

Job Description



Post Title	Chief Executive Officer
Grade	£150-160K
Location	Thrive Trust Head Office
Reporting to	Trust Board
Team	The Development Team

Key responsibilities and their specific duties

The CEO will work to deliver Thrive's mission statement - *Inspiring pupils to thrive in life*. To achieve this they will;

Demonstrate the highest ethical leadership standards including professional integrity, striving for excellence, working co-operatively and welcoming accountability. This will result in the CEO being a gatekeeper of Thrive's values and charters, so that Thrive schools are high performing and inclusive institutions. Specific responsibilities will include;

- Following statutory safeguarding guidance and Thrive safeguarding policy and procedure.
- Upholding the Thrive Charter, the Thrive Ethical Leadership Charter and the scheme of delegation.
- Upholding and contribute to the creation and revision of Thrive policy.
- Being accountable to the Trust Board, giving timely reports and updates as required.
- Upholding the Thrive Equality and Diversity Policy, challenging prejudice wherever it may occur.
- Being an active member of the Development Team, offering support and guidance across decision making at the most senior level.
- Regularly reviewing own practice, set personal targets and take responsibility for own personal development.

Give strategic leadership to the entire organisation by working in partnership with the Trust Board to set strategic direction, and in partnership with Thrive schools and external partners to get the very best outcomes for Thrive pupils. Specific responsibilities will include;

- To formulate, and keep under review, the strategic vision for Thrive, and inform and advise the Board of strategies necessary to maintain further development.
- Providing the Development Team with strong and effective leadership, giving clarity of vision and exemplifying Thrive's values.
- Leading the Development Team to formulate and deliver the Trust's key performance indicators.
- Creating a management structure across the Trust, which enables high performance leadership, the effective sharing of good practice and co-operative working, so that each school aims to be as good as the best.
- Establishing a culture of inclusion so that all constituents of the Trust (pupils, parents, staff) have a voice and a sense of agency, regardless of race, religion or belief, sex or ability.
- Ensuring that all Thrive schools are inclusive schools so that:
 - All learners thrive irrespective of their background or starting points;
 - The disadvantage gap is closing;
 - Attendance is high and persistent absence is low across all pupil demographics;
 - Suspensions and exclusions are low;
 - Off-rolling is not happening.

Be forward thinking, outward looking and inward looking, making partnership arrangements with other external stakeholders and having an eye to developments within the education sector so that Thrive schools are at the forefront of innovation. Specific duties will include;

- Promoting the Trust vision, values and ethos to people in our schools, the wider community and the families that schools serve.
- Engaging with the wider education ecosystem in Hull and beyond by actively seeking out collaboration partners so that mutual learning takes place to the benefit of pupils and staff.
- Being an active member of the Hull Learning Partnership.
- Being an active point of contact with the Local Authority.
- Being the active point of contact with the DfE via the Regional Director's office.
- Work with stakeholders and marketing consultants to establish a positive profile for the Trust and the schools within it.

Develop a culture of co-operation and mutual support by overseeing school-to-school support that includes effective collaborative convergence. Specific duties will include;

- Line managing those with direct responsibility for school improvement.
- Having oversight of each school's progress against their School Development Journey and taking feedback from School Development Review opportunities.
- Leading 1:1 and group meetings with the Development Team.
- Engaging with individual Headteachers, and consulting with them as a group.
- Liaising with Trustees via the Trust Board, Quality of Education Committee and the Finance Audit and Personnel Committee.
- Liaising with Local Governing Bodies as required ensuring that they have the information they need to be well informed about key aspects of school performance, and ensuring that they have the information they need to hold headteachers to account.
- Liaising with recognised trade unions via the Joint Consultative Committee.

Promote effective school Improvement at scale so that all schools are enabled to improve and can be confident when under external scrutiny. Specific duties include;

- Being accountable for pupil outcomes across the Trust.
- Being accountable for the quality of teaching and learning across the Trust.
- Setting targets for school improvement, based on high expectations and the closing of the disadvantage gap.
- Ensuring that School Development Journey plans are in place in September of each year.
- Challenging underperformance so that continual individual and school improvement takes place.
- Have oversight of key performance metrics (via the School on a Page document) and ensure that schools receive the support they need at the level they need it and in a timely fashion.
- Ensuring that schools meet their operational and legal requirements.

Fulfill effective governance and compliance responsibilities so that schools and the Trust meet all operational and legal requirements. Specific duties include;

- Fulfilling the responsibilities of the Accounting Officer.
- Ensuring that all schools Work with the Chief Financial Officer to ensure financial probity and effective financial management within each school and across the Trust.
- Ensuring that the global budget is delivering value for money and does not go into deficit.
- Establishing a centrally based support team to deliver high quality services to the Trusts' schools including financial services, HR services, ICT services, catering services, site services, that are cost effective and aligned with improvement priorities.
- Being accountable to the Board of Trustees for ensuring that all legal responsibilities are met within the requirement of the ESFA Academy Trust Handbook, Health and Safety legislation and guidance, the Trust's Articles of Association and the law.

- Advising the Board of Trustees and the Local Governing Bodies on the staffing structures and working relationships within the Trust.
- Advising the Board of Trustees and Local Governing Bodies on the Scheme of Delegation, so that all are clear of their responsibilities, and refining the Scheme of Delegation when needed and in the light of experience.
- Developing Trust-wide policies, including those that set out the expected conduct and performance of all staff employed in schools. Provide robust procedures to reward and celebrate good work and deal with any conduct or performance, which falls short of the indicators set out in these policies.
- Fostering a constructive relationship with the Chair of Trustees, ensuring regular briefings and prompt communication of anything untoward that may impact on the reputation of the Trust.

Safeguarding Children

Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Job description provisions

- To perform additional directed activities and roles, from time to time, as may be assigned by the Trust Board.
- This job description may be modified by the Trust Board, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Person Specification	Chief Executive Officer
Responsibilities for Staff:	Chief Financial Officer Trust School Development Lead (Primary) Trust School Development Lead(Secondary) IT & Data Lead People Development Lead Pastoral Development Lead Pupil Engagement Development Lead
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		Essential	Desirable	How Identified
Qualifications	Honours Degree		✓	AF
	Masters Degree in education, leadership, and management or business related area		✓	
	Teaching qualification	✓		
Relevant Experience & Knowledge	A track record of ethical leadership that results in a high quality and inclusive education for pupils.	✓		AF, I, R
	Unwavering desire to ensure that all young people get the education they deserve	✓		
	Proven significant experience of leadership within a large education related organisation and working with disadvantaged communities	✓		
	Experience as a Headteacher		✓	
	Strong track record of improving organisational performance at both a strategic and operational level	✓		
	Leading a successful Multi-academy Trust		✓	
	Effective partnership working with key stakeholders including other schools, Trusts, the LA, DfE, Ofsted, Trade Unions.	✓		
	Clear understanding of the current educational landscape, including issues specifically relating to the academy sector	✓		
Leading organisational growth	✓			
Skills & Qualities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		

	Ability to balance key strategic priorities and focus on the essential	✓		
	Ability to lead a high performing Executive Team that is focused on social justice	✓		
	Possesses gravitas and credibility with Members, Trustees, Local Governors, staff at all levels, parents / carers and the local community	✓		
	Excellent negotiation skills	✓		
	Business acumen to manage the running of a large organisation in the education sector	✓		
	Ability to influence, think creatively and to challenge the norm	✓		
	A knowledge of, and commitment to safeguarding and promoting the welfare of children and young people	✓		
Personal, interpersonal and communication Skills	Highly effective and credible leader, who inspires the respect and support of others and has an open, approachable and empowering interpersonal style	✓		AF, I, R
	Highly effective communicator, who can use their skills to draw out the best in others, win support for change and respond appropriately to criticism or challenge	✓		
	Resilient and positive, dealing calmly and confidently with the inevitable 'ups & downs' of a CEO role	✓		
	Sound judgement in dealing with significant decisions and sensitive or contentious issues, and in timing actions for maximum beneficial effect	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the Trust obtaining a satisfactory enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)