

Information for the position of

# CHIEF EXECUTIVE OFFICER

---





GREEN GATES  
PRIMARY SCHOOL

# LETTER FROM THE CHAIR OF THE BOARD OF TRUSTEES

---

Dear Candidate,

Thank you for your interest in the post of Chief Executive Officer (CEO) with Galileo Multi Academy Trust. Galileo MAT was formed in 2018 and includes ten primary schools across the Redcar & Cleveland area.

The Trust works for the benefit of our children and communities underpinned by our aim to ensure that each school is a centre of excellence for the children, families and wider community they support. Our decisions are driven by our core value that the best interests of children are at the heart of everything we do.

Our mission is to provide the best possible opportunities for all pupils within the Trust.

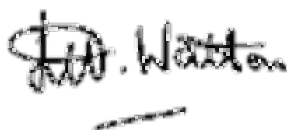
Whilst all our schools are good or outstanding, we aim to continuously improve and be a consistently high performing trust that operates as a single organisation to maximise the academic and social life chances of our children and our communities.

Our objective is to ensure exceptional learning experiences, high quality teaching underpinned by shared values and accountability. Respect and integrity are firmly embedded in all our schools, and are embraced by our leaders, teachers, staff, parents and children alike.

Galileo Trust is well placed for the next phase in its development. The Trust is presently led by an interim CEO and we are now looking to make a permanent appointment to this role. The CEO will lead the Trust in the next stage of its development. We are seeking an inspirational leader with real drive and enthusiasm who is passionate about ensuring every child reaches their full potential.

This is a pivotal role. There is a real need for the new CEO to shape the future of the Trust. For the successful applicant this is an exciting role where you could make a real difference to the lives of the young people in our schools and the communities we serve.

If you have the experience, energy, ambition, personal qualities and values to support our vision for excellence, and you wish to work with a Board of Trustees who are 100% committed to the development of the Trust, then we look forward to receiving your application.



Les Walton CBE FRS,  
Chair of Galileo Trust

# CONTENTS

---

JOB DESCRIPTION	6
PERSON SPECIFICATION	9
WHO WE ARE	12
OUR SCHOOLS	14
STRUCTURE	16
ABOUT THE ROLE	17
INTERVIEW TIMETABLE	19
APPENDIX 1 STRATEGIC OBJECTIVES	20





WE SUPPORT  
INDEPENDENCE



# JOB DESCRIPTION

## CHIEF EXECUTIVE OFFICER

---

### Overview of the role

The Chief Executive is the lead professional for the Galileo Multi Academy Trust, a group of ten schools based within the Borough of Redcar and Cleveland in the North East of England

He/She will provide overall leadership and direction for the Trust and work with the Board to deliver its vision. He/she will inspire, lead and manage a team of highly qualified professionals who are responsible for ensuring that all aspects of the Trust's work support this purpose and we strive for continuous improvement, efficiency and effectiveness. He/she will be the accounting officer and will lead the Executive Leadership Team.

### Reporting lines

The Chief Executive will be appointed by the Board of Trustees, will be a member of the Board and will be accountable to the Chair and Board of the Trust.

The Chief Executive will directly line manage and hold to account the Chief Financial Officer, central staff and school leaders for their performance against agreed objectives.

### Key Responsibilities

#### Strategic leadership and planning

- Work with the Board to create a strategic vision for the Trust.
- Agree and review with the Trust Board delegations to the Local School Boards
- Advise the Board on their approval and agreement of plans and budgets for the Trust and its constituent academies.
- Develop strategies for the generation of additional revenue and resources for consideration by the Board.
- In partnership with the Board, continue to develop and deliver a collective governance strategy for the Trust.
- Work effectively with Board Members, Trustees and senior executives to deliver the ethos, vision and values.
- Support the Chair of the Trust and Members in the recruitment and induction of Trust Board members.

# JOB DESCRIPTION

## CHIEF EXECUTIVE OFFICER

---

### Operational Leadership

- Ensure that thorough and effective planning and implementation of systems and processes are in place to enable the Board to exercise their responsibilities.
- Be responsible for compliance and statutory requirements, including safeguarding and health and safety.
- Ensure the development of academies within the Trust is reviewed and reported on a regular basis such that there is a drive for progress and improvement.
- Drive efficiencies and review progress and improvement across the Trust, providing regular reports to the Board on service provision and value for money.
- Ensure the collective strengths of the academies are utilised, to enable the best possible outcomes for students.
- Working with the Chief Financial Officer, ensure that any capital works and investment are completed to the satisfaction of the Board and in support of agreed educational outcomes.
- Lead the people and manage the resources of the Trust in a way that is sustainable and consistent with the Trust values, standards of good governance and legal obligations.

### Partnership and relationship management

- Lead strategic discussions and develop mutually beneficial relationships with all key stakeholders, including Ofsted, DfE, RSC, EFA, local authorities and key employers in the areas served by our Academies.
- Create partnerships that bring new opportunities for learners and the communities the Trust serves.
- Develop and maintain strong working relationships with the Headteachers, Local School Board Chairs and Galileo Members and other key personnel from each academy in the Trust, ensuring two-way communication is effective and key knowledge is shared appropriately.
- Raise and maintain a positive national profile and promote the reputation of the Trust as the lead representative in marketing and communication.





WHEATLANDS  
PRIMARY SCHOOL



# PERSON SPECIFICATION

## CHIEF EXECUTIVE OFFICER

---

### Qualifications and Experience

- Educated to degree level with postgraduate qualifications desirable.
- Experience of effective strategic planning and contribution to strategy development and implementation, across an organisation
- A track record of success, in leading a large complex organisation through a period of change.
- Experience of effective and efficient financial and resource management, to achieve accountability and a strong performance culture
- Proven experience of motivating teams and delivering projects in a multi-skilled distributed environment.
- Successful track record of building effective working relationships internally and externally, with strategic partners, organisations and stakeholders.
- Experience of promoting community engagement and successfully establishing links with communities
- Experience of working with and advising a Board or equivalent, in a complex organisation.

### Knowledge and Skills

- Well-developed strategic planning capabilities and the ability to take decisive action as necessary.
- An understanding of the responsibilities of the accounting officer role and the complexity of governance and processes related to a multi-million-pound public sector organisation.
- An understanding of Government policy and regulations in relation to academies and to all educational matters influencing decision making.
- Business and commercial acumen and an understanding of its applicability to the work of the Trust.
- Excellent communication skills and the ability to present effectively to a wide range of audiences in a variety of formats.
- The ability to influence and work successfully through others.
- The ability to compromise, pursue alternative approaches and adopt partnership solutions to reach goals.

# PERSON SPECIFICATION CHIEF EXECUTIVE OFFICER

---

## Personal Attributes and Values

- The ability to demonstrate a personal leadership presence in line with Trust values
- Empathy with and support for the ethos, values and goals of the Trust
- Confident, calm, and assured in a wide range of settings with diverse audiences
- Highly effective inter-personal and leadership skills with strong influencing and advocacy capability
- Effective negotiation skills with an ability to consult effectively and with the capacity to influence others
- Highly effective communicator committed to securing clarity for all stakeholders and an ability to articulate the vision of the Trust
- The ability to work independently using initiative and foresight when required
- Comfortable with working in a pressured environment and the requirement to produce results to tight deadlines
- Adaptable style and capable of working as part of a team as well as a leader
- Desire and eagerness to learn and develop personally and professionally
- Sound judgement, personal resilience and high coping skills

ST PETER'S CHURCH  
OF ENGLAND  
PRIMARY SCHOOL







# WHO WE ARE

---

Galileo Multi Academy Trust was set up in 2018 as schools were determined to work together to ensure the best quality of learning for all pupils in a sustainable environment.

The Trust is made up of a group of ten primary schools across the Redcar and Cleveland area, including eight former community schools and two Church of England schools.

The Trust is passionate about the journey each child will take. We currently employ approximately 320 members of staff to support over 3200 children. We are one of several “mixed” Trusts, which sees former community schools and Church of England schools in the Diocese of York working together, within a single governance structure.

The Trust Board, working through the CEO, is committed to working proactively and positively with headteachers, supported by Local School Boards, to ensure that the children in our care receive the best possible educational experience.

Our executive team has a commitment to effective and transparent ways of working. This approach has supported the clarity of purpose and direction of the Trust. There is a unified voice amongst Chairs and Heads that is committed to ensuring Galileo is an organisation that is recognised locally and nationally as an example of strong partnership and effective leadership.

All schools within the Trust are Ofsted Good and Outstanding. Our schools are well placed to work collaboratively and to build on each other’s strengths. The capacity for mutual support and continuous improvement across this Trust is to be celebrated – and we must take full advantage of this for the benefit of every child.

Galileo Multi Academy Trust aims to provide a strong, responsible foundation from which every academy develops and grows. The Trust aspires always to be a trustworthy, reliable and inspirational organisation, delivering the best possible learning experiences.

The Trust Academies are supported in their work by a professional central team, details of which can be found at [www.galileotrust.co.uk/the-central-team](http://www.galileotrust.co.uk/the-central-team)

“

The Trust works for the benefit of our children and communities underpinned by our aim to ensure that each school is a centre of excellence for the children, families and wider community they support.”

Les Walton CBE FRS, Chair of Galileo Trust



# WHO WE ARE

---

## Governance

The Trust is governed by the Board of Trustees who are responsible for, and oversee, the management of the Trust. The Trustees are accountable to the Members of the Trust, to the Secretary of State for Education and to the wider community for the quality of the education received by all children of the schools and for the expenditure of public money. Trustees and members of the Local School Boards have been selected for their skill set and for their desire to place children at the centre of their decision-making. We strive in our work to benefit the communities we serve.

Details of Galileo's Trustees and Members can be found at [www.galileotrust.co.uk/members](http://www.galileotrust.co.uk/members)

Galileo Multi Academy Trust promotes collaborative working across the schools within our trust and our central team so we can use our individual abilities and knowledge for the success of the Trust as a whole.

## Our Schools

Within our schools, every child is valued for the individuals they are, and we are committed to giving each and every one of them an opportunity to work to their full potential through support and challenge, and encouraging positive attitudes towards learning. We give high priority to creating a close liaison between home and school so we can support that passion for learning in a stimulating and caring environment, where every child feels valued and safe, and where we encourage them to be self-aware, and aware of others around them.

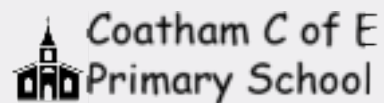


# OUR SCHOOLS

---

We would encourage you to take a tour of the individual websites for the schools within our Trust.

Coatham Church of  
England Primary School



[www.coathamprimary.co.uk](http://www.coathamprimary.co.uk)

Galley Hill Primary School



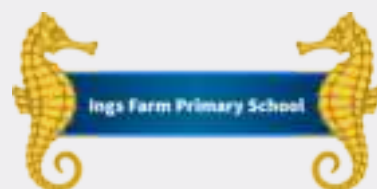
[www.galleyhillprimary.co.uk](http://www.galleyhillprimary.co.uk)

Green Gates Primary School



[www.greengatesprimary.co.uk](http://www.greengatesprimary.co.uk)

Ings Farm Primary School



[www.ingsfarmprimaryschool.co.uk](http://www.ingsfarmprimaryschool.co.uk)

John Emmerson Batty  
Primary School



[www.johnebattyprimary.co.uk](http://www.johnebattyprimary.co.uk)

Lakes Primary School



[www.lakesprimaryschool.co.uk](http://www.lakesprimaryschool.co.uk)

New Marske Primary School



[www.newmarskeprimary.co.uk](http://www.newmarskeprimary.co.uk)

St Peters Church of England  
Primary School



[www.stpeters-ce-brotton.com](http://www.stpeters-ce-brotton.com)

Westgarth Primary School



[www.westgarthprimaryschool.co.uk](http://www.westgarthprimaryschool.co.uk)

Wheatlands Primary School



[www.wheatlandsprimary.co.uk](http://www.wheatlandsprimary.co.uk)



NEW MARSKE  
PRIMARY SCHOOL

# STRUCTURE

---

Galileo is a Multi-Academy Trust (MAT), established in 2018.

We sign one Funding Agreement with the Department for Education on behalf of all the Academies in the group.

The Board of Trustees (BoT) is the Governing Body for the organisation and remains accountable in law and to OFSTED for the exercise of its functions.

GMAT acts as one employer across all the Academies it operates.

We aim to be a consistently high performing trust that operates as a single organisation to maximise the academic and social life chances of our children.

All the schools within Galileo Trust group aim to:

- place the children at the heart of everything we do
- seek positive partnerships as a key to our success
- promote inclusion rather than exclusion, which by working in partnership with local agencies, offers a personalised curriculum for all students as and when appropriate
- develop our intellectual capital and resources for the benefit of our Trust's communities
- engage parents in their children's school life, forming meaningful positive relationships with parents and their children so that they learn, develop and grow during their time with us
- be stronger together than apart
- use the latest research to develop lively and enquiring minds for both students and staff
- champion our communities who face many barriers to successful participation in both school and wider society



# ABOUT THE ROLE

---

Reporting to the Trust Board, the CEO will be expected to work to key priorities, including further developing and fulfilling the Trust's vision, ethos and values, working with the central team and encouraging all schools to see themselves as part of a shared identity.

The CEO of Galileo MAT will be accountable for school improvement and the academic performance of the schools within the Trust, as well as for the financial health of the Trust.

The CEO's role includes setting the overall strategic direction of the Trust and ensuring this vision is communicated to staff in the schools within the Trust to ensure success, and creating a culture of constant improvement, and the implementation of effective systems, organisation and control, displaying high levels of professional standards.

This role requires ambition and commitment to bringing about positive change both at Trust and school level. There is much to celebrate already in the Galileo Trust. This role is about further developing the Trust's many strengths, into a coherent organisation with strong, effective governance and ambitious, successful schools and pupils at its heart.

In return, the Trust will offer:

- A clear commitment to an ambitious future
- An opportunity to work across ten good or outstanding schools
- A chance to work with an ambitious Trust who wish to achieve a positive regional and national reputation
- An opportunity to continue to develop your professional skills and abilities
- A high level of professional support and challenge from the Trust Board
- Teachers' Pension Scheme
- A salary of £120k per annum



**WESTGARTH  
PRIMARY SCHOOL**



COATHAM CHURCH  
OF ENGLAND  
PRIMARY SCHOOL

# INTERVIEW TIMETABLE

---

Application close date: 12 noon on Friday 13 November 2020

Shortlisted candidates will be advised on or before the 20th November 2020. Interviews for shortlisted candidates will be held near Redcar on Monday 30th November and Tuesday 1st December.

Our aim is to appoint a candidate starting full time before Easter 2021.

## Additional Information

If you would like any additional information about this post or would like an informal discussion, please contact Christine Hopkins, Secretariat support to the Board of Trustees on 0191 594 5239 or by email to [christine.hopkins@galileotrust.co.uk](mailto:christine.hopkins@galileotrust.co.uk)

## How to Apply

To apply for this position, please download the application form found on the Galileo Multi Academy Trust's website, and return this to Deborah Dinsdale, HR Manager, [Deborah.dinsdale@galileotrust.co.uk](mailto:Deborah.dinsdale@galileotrust.co.uk)

Your personal statement should not exceed 2000 words.

CVs will not be accepted in place of a completed application form.

## Further information

All appointments are subject to satisfactory references and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. Appointment to this post will be subject to the receipt of satisfactory DBS clearance and no record or debarment in relation to Board membership.

Galileo Multi Academy Trust is set over multiple sites over the Redcar & Cleveland area. The CEO will be required to regularly travel to all sites and must be able to do so.

They are also expected to be in possession of a valid, full UK driving licence.



# APPENDIX 1

## STRATEGIC OBJECTIVES 2020-2021

---

Over the last six months the Trust board has undergone a significant review of its structure, systems and relationships.

We now feel that the Trust is well-placed to develop into a high quality and high performing organisation. Outlined below are some of the key strategic objectives for the year.

We would expect the new CEO to build on this thinking and deliver a plan to move us forward significantly.

### Trust Governance

- Ensure Trust Membership and Trustee composition complies with Articles of Association
- Establish effective committee structure with clear terms of reference
- Clarify roles and responsibilities of Members, Trustees, local governors and employees
- Ensure clear governance procedures and policies are in place across the Trust and are being operated effectively and appropriately, including:
  - Conflicts of interest/related party transactions
  - Trustee appointments, induction and training
  - Scheme of Delegation
  - Trust board reporting and information requirements
  - Trust Board record keeping





# APPENDIX 1

## STRATEGIC OBJECTIVES 2020-2021

---

### **Vision and values, development planning and strategy for school improvement**

- Rebuild a clear vision for the Trust, involving the central team and the schools
- Develop and agree a robust strategy for School Improvement

### **Communication Strategy**

- Develop and agree a Trust communication plan for internal and external stakeholders
- Re-instate headteacher strategy meetings focused on key issues facing the schools, e.g. curriculum development, teaching and learning, SEND, safeguarding
- Re-instate network meetings with Chairs of the Local Governing Boards
- Carry out regular stakeholder surveys



JOHN EMMERSON BATTY  
PRIMARY SCHOOL

# APPENDIX 1

## STRATEGIC OBJECTIVES 2020-2021

---

### Personnel

- Review, strengthen and implement employee support structures
- Ensure clear and constructive relationships between the headteachers and all central team members
- Ensure clarity of role and effective objective setting, line management and performance management of:
  - Headteachers (including clear guidelines regarding the role of local governors)
  - The central team (including interim arrangements for responsibilities not currently allocated to a substantive post-holder)
  - Ensure clear and fit for purpose HR procedures and policies are in place across the trust and are being operated effectively and appropriately

### Finance

- Review accounting officer arrangements
- Review structure of central team
- Review financial delegations
- Review contracts, SLAs and consultancy arrangements being paid for through top slice – and agree a process for ongoing review
- Carry out a regular review of MAT top slice and central spend with full consultation
- Approve a clear 'appeals process' for top slice/ GAG pooling decisions
- Ensure clear and fit-for-purpose financial procedures and policies are in place across the trust and are being operated effectively and appropriately







WELLBEING IS OUR  
PRIORITY





Galileo Multi Academy Trust  
Room 107, The Innovation Centre  
Vienna Court  
Kirkleatham Business Park  
Redcar  
TS10 5SH

**Tel:** 01642 777963

**Email:** [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

**www.galileotrust.co.uk**

---

