



THE SOUTHFIELD TRUST
JOB DESCRIPTION: **CHIEF EXECUTIVE OFFICER**
FEBRUARY 2024

Job details

Job title: Chief Executive Officer (CEO)

Salary: Leadership scale point 40

Contract type: Full Time, Permanent

Reporting to: The Trustees of The Southfield Trust

The Southfield Trust comprises 4 highly successful special schools in Eastbourne, one of which has The Southfield Centre, a specialist facility, to support the needs of pupils with complex medical needs. The Trust employs 325 staff and educates around 540 pupils from 3 to 19 across 6 sites in Eastbourne, East Sussex.

We are committed to inclusivity, lifelong learning and to ensuring that our learners are equipped to succeed at every stage from nursery to further education and into adult life. Our mission is to improve the educational outcomes and life chances for all of our pupils, students and their families.

Please visit our website: www.thesouthfieldtrust.com

Main purpose

The CEO will be accountable to the Trustees for:

- Securing the best possible outcomes for all pupils / students.
- 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.
- Planning, implementing and 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 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 Trustees, in line with the Trust's values.

The CEO will:

- Support the Trustees in the formulation, development and implementation of its strategy, including taking responsibility for key documents such as the development plan, long-term 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, local authorities, the NHS, the wider local community and other local schools.
- Work with the Trustees and other senior leaders to ensure proactive, robust and appropriate risk management for the Trust and its academies.
- 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.

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.
- 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.
- Facilitate effective communication at all levels.
- Develop and effectively manage the Trust's resources and facilities, including overseeing major capital projects.

- Ensure the Trust effectively manages its talent through appropriate and effective CPD and succession planning, including developing and empowering all 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:

- Secure the best possible outcomes for all Trust pupils / students.
- 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.
- 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.
- Secure the best possible provision for pupils with a range of additional needs from nursery to post 16 education.

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.

Finance and procurement

The CEO will be accountable for the financial propriety and sustainability of the Trust.

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 Trust's Director of Resources to establish and oversee effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and present Trustees with accurate and timely financial reports.
- Develop and oversee the Trust's income generation strategies, including grant applications and other fundraising.
- Oversee resource allocation and budget-setting and approval for the Trust and its academies, and ensure budgetary targets are met.
- Work closely with the Trust's Director of Resources to establish effective procurement procedures in order to achieve financial efficiencies.

Notes:

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