



**ASPIRE**  
MULTI-ACADEMY TRUST

CEO  
Recruitment Pack

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# Welcome

## Welcome Message from the Chair of the Trust Board

Thank you very much for your interest in the post of Chief Executive Officer.

The Aspire Multi-Academy Trust is a Nottinghamshire primary school MAT, currently with seven academies. Founded in February 2014 with two academies it has expanded to comprise three Church of England and four non-church academies, one of which is a sponsored academy. Our mixed MAT has the full backing and support of the Diocese of Southwell and Nottingham.

Aspire MAT was founded on, and is guided by, a strong Christian ethos and its core purposes of 'Life in All its Fullness' and 'Profound Personal Development'. We are passionate about the journey our children will take whilst in our care, at the heart of which is a dedicated teaching and non-teaching workforce, including a team of experienced and dedicated school leaders.

At the forefront of our drive for improved educational standards is the determination to work together in partnership to enable our academies to offer the very best educational experience to all the children in our academies. The developing MAT has the potential to increase its provision as a hub of excellence, a highly effective leader of learning and a provider of education for 4 to 11-year-olds that enables children to develop their skills and meet their full potential. As an essential part of that we provide opportunities for the sharing of professional skills and for professional development.

Strong leadership is vital to the success of the MAT. Therefore, the Aspire MAT would like to appoint an ambitious and energetic CEO who will work alongside the schools' senior leadership teams and the MAT Board, and who will develop and maintain the strong core ethos in line with the vision of the MAT Board. Our new CEO will be well regarded within the education sector, have strong interpersonal skills, and a recognised passion for excellence and improvement which will command the support of our present and future members. The applicant will also have the personal capacity to lead a substantially larger organisation than we are now and will be able to develop their role accordingly.

Is that you? If it is, we look forward to hearing from you.

For an informal, confidential discussion regarding any queries, please contact: Peter Golightly, Aspire MAT Board Chair by email ([pgolightly@btinternet.com](mailto:pgolightly@btinternet.com)) or phone ([07768 401406](tel:07768401406)). Site visits can be arranged. We look forward to hearing from you.

**Peter Golightly**

Chair of the Aspire MAT Board



# About the Role

The role of Chief Executive Officer at the Aspire Multi-Academy Trust offers a challenging blend of strategic and operational responsibilities. The role combines vision, shared responsibility, accountability and communication, engaging with a wide stakeholder group.

As such, the role will suit a leader who likes to be hands on, shaping and setting the direction, but also engaging with our academies to see things in practice. Whatever your background, you will find at Aspire MAT a committed, professional central team and a talented, enthusiastic group of academy senior and middle leaders, teachers, support staff and governors.

The CEO balances their time between central activity and close working with the academies and academy leaders. You will work centrally to lead the Aspire team, manage risk, monitor performance across all our academies and grow the Aspire MAT family. But you will also be out in the academies themselves: providing direct challenge and support to headteachers, developing capacity through training and facilitation, and supporting improvements in the classroom through observation and evaluation. We hope this is an exciting proposition for a passionate leader committed to making a difference.

Other activities likely to feature in your diary in the first six months will include:

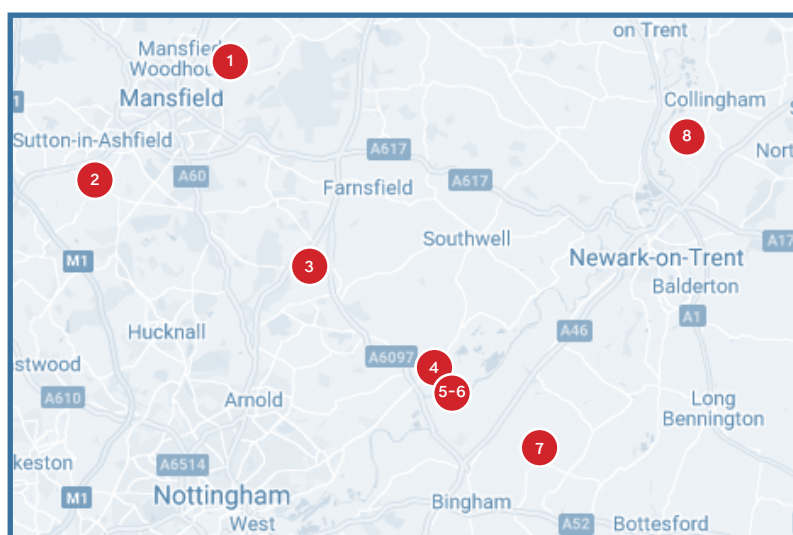
- ❖ Getting to know the central team and the Board, reviewing strategy and direction.
- ❖ Meeting regularly one to one with our academy headteachers to review their self-evaluation and to prioritise and target the support they need from the MAT.
- ❖ Collecting and analysing performance data to ensure that the MAT is on track to meet (and exceed) its targets.
- ❖ Facilitating key MAT teams, including the Headteachers' Forum Local Governing Body Chairs' Forum, and subject leaders' teams.
- ❖ Delivering leadership training to emerging leaders and aspiring senior leaders.
- ❖ Observing lessons with members of the academy leadership teams.
- ❖ Ensuring that the Board has the information that it needs to make judgements about how best it can carry out its roles and responsibilities.
- ❖ Ensuring academies are fully supported and prepared when undergoing Ofsted or SIAMS inspections.
- ❖ Establishing working relationships with key external individuals and organisations to raise the profile of the Aspire MAT and to facilitate its growth and expansion. These will include the Diocesan education team, the Regional Schools Commissioner, CEOs in other MATs and secondary school senior leaders

# About the Aspire Multi-Academy Trust

The Aspire MAT is a Nottinghamshire primary-only MAT, currently consisting of seven primary school academies.

The Aspire MAT was established in February 2014 when it took over the operation of East Bridgford St. Peter's and Archbishop Cranmer (Aslockton) Primary Schools on their conversion to academies. The Aspire MAT expanded with three further academies during 2017 – Sir John Sherbrooke Junior School (Calverton), Kirby Woodhouse Primary School and Gunthorpe Church of England Primary School. A sponsored academy, Oak Tree Primary School & Nursery, was accepted from December 2018 and Winthorpe Primary School joined Aspire in November 2020.

Academy	Children	Teachers FTE	Budget 2021/22 (£)	Pupil Premium 2021/22 (£)	Date of conversion
Archbishop Cranmer	175	7.8	813,929	33,000	Feb 2014
East Bridgford St Peter's	272	10.6	1,318,462	23,165	Feb 2014
Gunthorpe	98	5	511,773	12,860	Aug 2017
Kirkby Woodhouse	433	17	2,153,813	120,910	May 2017
Oak Tree	216	10.2	1,389,750	187,274	Dec 2018
Sir John Sherbrooke	183	8	1,052,491	80,701	Apr 2017
Winthorpe	98	4.2	583,537	22,773	Nov 2020
<b>TOTAL</b>	<b>1475</b>	<b>62.8</b>	<b>7,823,755</b>	<b>480,683</b>	<b>-</b>



**Aspire's principal objective is to promote, through its academies, the highest standards of education and the widest opportunities for our children in order that they have the best possible start to life and become the best that they can be.**

Aspire is a MAT which expects its academies to actively promote and develop the Christian ethos of the MAT to ensure its core purposes of 'Life in All its Fullness' and 'Profound Personal Development' are at the heart of everything it provides for its children.

Aspire is a partnership of equals – a 'round table' where school leaders feel equally valued and supported, irrespective of the size or particular challenges of their school. Aspire encourages its academies to have a strong local identity within their own communities with a degree of autonomy and accountability linked directly to their Ofsted outcomes through the MAT's Scheme of Delegation.

### The ASPIRE Multi-Academy Trust ETHOS

*Model for Excellence*



Our **vision** is:

- ❖ We believe in outstanding education and opportunities for all young people. This should be offered in local academies, rooted in local communities with local people helping to shape the learning for their children.
- ❖ We are committed to securing excellence by supporting academies and delivering a caring, compassionate and fulfilling learning environment.
- ❖ We offer high quality education to pupils of all faiths and none.

To achieve this, our **aims** are:

- ❖ To ensure our take care ethos, based on core Christian values, is embedded in everything we do and is reflected in all aspects of the curriculum offered. Our take care ethos is "Take care of our self, each other, the world and our work."
- ❖ To maximise the opportunities for all our children, ensuring they succeed and thrive in our academies and that we raise their aspirations and tackle unfairness and disadvantage.
- ❖ To focus on the academic development of our children within a curriculum framework that also pays close attention to their personal development.
- ❖ To develop pupils' abilities to make informed choices, solve problems and make decisions.
- ❖ To provide strong support for our headteachers and their staff to focus on teaching and learning.
- ❖ To provide an environment in which all our colleagues, as well as members of the wider community, take pride.

**At the heart of Aspire is a belief that we are stronger and better together: sharing a vision for outstanding education, sharing a take care ethos, and sharing a faith in local people helping to shape local schools.**

# Key Priorities for Aspire

The priorities for the Aspire MAT and consequently its Chief Executive are:

- ❖ To achieve medium term growth ambitions of a MAT of around 15 schools whose teaching and ethos are aligned with our vision and aims.
- ❖ To manage the reputation of our academies so that they are the 'go to' place in their localities for the best possible education.
- ❖ To support and monitor academies in the MAT in programmes of continuous progress and development within teaching and learning, to reach the highest levels of accreditation at external inspection.
- ❖ To manage and develop school improvement programmes, ensuring that best practice in our schools and nationally is shared within the MAT.
- ❖ To review the curriculum offering across the MAT's academies to ensure that it is sustainable, affordable and ensures that all our pupils have the best possible opportunities to succeed and achieve even beyond their aspirations.
- ❖ To support and enhance the wellbeing and achievements of pupils and staff through a collaborative professional network of headteachers and school leaders.
- ❖ To ensure the finances and governance of the MAT operate to the highest standards, within the agreed framework and plans, and that each academy member of the MAT is supported to operate similarly.
- ❖ To manage and develop services and strategies in procurement, advice and capital development to ensure that academies within the MAT have access to goods and services at the best possible prices and are assisted in efficient management practices.
- ❖ To provide support and training to governors to ensure they are properly equipped to be the critical friends of the headteachers and staff.
- ❖ To network on a wider platform so that our academies' views are well known.



# Job Description: Chief Executive

<b>Post type</b>	Permanent, full-time
<b>Salary</b>	£83,990 – £90,391 per year (L28-L31)
<b>Accountable To</b>	The Aspire Multi-Academy Trust Board
<b>Reporting To</b>	<p>The Chair of the Board of Directors.</p> <p>In addition, the CEO will be required to report to the Trust Members and other key stakeholders, including the DfE and the Regional Schools Commissioner.</p>
<b>Office base</b>	East Bridgford St. Peter's Academy, Kneeton Road, East Bridgford, Nottingham NG13 8PG

## Summary

The Chief Executive Officer will be an outstanding strategic leader who is able to articulate the vision, values and ethos of the Aspire Multi-Academy Trust and will inspire and empower others to share in achieving them. The CEO will have a track record of successful school leadership and will take responsibility for the performance of all academies within the Trust. The CEO will lead and expand the Multi-Academy Trust with an experienced and ambitious group of headteachers.

## Purpose

- ❖ To support the Aspire Trust Board in the efficient and effective delivery of the Trust's commitment, strategic aims and corporate plan, to uphold the Trust's values, and to provide visible leadership across the organisation.
- ❖ To ensure the best possible outcome for our children's education.



## RESPONSIBILITIES

### 1. Overall

- ❖ Provide strong and effective strategic leadership and direction of the Trust and its academies within the vision and strategy agreed by the Trust Board, to ensure that children consistently achieve good or better outcomes.
- ❖ Ensure the Trust's financial viability and that it is secure, firmly based on accurate analysis and can meet the Trust's and its academies' needs.
- ❖ Be the lead education professional for academies in the Trust, ensuring an effective strategy for building educational and leadership capacity for present and future needs.
- ❖ Act as an ambassador for the Trust to promote the Aspire MAT, its ethos and values across Nottinghamshire, the DfE and its Regional Schools Commissioner, and the Diocese of Southwell and Nottingham.

### 2. Strategic planning

- ❖ Provide overall strong and effective leadership and direction to the Trust and its academies within the vision and strategy agreed by the Trust Board.
- ❖ Support the Trust Board in the formulation and development of strategy and ensure that all decisions made by the Board are implemented.
- ❖ Hold Local Governing Bodies and school leaders to account for maintaining and further developing the vision and aims of the Trust.
- ❖ Develop a robust strategy and take all necessary steps to expand the Aspire MAT at a progressive and sustainable rate, from converter and sponsored primary schools (Church and non- Church) and new build academies within an appropriate geographical distance.
- ❖ Lead the growth and development of the Trust, including due diligence and preparing schools for conversion.
- ❖ Maintain an outward facing role on behalf of the Trust to further its external relationships, future growth and development, and support to the Aspire Multi-Academy Trust.

### 3. Financial and Risk Accountability

- ❖ As Accounting Officer for the Trust, ensure robust systems are in place so that funds available to the Trust are used properly, efficiently and effectively, and that it works to the standards set out in the Academies Financial Handbook.
- ❖ To take personal responsibility for propriety and regularity in the management of public funds and in the day-to-day operations of the organisation.
- ❖ Together with the Trust Board and Finance/Business Manager, ensure proactive, robust, and appropriate risk mitigation and management for the Trust, and that the risk strategies of the Trust and its academies are aligned.
- ❖ Develop and implement an income-generating capacity in the Trust by utilising the expertise and resources available within and outside the Trust.
- ❖ Work closely with the Finance/Business Manager to ensure long-term financial sustainability, by establishing and confirming the effective monitoring of proper financial systems and a regular reporting mechanism to the Trust Board.

#### 4. Leadership and Performance Management

- ❖ Provide motivational and inspirational leadership at all levels of the organisation and develop an ethos of continuous improvement.
- ❖ Develop relationships with and professional development of headteachers through regular personal engagement.
- ❖ Actively drive the strategy priorities, ensuring that the strategic plans of the Trust and its academies are fully aligned.
- ❖ Lead and manage all operations through the agreed organisational structure and accountability matrix, and through the development, implementation and review of Trust-level policies.
- ❖ Ensure that the Trust's management and organisational structures are fit for purpose and lead to and support continuous improvement.
- ❖ Lead the forums of the headteachers and the chairs of Local Governing Bodies to ensure effective communication is developed and maintained.

#### 5. Faith and Ethos

- ❖ Actively promote and develop the Christian ethos and distinctiveness of the Trust.
- ❖ Work with the Trust Board, Local Governing Bodies and staff in the academies to define and deliver the Trust's Christian ethos, through values-led and motivational leadership, clear direction and measurable targets.

#### 6. Teaching and Learning/ School Improvement

- ❖ Be accountable for all aspects of teaching and learning and standards across the Trust, setting high professional standards and ensuring the Trust's education vision is understood and embraced.
- ❖ Be responsible for developing and leading the framework and systems for school improvement across the Trust, providing quality assurance and accountability.
- ❖ Develop and lead a Trust wide improvement service committed to working with individual school leaders.
- ❖ Ensure that the skills of academy senior leaders are utilised to provide an internal school improvement capacity.
- ❖ Support academies in preparing for and undertaking statutory inspections, e.g. Ofsted and SIAMS.



## **7. Resources/ Change Management**

- ❖ Hold the Trust's local academies to account to ensure that in each the learning environment, resources and facilities are best used to enable children to experience 'life in all its fullness.'
- ❖ Be accountable for large scale asset management across the estates of schools, including overseeing major capital projects.
- ❖ Work closely with the Diocesan Director of Education and Local Authorities in relation to school creation and expansion.
- ❖ Be responsible for meeting the demands of changing legislation and practice and new initiatives.
- ❖ Lead, oversee and advise on the allocation of resources across the Trust.

## **8. Communication**

- ❖ In partnership with the Chair, ensure that an effective internal and external communications strategy is in place.
- ❖ Communicate effectively with Board members, headteachers, teachers, pupils, parents and governors.
- ❖ Develop and maintain effective relationships with key partners/stakeholders: the Regional Schools Commissioner (RSC), Department for Education (DfE), Education & Skills Funding Agency (EFSA), the Local Authorities, Trade Unions, Diocese of Southwell & Nottingham, secondary school leaders, local teaching schools, Trust Directors, school leaders and the Local Governing Bodies.
- ❖ Represent Aspire MAT effectively to the media and the public.

## **9. Safeguarding and Compliance**

- ❖ Ensure that the Trust and all schools within the Trust meet their safeguarding responsibilities in line with current legislation.
- ❖ Be the Designated Safeguarding Lead for the Trust.
- ❖ Ensure that the Trust meets legislative and statutory requirements, including Health and Safety and those required by Companies House, the Charity Commissioners, Data Protection, and the Master and Supplementary Funding Agreements.
- ❖ Ensure the effective capture of all data to meet statutory and legislative structures.
- ❖ Embed across the Trust clear quality assurance systems that drive consistency and improvement in performance.

# Person Specification: Chief Executive

Key Criteria	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> <li>Degree and recognised professional teaching qualification relevant to the role.</li> <li>Evidence of recent and relevant continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate educational/ leadership or management qualification.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>A proven track record of substantial successful headship.</li> <li>Demonstrable success in achieving rapid and sustained school improvement.</li> <li>Experience of successful working with governing bodies.</li> <li>Evidence of strategic planning and budgetary management.</li> <li>Clear understanding of the current educational landscape.</li> <li>Successful track record of human and financial resource management.</li> </ul>	<ul style="list-style-type: none"> <li>Headship or leadership experience within a Trust environment.</li> <li>Headship experience in a school with a Christian character and ethos.</li> <li>Experience as an Ofsted or SIAMS inspector.</li> <li>Worked across a range of school types and sizes.</li> <li>Successfully led significant organisational change.</li> <li>Experience of a Board role in a Trust or educational setting.</li> <li>Experience of developing PR and marketing strategies.</li> </ul>
Faith and Ethos	<ul style="list-style-type: none"> <li>Actively promote and develop the Christian based ethos of Aspire.</li> <li>Further develop the ethos, a model for excellence, across the Trust academies.</li> <li>Lead by example, encompassing the future vision of the Trust, by providing:               <ul style="list-style-type: none"> <li>❖ A climate of participation.</li> <li>❖ A culture of opportunity and ambition.</li> <li>❖ A take care environment where we take care of ourselves, each other, the World and with our work.</li> <li>❖ Profound personal development opportunities for all.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A practising Christian.</li> </ul>



# Person Specification: Chief Executive (continued)

Key Criteria	Essential	Desirable
Skills, Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Ability to communicate a vision of outstanding teaching and learning through inspiration and empowerment.</li> <li>• Ability to plan strategically based on use of data, targets and bench marking.</li> <li>• Ability and commitment to working flexibly and collaboratively as part of a team, whilst taking a leading role when required.</li> <li>• Comprehensive knowledge and experience of Ofsted's Schools Inspection criteria and processes.</li> <li>• Understanding and knowledge of SIAMS framework.</li> <li>• Understanding of the statutory educational framework, current education issues in relation to Academies, Company and Charity Law; also, knowledge of relevant policies, legislation and codes of practice across education.</li> <li>• Clear understanding and knowledge of the role of governance in an academy and Trust.</li> <li>• Strategic planning, monitoring and review of progress against plans in terms of standards, performance and finances, taking decisive action as necessary.</li> <li>• Financial project costing and budgetary management.</li> <li>• Resource management: estimating, securing and monitoring resources.</li> <li>• Ability to advise on funding and grant opportunities for the Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of issues specifically relating to academies.</li> <li>• Knowledge and experience of working with appropriate data dashboards, e.g. ASP, Fischer Family Trust.</li> <li>• Understanding of human resource and employment law issues relative to public sector and school settings.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children.</li> <li>• Willingness to work flexible hours, including evenings, weekends and school holidays when necessary.</li> <li>• Current driving licence and access to a vehicle.</li> </ul>	

# Person Specification: Chief Executive (continued)

Key Criteria	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>• Belief in and commitment to the overarching values of the Trust and ability to articulate vision to a wide range of audiences.</li> <li>• Highly effective and credible leader, who inspires the respect and support of others and has an open and approachable interpersonal style.</li> <li>• Commitment to the highest of standards in all areas of school life.</li> <li>• Strong leadership skills including adaptability and communication skills.</li> <li>• The ability to be able to build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvements, and inspire staff.</li> <li>• Excellent relationship management, able to build effective working relationships at all levels, reinforcing partnerships.</li> <li>• A strategic thinker who can establish and develop systems and processes to grow and mature the Trust.</li> <li>• A team player with strong interpersonal and empowerment skills.</li> <li>• Adaptable and flexible.</li> <li>• Advocacy, facilitation and negotiation skills.</li> <li>• Demonstrates energy, dynamism, vision and resilience.</li> </ul>	

## Referencing and Eligibility:

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 expects all staff to share this commitment. An enhanced DBS check will be required for this role.

# How to Apply

This Recruitment Pack, full job advert and application form are available on the Aspire MAT website at <https://www.aspire-mat.co.uk/vacancies/>

Please return your completed application and personal statement directly to [recruitment@aspire-mat.co.uk](mailto:recruitment@aspire-mat.co.uk) or via the **TES Portal**.

## **Closing date:**

Applications are welcome up to Friday 11<sup>th</sup> February 2022 at 6pm.

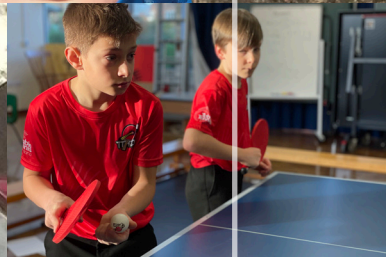
First interview (first of 2 days): w/c 28<sup>th</sup> February 2022.

Start date: Autumn term 2022 w/c 29th August 2022.

Please note that references will be requested only for shortlisted candidates, but prior to interview.

We are committed to safeguarding children and promoting their welfare. We expect all staff to share this commitment. The post is subject to an enhanced Disclosure and Barring Service check.





[www.aspire-mat.co.uk](http://www.aspire-mat.co.uk)

