
CHIEF EXECUTIVE OFFICER



Application Pack



64 Prince of Wales Drive, Ipswich IP2 8PY
Telephone: (01473) 684922

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Welcome from the Chair

Dear applicant

Thank you for your interest in our Multi Academy Trust. We hope that the enclosed pack will give you all the information you need to help you decide if you might be the person we are looking for.

Our current CEO (and former Headteacher of Halifax Primary School), has successfully led the Trust since 2017 and will be retiring in Summer 2023. Trustees are seeking to appoint an exceptional individual to lead the Trust towards the next stage of its development.

Like any MAT, we want the best for our children and strive to ensure that each of our schools gives every child in its care the quality of education they deserve. At OMAT we seek to do this by striking a careful balance between each school's individuality on the one hand and a certain family likeness across the trust on the other. We believe that this combination of independence and belonging allows each school to relate to its own unique community whilst sharing a real ownership for the thriving of the whole trust.

An important part of our ethos is that we are a local trust. Whilst we hope to expand over the coming years, we very much cherish the sense that we are a relatively small organisation serving our local area.

If you share something of this vision and believe that you could further it as we enter the next chapter of our life together, we very much hope that you apply to be our CEO.

We look forward to receiving your application.

Regards

A handwritten signature in black ink, appearing to read "Paul Carter".

Father Paul Carter, Chair of the Trust



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Vision, Values and Ethos

At Orwell MAT, children are at the heart of everything we do, and we ensure that every decision we make is serving the children of the Trust equally. Our mission is to create schools where learning is unstoppable and aspirations have no limit, enabling all children to flourish, no matter what their starting point or needs. Everyone in Orwell MAT takes collective responsibility for success across the Trust and we work together to bring about the best outcomes across all of our schools. We ensure that there is equality of experience and opportunity for all children, no matter which school they attend.

We believe that we amount to more than the sum of our parts; membership of our Trust leads to better experiences and outcomes for the pupils, staff, and the communities our schools serve. We have a clear set of values, which underpin our vision and mission.

Vision:

Every child has an exceptional educational experience.

Mission:

To create excellent school communities where learning is unstoppable and aspirations have no limit, enabling all children to flourish, no matter what their starting point or needs.

Values

Community: We will foster a sense of community throughout the Trust, within our schools, our local communities and within the wider education community.

Integrity: We work in a culture of trust, honesty and transparency with each other, ensuring every decision serves the children of the Trust equally.

Opportunity: We will hold inclusion at the heart of everything we do, ensuring everyone is equally valued, and given equal opportunity to thrive. We will be outward facing to learn from the best in order to be the best.

#TeamOrwell: Everyone benefits through shared best practice, ensuring consistency whilst maintaining individual identity. Decisions are made by those who carry responsibility and accountability. Genuine collaboration and a culture of one Trust will ensure #TeamOrwell succeeds: both children and colleagues.

Within our schools we have good and outstanding practice which is resulting in excellent outcomes. We have a cohesive leadership team who trust one another enough to have productive, honest debate and challenge, and hold one another to account. We have the capacity and commitment to work with other schools to support them in their journey to excellence. We understand the need for challenge and support, with a rigorous, tenacious approach in the pursuit of excellence. We believe that by working with other schools we can have a positive impact on standards in education across Suffolk and beyond. Our schools are extremely well supported by our skilled and professional Shared Services Team, which includes our full time CFO, and Trust Finance Manager.

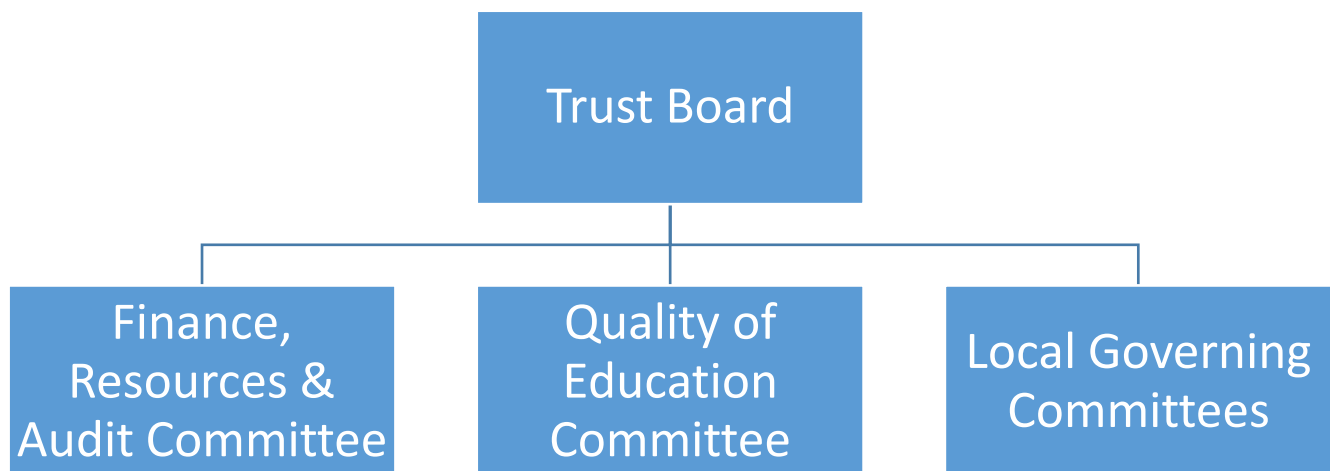


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Governance Structure

The Trust Board has two sub committees and currently seven Local Governing Committees. The Chair of the Board and CEO meet regularly with Local Governing Committees to maintain good communication across the Trust.

The Trust has a nominated Safeguarding Trustee who works with local safeguarding governors and DSLs to support a strong culture of safeguarding across the Trust.





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Our Schools

In OMAT we value the uniqueness and diversity that each school brings to the Trust. You can read a little more about each of our schools below and how they contribute to #teamOrwell.

Brooklands Community Primary School

Brooklands is on the border between Suffolk and Essex. In response to residential development in Brantham, large-scale building work on a new standalone teaching block started in March 2022. Over the next few years we will see Brooklands grow and flourish, extending its accommodation from 210 places to 315 places.

In our recent Ofsted inspection (October 2022) we were awarded outstanding in Early Years provision and Good in all other categories. We regularly share best practice with other schools.

Brooklands is proud to hold the Learning Outside the Classroom Mark which recognises our work in learning beyond the classroom. We are the only school in Suffolk to offer both Beach School and Forest School, meaning that our children benefit from regular access to green space. Our children make a highly positive, tangible contribution to the life of the school, their wider community and "Difference Makers" are celebrated.

<https://www.brooklands.omat.org.uk/>





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Grace Cook Primary School

Grace Cook serves the growing Northview housing development in the Chilton Leys area of Stowmarket and is initially planned as a 1 form entry primary school. The school opened in September 2022 for Nursery, Reception, Year 1, and Year 2, (currently serving 31 children in total) and should reach full capacity of 210 (EY – Y6) by September 2026. The school building is designed in such a way that it can be readily expanded to a 2-form entry school, should there be the demand for more places in the area in future years.

There is a 60-place nursery on site, which is run as part of the school. The nursery offers places for 3 and 4 year olds with plans to expand this provision later in 2023 to 2 year olds. The nursery building is also used to offer before and after school provision for all children at the school.

We aim to capture the interest and imagination of our pupils and inspire them to aim high, keeping trying and never give up, with our values of dream it, believe it, achieve it!

<https://www.gracecook.omat.org.uk/>



Grange Community Primary School

Grange Community Primary School is a one form entry school in West Felixstowe, an urban area of Suffolk Coastal. Our community is very mixed, sitting in the centre of two estates with a range of accommodation, making working at Grange exciting and challenging in equal measure. The school is currently undersubscribed, with a roll of 172 pupils in Reception to Year 6 but the number on roll creeps up each year.

We are really proud of our small community which has an increasingly positive profile in the local area.

The school has a robust curriculum with reading and language development central to its design. The staff are committed to the school and provide plenty of extracurricular activities in which children can engage for free. We also offer a free breakfast club (using our Pupil Premium funding) which is well attended by children of working families, children from less advantaged backgrounds and children who just love to attend breakfast club!

<https://www.grange.omat.org.uk/>





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Halifax Primary School

Halifax Primary is a two-form entry school with 416 pupils drawn from a varied community in southwest Ipswich.

The school benefits from good community connections developed over time – parents are supportive and engaged in their children's learning, Governors are active and provide appropriate challenge and our charitable arm works hard to raise funds for the school. Our goal is to raise the aspirations and life chances of all the pupils in our care focusing both on developing academic prowess as well as life skills/experiences. The combination of a relevant curriculum and calendar of trips is an important part in building necessary soft skills and aspiration.

We are proud members of OMAT, engaging readily in cross-MAT activities and supporting other schools where necessary and able. We are actively involved in ITT, with staff also acting as trainers and mentors, as part of staff development and growing a pipeline of future talent.

<https://www.halifax.omat.org.uk/>



Handford Hall Primary School

Handford Hall Primary School is a 378-pupil primary school, situated in the centre of Ipswich. It is a diverse and multicultural school serving an inner –city community with a very high mobility. The school is located in the Westgate area of Ipswich with an intake that reflects a mixed local community, with families representing a range of social, cultural and economic backgrounds.

Handford Hall is in the top 20% of all schools for the proportion of EAL pupils as well as in the top 20% of all schools for the proportion of SEN support.

Developing independent, resilient, inspired and motivated life-long learners with a sense of responsibility as future citizens is at the heart of all of our teaching and learning. Our approach to the curriculum is to provide the highest quality provision, tailoring it to the pupils' diverse needs and utilising the skills of all our staff, to inspire all our pupils and provide them with the variety of learning opportunities to help them achieve their full potential.

<https://www.handfordhall.omat.org.uk/>



Springfield Infant School and Nursery

Springfield Infant School and Nursery is a unique and exciting place to be. Within its urban setting you will find many hidden gems; a dedicated, talented team of staff; enthusiastic children and at the heart of our grounds, an oasis of wildlife.

Visitors to our school always comment on the 'feeling' they get as they look around, a distinctive atmosphere which I believe is a special blend of high-quality learning experiences, care for every individual and a little Springfield 'Magic' which ensures the high standards of behaviour, independence and confidence that each and every one of our 300 children aged 7 or under demonstrates.

As Head Teacher I have the pleasure and absolute privilege of working in this atmosphere every single day and look forward to welcoming you into our diverse, happy community where we build strong foundations for a lifetime of learning.

<https://www.springinf.omat.org.uk/>



The Willows Primary School

The Willows is a two form entry school in one of the most deprived wards in Suffolk (54% Pupil Premium) located in the heart of Chantry, Ipswich. We are fortunate to have a large outside area, that includes two playgrounds, a large field and our own mature forest, where we teach forest schools.

Inclusion is at the heart of all we do, and we try really hard to meet the needs of all our pupils, both in terms of learning, but also in terms of their social, emotional needs. We have two therapy dogs who visit the school for two afternoons a week, a speech and language therapist in school for one day a week, as well as staff trained in Elsa and Thrive.

Due to the large amounts of cultural deprivation within our school community, we try to ensure that the children get a range of experiences that support their academic learning and their cultural development.

<https://www.thewillows.omat.org.uk/>



Our Shared Services Team

The Shared Services Team (SST) is the central team of the Trust and is based in the bungalow on the site of Halifax Primary school. We are a small team of 6 including the CEO and CFO, a business support officer and 3 finance team members. The Finance team and CFO support the schools with all areas of financial management, payroll and HR administration.

The Shared Services Team also provides more generalised support on the other areas delegated to school leadership as needed or as directed by the Trust Board such as health and safety, GDPR, premises, HR, IT, catering etc as well as the CEO supporting with the most important area of our work in improving outcomes for children.

Being such a small team means we all work really closely together and there is a very supportive and open culture which helps us to achieve all that we do.

<https://www.omat.org.uk/>





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Chief Executive Officer Job Description

Role purpose: To develop, lead and deliver the strategy for OMAT, working closely with the leadership team and board to ensure that every child in an OMAT school has an inspirational learning journey, and is well prepared for the next stage in their academic career

1. Strategic planning

- Accountable for the design, development and delivery of the Trust vision, strategy and objectives in collaboration with the Trustees, Heads and local governing committees and in support of the values.
- Work with political and commercial astuteness to plan for the future needs and development of the Trust taking into account the local and national context.
- Ensure the strategic development plan is underpinned working through the CFO to ensure sound financial advice and business planning with clear alignment to development priorities and targets facilitating continuous improvement.
- Develop and implement growth plans, ensuring that schools joining the Trust align with the overall strategy and vision and support the sustainable evolution of the Trust.
- As Trust Accounting Officer, ensure the MAT is run efficiently, effectively and in compliance with statutory and regulatory frameworks; ensuring effective systems are in place for the management and monitoring of the Trust; working with the CFO to maximise financial resources, explore opportunities for increasing levels of external funding, and secure value for money in all operations.
- Ensure that teaching and learning is at the centre of strategic planning and resource management.
- In conjunction with the Headteacher at each academy secure the commitment of parents and the wider community to the vision and direction of the Trust.

2. Teaching and Learning (School Improvement)

- Develop and implement a clear strategy for teaching and learning aligned to the values, which ensures that all children access a high quality educational experience (whole person as well as academic).
- Create an environment of high expectations, creativity and aspiration, gaining commitment to school improvement across the Trust.
- Have a clear understanding of the strengths and weaknesses of Trust schools, to support in raising standards.
- Ensure each Headteacher has strategies for monitoring and evaluating teaching quality and pupil achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.
- Ensure that robust data analysis is used to set challenging targets.
- Work with Headteachers/LGCs to devise and implement challenging, relevant and creative curriculum provision that meets statutory and pupil requirements and delivers the aims and values of the Trust.
- Implement strategies that ensure recruitment & development of high quality staff at all levels.
- Develop an inclusive and supportive approach so that each academy is a place where all children and the wider community feel welcome, valued and secure.



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- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.

3. Monitoring and Assurance

- As lead officer, ensure that Trustees are provided with timely and clear information, which allows them to appropriately challenge and support Headteachers, including budgets, educational performance, external reviews and KPIs.
- Be the accounting officer for the Trust and take personal responsibility for the propriety and regularity of the public finances for the Trust.
- Ensure compliance with the requirements of our Funding Agreement and the Academy Trust Handbook.
- Ensure compliance with the Trust's scheme of delegation and be responsible for ensuring implementation of all relevant statutory policies across the Trust.
- Ensure that the Trust operates in accordance with the Articles of Association and its charitable objects and in cooperation with its members.
- Ensure that budgets and the financial position of the trust are accurately monitored and managed in accordance with the scheme of delegation and reserves policy.
- Provide regular reports on each member academy's educational performance to the Board of Trustees.
- Evaluate overall performance of the Trust against agreed criteria on a regular basis.
- Ensure Trust objectives are consistently and effectively implemented and the impact monitored for pupil progression, attainment and achievement.
- Implement robust academy self-evaluation and quality assurance procedures.
- Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance in accordance with Trust Appraisal and Capability policies and procedures.
- Ensure that each Headteacher has defined responsibilities and accountabilities in place for all staff.
- Oversee the implementation of policies and procedures ensuring consistent application and monitoring.
- Ensure agreed reporting mechanisms are effectively in place for each academy Local Governing Committee, and Trust Board.

4. Strategic leadership

- Create and deliver the leadership framework for the Trust, developing leadership capacity at all levels.
- Manage, coach and develop Headteachers, the CFO and other leadership team members
- Work with the leadership team and Trust Board to identify and develop leaders in the Trust, taking specific accountability for recruitment to leadership roles.
- Support each academy to establish strong middle leadership roles within a distributed leadership structure.
- Ensure regular, open communication with the Trustees, enabling the Board to meet its responsibilities.
- Provide dynamic, consistent and motivational leadership, ensuring that the leadership teams in each school are empowered to deliver.



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- Work with Headteachers to ensure that staff are recruited, retained and deployed effectively across all schools.
- Oversee performance management practices to ensure staff are motivated and enabled to carry out their respective roles to the highest standard
- Maintain an overview of staffing structures as agreed by local governing committees to ensure the Trust's management and organisational structures are fit for purpose and facilitate continuous improvement
- Ensure that employee engagement across the Trust is effective so that all staff are bought into the ethos, values and objectives.
- Ensure that there is a clear communication strategy and plan in place so that staff and local governing committees are well informed and clear about their roles and duties.
- Ensure organisational structures deliver pupil progression and raise attainment
- Lead the creation of the annual Trust development plan
- Ensure that all schools are fully compliant with current safeguarding procedures and legislation including but not limited to KCSIE.
- Take ownership for own continuous professional development, keeping up to date on educational developments and best management practice.

5. Developing the Trust

- In collaboration with the Trust and school leaders develop and own the Trust Brand ensuring that it represents the values, ethos and actions of the Trust.
- Ensure that the Trust develops and maintains a positive reputation, taking clear accountability as a spokesperson for the Trust locally and nationally.
- Develop and implement clear policies on equality and inclusion that underpin the values.
- Develop and implement a marketing strategy that promotes the Trust's role and achievements through a range of media.
- Develop an 'onboarding' package and process for schools wishing to join the Trust.
- Identify strategic opportunities to develop the Trust that are in support of the values and aims.
- Create a framework that supports opportunities for sharing good practice both within and outside the Trust, encouraging a culture of learning, collaboration and support that has no boundaries.
- Develop strong, positive relationships with colleagues that contribute to collaborative work across academies and support other staff in participating in Trust work both within and outside the Trust.
- Establish relationships and use external networks to promote the Trust, share learning and good practice and engage stakeholders.



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6. Community engagement

- Strengthen the Trust's positive image in the wider community and with all stakeholders.
- Establish an overview of learning experiences that includes the needs of the wider community.
- Develop and promote positive strategies for challenging discrimination and prejudice and dealing with harassment.
- Ensure that academies within the Trust promote effective partnerships with all parents and carers, to support and improve pupils' achievement and personal development.
- Collaborate with other agencies to ensure pupil and community needs are met.

Salary and benefits

Salary range L28 – 34 currently: £86,040 - £99,660

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Degree • QTS • NPQH 	<ul style="list-style-type: none"> • National Leader in Education • Masters qualification or equivalent in Education
Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Demonstrable experience in school leadership • Good understanding of the education landscape and potential developments • Working knowledge of Ofsted inspection framework • Proven experience in school self-evaluation and delivering school improvement • Experienced in leading performance management • Experienced in governance • Skilled in quality assurance and monitoring • Confident in using systems to track data/set targets • Track record of operational management in education • Highly effective communication skills at all levels including influencing, negotiation & presenting • Ability to build and effectively utilise strategic relationships • Prior experience of creating and delivering strategic plans • Strong networking skills to effectively build and use key relationships, sharing good practice, innovation and improving performance • Strong people management skills, to engage, motivate and manage performance • Experience of managing budgets in an education setting • Good IT skills and familiarity with 	<ul style="list-style-type: none"> • A good understanding of the communities served by the Trust • Media relations experience • Prior experience of finance in a MAT setting

	Office 365	
Personal attributes	<ul style="list-style-type: none"> • Leads by example, developing the Trust and its people to achieve better outcomes for the community • Takes accountability and delivers on agreed actions ensuring high standards • Takes an inclusive approach, ensuring all members of the community and the Trust are equally valued • Team oriented and able to create and manage teams effectively • Able to influence and shape outcomes, engaging others to achieve high standards • Supports others in identifying and achieving their potential • Takes a resourceful approach to problem solving and finds ways to use resources available efficiently • Continuously looks for improvements • Business acumen and the ability to bring a commercial focus when needed • Able to maintain a wider view while retaining an eye for detail • Committed to the success, ethos, values, mission and vision of the Trust 	
Other	<ul style="list-style-type: none"> • Ability to travel to our schools and to attend meetings and events nationally 	

How to Apply

Application

Please complete the application form and enclose a covering letter stating why you believe you are a suitable candidate for the role and send them to Stella Day, Vice Chair of the Trust Board at s.day@omat.org.uk

Closing date

Your application should be received no later than **9am on Monday 30th January 2023**.

School visits

Visits to our schools can be arranged on request please contact office@omat.org.uk or call 01473 684922 to speak to a member of the team.

Pre-interview assessments

Shortlisted candidates will be invited to meet with the Trustees via video call prior to being invited for interview.

Selection process & interviews

Interviews and assessments are provisionally scheduled to be held on 8th February 2023.

Other information and start date

Please note that this appointment is subject to DBS clearance.
We are looking for someone who can start from September 2023.

Contact us

To discuss the role with our current CEO, Anna Hennell James, or a Trustee, or to arrange a visit to any of our schools, please contact the shared services team, who will be happy to help you:

office@omat.org.uk

01473 684922

We look forward to receiving your application.