

HEARTS Academy Trust

Job Description Chief Executive Officer and Accounting Officer

Salary: National leadership scale **L36-L43 (to be negotiated depending on experience)**
Responsible to: Board of Trustees

Job Purpose:

The CEO will provide visible leadership across HEARTS Academy Trust by supporting the Trust Board in efficiently and effectively delivering the trust's commitment, strategic aims, and corporate plan while upholding its values.

The CEO should have a minimum of five years of successful primary education leadership experience with financial responsibility and a proven track record of leading or working within a Multi Academy Trust (MAT). Although not essential, an Ofsted-certified inspector would be preferred.

The CEO will be responsible for the performance of all academies within the trust.

Key Accountabilities:

Strategic educational leadership and performance management

- Provide strong and effective leadership, vision and strategic direction to trust staff, to achieve the highest levels of performance and ensure a culture of continuous improvement. This includes leading the formation of the strategic plan
- Uphold, lead and demonstrate the HEARTS values and their centrality to the work of the trust
- Ensure that education and the continued success/performance of the trust academies is central to the work of the trust
- All academies achieve at least good when inspected by Ofsted
- Hold education, the curriculum and learning and, in particular, continuous improvement of the performance of the trust academies, as a core priority
- Ensure successful delivery of an ambitious, high-quality knowledge-led and values-driven curriculum
- Ensure that appropriate performance management and wider administrative and governance arrangements are in place to ensure the effective implementation of the organisation's strategic and business strategies and plans
- Ensure that the most disadvantaged pupils, including those in receipt of pupil premium and those with special educational needs and disabilities, are prioritised in our strategies and work. Ensure they achieve well
- Ensure pupils learn the curriculum and assessment systems that support their progress
- Lead the growth and development of the trust, including effective due diligence and preparation of schools joining the trust
- Continue to develop the staff and especially the senior leadership team, in order to build capacity and succession planning
- Ensure that staff, pupil and community relationships are strong, and healthy and that the well-being of all is supported

Financial accountability

- As Accounting Officer, ensure robust systems are in place so that the funds available to the trust are used properly, efficiently, effectively and are compliant
- Ensure independent audits of trust finances are undertaken in line with legislation
- Take personal responsibility for propriety and regularity in the management of public funds and in the day-to-day operations
- Develop and implement plans for the generation of additional revenue and resources for the trust
- Ensure that the trust's financial viability is secure, firmly based on accurate analysis and is able to meet the trust's needs

HEARTS Academy Trust

- Together with the trust board and operations team, ensure proactive, robust and appropriate risk mitigation and management and ensure that the risk strategy is aligned with local academy risk strategies
- Ensure long-term financial sustainability, by establishing and confirming the effective monitoring of proper financial systems, ensuring that appropriate action is recommended to address any problems identified, and ensuring that the board receives accurate and timely financial reports

Strategic Operations

- Develop and lead the framework and systems for school improvement across the trust, providing quality assurance and accountability to ensure that all children consistently achieve good or better
- Manage the trust's strategic operations and the delivery of key objectives, with accountability to Trustees
- Take responsibility for the institutional development of the trust and the implementation of the annual work plans and long-term strategies
- Provide direction and management oversight to all trust operations, including overall line accountability for safeguards and security
- Take responsibility for the safety, health and environmental performance of all academies and offices under the direction of the trust
- Provide motivational and inspirational leadership at all levels of the organisation, committed to the highest achievement in all areas of the trust's work, and continue to develop an ethos of continuous improvement
- Ensure that the trust's management and organisational structures are fit for purpose

Board Management and Stakeholder Relations/LAB

- Support Trustees in the formulation and development of strategy, and ensure that all decisions made are recorded and implemented
- Work effectively across the full range of external stakeholders, including government, funding and regulatory bodies
- Maintain an outward-facing role on behalf of the trust to strengthen its future growth and relationships with all partners and stakeholders, including but not limited to, the Diocese, the Regional School Commissioner (RSC), Department for Education (DfE), Education and Skills Funding Agency (ESFA), Local Advisory Boards (LABs), Heads of School, Local Authorities (LA), pupils, parents, staff and their local communities
- Support and challenge the work of LABs and ensure they maintain and develop the vision and values of the trust and monitor and challenge achievement and attainment in their academies

Communication

- In partnership with the Chair, ensure that an effective internal and external communications strategy is in place
- Communicate effectively with Heads of School, teachers, pupils, parents, LABs and Trustees
- Represent the trust effectively to key external partners, the media and the public on a national platform

Confidentiality

- Ensure that confidentiality is maintained in line with agreed policies and protocols

Safeguarding and Compliance

- Ensure that the trust meets all legislative and statutory requirements including those required by Companies House, the Charity Commissioners, Data Protection and funding agreements
- Comply with trust policies and procedures on safeguarding and child protection

Equality and Equity

- Ensure that the trust reflects a vibrant and inclusive ethos which actively values and promotes equality, diversity and inclusion (EDI), unity and community cohesion, and supports pupils to become successful integrated citizens
- Actively challenge and address discrimination
- Ensure a continual focus on equity as measured by pupil outcomes

HEARTS Academy Trust

Chief Executive Officer and Accounting Officer Person Specification

Essential experience

- At least five years of proven track record of successful leadership in education with a recognised educational degree or professional qualification relevant to the role and a record of recent and relevant continuing professional development
- A strong, credible and effective leader with demonstrable success in leading and inspiring a management team, who inspires the respect and support of others and has an open and approachable interpersonal style
- Ability to communicate a vision of outstanding practice through inspiration and empowerment.
- The ability to build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvements and inspire staff
- Ability and commitment to working flexibly and collaboratively
- Commitment to The Seven Principles of Public Life (Nolan principles)
- A strategic thinker who can establish and develop systems and processes to grow and mature the trust
- Evidence of strategic planning, monitoring and review of progress against plans in terms of standards and performance and taking decisive action as necessary
- Awareness of the statutory educational framework, policies and legislation and knowledge of statutory assessment systems and how the curriculum is learned in schools
- High level of understanding and experience in research and best practices in curriculum, pedagogy and assessment, implementing, monitoring and developing the primary and early years curriculum including an understanding of the centrality of reading to the primary curriculum
- Skills, knowledge and a clear understanding of the current educational landscape
- A successful track record of human and financial resource management, estimating, project costing, securing and monitoring resources.
- History of demonstrably high expectations of staff, parents the community, governance, external organisations and pupils
- Understanding of the needs of the most disadvantaged pupils including pupils with SEND and those in receipt of the pupil premium, LAC premium
- Experience and understanding of behaviour approaches and the personal development of pupils
- Experience in successfully working with governance structures
- Excellent relationship management, ability to build effective working relationships at all levels and reinforce partnership working including with partner agencies/organisations to achieve collaborative results
- Personal characteristics: the ability to remain calm under pressure; self-motivated; reliable and trustworthy; emotionally intelligent and perceptive; intellectually versatile, resilient and innovative; adaptable communication skills
- Committed to safeguarding and promoting the welfare of children and young people
- Willing to work flexible hours, including evenings and weekends where necessary

Preferred experience

- Ofsted inspector trained / experience
- Experience of leading in a MAT