



Chief Executive Officer

Candidate Pack



Welcome

Message from the Board of Trustees

Thank you for your interest in the post of Chief Executive Officer (CEO) at the Huish Academy Trust

Huish Primary School converted to academy status in December 2013, and the Huish Academy Trust was formed in 2015, having been asked to sponsor a new school build in Yeovil. This building project was finished in 2015 and Primrose Lane Primary School was opened. Milford Junior School joined the Trust in 2019. Our 3 academies are on 3 sites across Yeovil and have good relationships with all schools across the town. Milford Junior School is currently housed in a temporary modular building following the closure of the existing building by the DfE in August 2022. We have just been accepted on the DfE School Rebuilding Project and work will begin on designing and building the new school in 2023.

The Trust's vision has not been to build an empire but to use our tried and tested strategies focussed on collaboration, team work and sharing of outstanding practice across our academies to ensure high standards of teaching and learning, improvement in outcomes for all learners, development and training for staff through ITT and CPD for all and the use of research and development to establish excellence in all that we do.

We are looking to recruit a new CEO, as the current post holder, Pauline Price, who has very successfully led the Trust through its initial stages of growth, wishes to retire at the end of the Summer Term 2023.

To take us on the next stage of our journey we are looking for applicants who have:

- A track record of improving attainment
- The ability to inspire and lead others and bring people along with you, with values and vision that are aligned with the Board, stakeholders and communities
- Experience of participating in the systematic growth of a Trust from a fiscal and educational perspective
- A clear understanding of the current education landscape and experience of working with key government departments, the local community and other Schools and Trusts
- Ability to communicate well with staff, parents/carers, pupils and external partners

Most of all, the Trustees want someone who will foster a strong sense of unity across the Trust so that all members of our community feel they are valued as part of the team, someone who will lead us through the next stage of the journey and enable the Trust to grow and develop and someone who is realistic about the challenges that will need to be overcome along the way. You will work with a committed Trust Board, an experienced Central Trust Team, skilled head teachers and leaders and high performing educators.

If you are confident that you have the skills, drive and vision to make that a reality, we sincerely hope that you will apply for this post.

Yours sincerely
Mrs Jackie Bachrach
Chair of the Board of Trustees

Our Values

TEACHERS CHANGE LIVES

Through rigorous, dynamic teaching, careful planning and high expectations, we will ensure all children across the Trust make excellent progress in the core subjects. The Early Years will continue to offer an outstanding start for children

NO CHILD LEFT BEHIND, ALL CHILDREN CHALLENGED

All children, despite different starting points, will achieve at least national standards, with significant numbers achieving above. Certain children, who have a range of global, specific difficulties, will receive an adapted curriculum, either in whole class or small group situations. We will enhance our team of assistants who provide behavioural support .

GROWING OUR WORKFORCE

In order for the children of the Trust to be successful, all members of the school community need to embrace new learning and new expectations. Children will receive an education which is designed to stimulate, support and challenge. In order to deliver this, teachers and support staff will keep abreast of new developments and use current research in order to enhance learning and ensure high outcomes.

WHAT WE LEARN MATTERS

The majority of children spend over 3 hours a day learning English and Maths skills which are at the core of what we do. Detailed plans to ensure these plans continuously improve are a key part of our drive across the Trust. However, in order to balance this, we will continue to work tirelessly to promote a diverse, meaningful foundation curriculum, with each subject leader producing and agreeing subject plans which show how they are leading and moving their subjects forward.

WHERE WE LEARN MATTERS

We teach the children across our Trust to be proud of their school, their community and their country. An appreciation of the country in which we live, as well as the key values, goes hand in hand with our focus, across the Trust in our International links – currently with China, Poland , Spain and Nepal. We will continue to develop our children's understanding of British values alongside our International links. Where we learn, encompasses both our physical environment as well as the communities around us. Each of our schools will create individual building plans which clearly show how our learning spaces will develop.

DIGITAL LITERACY

Digital Literacy plays a vital role in supporting a child's ability to succeed both in school and throughout their lives. At the Huish Academy Trust , we use technology to enhance Quality First classroom learning, across all classes. This includes the use of iPads, laptops, programmable robots, etc. We use technology for a range of testing purposes and results are analysed in order to adapt the curriculum to need. Children become used to using technology as a tool to help them self-assess understanding, eg AR, MyMaths. Digital Literacy can also be seen to be separate from computer literacy. It requires critical thinking skills, an awareness of the necessary standards of behaviour expected in online environments, and an understanding of the shared social issues created by digital technologies

Underpinning this will be:

- outstanding day-to-day assessment and feedback
- first-rate systems for tracking, identifying and celebrating children's progress
- an exciting, relevant and inspiring curriculum
- excellent support for the needs of each child

Classrooms will be vibrant, supportive and welcoming. They will be full of children motivated by positive, well-paced and purposeful lessons. And these lessons will be delivered by staff that are passionate about the children's success.

Every parent/carer will be able to feel proud of their child's/children's achievements - and will know exactly what these are. Clear guidance will be given about the best ways to support children with learning out of school.

All of this will be done because the children and their education will matter more than anything else. Every child will have the best possible start.

Context and History

The Huish Academy Trust was formed in 2016 with the building of Primrose Lane Primary School and Milford Junior School joined the Trust in 2019. Our Trust academies are located within the town of Yeovil, and are committed to developing all young people who come through their doors, as well as the staff who have passion and desire to teach them.

The Huish Academy Trust has developed as a Trust which is absolutely committed to developing all of the young people who come through its doors, as well as the staff who have such a passion and desire to teach them.

The children in our academies understand, that in order to become great learners and great citizens, they have to work hard, rise to challenges, and be kind and giving to others. All of this is embedded within our 6 pillars, but I think it is obvious as soon as you enter our buildings. Children here love to learn because they are taught by people who invest time, effort and care into ensuring they are safe and happy. Our results are high because we put no ceiling on what our young children can achieve.

The Trust has always been open and generous in its support of other schools – we firmly believe that we become stronger through collaboration, and as a result, we have developed, in partnership with the Yeovil Area Teacher Training Alliance (YATTA), an amazing workforce of people who can work alongside others to ensure that first class teaching is at the heart of what we do.

Our schools are in the Yeovil area, and our collective knowledge of this community has enabled us to draw upon the strengths within it. As the Trust continues to go from strength to strength, there is no doubt that we will continue to have a positive impact upon all who work alongside us.



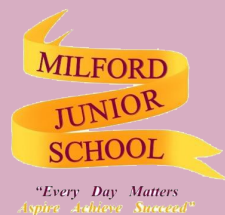
Huish Primary School

- An established Primary School (4-11)
- Currently 421 pupils
- 22 teaching staff
- PAN 60
- Head of School: Mrs Cara Carlock



Primrose Lane Primary School

- A brand new Primary School (4-11)
- Currently 191 pupils
- 10 teaching staff
- PAN 30
- Little Learners Nursery
- Head of School: Mrs Annie Sherrard



Milford Junior School

- An established Junior School (7-11)
- Currently 385 pupils
- 23 teaching staff
- PAN 105
- Head of School: Mrs Claire Laverty



The Future

Our vision is “To provide a safe, caring happy and well ordered environment, in all of our schools where everyone’s contribution is valued and all members of our school community develop their full potential”

Having built and laid strong foundations and established a positive reputation across our local area the Huish Academy Trust is now able to start the next phase of our journey. This includes:

- Maintaining and improving high standards, in all areas, in our own schools as well as extending that support to others outside of the Trust.
- Grow and develop the Trust to optimise financial efficiencies and explore opportunities to increase funding streams.
- Continue to establish and enhance our relationship with other organisations for the benefit of the wider community.

Working with our experienced Central Team, talented staff and a skilled and committed Board of Trustees our new CEO will be leading the HAT Academy on the next stage of our journey.



Job Description

Job title:	Chief Executive Officer (CEO)
Salary: Contract type:	L25-L31 : 0.8 - Full Time
Reporting to:	The board trustees of Huish Academy Trust
Responsible for:	Heads of School and Central Trust Team – CFO, Trust IT Manager, Trust Office Manager, Trust Leads for Safeguarding, English and Maths

Main purpose

The CEO will be accountable to the trust board for:

- Leading and overseeing the efficient, effective and compliant management of the trust and its academies
- Providing strong strategic leadership towards the trust's vision and goals
- The performance of all academies within the trust

The CEO is also the trust's accounting officer, responsible for:

- Ensuring the trust fulfils the statutory and regulatory responsibilities set out in the Academy Trust Handbook
- Ensuring the responsible and appropriate use of public funds
- Monitoring the trust's internal and external financial reporting

Duties and responsibilities

The duties and responsibilities listed below are indicative of the tasks the CEO will perform, and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Strategic leadership, governance and development of the trust

The CEO will be accountable for providing strategic leadership and direction for the trust and its academies towards the vision and aims set by the trust board, in line with the trust's values.

The CEO will:

- Work with Trustees, Heads of School and Local Boards to define and deliver the trusts vision, aims and objectives through clear strategic direction and measurable targets.
- Support the trust board in the formulation, development and implementation of its strategy, including taking responsibility for key documents such as the (business plan), strategic plan, and self-evaluation and improvement plans
- Develop and maintain effective relationships with key partners and stakeholders including the Regional Schools Commissioner, the Department for Education (DfE), the Education and Skills Funding Agency, Somerset local authority the wider local community and other local schools
- Work with the trust board and other senior leaders to ensure proactive, robust and appropriate risk management for the trust and its academies
- Attend Trust Board meetings and provide trustees with regular reports on developments and activities within the Trust
- Lead the growth and development of the trust, including due diligence and supporting converting schools
- Maintain an outward-facing role on behalf of the trust and its academies to support future growth and development

Job Description

Duties and responsibilities

Leadership and management

The CEO will be accountable for the management of all trust operations, both directly and through the management of the agreed organisational structure.

The CEO will:

- Provide dynamic, motivational and inspirational leadership at all levels of the organisation
- Model the trust's commitment to continuous improvement and high achievement across all areas of its work. Work with Heads of School to challenge, motivate and empower them to attain ambitious outcomes which maximises the educational and personal development of pupils.
- Develop, implement and review trust-level policies to ensure the achievement of the trust's aims
- Ensure the trust's management and organisational structures, and operational models, are fit for purpose and facilitate continuous improvement
- Be responsible for the leadership of high performing Heads of school and Central Trust Team, ensuring a collective and consistent strategy is delivered appropriate to the school.
- Facilitate effective communication through regular meetings with Heads of School, DSL's, CFO and Central Trust Team. Maintain a collaborative culture where Heads of School, schools and Central Trust Team work closely together to support each other.
- Ensure the trust effectively manages its talent through appropriate and effective CPD and succession planning, including developing and empowering senior staff, appointing consultants where appropriate, and supporting recruitment and CPD at academy-level
- Take responsibility for guiding the trust through changes to education sector initiatives and practice, such as curriculum changes or changes to Ofsted and accountability frameworks

Quality of education and pupil outcomes

The CEO will be accountable for all aspects of teaching and learning across the trust, upholding high standards for academic and non-academic pupil outcomes and ensuring achievement of the trust's educational vision.

The CEO will:

- Develop and lead the trust's improvement processes, including identifying and analysing academy improvement needs, prioritising appropriately-resourced solutions and evaluating the impact of improvement strategies
- Ensure there is a high quality curriculum provision and related assessment procedures in each school to meet the needs of all pupils. Work with Heads of School to agree a clear approach to ensure that assessment procedures and attainment and progress measures in every school are accurate and consistent.
- Provide quality assurance and accountability through a rigorous and robust system of target setting
- Provide strategic direction and leadership for teaching and learning across the trust, especially in response to sector changes or changes to government policy
- Oversee school-to-school support across the trust
- Commission external support for trust and academy improvement, and assess the effectiveness and impact of the support provided

Job Description

Duties and responsibilities

Safeguarding and compliance

The CEO will be accountable for the trust, and its academies, meeting its legal and statutory responsibilities.

The CEO will:

- Ensure that the trust, and each school within the trust, meets its safeguarding responsibilities in line with current legislation
- Ensure that the trust meets requirements related to health and safety and data protection
- Ensure the trust meets requirements set out by Companies House, the Charity Commission, the Department for Education (DfE), and the Education and Skills Funding Agency
- Embed trust-wide accountability and quality assurance procedures to achieve compliance

Business and Financial Management

The CEO will:

- Act as accounting officer for the trust, ensuring that it works to the standards set out in the Academy Trust Handbook
- Work closely with the CFO to establish and oversee effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and ensure trustees are presented with accurate and timely financial reports
- With the CFO, develop and oversee the trust's income generation strategies, including grant applications and other fundraising
- Monitor resource allocation and budget-setting and approval for the trust and its academies, and ensure budgetary targets are met
- Work closely with the CFO to monitor financial management systems in order to achieve financial efficiencies

Notes:

This job description may be amended at any time in consultation with the postholder.



Person Specification

Key Accountabilities	Attributes and Person Specification
School Improvement	<ul style="list-style-type: none"> • Hold relevant teaching and leadership qualifications e.g QTS, NPQH • Ability to develop and lead a Trust wide improvement strategy • Ability to negotiate, as required, the commissioning of external support from a wide range of providers • Commitment to improve the life chances of all children and pupil outcomes
Leadership and Management	<ul style="list-style-type: none"> • Ability to provide motivational leadership and direction • Promote a culture which is inclusive, supportive, promotes diversity and equality and focuses on continuous improvement • Commitment to the Trust's vision and values, inspire, respect and engage others, acting as a strong visible presence. • Ability to empower Senior Leaders through appropriate delegation and authority, supporting skills development and encouraging cross-Trust working • Ability to critically evaluate situations and solve problems in a pragmatic • Excellent inter-personal skills, with the ability to communicate and negotiate effectively with a range of stakeholders and speak confidently in public.
Compliance and Quality Assurance	<ul style="list-style-type: none"> • Comprehensive understanding of the Trust's compliance and safeguarding responsibilities in line with regulations. • Ability to embed clear quality assurance systems that drive consistency and improvement in performance • Committed to safeguarding and promoting the welfare of children and young people
Strategic Business and Financial Planning	<ul style="list-style-type: none"> • Understanding of strategic financial planning and resource management • Involvement in developing central operational support across the trust
Sustainable Growth and Engagement	<ul style="list-style-type: none"> • Experience of building successful partnerships with a wide range of stakeholders to secure growth for the future. • Flexible and resilient attitude with an ability to embrace change and spot opportunities • Commitment to wider system leadership, engaging with and supporting external partners



How to apply

Applications should be on Huish Academy Trust application forms. Individual CVs will not be accepted

The Huish Academy Trust can be downloaded from the Academy Trust and individual school websites.

www.huishacademytrust.co.uk

www.huish.somerset.sch.uk

www.primroselane.somerset.sch.uk

www.milfordjuniors.co.uk

From these sites you can find further details about the Trust and schools, its facilities and benefits for staff.

Covering letters and applications should be emailed to office@huishmat.org or sent by post to the attention of Mrs J Bachrach, Huish Academy Trust, Carisbrooke Gardens, Yeovil, Somerset BA20 1AY.

Closing Date: 12 noon, Friday 3rd February 2023

Interviews: Monday 27th February 2023

Huish Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to Enhanced Disclosure and Barring Service checks along with other relevant employment checks.

