

Chief Executive Officer  
Application Pack



*Inspiration, aspiration, collaboration*



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# Trust Board Welcome

Dear Candidate,

Thank you for your interest in the post of Chief Executive Officer (CEO) at Central Co-operative Learning Trust. This post has become available due to the retirement of the current CEO and provides an opportunity for somebody to build on the excellent work that has been undertaken since the Trust was formed in 2017.

Our trust is passionate about primary education and work collectively to ensure that all our children receive high quality education to achieve the best possible outcomes, whilst recognising and celebrating the unique qualities of each individual academy.

Starting out with three academies upon formation, the Trust has experienced steady growth to its current state. Presently, there are eight primary academies in the Trust with two more primary schools set to join. This has been part of a strategic plan to create a strong multi-academy trust where each member feels valued, and successes can be shared to raise aspirations, achieve excellence and promote community cohesion.

All the work we do is underpinned by the Co-operative values. We are looking for somebody who can continue to ensure that the Co-operative values permeate through everything we do across the Trust.

Central Co-operative Learning Trust has an excellent board of Trustees who bring a wide range of expertise and experience of governance, and each school maintains its own local governing body. This enables a strategic overview of the schools without losing the core school function to serve the local community.

We were recently selected for a Multi-Academy Trust Summary Evaluation (MATSE) visit from Ofsted. I would urge you to read the findings from the MATSE [here](#).

This is a fabulous time to be joining our Trust. Having experienced positive Ofsted outcomes at academy and Trust level, alongside the sustained and methodical period of growth, we feel that this role is a perfect opportunity to further enhance our provision for pupils, to maximise the sharing of expertise that exists, and to drive all work through the Co-operative values.

If you would like to discuss the role prior to applying, then please contact the current CEO, Mrs Bernadette Hunter via email, [bhunter@centralclt.com](mailto:bhunter@centralclt.com), in the first instance.

Thanks again for taking the time to consider our Trust as the next step in your career. My fellow Trustees and I look forward to reading your application in due course.

Yours sincerely



Mr Trevor Sutcliffe

Chair of the Board of Trustees



# Our Schools

## Central Co-operative Learning Trust

Our Trust is presently made up of eight primary phase schools. The schools are based in Staffordshire and Walsall and serve a wide variety of different communities.



### Blackwood

Blackwood School teaches 700 children aged between 3 and 11 years of age, aiming to help them become, independent, confident, kind, and well-rounded young citizens. We want them to be academically successful, to allow them choice in their future, educated to celebrate differences and live without prejudice. Our nursery accommodates 78 children, most of whom come through into the main school. We have a lower than average number of children on the SEN register, some children have an EHCP to help meet their needs. The number of children with English as an additional language is increasing as our school population becomes more multi-cultural. We are multi denominational but are also proud of our wide community connections. Our children are well behaved and eager to learn. Parents are keen to be involved in their children's education.



### Brownhills West

Brownhills West Primary is a friendly smaller than average one-form entry school situated on the edge of Brownhills, on the border of Walsall and Staffordshire. The school population is mainly composed of white British children. The proportion of pupils who are eligible for free school meals and the pupil premium funding is well above average.

We are a safe, happy and nurturing school, where all children are encouraged to aspire through our DREAM BIG values (Determination, Respect, Empathy, Acceptance, Motivation, Be positive, I am the best I can be, Give and Take). We encourage all our pupils to use a growth mindset to be their best possible self, whilst at the same time accept and celebrate each other's differences. At Brownhills West, we have a caring and dedicated team who have high expectations of all our children. We nurture our children's emotional well-being, whilst challenging them academically, as we know children need to be in the right place in order to achieve and succeed. We also encourage our children to develop positive relationships with each other in order to develop as respectful and responsible citizens. We work hard to build positive partnerships with our families, in our vision for everyone to DREAM BIG and for children to leave school with an ambition to become somebody.



### Burton Fields

Burton Fields School is situated in in the Shobnall Ward of Burton-upon-Trent, an area of high social deprivation. We are a two-form entry junior school, currently having 180 pupils on roll. We are a diverse but inclusive school community, with high levels of pupil mobility. 42% of pupils are eligible for Pupil Premium, 60% of pupils speak English as an Additional Language, with 16 languages being spoken across the school, and approximately 45% of our pupils are of the Muslim faith.

As a UNICEF Rights Respecting School, we believe that all children have the right to an education that enables them to reach their full potential: academically, socially and emotionally. With this in mind, we aim for all our children to be:

- Successful learners who enjoy learning, make progress and achieve well
- Confident individuals who are able to lead safe and healthy lives
- Responsible citizens who make a positive contribution to society



### **Grange School**

Grange is a warm and welcoming larger than average-sized infant school in the middle of Burton - upon - Trent. Through our values of being Ready, Respectful and Safe, our children learn how to be effective learners and kind and helpful members of the school and local community.

We are a happy, caring and friendly school where all children are encouraged to do their best and 'reach for the stars'. All of our pupils are encouraged to develop as individuals, so that they can fulfil their own personal potential, whilst at the same time recognise and celebrate each other's differences.

The proportion of pupils from ethnic minority backgrounds is significantly above the national average, with many pupils at the early stages of English language acquisition. The proportion of pupils who are eligible for the pupil premium funding is well above average.

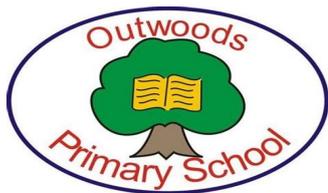


### **John of Rolleston**

John of Rolleston is a large two from entry primary school set over two sites at the heart of the beautiful village of Rolleston. We provide an exciting education for the surrounding areas. The school is a happy, safe and vibrant place to learn and find the passion that drives learning and thinking into future careers.

Our children and our school values sit at the centre of school life and are the driving force behind our decision making, this is how our values become living and not laminated. Whilst we strive for academic excellence we also recognise the importance of growing as human beings, our circle time, peacemaker, values and PHSE learning brings this to life. The children and staff at John of Rolleston value and take care of one another in a caring environment.

We believe that every child can be whoever they want to be and do whatever they want to do in the future, which in turn gives everyone a wonderful opportunity for a fulfilled and happy life.



### **Outwoods**

Outwoods Primary School is at the heart of our local community providing a safe, happy and secure learning environment for all of our children. We are proud of our warm welcoming school, which builds on positive relationships and strong parent partnerships.

We celebrate diversity within our school and value the different cultures, religions, and backgrounds that contribute to making our school family unique. We believe that every individual brings strengths to our school that are valued. As a community, we strive to ensure that the children get the very best chance of success. They only get this one chance and we believe that they deserve this to be the very best that we can offer. This is their entitlement - an ambitious exciting curriculum that is equitable is on offer and immerses the children in to engaging learning experiences.

We grow enthusiastic, inquisitive, and resilient learners, who are independent, active in their learning and embrace challenge. By the end of their Outwoods' journey, their experiences will have provided the children with the opportunities to aspire to be more and have the awareness and initiative to achieve their full potential. We develop children who have a life-long love of learning and will have made memories to last a lifetime.

Redbrook Hayes  
Community Primary School



Limitless Possibilities!

### **Redbrook Hayes**

Redbrook Hayes is a one-form entry Primary with a 2 to 4 year old Nursery at the heart of its amazing community in Brereton, near to Rugeley. The school seeks to create an inspiring learning adventure for every child, empowering every one of them to realise their limitless possibilities. They are recognised for their highly inclusive practices and are proud of their commitment to understand every child as an individual, taking every possible step to meet their needs. As a result, Redbrook's learners and families are positive, hardworking and committed to high levels of aspiration in a climate of kindness and support.

The school's ethos is based firmly in empowering one another through high levels of aspiration in a safe and nurturing environment. They believe that happiness and a shared moral purpose inspires everyone to excel, and as such the culture is one of possibility and commitment. Standards are high because every single member of the community strives to support one another to achieve more than they could have dreamed. It is a very special place to work and learn, and there is a shared pride in their amazing learning community.



### **William Shrewsbury**

William Shrewsbury is a large three form entry school with 670 pupils in Burton upon Trent. We are a caring, supportive community which aims to give all children a wide range of exciting experiences through a broad and varied curriculum. We address the needs of each individual to build confident, independent life-long learners who have the skills, knowledge and resilience to achieve strong academic outcomes.

We have an inclusive ethos and support all children to make good progress and to become caring, contributing members of their community through our REACH OUT values and our Five Golden Rules.

The majority of pupils are of White British heritage with around 17% of children from 12 different minority ethnic backgrounds, with 15% pupil premium (92 pupils). The proportion of pupils with learning difficulties or disabilities is usually below average but the proportion can vary significantly between year groups. The school has a strong inclusive ethos and as a result, attracts parents of children with quite complex special needs.



# CCLT Vision and Aims

## Our mission statement:

**Children are at the heart of all that we do** and we care for and value every member of our Trust family. Through high standards and expectations our Trust **inspires a love of learning** with limitless possibilities for every individual to be the best they can be. Through the Co-operative Values, we are committed to **understanding and developing the whole child**, enabling them to become-resilient, respectful and responsible citizens. Working **collaboratively**, we raise **aspirations**, achieve excellence and promote inclusivity.

## Our values:

Co-operation and Collaboration

Respect, Responsibility and Resilience

Equality and Democracy

Aspiration and Achievement

Trust and Honesty

Equity and Friendship

## What it means to be a Trust school:

- We will preserve our individuality whilst working in partnership.
- We will innovate, identify and share good practice and expertise openly and altruistically for the benefit of all learners.
- We will secure efficiency through the sharing of resources; effective procurement and coordinated thinking.
- We will support and challenge one another, operating in a climate of trust and openness
- We will share a collective ambition for every school and the Trust.
- All of our actions will be based primarily on the best interests of our children.
- We will actively engage with all partners, especially parents.
- We will support and develop all staff, treating everyone fairly.

## Our key aims:

- Ensure consistently high expectations across all our schools for pupils, staff, parents and carers.
- To have open and honest relationships with stakeholders; providing support and challenge to achieve common goals.
- Enable all pupils to access high quality teaching and learning experiences and an exciting and engaging curriculum, by sharing best practice, resources and expertise within the Trust, and developing creative and transformational approaches to help us raise attainment and achievement across our schools.
- Work effectively with parents, carers and the wider community to develop an aspirational culture and raise standards.
- Work with external partners to enrich learning experiences by providing opportunities for family and community learning and wider cultural experiences.
- Through the Co-operative ethos we equip our children with the values that will enable them to succeed at whatever they want to be and do, fully embracing the opportunities of our global and technological society.

**Our key aims:**

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**CCLT Collaborative Charter:**

We will jointly:

- Work together as an extended family of schools to serve our community, demonstrating our shared values
- Provide excellent learning opportunities for our pupils to enable them to achieve their highest standards and best outcome
- Secure the highest quality teaching and learning across our schools by developing and disseminating best practice in professional learning
- Share our knowledge, skills and expertise to benefit all of the schools in our Trust
- Provide a rich, innovative and imaginative curriculum with limitless possibilities
- Work together with honesty, openness and integrity and develop effective communication across our schools
- Hold each other to account consistently and fairly
- Meet the differing needs of all pupils and foster an inclusive ethos across our family
- Help our pupils become reflective and confident citizens and ensure they are well prepared for their future lives
- Support the wellbeing of all members of our Trust
- Develop effective networks and working relationships with all stakeholders within and beyond the Trust
- Strive to work collaboratively to address local and national priorities and to improve the education system to the benefit of all schools



### What it means to be leaders in our Trust:

As a group of Trust leaders we commit to:-

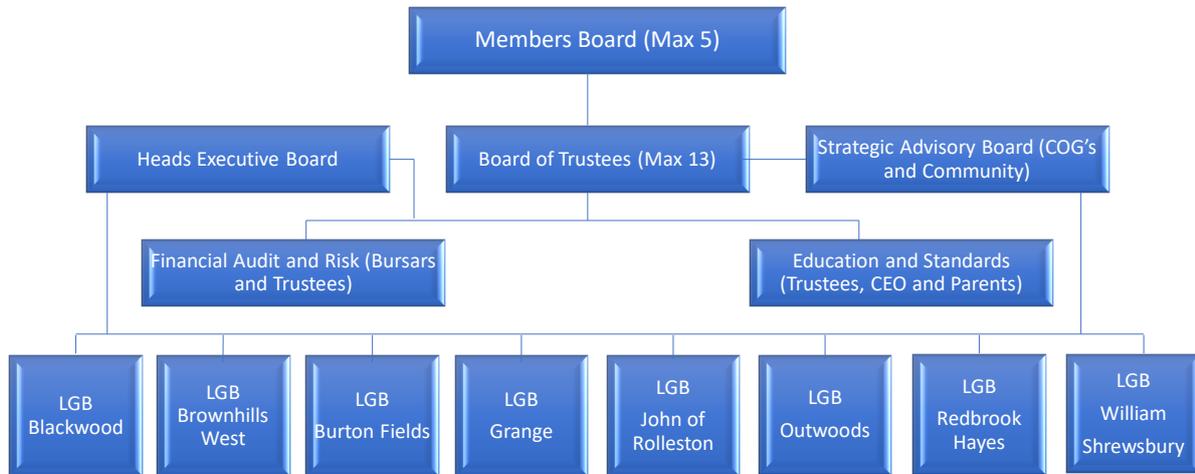
- Treating each other fairly.
- Showing mutual respect for each other.
- Staying honest to our core values and beliefs.
- Taking responsibility for the opportunity and outcomes for the Trust children and their families.
- Recognising and celebrating the successes of all our pupils; staff and school communities.
- Being critical friends, providing challenge and support based on our understanding of each other's contexts and goals.
- Approaching every situation with an open mind, being willing to question the established norm and to consider evidence and other viewpoints.
- Considering, understanding and empathising without judgement.
- Developing, building and maintaining professional trust through openness and honesty
- Exhibiting professional integrity in all that we do.
- Demonstrating compassion and care to all stakeholders.

Working together, we jointly:-

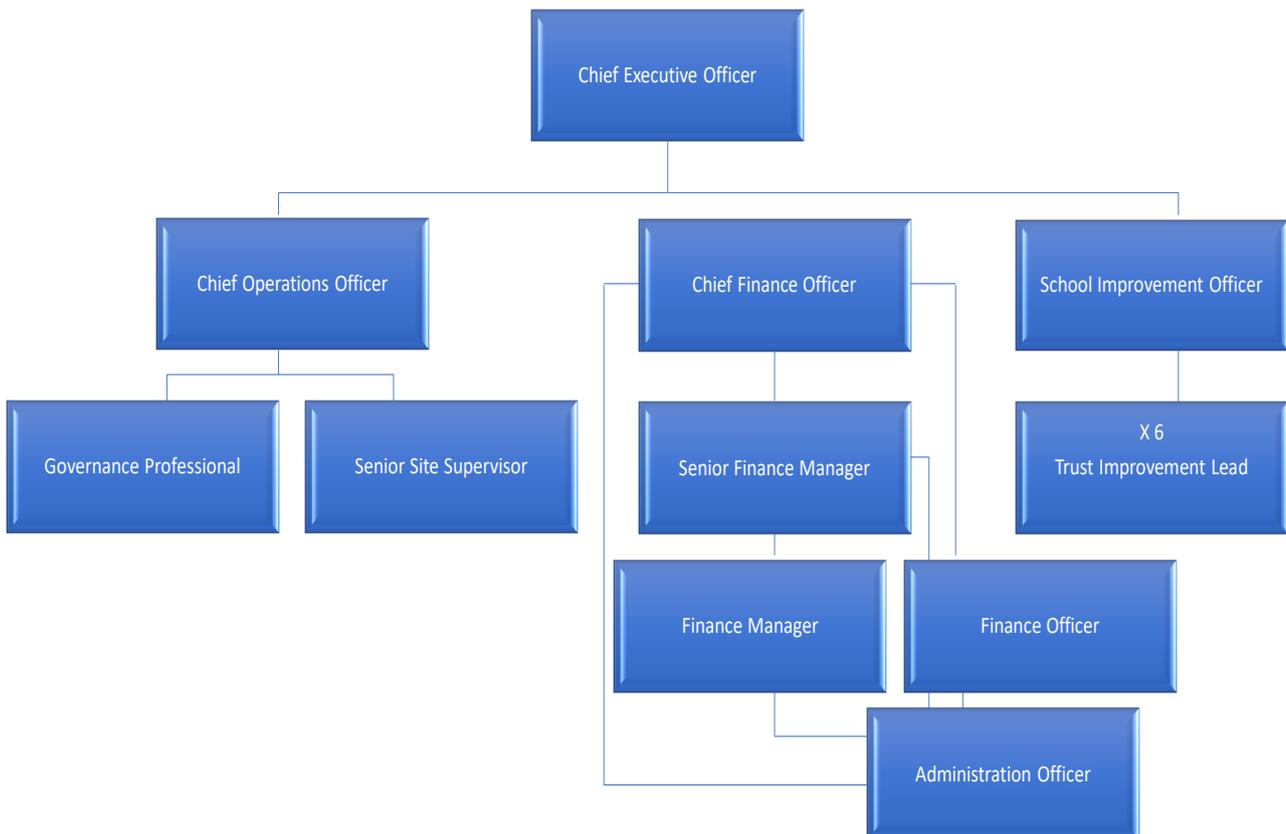
- Provide exceptional learning opportunities for all.
- Provide a visionary curriculum with 'limitless possibilities'.
- Work as an extended family at the centre of our community.
- Grow reflective citizens of the future.
- Network and share primary expertise.



# Scheme of Delegation Structure



# Central Team Structure



# Job Description

<b>Accountable to:</b>	Trust Board
<b>Line management responsibility:</b>	Trust Central Team, Headteachers
<b>Post type:</b>	Permanent, full time
<b>Salary range:</b>	L32 – L39

## Main objectives of the post

The Chief Executive Officer (CEO) is the Accounting Officer of the Trust. They have responsibility for informing and supporting the work of the Board, including the setting of the Trust's vision and strategy.

The CEO is responsible for delivering the agreed strategy; overseeing the operations of the Trust; enabling educational and organisational improvement ensuring sustainability, ensuring compliance and mitigation of risk; building strategic partnerships with all stakeholders to ensure both strong educational outcomes and emotional wellbeing for pupils and the sustainable development of the Trust.

The CEO will implement the vision of the Trustees and provide effective leadership for all Trust schools, inspiring and motivating those engaged in the activities of teaching and learning. They will create a learning environment in which the resources of each school are effectively managed to secure the best outcomes for both pupils and staff.

## Strategic Leadership

- Promote and sustain the co-operative values, ensuring that they form the core purpose of the Trust and permeate through all actions
- Establish and sustain the Trust's culture and strategic direction in partnership with the Trust Board
- Provide leadership that enables the Trust to achieve its strategic objectives and secure its future sustainability
- Create a safe, inclusive and positive culture across the Trust and its schools
- Develop operational objectives that are appropriate, deliverable and aligned to securing a sustainable future through the Trust's strategic direction
- Enable the Trust's organisational design and operational systems to meet its current and future requirements and manage change effectively
- Articulate a clear narrative for the organisation's growth and development – based on the board's vision and reflecting the Trust's definition of a high-quality education
- Ensure a healthy balance between central strategy and accountability, and the ability of each school to develop a sufficient sense of individuality and ability to respond to local needs

## **Quality of Education**

- Enable the Trust to establish and sustain a broad, rich and coherent curriculum entitlement for all pupils, relevant to their own school community, supported by effective curricular leadership, and delivered through high quality teaching in all its schools
- Tackle educational inequality through an inclusive approach, ensuring that pupils from vulnerable groups, such as pupil premium and SEND, are well supported in each school
- Uphold and secure ambitious educational and behavioural standards for all pupils
- Ensure the Trust has high quality, expert teaching in all schools, built on an evidence- informed understanding of effective teaching and how pupils learn
- Ensure that any risks and priority areas for improvement are identified and shared with the Trust Board
- Enable the Trust and its schools to engage with appropriate evidence-based strategies for improvement and ensure their effective implementation
- Hold Headteachers to account and ensure they are working towards achieving the objectives agreed in their School Improvement Plans
- To oversee the work of the Central Team and identified colleagues to ensure that schools are challenged and supported to continuously improve the quality of teaching and learning, using brokerage and consultancy where relevant

## **Financial accountability and compliance**

- To act as the Accounting Officer, ensuring that the Trust works to the standards set out in the Academies' Financial Handbook and abides by company and charity legislation
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure the long-term sustainability of the Trust and its schools through effective financial and estates management
- Direct the Trust's activities to achieve the most efficient, effective and sustainable provision of education to the highest quality, prioritising and making the most effective use of the resources available
- Ensure the organisation complies with all statutory and legal requirements including safeguarding, and health and safety
- To work in partnership with the CFO to review and recommend approval of annual budgets for each academy and ensure that all budgetary targets are met, efficiencies are maximized and funds are used properly, efficiently and effectively
- To promote strong and effective relationships with key partners (including DfE, RSC and ESFA) ensuring financial sustainability and propriety in the use of public funds
- To work with the CFO to verify the Trust meets all legislative and statutory requirements and contribute to the Trust Board committees as specified in the Scheme of Delegation
- To ensure that academies and LGBs operate in line with the Scheme of Delegation

## **Quality Assurance**

- To ensure that Trust-wide policies and procedures are in place, accurate, fit for purpose and in line with legislative requirements
- To ensure there are robust Job Descriptions in place for the Central Team which include responsibilities and accountabilities and that the Central Team are held to account
- To present a clear, coherent and accurate account of performance to all relevant stakeholders
- To provide support and guidance to ensure that all academies are making progress towards meeting the success criteria in their individual School Improvement Plans, reporting back to the relevant Trust Board committees as required
- To carry out regular reviews of the Scheme of Delegation with the Board and Central Team

### **People Strategy**

- Lead and effectively manage the activities and performance of the Trust's Central Team and Headteachers
- Enable a people strategy that identifies talent, support and develops all staff and sustains a culture of staff wellbeing and high staff professionalism
- Ensure the Trust has high quality employment practices that promote equality, diversity and inclusion, including ethical practices of recruitment and retention of staff
- Ensure staff have access to high quality professional development, aligned to balance organisational and individual needs
- Ensure the Trust has strong talent management and succession planning programmes across all areas of the organisation's work
- Confidently and sensitively address underperformance or behaviours that are inconsistent with the co-operative values, and the Trust culture and expectations

### **Board Management and Stakeholder Relations**

- To support the Board in the formulation and development of strategy and ensure that all decisions made by the Board are recorded and implemented
- To work effectively across the full range of external stakeholders including government, funding and regulatory bodies
- To understand the changing social and educational landscape and the requirements of the DFE and ESFA, working effectively with these organisations where required
- Develop and maintain effective relationships with the Trust Board, recognising their key role in holding the CEO and executive team to account
- To establish and sustain strong working relationships with LGBs

### **Strengthening the Community**

- To ensure the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens through the co-operative values
- To collaborate with other agencies to provide a holistic approach to the wellbeing of staff, students, and their families
- To motivate and work with all stakeholders to create and maintain effective partnerships with parents and carers to support a shared culture, a positive climate for all and to improve the opportunities for all students and their communities

### **Additional Information**

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. The post holder will be required to travel to different school sites within CCLT.

CCLT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible or with whom they come into contact, will be to adhere to and ensure compliance with CCLT's Safeguarding Policy at all times.

# Person Specification

	Essential	Desirable	Measured
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Degree</p>	Further qualifications to support system leadership	<p>Application</p> <p>Certificates</p>
<b>Experience</b>	<p>Experience of primary sector school leadership at a senior level</p> <p>Significant experience of successfully improving schools and leaders, through a coaching and mentoring approach</p> <p>Experience of the successful management of change which has resulted in raising standards</p> <p>Experience of identifying and managing risk</p> <p>Experience of using performance management successfully to help colleagues to develop</p> <p>Experience of curriculum development and of monitoring the impact on pupil achievement</p> <p>Experience of the development and implementation of best practice safeguarding procedures</p> <p>Proven track record of school improvement planning and evaluation, as part of the self-evaluation cycle</p> <p>Experience of attending and delivering relevant CPD, including relating to leadership and management, within the last 2 years</p>	<p>Teaching experience across the whole primary range, including EYFS</p> <p>Experience of working with multiple schools to support their school improvement work</p> <p>Experience of mentoring headteachers or senior leaders</p>	<p>Application</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	Measured
<b>Knowledge and Understanding</b>	<p>A clear understanding of the essential strategies for improving schools</p> <p>An excellent understanding of successful strategies for meeting the needs of all pupils</p> <p>Have a clear understanding of the needs of primary age children, including those with additional needs, such as SEND, disadvantaged and vulnerable</p> <p>A comprehensive understanding of the schools' sector and education more broadly, with a strong grasp of educational issues including the inspection agenda</p>	<p>Knowledge and understanding of current issues and their relevance for the Trust</p> <p>Experience and understanding of the co-operative values</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>Skills</b>	<p>A strategic thinker who can analyse and process complex information rigorously in order to make effective decisions</p> <p>Ability to create a shared vision based on values; inspiring and motivating others</p> <p>Ability to address challenge or conflict with sensitivity and integrity</p> <p>Ability to hold others to account for their performance</p> <p>Strong coaching and mentoring skills</p> <p>Excellent inter-personal skills</p> <p>Excellent written and oral communication skills</p>		<p>Application</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	Measured
<b>Skills</b>	<p>Ability to build on current achievements and continue to raise standards</p> <p>Ability to lead and work as part of a caring team</p> <p>Ability to promote an inclusive approach, supporting high of behaviour and attendance</p>		<p>Application</p> <p>Interview</p> <p>References</p>
<b>Personal Characteristics</b>	<p>Inspire trust and confidence and show sound judgement in all decision making</p> <p>Ability to engage and motivate others</p> <p>Well organised and able to work under pressure</p> <p>Has a positive outlook and a good sense of humour</p> <p>Ability to build and sustain effective working relationships and partnerships with all stakeholders and demonstrate enthusiasm and sensitivity while working with others</p> <p>Ability to work in partnership with schools and other key agencies</p> <p>Personal approach to education rooted in values</p> <p>Commitment to Safeguarding</p>	<p>Ambitious</p> <p>Reflective</p> <p>Remains calm in a crisis</p>	<p>Application</p> <p>Interview</p> <p>References</p>

# How to apply

**Salary package:** L32 (£94,898) - L39 (£112,601)

**Contract type:** Full Time Permanent

**Application closing date:** 17th February 2023 at 5pm

**Shortlisting:** 27th February 2023

**Interviews:** 8th and 9th March 2023

## How to apply

Please download, complete, and submit the CCLT Application form. Include your personal statement saying succinctly, and in no more than two sides of A4, why you think you are the person we need, and providing verifiable evidence of your experience, skills, abilities, and knowledge.

Your application should include full contact details (address, daytime, home and mobile telephone numbers where applicable and email addresses) and details of 2 referees. For each referee please provide their name, position, organisation, telephone numbers and email addresses where known. One of these referees must be your current or most recent employer. If you do not wish us to contact referees at this stage please make this clear. Please ensure you also return the recruitment and monitoring form.

CCLT is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (DBS) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Please return your completed application forms either electronically to Trevor Sutcliffe - [tsutcliffe@centralclt.com](mailto:tsutcliffe@centralclt.com) or alternatively, send a hard copy, marked 'Strictly Confidential' to our registered address below:



[www.centralclt.com](http://www.centralclt.com)

Central Co-operative Learning Trust

C/O Outwoods Primary School

Harehedge Lane

Burton Upon Trent

Staffordshire

DE13 0AS