

# CEO Job Description

## 1. Vision and Strategy

The CEO will inherit a well-articulated vision and strategy and will be required to deliver the vision of the Trust within the systems and structures defined. In due course they will articulate the evolving vision, setting annual strategies for the implementation of this vision.

- In their work within the KLF community and beyond the CEO will live and model the values expressed in the KLF Praxis and in the founding documentation.
- The CEO will routinely seek clarification on values and vision from the Board of Directors to ensure consistency and compliance.
- The CEO will have a profound understanding of the core documents of the Trust including Articles of Association, Governance Plan, Education Brief, Authority Matrix, Schemes of Delegation, Statement of Curriculum Intent etc. and will use the systems and approaches of these documents to frame their work.
- The CEO will routinely audit the core documents of the Trust in order to refine thinking and presentation of values and vision.
- The CEO will, by means of induction and CPD, work to embed the vision and values of the Trust across both schools.
- The CEO will ensure fidelity and compliance with the vision and values of the Trust by the Headteachers of the schools.

### Growth and Collaboration

- Our vision for the Trust is that we will emphasise 'growing better' over 'growing bigger'. This does not preclude adding schools at some point and the CEO will be the main driver of any such development, developing and maintaining professional networks and identifying potential partners who align well with our existing values and approaches.
- In the event that a further school or schools join the Trust, the CEO will manage this transition in every regard.

## 2. Teacher

The post-holder needs to be able to hold their own and to hold forth on almost every aspect of SEND pedagogy. They need to hold valid knowledge and valid values. They need to be a valued contributor of standing in discussion with the Headteachers and the Educational Development Officer and with partners across the profession. They fully subscribe to the primacy of learning in the vision of the trust.

- The CEO will be an expert educational professional with a specific area of expertise in SEND provision. They will be knowledgeable about the national framework for SEND including the Code of Practice, SEND legislation and DFE strategic planning
- The CEO will meet with the Headteachers and EDO at least 6 times per term (3 term year) to monitor and develop the pedagogy and practice of the schools (The School of Thought)
- The CEO will monitor national and international developments in SEND methodology and introduce new thinking to the School of Thought.
- The CEO will evaluate and monitor the roll-out of developmental projects in respect of curriculum and learning and teaching in order to ensure that the two schools remain aligned in their practice and fully compliant with vision and values.
- The CEO will present curriculum/ learning and teaching monitoring and evaluation to Governors and Directors, ensuring they are well aware of developments and plans

### Safeguarding

- The CEO will be a trained Designated Safeguarding Lead and will maintain their DSL accreditation in order to oversee school performance in all aspects of safeguarding.

### 3. **Leader/Manager/Coach**

The CEO needs to have the capacity to empower and also to curtail the power of the head teachers so that they operate not only within the strictures and structures of the trust but within the spirit of the trust.

- The CEO will have regard to the Authority matrix, ensuring that it is implemented diligently. The CEO will also routinely update this document to ensure it reflects the needs of the Trust
- The CEO will respect that the postholders are employed as Full Headteachers (not associate heads) with a level of autonomy that is representative of this level (see Authority Matrix) and will delineate their own operations in a manner that does not undermine the authority of the Headteachers.
- In approach the CEO will generally conduct their affairs with the Headteachers and SLGs in a manner that is advisory over directive, but will be directive re values and vision and risk as these aspects are central to the functioning of the Trust.
- The KLF Praxis is a document which describes the 'how' rather than the 'what' for senior leaders at executive and at SLG level. The CEO will model the Praxis and ensure that all of the business of the schools and Trust are conducted in accordance with these values.
- The CEO will advise, and where required, deliver, training and support for the workforce in both schools and within the Trust.

### 4. **Relationships**

They must be able to develop positive and purposeful relationships with all stakeholders, always focused on enhancing the life and learning opportunities of our learners.

- The CEO will maintain relationships that reflect the 'children first, family-focused' approach and the principles of 'unconditional positive regard' in their dealings with families and across the KLF community. They will use their influence beyond the Trust to further the impact of these concepts as a model for supporting families who are 'living in extraordinary circumstances'.
- The CEO will operate in a multi-agency, multi-disciplinary context, nurturing relationships that will secure best possible outcomes for our children and young people and for their families.
- The CEO will take cognisance of the schools operating within a wider matrix that encompasses Education, Health and Social Care, and ensure that the reputation and standing of the schools and Trusts are protected in all of our affairs.
- In all dealings with stakeholders the CEO will maintain a politically neutral stance, aware that the Trust has profile and influence within and beyond our communities.

### 5. **Organisational**

The CEO requires a profound understanding of educational systems and the organisational nous to maintain, develop and create complementary systems in order to optimise impact and minimise workload.

- The CEO will develop, maintain, implement and oversee effective organisational systems within the schools and Trust to ensure statutory compliance and high performance (including estate, administration, finance and education)
- The CEO will possess a fluent and comprehensive understanding of Local Authority systems including admissions, funding and commissioning and will represent the interests of both schools and of the Trust when working with LA officers in these areas.
- The CEO will draw on their experience and knowledge of the Education Inspection Framework in order to ensure that the schools are at all times in a state of preparedness for inspection.
- The CEO will be central in ensuring effective and compliant governance of the Trust (see below).

### 6. **Finance**

As the accounting officer of the trust, the CEO must have a reasonable grasp of systems relating to school finance including a working understanding of funding and budgeting processes. They must be equipped to offer challenge and support to the finance officers of the Trust and schools.

- The CEO will have a good working knowledge of the Academies Trust Handbook and will work with the Executive Finance Officer to ensure that the Trust is compliant with all requirements therein.
- The CEO will oversee processes of budgeting and financial management, advised by the EFO, interrogating reports and analyses
- The CEO will ensure the implementation of the Financial Scheme of Delegation and all other designated financial processes for the Trust
- The CEO will serve as the named Accounting Officer for the Trust.

## 7. Governance

The CEO will have a fluent working understanding of Trust governance, assured in supporting the work of the committees, facilitating the accountability processes and framework and with a sound grasp of quality assurance, schemes of delegation and frameworks of authority.

- The CEO will have detailed knowledge of key documents of governance including Articles of association, governance plan, schemes of delegation, accountability and authority matrices and will ensure that these are implemented throughout the schools and Trust
- The CEO is responsible for facilitating accountability across all of the Trust's operations and will report in a timely and sufficient manner to the working groups, committees and Board.
- The CEO will support the Company Secretary in administrative functions (calendars, agendas, document management etc) in support of working groups, committee and Board.
- The CEO will regularly and routinely liaise with the chairs of the Board and committees to facilitate the flow of information to appropriate levels
- The CEO will ensure that the Board functions at all times in a compliant and effective manner

## 8. HR

The CEO will be able to demonstrate competence in overseeing recruitment processes to ensure that the trust is an employer of choice. They will exercise judicious judgement in the management of performance and matters related to conduct and capability. In all matters related to staffing they will manifest the values of the trust.

- The CEO will demonstrate a sound understanding of HR and be able to work in tandem with our HR providers and officers of the LA (especially Designated Officer) in the management of all matters related to personnel. Primary management of HR issues will be managed at Headteacher level but the CEO will be the point of first appeal. The CEO will at all times be available to support the Headteachers in management of personnel issues.
- The CEO will support Headteachers and SBMs with day-to-day HR issues to ensure effective management within the spirit of the Trust
- The CEO will work to ensure that the KLF Trust is seen as an optimal employer
- The Trust is the 'de facto' employer of all staff in the schools and ultimately holds responsibility for hiring and firing and all aspects of conduct and capability – The CEO, under guidance from Headteachers, SBMs and HR providers will officially discharge all duties associated with HR management.

## 9. Representation

The CEO will be the working face of the trust, engaging with the wider community to represent our interests, and championing the cause of the schools and the trust in negotiations and arbitrations.

- The CEO is the official representative of the Trust, and, with the Headteachers in respect of Kingsley and Red Kite, the schools, in all engagements with our local regional and national communities. They will present the Trust in a positive light and to the highest standards of public life.
- The CEO will nurture positive relationships across the health, care and educational communities to secure the best possible outcomes for our learners.