



Our Lady of Walsingham Catholic Multi Academy Trust

Chief Executive Officer Job Description & Specification

Post: Chief Executive Officer (CEO)

Role: The Chief Executive Officer will be the strategic development lead within 'Our Lady of Walsingham Catholic Multi Academy Trust' (CMAT) and have responsibility for the management of the accounting function. The CEO may act as an Executive Headteacher for a number of schools during the development phase of the CMAT whilst overseeing the work of headteachers in individual Academies, especially in the development of strategic plans and school improvement policies.

The Chief Executive Officer will serve as an Ex-Officio Director on the Board.

Salary: DFE Group 8 Pay Scale

Responsible to: Our Lady of Walsingham Catholic Multi Academy Trust Board of Directors

Core Purpose:

Our Lady of Walsingham Catholic Multi Academy Trust will grow over a period of three years to include a cluster of Catholic schools in the Cambridge, Haverhill, Bury St Edmunds and Ipswich areas; ultimately comprising of 9 Primary schools and 2 High schools. By January 2018 it will include St Louis Catholic Academy (Primary), Newmarket, St Felix Roman Catholic Primary School, Haverhill and St Mary's Catholic Primary, Ipswich. This CMAT is founded by, and is accountable to, the Roman Catholic Diocese of East Anglia.

Our Lady Of Walsingham CMAT aims to deliver outstanding educational, spiritual and moral outcomes for all children regardless of their faith or backgrounds within an ethos based on full inclusion, high expectations, innovation, outstanding teaching and learning, and a relentless focus on the needs and potential of every child. The guiding principle is summarised as: Christ at the Centre, Children at the Heart.

The Chief Executive Officer is accountable overall to the Board of Directors of the CMAT and ultimately the Trustees/ Members for ensuring the educational success of the academies within the overall framework of the CMAT strategic plan. The CEO will create a culture of constant improvement and be an inspirational leader, committed to the highest achievement in all areas of the Multi Academy's work.

The CEO will provide appropriate support and challenge, on behalf of the Board of Directors, developing capacity through training and facilitation, managing risk and monitoring performance to mitigate potential future issues and coordinate improvement policies and strategic direction using internal and external advisors as required.

The CEO will line manage the MAT Business Manager and Company Secretary along with other members of the Executive Team and shall be supported by the Director of School Improvement.

1. Shaping the Future (Strategic Leadership):

- Working with each Headteacher and local governing bodies, under the guidance of the MAT Directors Board and associated sub committees, to develop the shared vision and strategic plan for the MAT, which is responsive to the Catholic community in Suffolk. At the core of this should be the educational and personal development of the pupils and staff across the MAT
- Work with the Board of Directors of the MAT, Local Governors, Headteachers and staff to define and implement each Academies' vision and strategic direction so that it is understood and acted upon by all stakeholders
- Create and implement a strategic plan for the MAT, underpinned by sound financial planning which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- Support each of the Academies to achieve their performance targets
- Promote the MAT to a range of audiences
- Secure the commitment of parents and the wider community to the vision and direction of the MAT
- Work with all stakeholders to generate enthusiasm and commitment
- Challenge, motivate and empower others to attain ambitious outcomes.

2. Leading Learning and Teaching:

- Work with each Headteacher to secure and sustain effective teaching and learning throughout the MAT by assisting with the monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement. This should include those with special educational or linguistic needs in order to set and meet challenging, realistic targets for improvement
- Work with each Headteacher to monitor each school's curriculum and report to the Board of Directors, Trustees and Local Governors whether each school meets statutory and pupil requirements, and in particular the Catholic ethos
- Use student performance data to aid self-review among Headteachers, the LGBs and the Directors.

3. Raising aspiration, achievement and attainment:

- Ensure that assessment data is used by each Headteacher and LGB to set challenging targets
- Challenge practice to ensure a stimulating learning environment
- Ensure MAT-wide priorities are consistently and effectively implemented

4. Developing Self and Working with Others:

- Treat everyone within each Academy fairly, equitably and with respect
- Ensure a high standard of professional development for all Headteachers, staff and for self
- Work with all Headteachers and staff to build effective teams by being present in each school on a regular basis
- Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly the SLT in each school
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

5. Leading the Organisation:

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the MAT
- Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style
- Establish collaborative and open relationships with all stakeholders, in particular Headteachers and Chairs of LGBs
- Attend LGB meetings at the request of the LGB or Headteacher
- Critically evaluate the MAT and each academy's performance
- Communicate openly with the Chair of the MAT Board, the Chairs of LGBs, the Headteachers and the Diocesan Director of Education on a regular basis
- Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively
- Operate a suitable recruitment and retention policy for all staff, assisting with the process of Headteacher appointment when required by the Directors or LGBs

6. Managing the Organisation

- Advise the Trust on the formulation of the annual budget in order that the MAT secures its objectives
- Work with the Trust's Directors Board, local governors, Headteachers and senior colleagues to recruit and retain staff of the highest quality
- Work with the Trust's Directors Board, local governors, Headteachers and senior colleagues to deploy all staff effectively in order to improve the quality of education provided
- Ensure effective planning, management and monitoring of the curriculum is taking place across each school within the agreed budget, setting appropriate priorities for expenditure allocating funds and ensuring effective administration and control.
- Ensure the regular monitoring of the budget for the Trust and the oversight of the use of resources
- Responsibility for the collection of data and making returns of all statutory MAT requirements to the Department for Education
- Monitor and evaluate overall provision within and across the schools for value for money
- Support the work of the Trust's Board of Directors in securing adequate resources for the schools
- Work with the MAT Business Manager to plan and manage the Trust's financial resources and maximise the level of external funding that is attracted to support the Trust's development.
- Ensure robust systems are in place so that funds available to the MAT are used properly, efficiently and effectively.

7. Securing Accountability:

- Secure robust Academy self-evaluation and quality assurance procedures
- Establish mechanisms for reporting to all key stakeholders at agreed intervals.

8. Supporting the work of the MAT

- Developing and maintaining the Catholic ethos of the MAT so that it is intrinsic and permeates all aspects of the life and curriculum of the individual Academies
- Develop strong, positive relationships with colleagues in other Diocesan MATs, contribute to collaborative work across the Diocese and support other staff in participating in MAT work.
- Participate in MAT and sector-wide activities in order to share best practice, contribute to the development of MAT strategies and policies and promote the Academies and the MAT in a local, Diocesan and national context

9. Modelling the Headteacher Standards

- Demonstrate excellence and leadership within the National Standards for Headteachers across the four domains within the MAT
- Support all Headteachers across the MAT to realise the National Standards for Excellence in their work within academies in the MAT