and sense of direction. * Anticipate, lead and manage change. * Use research to support and challenge practice. * Inspire, challenge, motivate and empower others to attain challenging outcomes. * Celebrate achievement and acknowledge excellence. * Model the vision and values of the trust. * Work strategically with board of directors. * Evidence of collaborative and inspirational leadership skills. * Demonstrate enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and to raising standards. | * Demonstrate political acumen. | Application form  Letter of application  References  Interviews |

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| **Leading teaching and learning** | | |
| **Essential** | **Desirable** | **Evidence** |
| **Knowledge and understanding of**  * Methods to ensure the specified teaching standards 2012 are harnessed and maintained by all teaching staff. * Curriculum design and management. * Principles of quality learning, teaching and assessment including academy review and self-evaluation. * Use of external support and expertise. * Behaviour and attendance management. * New technologies to support learning and teaching. * Strategies for improving outcomes and achieving excellence for all. * Tools for data collection and analysis. * Experience of monitoring and improving the quality of teaching and learning. | **Knowledge and understanding of**  * Ways of applying effective practice and research evidence to improve outcomes. * Political impact of external, community or family factors on learning. | Application form  Letter of application  References  Interviews |
| **Skills** | | |
| * Thorough understanding of curriculum design, development and delivery. * Demonstrate equality and diversity in teaching and learning. * Achieve the best possible learning outcomes for all. * Use developmental models for teaching and learning. * Engage parents in pupils’ teaching and learning. * Manage and use performance data. * Develop and use effective assessment and moderation systems. * Understand whole school culture of best practice in teaching and learning. * Understand flexible and comprehensive learning opportunities for all students. * Evaluate, review and develop systems and structures. * Experience in the analysis of performance data for the purposes of target setting and evaluation. * An understanding of and competent use of ICT/technology to enhance the quality of teaching, learning and administration. | * Capitalise on appropriate sources of external support and expertise. | Application form  Letter of application  References  Interviews |

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| **Leading the organisation** | | |
| **Essential** | **Desirable** | **Evidence** |
| **Knowledge and understanding of**  * Employment market, effective recruitment, deployment and management of staff. * Technology to enhance organisational effectiveness. * Strategies to maximise contributions from the workforce. * Accountability frameworks. * Legal issues relating to leading and managing an academy trust, derived from all relevant statutory and regulatory frameworks. * Strategic financial planning, budget management and principles of best value. * Organisational development, planning and implementing change. | **Knowledge and understanding of**  * Development of and access to school buildings and facilities. * Project management techniques. | Application form  Letter of application  References  Interviews |
| **Skills** | | |
| * Seek expertise and advice from within and outside the trust. * Delegate, collaborate and distribute leadership. * Manage others within an accountability framework. * Create an environment which enables people to perform at their best and underpins effective employee relations. * Manage an academy’s financial, human and physical resources. * Establish structures and systems so operational decisions are based on informed discussion. * Develop and sustain a safe, secure and healthy academy environment. * Create a working environment which takes account of workload and work-life balance. * Proven ability to develop, communicate and successfully implement strategies. * Numeracy skills for the purposes of interpreting statistical data, and financial information. * Excellent organisational skills. * Proven ability to lead an organisation successfully through a period of change. * Demonstrate personal and professional integrity, including modelling values and vision. * Commitment to support the aims of the multi-academy trust. | * Manage industrial relations. | Application form  Letter of application  References  Interviews |

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| **Leading people** | | |
| **Essential** | **Desirable** | **Evidence** |
| **Knowledge and understanding of**  * Significance of interpersonal relationships, including impact on teacher performance and pupil learning. * Performance management, continuous professional development and sustained school improvement. * Building motivation, including the importance of celebrating achievement | **Knowledge and understanding of**  * Building and sustaining a learning community within a diverse workforce. * Support and development systems for individuals and teams. | Application form  Letter of application  References  Interviews |
| **Skills** | | |
| * Develop self-awareness, self-management and self-confidence and use effectively. * Listen, reflect and communicate effectively. * Monitor and evaluate work of others, give feedback and provide support/intervention to improve performance. * Hold people to account and challenge under performance. * Develop a culture of learning and continuous professional development. * Receive and act on feedback to build on strengths and improve personal performance. * Create a culture which encourages ideas and contributions from others. * Foster an open, fair and equitable culture. * Proven ability to motivate, challenge, develop, empower and sustain individuals and teams. * High standards of personal and professional conduct. * Proven experience of developing good working relationships with all stakeholders. * Proven ability to generate and deliver collective vision and shared purpose. * Proven ability to create, build and retain effective staffing structures. | * Negotiate and manage conflict, providing appropriate support | Application form  Letter of application  References  Interviews |

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| **Leading the community** | | |
| **Essential** | **Desirable** | **Evidence** |
| **Knowledge and understanding of**  * Multi-agency work (including the team around the student), benefits and risks of multi-agency working. * Collaboration and partnership working (including academy, home, community and business partnerships). * Wider curriculum beyond the academy and opportunities it provides. * Diversity and community cohesion issues. | **Knowledge and understanding of**  * Extended service provision, commissioning and contracting. * The diversity of professional cultures and ways of working. * Strengths, capabilities and objectives of other schools and academies, services and agencies. | Application form  Letter of application  References  Interviews |
| **Skills** | | |
| * Establish and engage in partnerships, including working with multi-agency teams. * Consult, engage and communicate with staff, students, parents and carers to enhance pupils’ learning. * Engage in cross-phase working and transition issues. * Collaborate and work within and across the community. * Engage the community in systematic evaluation of the trust’s work and act on outcomes. | * Take a leadership role within and across the community. * Engage in academy-to-academy collaboration and contribute to leadership in the wider education system. * Contribute to achievement of community cohesion. * Broker and commission services. | Application form  Letter of application  References  Interviews |