

SHEFFIELD UTC MULTI-ACADEMY TRUST
Chief Executive Officer / Executive Principal

Purpose:

- With the Members, Trustees and Governors (individual and collective) provide the leadership and management that enables the Sheffield UTC Multi-Academy Trust to give every student high quality education, and which promotes the highest possible standards of achievement, skills development and well-being.
- Secure the long-term success of Sheffield UTC Multi-Academy Trust by maximising potential through the skills and resources held within the Trust.
- Build system-wide leadership capacity at all levels through actively developing strategic governance, effective staffing structures combined with clear roles and responsibilities.
- Establish and sustain the Trust's values and culture in partnership with the Trust Board.
- Create a safe, inclusive and positive culture across the Trust and in its UTCs
- Secure effective financial probity, sustainability and compliance
- Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the Trust's work
- Understand the role of relevant regulatory bodies and ensure the Trust and its UTCs respond to their requirements
- Understand and welcome the role of effective Trust governance, upholding the obligation to give account and recognising the Trust Boards are ultimately responsible and accountable for the Trust's work
- Develop the profile and reputation of the Trust's UTCs in the local, regional and national contexts, utilising the expertise of its supporting employers, colleges & universities.
- Establish successful marketing and recruitment strategies to meet student recruitment targets from across the City Regions.
- Develop, grow and maintain the highest levels of employer and other stakeholder engagement and support for the Sheffield UTC Multi-Academy Trust, enhancing individual student success and progression, and employer satisfaction.
- Promote and support the fulfilment of the vision of Sheffield UTC Multi-Academy Trust within the Trust's UTCs.

Responsible for:

- The line management for local Principals and the Business & Operations Director (CFO / COO).
- In association with the Members, Trustees and Governors of the Trust, the strategic leadership and management of the Sheffield UTC Multi-Academy Trust.
- The financial position of the Trust as the nominated Accounting Officer.

Quality and Knowledge

- Hold and articulate clear values and moral purpose focussed on providing a world-class education for the young people they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their students and staff, and towards parents, governors and members of the local communities.
- Lead by example- with resilience, integrity, creativity- drawing on their own field of expertise and scholarship, and the skills of those around them.
- Sustain wide, current knowledge and understanding of schools and school systems, articulating a vision of the purposes of education in a global setting.
- Work with political astuteness to translate national policy into the Trust's context, within a clear set of principles centred on the Trust's vision.
- Communicate effectively and drive the strategic leadership of the Trust, empowering all students and staff to excel.

Impact

- Lead, assess and report on ambitious standards of development, progress, achievement and attainment for all students, overcoming disadvantage, and instilling a strong sense of accountability in staff for the impact of their work.
- Secure excellent teaching through strong understanding of how students learn and of the core features of successful classrooms and curriculum design, leading to rich curriculum opportunities and students' strong well-being.
- Establish a culture of open classrooms which is focused on sharing best practice within and between schools.
- Create a framework within which all staff develop their own skills and subject knowledge, valuing the power of relevant research, data analysis and continued professional development that is fully supported by employer and university partners.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to robust succession planning.
- Hold all staff to account for their professional conduct and practice.

Creating and sustaining excellent schools

- Lead with regard to curriculum design, utilising integrated curriculum led finance planning, to inform the curriculum offer, staffing and timetable design and construction for the Trust's UTCs.
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
- Ensure that the Trust's systems, organisation, processes including quality assurance are fit for purpose, and promote the principles of transparency, integrity and probity.
- Establish unambiguous systems and measures for managing the performance of all staff, challenging any under-performance.
- Realise the Trust's vision and values through the equitable deployment of budgets and resources, in the best interests of students' outcomes and Trust's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who hold each other to account for their decision making.

Shaping the teaching profession and school-led system

- Create outward-facing UTCs which work with other schools and organisations- in a climate of mutual, emphatic challenge- to champion best practice and achieve excellent outcomes for students.
- Harness the potential of fellow professionals and the specialist contributions of employer partners and other public services to improve the academic and social outcomes for all students.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to shape the self-regulating and self-improving school.
- Shape the current and future quality of the teaching profession through valuing the critical importance of high quality initial training, and leading sustained professional development.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, thriving on the vital contribution of external accountability.
- Inspire and influence others-within and beyond schools- to believe in the fundamental importance of education in young people's lives to champion the value of lifelong learning.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Chair of the Trust
- Participate in the UTC's Performance Management / Appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the UTC and beyond
- Represent the UTC at events as appropriate
- Support and promote the UTC ethos

Person Specification

Key Criteria	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Degree and recognised professional qualification relevant to the role • A record of recent and relevant continuing professional development 	<ul style="list-style-type: none"> • Post Graduate educational/leadership or management qualification
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • Experience as a successful Headteacher or Principal of a school or a leadership role within a Trust environment • Comprehensive knowledge of the schools' Ofsted Inspection criteria and processes • Ability to communicate a vision of outstanding teaching and learning through inspiration and empowerment • Proven experience of successfully leading and supporting school improvement priorities/outcomes and understanding of Ofsted frameworks • Understanding of the statutory educational framework, current educational issues relating to academies, Company and Charity Law and knowledge of relevant policies, legislation and codes of practice across education • Experience of working with school or Trust governance • Strategic curriculum planning including understanding of integrated curriculum led finance planning • Strategic planning and review of progress against plans in terms of standards, performance and finances, taking decisive action where necessary 	<ul style="list-style-type: none"> • Have experience of being a successful CEO or Executive role in a Trust environment or an educational setting • Knowledge and experience working with DfE/Ofsted to secure improvement and data analyses • Experience of developing PR and marketing strategies • Experience of managing significant recruitment and growth in student numbers • Experience of working with employers, universities, FE Colleges or Local Authority teams to support education • Experience and understanding of working in a UTC context • Experience of large-scale asset development / school buildings projects • Experience of governance at Trust Board level

	<ul style="list-style-type: none"> • Finance – project costing and budgetary management • Resource management – estimating, securing and monitoring resources • Ability to advise on funding and grant opportunities for the Trust • Ability to plan strategically based on use of data, targets and benchmarking • Proven track record of developing business planning and managing the introduction of new initiatives • Experience of collaborative working with wider stakeholders including other schools • A successful track record of human resource management including staff disciplinary and capability and absence • Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required 	<ul style="list-style-type: none"> • Working in a STEM related environment • Knowledge of the digital and technology standards
Behavioural Competencies	<ul style="list-style-type: none"> • Pragmatic and ability to empower • A team player with strong empowerment skills • Strong leadership skills • Adaptable and flexible • Action orientated – outcomes focused • Excellent and adaptable communication skills 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent relationship management, experience of successfully working with Governing Bodies and building effective working relationships at all levels, and reinforcing partnerships • Ability to articulate vision to a variety of audiences • Advocacy, facilitation and negotiation skills 	

	<ul style="list-style-type: none">• Intellectually versatile and innovative,• Emotionally intelligent and perceptive• Reliable and trustworthy• Demonstrates energy, dynamism and resilience• Proactive and positive approach to problem solving• Ability to develop a high profile and be strong visible presence for the Trust• Calm under pressure and self-motivated• Ability to influence and pursue challenging and rigorous questions• Excellent interpersonal, skills with the sensitivity to work well in a range of situations• Sense of humour	
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