



Applicant Pack: Chief Executive Officer

for Launceston College Multi Academy Trust



Atlantic Academy

Part of the Launceston College Multi Academy Trust



Bideford College

Part of the Launceston College Multi Academy Trust



Launceston College

Part of the Launceston College Multi Academy Trust



Altarnun Primary School

Part of the Launceston College Multi Academy Trust



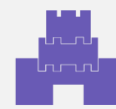
Egloskerry Primary School

Part of the Launceston College Multi Academy Trust



Launceston Primary School

Part of the Launceston College Multi Academy Trust



Welcome from the Chair of the Board of Trustees

Dear Applicant,

Thank you for your interest in the position of Chief Executive Officer for the Launceston College Multi Academy Trust. We are a group of distinct and unique schools located in beautiful, coastal and moorland settings in Cornwall and North Devon. We are immensely proud of the six educational settings within our Trust.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

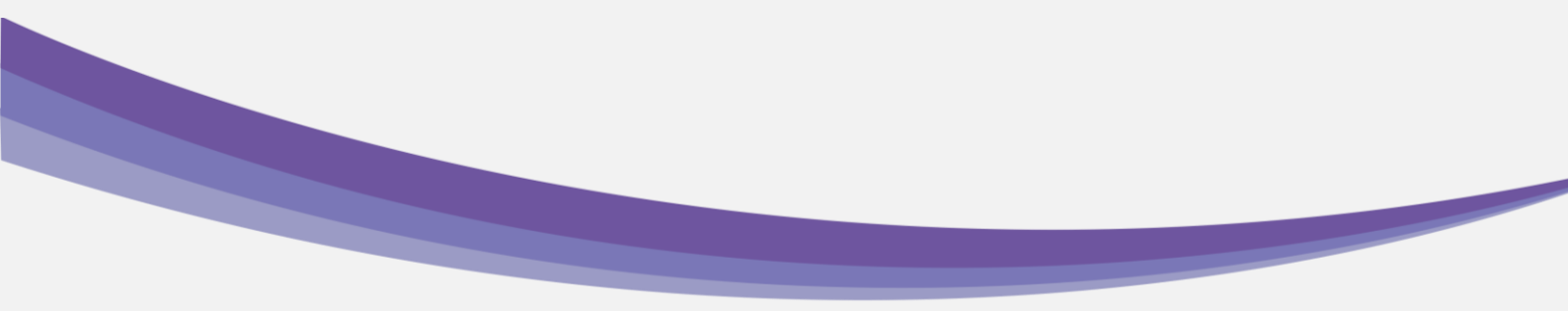
The Trust has unique adventuring opportunities for all of the pupils and students across our schools through our residential accommodation, Bachelor's Hall, on Dartmoor. At Bachelor's Hall, our pupils and students experience the freedom to discover and explore the moors, vast landscapes and beautiful wildlife, whilst building lifelong friendships and developing resilience, teamwork and the ability to self-challenge.

We are a community of forward-thinking educationalists and trustees with an inclusive ethos. We have exceptionally high aspirations for our pupils and students, and seek to support them to be happy, successful and responsible young people, no matter what their background or circumstances. We have a teaching and learning strategy which provides an overarching intent for the highest standards across learning environments, aspiration challenge and support, subject expertise and deep thinking and learning.

We need a visible, innovative and exceptional leader who is passionate about excellent progress for all the young people in our care and who will foster our culture of achievement and improvement, with a focus on wellbeing. If you believe that your own educational beliefs and aspirations would fit with our Trust ethos, we would warmly welcome your application.

Yours sincerely,

Elaine Marshall
Chair of the Board of Trustees





OUR TRUST

The Launceston College Multi Academy Trust consists of six schools with approximately 3,300 students and 550 staff. They are Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary, Launceston College and Launceston Primary School. Bideford College and Atlantic Academy are situated in North Devon. Launceston College and the three primary schools are situated in and around Launceston, Cornwall.



We seek to develop adventurous students, who have the character, resilience and self-awareness required to be successful. We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

Please note that the Trust is currently changing to become the Tamar Learning Trust, as we are eager to adopt a Trust name that is inclusive of all of our schools and which reflects the journey of our students.

We seek applicants who are aligned to our aim and vision and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, teaching and learning, school improvement, financial, administrative, estates, safeguarding and HR expertise.



We are looking for professional staff who can support the delivery of an exceptional education for the young people in our care and are seeking to appoint an experienced and suitably qualified professional to join our Trust as Chief Executive Officer.



CHIEF EXECUTIVE OFFICER

Due to the retirement of our current CEO in summer 2022, Trustees are now seeking to make a permanent appointment to an exceptional leader to take the Trust towards the next stage of its development.

The new CEO, reporting directly to the Trust Board, will lead the delivery of the Trustees' strategic and operational vision, putting pupil and student outcomes at the heart of everything they do. The CEO will be responsible for overseeing and working with our strong and dedicated team of Principals to ensure the continued improvement of educational standards, equality of access and achievement for all, and effective use of resources across the Trust.

Through a highly collaborative approach, exceptional communication and strong interpersonal skills and the determination to make a positive difference, the CEO will have a track record of success in delivering a strategic vision that drives a culture of continuous improvement and ensures the highest possible achievement for all. The CEO will be highly accomplished at developing professional networks and partnerships, have a clear understanding of the current education landscape, strong financial acumen and a proven ability to manage risk effectively.

It is important to us that the leader we appoint will have the confidence, vision and skills to lead the continued improvement and growth of the Trust, whilst at the same time ensuring the health and wellbeing of pupils, students and staff.

For further information on this role, please contact our Trust HR Manager, Gemma Kee, on:



01566 772468

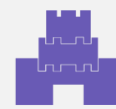


stfgk@launcestoncollege.org.uk

Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.





APPLICATION

Closing Date – Sunday, 23rd January 2022

Please ensure your application is submitted by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date/time will not be accepted. A link to the application form can be found at the end of this pack.

Shortlisting

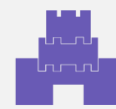
Applications will be reviewed during the week beginning Monday, 24th January 2022 and candidates will be invited to tour some of our schools on 31st January and 1st February 2022 (COVID-19 guidance dependent).

Interviews

The interview process is planned to take place over two days on Wednesday, 2nd and Thursday, 3rd February 2022. *Please be advised that the interview process is dependent on COVID-19 guidance and restrictions and may be subject to change.*

We follow safer recruitment practices and appointments are subject to an enhanced DBS check and positive references prior to employment. Details of our [Child Protection and Safeguarding Policy](#) can be found on our website.





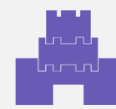
We will offer:

- A relocation package, if required
- A highly-skilled team of dedicated and committed staff
- A committed Board of Trustees
- A culture which seeks to be fair, developmental, and supportive of staff, pupils and students
- A large support network across the primary and secondary settings
- A focus on staff wellbeing, with access to our Employee Assistance Programme
- Generous pension, holidays and a cycle to work scheme
- A competitive salary
- Support from cross Trust systems and leaders.

Lifestyle in Cornwall and Devon:

Now, more than ever, we are appreciating the beauty of our country, and Cornwall and Devon are arguably two of the most beautiful counties. Boasting dramatic coastlines, a rich arts and culture scene, beautiful beaches, and the vastness of the moors, relocating to Cornwall or Devon could be the lifestyle choice that you are searching for. Launceston is a 45 minute drive from the coastal city of Plymouth, and 45 minutes from the historical city of Exeter. Both cities have excellent rail links to Bristol and London. From Plymouth, you can hop on the Brittany Ferry to France, and from Exeter Airport you can access a selection of European cities. Launceston itself has a relaxed community-focused culture, and is rich in history and heritage.





JOB DESCRIPTION

Title: Chief Executive Officer (CEO)

Reporting to: The Chair of the Board of Trustees. In addition, the CEO will be required to report to other key stakeholders, including the Education and Skills Funding Agency, the Department for Education and the Regional Schools Commissioner.

Salary Scale: L33-L43 (£92,624 - £117,197).

Responsible for: The CEO will be an outstanding strategic leader, who is able to develop and articulate the vision, values and ethos for the Trust and inspire and empower others to share in achieving them.

The CEO will be accountable and take responsibility for the performance of all academies within the Trust; a strategic leader who will be committed to creating the optimum educational opportunities for all students across the Trust and for building educational and leadership capacity ahead of need.

The CEO will ensure that the Trust's financial viability is secure, firmly based on accurate analysis of risk and is able to meet its needs and will be accountable to the Board for the financial performance, academic performance and aspects of the legal compliance of the Trust.

The CEO will act as an ambassador for the Trust and promote its ethos and values.

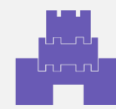
Key relationships: We expect the CEO to develop and maintain strong and mutually supportive relationships with the following people and committees so that the key purposes of this important role can be achieved and maintained: -

- Chief Finance Officer (CFO)
- Principals
- Finance and Audit Committee
- Internal and External Auditors
- Trust IT, Estates, Project and Communications Manager, HR Manager

Hours of Work: Headteacher Pay and Conditions.

Location: If required, a relocation package will be offered to the successful candidate.

The role is currently based at the Trust offices in Launceston, Cornwall. Travel between the Trust sites in Cornwall and North Devon will be required.



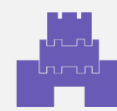
RESPONSIBILITIES

Strategic

- Provide overall strong and effective leadership and direction to the Trust and its schools within the vision and strategy agreed by the Trust Board.
- Hold the Principals 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 Trust at a progressive and sustainable rate.
- Lead the growth and development of the Trust, including due diligence and possibly preparing any schools for conversion.
- Create a culture of constant improvement and be an inspirational leader, committed to the highest achievement in all areas of the Trust's work.
- Develop and implement an effective corporate environment that allows the Trust and its constituent academies to achieve excellence.
- In conjunction with the CFO, develop and implement strategies for the generation of additional revenue and resources for the Trust.
- Take responsibility for the annual business plan and key documents, such as the Trust's long-term strategic plan, self-evaluation and improvement plans of the schools.
- Together with the Trust Board and CFO, ensure proactive, robust and appropriate risk mitigation and management for the Trust and that the risk strategy is aligned to local academy risk strategies.

Leadership and Management

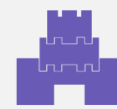
- Be accountable to the Board for the development, maintenance and enhancement of high-quality education within the academies and other bodies in support of the Trust strategy.
- Act as Trust Accounting Officer to oversee the completion of the Annual Report, Audited Accounts with accompanying declarations as required by company law and the DfE.



- Provide leadership in the implementation of the Trust strategy; in particular to lead on the growth and development of the Trust in scale, quality and sustainability.
- Agree objectives and targets with the Trustees and undergo periodic monitoring and review.
- Advise the Chair and ensure that the Board and its committees have accurate and timely information and reports to enable them to function effectively.
- Provide motivational and inspirational leadership at all levels of the organisation.
- Be a proactive leader, committed to the highest achievement in all areas of the Trust's work and develop an ethos of continuous improvement.
- Ensure the Trust's management and organisational structures are fit for purpose and lead to and support continuous improvement.
- Manage the strategic deployment of staff across the Trust, ensuring staff development through the sharing of good practice and distribution of leadership roles.
- Develop and maintain a culture for the positive wellbeing of all staff within the Trust and related stakeholders that is based on trust, respect, collaboration, openness and taking personal responsibility for work and actions.
- Oversee the provision of, and encourage, professional development and performance management in line with school development and strategic plans, ensuring staff are fully engaged with the direction and activities of the Trust.
- Oversee regular performance and progression of school leaders, obtaining constructive feedback on areas to improve as well as praise for achievements recommending school improvement partnership candidates to Trustees.
- Ensure the Trust effectively manages its talent through strategic and local CPD and succession planning.
- Responsible for meeting the demands of changing legislation, new initiatives and changing practice.

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.
- Provide strategic direction and leadership for teaching and learning across the Academies, ensuring these enable individual academies to be supported on their own improvement journeys.
- Develop a Trust-wide improvement service committed to working with individual school leaders and support them in ensuring that the requirements of each school's performance are identified and analysed, appropriately costed and prioritised and actions are developed and secured.
- Implement an effective School Improvement Partner/External Advisor when needed.
- Support school leaders in leading a consistent approach to teaching and learning whilst ensuring that each academy retains its individual character and ethos.
- Work with school leaders to provide a balanced curriculum that meets statutory requirements and the Trust's educational vision, setting high expectations for all students and school leaders.



- In conjunction with the Principals, assess, monitor and evaluate the quality of classroom teaching in order to build on good practice and act on areas for improvement.
- Create a culture of challenge and support where all stakeholders can contribute to maintaining a purposeful working environment through their attitudes and behaviour; becoming engaged in their own learning and become successful.

Finance and Procurement

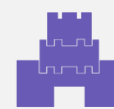
- As the Accounting Officer for the Trust, uphold the highest levels of financial probity and ensure that it is fully compliant with the standards set out in the Academies Financial Handbook.
- Work with the Executive Team, to ensure that the Trust's financial viability is secure, firmly based on accurate analysis and is able to meet the needs of the Trust and its associated academies.
- Work with the CFO to ensure the long-term financial sustainability of the Trust.
- Develop and maintain a strong and effective relationship with the DfE, ESFA and relevant funding bodies to ensure the funding streams are secured that support the forecast growth.
- Review and approve annual budgets of each of the schools in the Trust, to ensure that all budgetary targets are met by individual schools and efficiencies are maximised.

Safeguarding and Compliance

- Lead on and adhere to the Trust's Safeguarding Policy and child protection procedures.
- With the Executive Team, ensure that the Trust meets all legislative and statutory requirements, including health and safety, employment law, data protection, safeguarding and those required by external organisations and Academies Trust Handbook.
- Ensure the effective capture of all data to meet statutory and legislative structures.
- To be aware and adhere to applicable rules, regulations, legislation and procedures.

Relationships and Partnerships

- Develop and maintain effective relationships with the Regional Schools Commissioner (RSC), Department for Education (DfE), Education and Skills Funding Agency (ESFA), Local Authorities, Members, Trustees, Principals, trade unions and other relevant statutory bodies to ensure the success of the Trust and its academies.
- Identify key agencies, individuals and groups that could enhance the delivery of the Trust strategy at local level and build relationships locally and nationally.
- Build formal and informal partnerships with other organisations in pursuit of the Trust's aims and to represent the Trust in relevant local, regional and national networks.
- Actively promote the Trust with a view to raising its newly rebranded profile and to recruiting new schools to the Trust.
- Maintain professional standards and a high level of integrity and probity in all partnerships, dealings and relationships.



Development and Quality Assurance

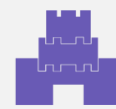
- Together with the Trust Board, ensure that there is robust and appropriate proactive risk mitigation and management, including taking account of individual Trust school risk including due diligence of potential new schools.
- Keep up to date with current and emerging educational policy and legislation and initiatives affecting schools to understand, mitigate and maximise the impact on the Trust and its schools.
- Oversee, develop and deliver and ensure the continual development and monitoring of key Trust strategy documents, including the Strategic Plan, growth strategy and communications plan etc.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually to reflect the plans, growth and development of the Trust.

Person Specification – CEO	Essential / Desirable
Education and Qualifications	
A relevant degree and professional level qualification	E
Recognised professional teaching qualification relevant to the role	D
Post-graduate educational/leadership or management qualification	D
Evidence of recent and relevant continuing professional development	D
Successful recent strategic leadership experience (e.g. as a COO, CEO, Headteacher or within public/private industry)	E
Experience and knowledge	
A proven track record of substantial successful leadership	E
Demonstrable success in achieving sustained improvement	E
Evidence of strategic planning and budgetary management	E
Clear understanding of the current educational landscape	E
Successfully led significant organisational change	D
Ability to communicate a vision of outstanding teaching and learning through inspiration and empowerment	D
Ability to plan strategically based on use of data, targets and bench marking	E
Ability and commitment to working flexibly and collaboratively as part of a team, whilst taking a leading role when required	E
Comprehensive knowledge and experience of Ofsted's Schools Inspection criteria and processes.	D
Clear understanding and knowledge of the role of governance in an academy and Trust.	D



Ability to strategically plan, monitor and review progress against plans in terms of standards, performance and finances, taking decisive action as necessary	E
Experience of maximising funding and grant opportunities for the Trust	E
Understanding of human resource and employment law issues relative to public sector and school settings	D
Recent strategic leadership experience and a record of leading, monitoring and managing staff including building a successful team, delegating effectively and implementing and managing change	D
A strong leader with evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution.	E
Successful experience of effective financial and resource management to achieve educational priorities and ensure efficiency and value for money.	E
Personal attributes	
Be a high-profile role model within the Trust, with a professional approach that demands excellence, confidence, trust and respect of the Trust and the wider community.	E
Astute and perceptive with strong analytical skills with the ability to use sound judgement to anticipate and to resolve conflict and issues imaginatively	E
Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing	E
Be able to relate empathetically to parents/carers, staff, students, Members, Trustees, Governors and the wider community	E
A team player with strong interpersonal and empowerment skills	E
Adaptable and flexible and able to demonstrate advocacy and negotiation skills	E
Demonstrates energy, dynamism, vision and resilience	E
Commitment to the highest of standards in all areas of school life	E
Able to demonstrate a firm belief in and commitment to the values of the Trust and ability to articulate vision to a wide range of audiences	E
Highly effective and credible leader, who inspires the respect and support of others and has an open and approachable interpersonal style	E
Occasional work outside normal working hours	E
Ability to travel to other Launceston College Multi Academy Trust sites	E
Committed to safeguarding and promoting the welfare of children.	E
Willingness to work flexibly, including evenings, weekends and school holidays as/when necessary	E
Clean driving licence and use of own vehicle	E



TO APPLY:

To apply for this job, please complete the application form and email stfgk@launcestoncollege.org.uk:

[Word Application](#)

[PDF Application](#)

Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.