

SOKE EDUCATION TRUST



1,500 Pupils



Five Primary
Schools



Shared
Vision &
Values

Chief Executive Officer • Candidate Pack

Letter from our Chair of Trust Board

Dear Candidate

I am delighted that you are taking time to consider applying for this exciting role within our Trust as the CEO and leader of five good performing primary schools in Peterborough. They are situated within a short distance of each other, three in village locations and two urban. Due to the retirement of our founding CEO, we have a great opportunity to welcome an inspiring, motivated, passionate person who can drive our Trust forward utilising the experience and skills of our five headteachers for the benefit of our exceptional children. Our new leader needs to be able to identify and enable collaborative working at all levels, within our Trust and within the wider education and business community.

Our Trust was established in 2018 when the leaders and governors of the founding primary schools wanted to utilise the benefits of academisation, whilst keeping their autonomy. Quickly, it expanded, welcoming other likeminded schools. Every school is proud of the provision they each provide to their children and benefit from drawing on the expertise of the other schools to maintain continual improvement. We have started to develop a central Trust team, designed to complement the existing school-based staff, ultimately adding value to the children's education and delivering the best outcomes for all. As a committed Board of Directors, we are clear that we want to recruit a candidate who will work collaboratively with the Headteachers, embracing our schools' autonomy and empowering them to further improvement, whilst identifying opportunities for the Trust to develop further and grow. A strength of our Trust is the similarities of our schools, the relationships they have with each other, their proximity to each other and the dedication of our staff.

As Chair since conversion, I am immensely proud of everything we have achieved and the resilience our staff and children have shown through times of change and uncertainty. With Ofsted inspections due, staff and governors require encouragement, support and challenge to prepare and gain confidence ready for what will be a chance for our schools to show the depth of quality care and education they provide to our children. We are keen to grow our community and bring in other local schools who are interested in working with us and share our vision for providing the best primary education experience.

As the CEO, you will take the lead on maximising staff wellbeing alongside being a visible, positive influence in our schools and supporting the Board and Local Governing Bodies in adapting to become more effective and focussed in their roles as respected volunteers.

If this excites the leader in you and you believe you have the skills and experience to take our schools together into the next stage of our journey we would welcome your application.

If you would like more information, please do not hesitate to contact hr@SOKEeducationtrust.co.uk so we can arrange informal discussion or visits to our schools.

Yours sincerely
Claire Spooner

Chair of the Board of Directors



Gunthorpe
Primary School
(406 pupils)



John Clare
Primary School
(141 pupils)



Northborough
Primary School
(191 pupils)



Werrington
Primary School
(409 pupils)



Wittering
Primary School
(327 pupils)

At SOKE Education Trust we are passionate about our ethos and values

Equality

Our schools are equal partners with no lead school

Collaboration

Our primary schools work together, sharing best practice allowing them to learn from each other

Excellence

Our schools provide a holistic education that allows all our pupils to thrive in all walks of life

Community

We protect and develop the core essence of our schools, enabling them to be a fulcrum for the communities they serve

Leadership

Empowering, supporting and developing our leaders, to deliver the very best outcomes for our pupils

Autonomy

Creative leadership and support to our schools that provides autonomy with a framework. Our LGBs are given the freedom to run our schools successfully

Efficiency

A streamlined governance structure with appropriate shared resources that maximises investment in our educational excellence goal

Ambition

We invite new schools who share our values and purpose to achieve our vision



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Our Trust

Our vision is to strive for excellence in the provision offered for our learners and stakeholders, with high aspirations for all children to enjoy learning and be inspired through great teaching, a curriculum that amazes, challenges and supports all to succeed. Collaboration and partnership drives improvement and sustains high achievement. Our leadership aims to be transformational, supporting everyone to be the very best they can be.

Established in 2018 SOKE Education Trust is primary focussed with three two form entry schools and two small village Schools, comprising approximately 1,500 pupils. All five schools are high performing and are located within the Local Authority of Peterborough.

The Trust is deliberately a primary focused Multi Academy Trust enabling the schools within the Trust to share best practice, staffing expertise and common experiences within the primary sector. The schools share common values, placing learners at the centre of everything that they do. With ambitions to Sustain high achievement, Empower confident learners and Transform the life opportunities for all, each school retains its own school identity.

The Trust is led by a Chief Executive Officer, with each of the schools being led by the Headteacher and Local Governing Body. The school leaders are championed to drive opportunity and school improvement, whilst retaining their own unique flavour and identity, maintaining the role they play in their local communities. We recognise the vast array of positive qualities and strengths within each of our schools. Working together and drawing upon this wealth of talent ensures that we provide the very best learning opportunities and enrichment for our pupils. The Scheme of Delegation enables the Governing Bodies of each school within the Trust, to ensure they can maintain their unique ethos and values.

The Trust is able to work collaboratively using expertise held within the Trust to share best practice, aiming to drive down costs through collective purchasing, investment in school estates, greater flexibility with staffing resources and career development. Over time, as we grow, it is anticipated that greater centralisation of services will ensure increased efficiencies and internal expertise in specific areas, allowing school management to focus on teaching and improving learning outcomes for pupils.

The combination of our pure primary focus, our goals and our collaboration approach make us a unique Trust in our region.



**Five Primary
Schools**



1,500 Pupils



**Shared
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Benefits of working with our Trust

Joining the Trust you will be;

A part of a supportive and sharing culture that allows our schools to learn from each other and be the best they can be



Working with schools that have an underlying community focus and seek to be part of the community



Governed by a Board that values creative and inspirational leadership with a passionate belief in autonomy within a clear framework



Committed to educational excellence that allows all our pupils to thrive

Driving the next stage of our strategic growth and expanding the Trust to work with other schools that share our purpose



Leading a Trust that is committed to sustainability in our growth through a governance structure that maximises investment in our educational excellence goal



Five Primary Schools

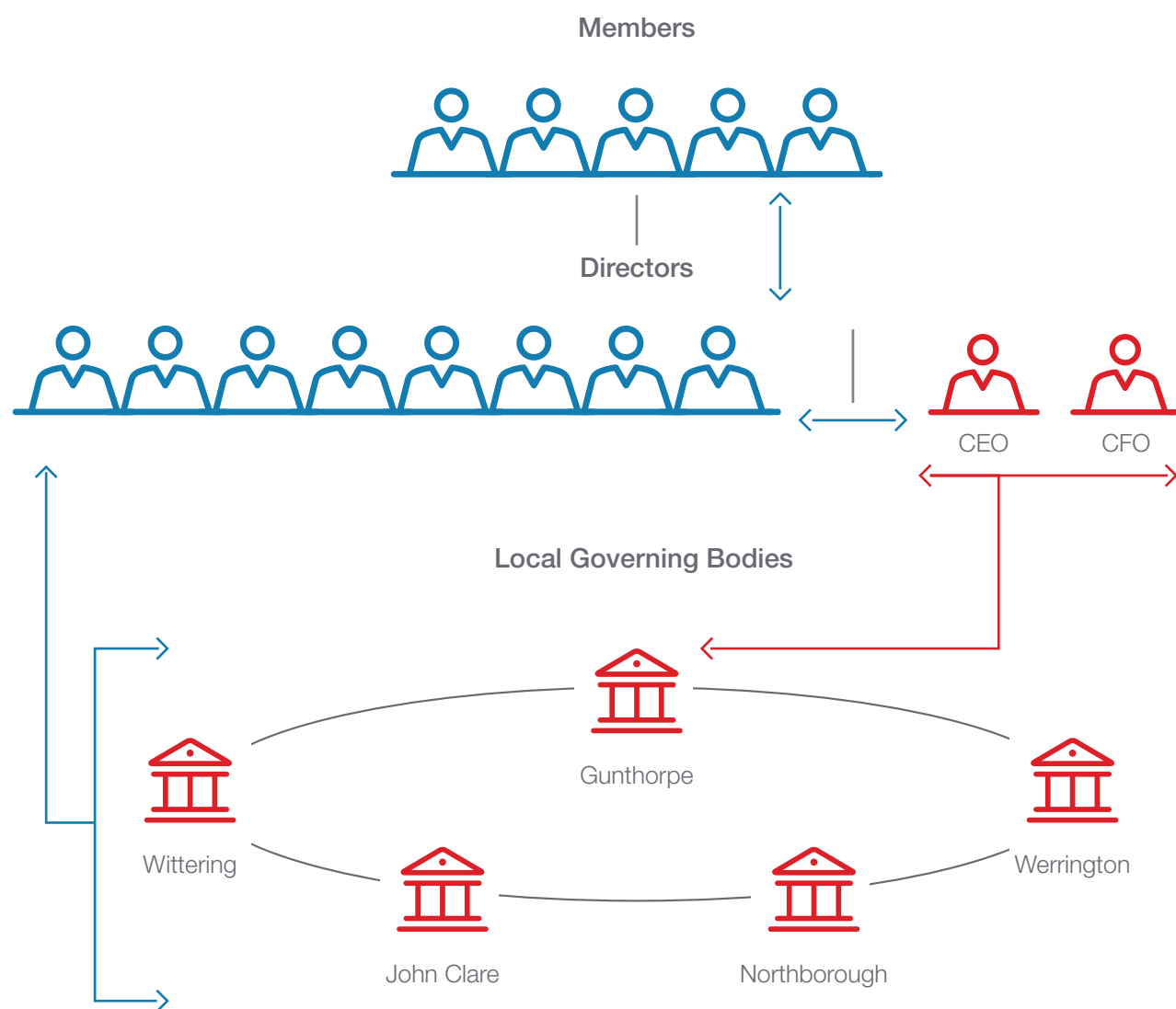


1,500 Pupils



Shared Vision & Values

Our Trust Organisational Structure



Our schools

Gunthorpe Primary School (406 pupils)

Gunthorpe Primary School pride ourselves on our interesting, stimulating and friendly environment, where each child can feel secure and valued. We want our children to develop to their full potential, have a sense of responsibility, self-confidence and independent thinking through their journey with us. We believe in growing together, positive attitudes and success in all we do.



John Clare Primary School (141 pupils)

John Clare Primary is a popular rural school which offers a caring, individualised learning environment, in which each and every child feels safe, valued and happy. We aim to provide every child with experiences and learning opportunities that inspire and challenge them, whilst preparing them for their bright futures ahead.



Northborough Primary School (191 pupils)

Northborough Primary School is a one form entry Primary school, joining the SOKE Education Trust in September 2019. We enable children to develop a deep sense of curiosity and thirst for learning in a welcoming, safe and inclusive environment. Our curriculum offers a broad educational experience and supported through our lovely orchard area and outdoor classroom.



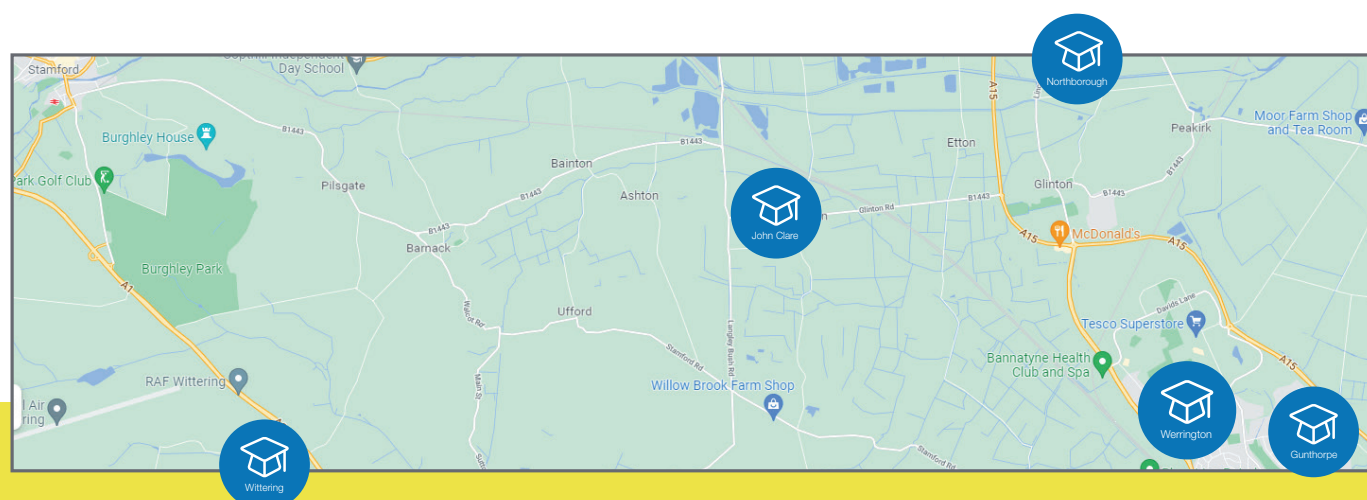
Werrington Primary School (409 pupils)

At Werrington Primary School we provide high quality learning experiences that are relevant to the needs of each child. We promote self-esteem, respect for self and others, kindness, co-operation and care for the community. The school values the interests of our children and links with parents.



Wittering Primary School (327 pupils)

Wittering is a happy and pro-active Primary school on the outskirts of the Peterborough authority. About half of the pupils who attend are from service families. We pride ourselves on providing a family atmosphere within school and our work with the community. Alongside standards, well-being of our school community is a high priority and we promote a love of learning enabling us to "Learn To Fly High".



Chief Executive Officer

Job Description

Purpose of the role

The role will lead our Trust through the next stage in its evolution, ensuring we provide the best primary experience for the children. The Chief Executive Officer is responsible for strategic leadership of the Trust, enabling the Trust and our schools to be sustainably successful. The CEO is a Director of the Trust and is our Accounting Officer ensuring we meet all statutory, regulatory and legal requirements.

The Trust is established on the principle that each Headteacher will continue to fulfil their statutory, regulatory and legal responsibilities for their school, whilst recognising the broader parameters of a Multi Academy Trust. The Trust see the Headteacher roles as key to the success of the schools, and the role of the CEO is to lead, mentor, empower and support Headteachers.



Main responsibilities

Strategic

- Develop and fulfil the Trust's vision, ethos and values.
- In conjunction with the Trust Board, develop the strategic plan and monitor its achievements.
- Establish, with Headteachers, and regularly review, a comprehensive educational design model for the Trust that supports innovation and technological development.
- Plan and deliver effective Trust programmes for the professional development of staff in member schools.
- Support, mentor, develop and challenge Headteachers in their leadership roles.
- Identify and implement opportunities for the Trust and member schools to operate more effectively and efficiently for the benefit of pupils, staff, and the wider Trust community. leading to longer term sustainability.
- Coordinate the effective leadership of member schools in the absence of their Headteacher.
- Develop an all-encompassing communications strategy for the benefit of all internal and external stakeholders.
- Identify opportunities to work with other schools in order to help the Trust achieve its strategic growth objectives.
- To develop relationships with other local Trusts, in order to influence local/regional policy and decision making, for the benefit of Peterborough and Eastern Alliances.



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Quality of Education

- Provide dynamic, strategic direction and leadership for high quality teaching, learning and standards across all schools. Whilst drawing on Headteachers experience and skills, develop and lead the process for improvement across the Trust, ensuring a robust system of target-setting is reported to the Board.
- Lead school improvement, with schools working collaboratively, including the use of external agencies as appropriate.
- Enable the Trust to establish and sustain a broad, structured and coherent curriculum, supported by effective curricular leadership and delivered through high quality teaching in all of its schools.
- Ensure the Trust has effective and proportional evaluation processes to make a timely diagnosis of the complex and persistent problems and barriers that limit the effectiveness of the Trust's schools.
- Manage, monitor and advise Directors of any potential under-performance against this framework, including feedback from leadership group discussions and dialogue with the Headteacher of the relevant school.
- Implement the agreed Trust Intervention protocol, including the development of an improvement plan, monitoring progress against the plan and updating Directors and Governors.
- Innovate to improve the quality of the curriculum offers to address social disadvantage and meet fully the needs of pupils with special educational needs and disabilities.

As Accounting Officer of the Trust:

- Fulfil all statutory and legal requirements, including Health & Safety, Safeguarding and the requirements of Companies House, Academes Financial Handbook, the Charity Commission, Data Protection and the ESFA.
- Manage the Trust's activities to achieve the most efficient, effective and sustainable provision of education to the highest quality, making the most effective use of the resources available. Establish systems to achieve trust-wide value for money. Develop strong and productive relationships with the DfE, ESFA and relevant funding bodies to ensure funding streams are secured and funding opportunities realised.
- Take responsibility for ensuring effective, appropriate data management, ensuring that systems are in place to capture, analyse and act. In collaboration with individual schools, to create and develop Trust-wide systems that encourage standardisation, where appropriate, and effective shared practice.
- Plan, implement and monitor the Trust's internal and external financial reporting with the support of the Trust's Chief Financial Officer.
- Report to the Trust Board on the Trust's financial governance, management and operation.
- Oversee and manage the work of the Trust Chief Finance Officer.



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Leadership and Management

- Provide inspirational leadership at all levels of the organisation. Ensure that there is a focus on wellbeing, professional growth and equality, diversity, and inclusion for all.
- Lead and effectively manage the activities and performance of the Trust's executive team. Provide professional leadership to the Chairs of Local Governing Bodies, to ensure they hold their schools and Governing Bodies to account.
- Ensure the organisation's staffing capability and capacity is analysed to meet current and future needs and actions are taken to staff the Trust appropriately, with people with the right skills, experience and qualities to meet future demands.
- Manage Headteachers across all schools and to hold them to account for the effective leadership of their schools.

Accountability and reporting lines

The CEO will report to the Trust Board in relation to their CEO responsibilities. The Trust Board will create a sub-group, which will include external professional advice, for the support and performance management of the CEO.

Remuneration

Remuneration will be paid pro rata. The post has flexibility with regards to part time working which will be agreed prior to commencement of the contract. The post is offered on the leadership scale L29-L35. With an expectation that the incoming CEO will commence at the start of the scale and progress through the range in accordance with the SOKE Trust Performance Management Policy. Exceptional performance may be rewarded separately.

Person specification

We are looking to recruit a candidate who is passionate about education and school improvement. They will work collaboratively with the Headteachers, embracing our schools' autonomy and empowering them to further improvement, whilst identifying opportunities for the Trust to develop further and grow. The candidate will have a proven track record of successfully leading high performing teams, driving morale and promoting collaboration and accountability. They will have a commercial mindset with the ability to analyse and interpret financial and operational information to identify areas for business improvement.



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Qualifications

Degree (E); Higher degree (D); NPQH (D); NPQEL (D); QTS (D).
Recent participation in a range of relevant professional training.

Experience

Essential

- 5+ years' experience in a leadership role , with a strong track record of sustained school improvement. Detailed knowledge and experience of primary key stages.
- Proven track record of strategic and successful business planning and financial management.
- Track record in improving school performance .
- Extensive experience of using assessment data to inform decision-making.
- Experience of leading, managing and motivating teams of people, building effective relationships at all levels within an organisation.
- Experience in building effective teams of senior staff through people management skills such as leadership, vision, communication, motivation, constructive challenge and delegation.

Desirable

- Experience in a Trust setting, preferably with demonstrable experience of developing schools within the Trust.
- Track record in improving school performance in RI or inadequate schools.
- Clear understanding and experience of what constitutes an outstanding school.

How to apply

If you wish to discover more about this exciting opportunity, need any further information, or you wish to have an informal discussion, initially please email The Chair of Trustees at chair@SOKEeducationtrust.co.uk.

Closing date: Friday 8 April 2022

Shortlist date: Monday 18 April 2022

Interview dates: Monday 25 April and Tuesday 26 April 2022

Location of Interviews: Peterborough



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