

Job Description

POST TITLE: Chief Executive Officer
SALARY: £165k to £185k dependent on experience
RESPONSIBLE TO: Chair of the Board of Trustees

JOB SUMMARY

The Chief Executive Officer (CEO) is appointed by, and accountable to, the Board of Trustees. The CEO has delegated responsibility for the day-to-day strategic, civic and operational leadership and management of all aspects of the Trust's activity.

The CEO, in turn, delegates responsibility for specific aspects of the Trust's operations to members of an effective and strong Executive Leadership Team that comprises of a range of professionals including a Deputy CEO, Chief Finance Officer, Chief Operating Officer, Chief People Officer, Chief Corporate Services Officer, Director of Insights and Technology and Director of Teaching and Learning. The Executive Leadership Team are responsible for their own respective portfolios, and are accountable, via the CEO, to the Board of Trustees.

The CEO delegates responsibility for the day-to-day management of each academy and school to the respective Principal / Head teacher of that academy or school.

LEADING THE BUSINESS OF EDUCATION

Archway Learning Trust (ALT) is a multi-million-pound business with an annual turnover of £72m and an estates portfolio valued at £186m that comprises of a mixture of PFI, leased and owned properties.

In this complex, multi-faceted and demanding role, the Archway CEO is responsible for balancing the educational needs and aspirations of the Trust and the children and communities that we serve with running the operational enabling functions and services with adept business acumen and agility.

At all times, the CEO needs to be an exemplar role model of the Trust's vision, mission and values. The outcomes, attainments and development of the character of the children that we serve need to stay central to all decision making. The CEO will demonstrate consistently high standards of principled and professional conduct, always upholding and demonstrating The Principles of Public Life (Nolan Principles).

The Archway CEO is accountable to Board of Trustees for the day-to-day operation of the Trust and for the achievement of its strategic aims and has clear strategic leadership responsibilities, system and civic leadership responsibilities and being the Accounting Officer.

STRATEGIC LEADERSHIP RESPONSIBILITIES

- Establish and sustain the trust's values, culture and strategic direction in partnership with the Trust Board, in line with the trust's distinctive Christian character

- Create a safe, courageously inclusive positive culture across the trust, its academies and schools
- Provide leadership that enables the trust to achieve its strategic objectives, develop appropriate, deliverable operational objectives that are aligned to securing a sustainable future
- Ensure appropriate procedures are in place to inform an investment and growth strategy that includes due diligence.

SYSTEM AND CIVIC LEADERSHIP RESPONSIBILITIES

- Be a visible, inspiring and approachable local, regional and national figure, regularly canvassing stakeholders to inform policy development, practices and proactively representing the Trust, including in the media as appropriate
- Protect and further enhance the trust's distinctive Christian identity and ethos, in the context of Archway Learning Trust being a Church of England trust
- Build relationships with the DfE, ESFA, Ofsted, Diocese of Southwell and Nottingham, and others, ensuring that they are robust, professional and that external views are sought, understood and responded to
- Foster and engage in the collective leadership of the sector building strong local systems to address disadvantage and improve the quality of education for all children
- Promote and enable ways in which the trust's academies and their local boards engage meaningfully with their communities and are responsive and accountable to them
- Work with civic partners and stakeholders in the local area, region and/or nationally to contribute to the public good, promoting the value of the child and coherent public service for children and families

OPERATIONAL RESPONSIBILITIES

Accountability, Governance and Compliance: Understand and welcome the role of effective trust governance, upholding the obligation to give account and recognising the role of the Trust Board. Ensure the Trust policy and governance framework is legally compliant, adhered to and is applied by senior leaders.

Quality of Education: Enabling the trust to establish and sustain a broad, rich coherent curriculum for all, supported by effective curricular leadership, delivered through high quality teaching. Tackling educational inequality, upholding and securing ambitious educational and behavioural standards for all. Promoting further support for the most disadvantaged and those with additional educational needs and disabilities within a safe and secure environment. Ensuring that:

- The Trust has high quality, expert teaching in all the Trust's schools, built on an evidence-informed understanding of effective teaching and how pupils learn;
- Priority areas for improvement are identified, suitably resourced and reviewed; and,
- The Trust's activities as an initial teacher training provider and its wider teacher education and development activities enable teachers to deliver the highest standards of teaching, rooted in evidence-based practice.

Safeguarding: Being an active, visible advocate of safeguarding; ensuring that the trust-wide safeguarding ethos, policies and activities comply with legislation; that best

practice systems are in place; safeguarding is lived and breathed, and the impact of actions is monitored. Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practices with regard to children and young people, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

Finance & Procurement: Ensuring that sound financial management systems are in place to provide assurance of financial and budget probity, in accordance with the trust-wide funding model, so that financial and legal objectives are met and long-term financial sustainability for the Trust is in place

Audit and Risk Management: Annual audit and report delivery and compliance, ensuring that a programme for internal audit is developed, implemented and that audit reports are responded to effectively and at pace. Risk management is robust so that risks and issues are identified, mitigated, reported and reviewed.

People: Delivery of a People Strategy that achieves the strategic ambitions of talent attraction, retention, and growth through the creation of career pathways, an informed and tailored learning and organisation development offer, being a positive advocate and promoter for diversity, equity and inclusion.

Health, Safety and Data Protection: Trust-wide health and safety policy, systems and activity being legislatively compliant, supporting best practice and a health and safety aware culture. Data protection policies and practices to be similarly legislatively compliant, reviewed, shared and implemented.

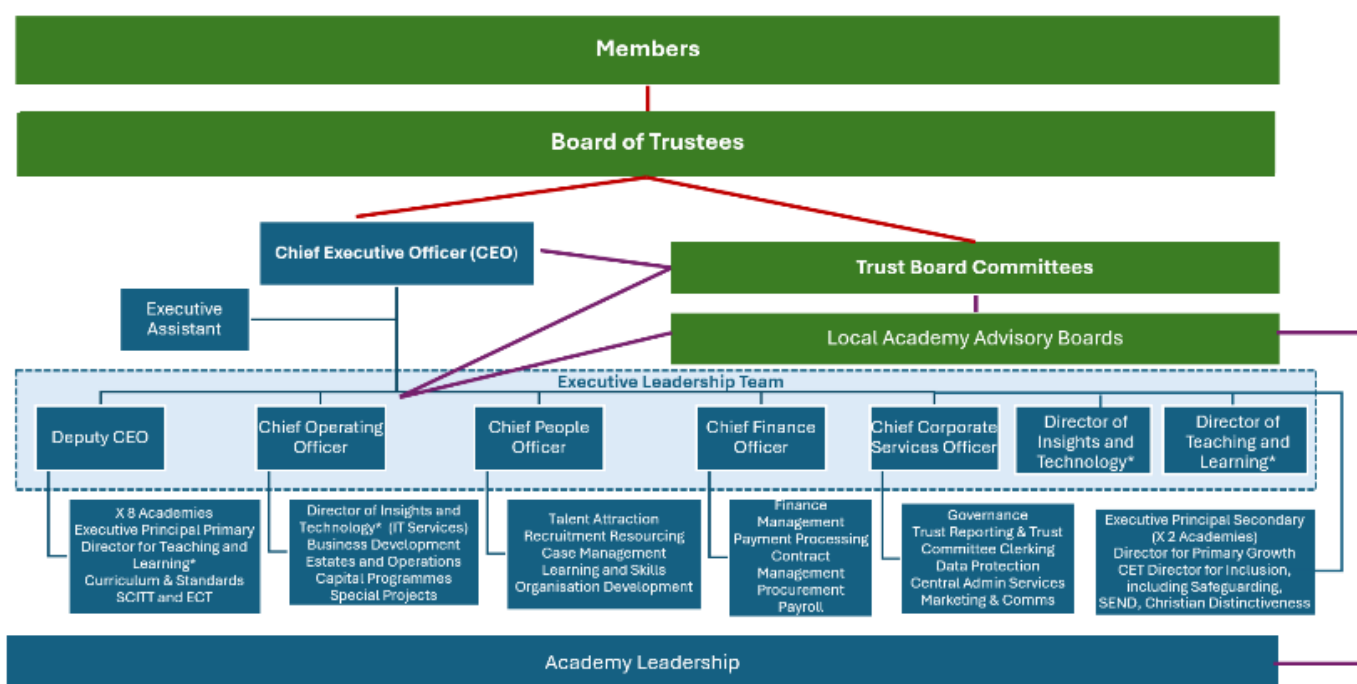
GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Contribute to the overall aims of the Trust and Academy Improvement Plans
3. Develop and implement own professional development and skills
4. Behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
5. Demonstrate an excellent record of attendance and punctuality.
6. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
7. Be aware of and support difference and ensure equal opportunities for all.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role model's positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

HIGH LEVEL ORGANISATION STRUCTURE



Please note: This job description is not an exhaustive list of duties and does not form part of the employment contract. From time to time it may need to change in line with the needs of the organisation.

The post holder will be required to travel to any of the academies within our Trust family and attend meetings including with the Department for Education (DfE), the Education and Skills Funding Agency (ESFA), Ofsted, the Diocese of Southwell and Nottingham, and others.