



Southmoor Academy
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Chief Executive Officer (Incorporating Headteacher of Southmoor Academy) Recruitment Pack





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Welcome to Southmoor Multi Academy Trust

Dear Applicant,

Thank you for your interest in this key post. The Trust consists of two Sunderland secondary schools approximately two miles apart. Southmoor Academy has long been a local leader and year after year has achieved some of the strongest GCSE results in the area. Our success has brought the opportunity to open our own thriving Sixth Form and bring Sandhill View Academy into our Trust. Since joining us Sandhill View has greatly improved, moving out of an Ofsted category into Requires Improvement, we now believe that the school has improved further since the last inspection.

In 2019 Southmoor gained its worst ever set of GCSE results in many years. This was the product of a combination of factors including poor curriculum choices, key staff absence, poor performance by certain key subject areas and a particularly challenging year group. Disappointing as this was, potential applicants should not imagine it to be part of a trend. Indeed, we have ample evidence of significant improvement both in 2020 and for 2021. We are a proud school and it is a source of immense frustration to all our staff that we have not had the opportunity to set the record straight in public exams. Southmoor (in common with Sandhill View) is a school with significant deprivation where every success has to be earned. Our past record however shows that success and opportunity is there for the right person.

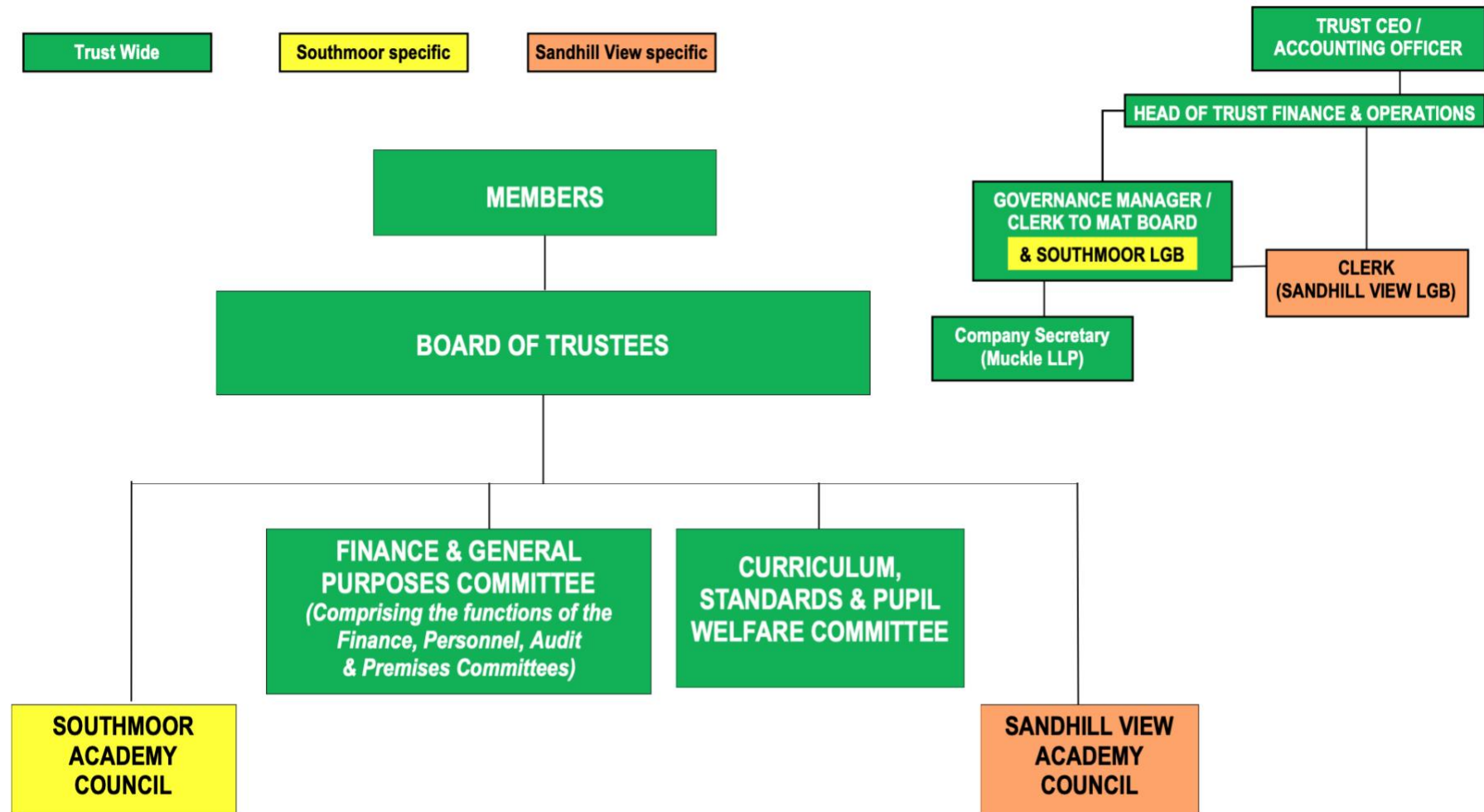
As a Trust we have so much to offer a new CEO. Advantages include a supportive body of Trustees, a large talented workforce, a very healthy financial situation and a Sixth Form which is the only non-faith Sixth Form in the area and draws students from across a range of local schools. Whilst much has been achieved there is still real scope for a talented, inspiring leader to take us much further. This is a real opportunity for the right person to make us a powerful force for good in our community.

The advert says that you can contact the school to arrange a visit or a telephone conversation. I'd like to affirm that suggestion and would welcome contacts from any potential candidate.

Dr Phil Ingram
Acting CEO
Southmoor Multi Academy Trust



The Multi Academy Trust Structure





Advert

Chief Executive Officer with Headteacher

Salary: circa £125,000 dependent upon experience

Required September 2021

We are looking for a leader who believes they could do more

Southmoor Multi Academy Trust have an exciting opportunity to appoint an ambitious Chief Executive Officer who will also hold the responsibility of Headteacher of Southmoor Academy and Sixth Form, a school which is a local success story with national recognition.

This exciting, career defining, opportunity has arisen for an outstanding visionary leader. We are looking for a dynamic and innovative individual who will provide the strategic direction and educational leadership needed in shaping the future of the Southmoor Academy Trust and the success of Southmoor Academy and Sixth Form.

The candidate will:

- have proven leadership and management skills within diverse and complex organisations;
- be committed to social justice through the transformative power of education;
- be inspirational and credible;
- have a proven successful track record raising standards;
- be able to evidence at least two years of successful headship.

in this role you will have the freedom to set a success culture and innovate to make it happen. Despite significant levels of deprivation Southmoor has managed to become one of the highest achieving schools in the area. The challenge posed by deprivation remains but we have many positive fundamentals to build on and we want someone who can take us further and make us great.

Southmoor Multi Academy Trust consists of two secondary Academies, Southmoor Academy and Sandhill View Academy. Our academies have shared values and priorities and enjoy true partnership work in terms of staff development, working practices and student experiences. A Trust Board is responsible for the strategic direction and performance of the Trust.

We welcome visits to the Academy Trust, to arrange this please contact Sara Barwick (Trust Executive Assistant & Governance Manager) on 07860 929403.

Application packs are available from Emma Duffy, Avec Partnership Ltd, tel. 07585 919241 or email: emma.duffy@avec-partnership.com. Applications should be returned to Emma Duffy via email. Previous applicants for the Headteacher role need not apply.

Closing Date: 19th March 2021 at 12pm

Interview Date(s): 14th and 15th April 2021

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for the successful candidate.



Job Description

<u>POST TITLE:</u>	Chief Executive Officer incorporating Head Teacher of Southmoor Academy and Sixth Form
<u>REPORTING RELATIONSHIP:</u>	Multi Academy Board of Trustees and the Trust's Academy Councils.
<u>JOB PURPOSE:</u>	To provide dynamic, strategic leadership to the Multi Academy Trust. To undertake the responsibility of the Accounting Officer.

MAIN DUTIES/RESPONSIBILITIES

- To be the strategic leader for the Trust and be accountable for the performance at all Trust academies
- To be the statutory Headteacher for Southmoor Academy ensuring all the professional duties required of a Head Teacher in accordance with the School Teachers' Pay & Conditions Document are met.
- Hold line management responsibility for all the Head Teachers in the Trust including being responsible for their performance management along with the line management and performance management of the Executive Leadership Team.
- To ensure compliance with the requirements of the Master Funding Agreement and Supplemental Funding Agreements for the Academy Trust.
- To ensure compliance with the Academy Trust Scheme of Delegation.
- To provide dynamic and strategic direction and leadership for Teaching and Learning in the Academy Trust delivered through the Executive Leadership Team and Head Teachers within the Academy Trust.
- To have strategic oversight of all aspects of standards and governance across the Academy Trust and act as principal advisor to the Board of Trustees on all areas of provision across the Trust.
- To be the Accounting Officer for the Academy Trust, personally responsible for the propriety and regularity of the public finances in your charge ensuring that the Trust remains in good financial health with an appropriate level of reserves.
- To be responsible for ensuring implementation of all policies across the Trust and ensure they take into account Trust initiatives.



- Be proactive in addressing the priorities of the Academy Trust and take the lead on the Trust strategic plan.
- To maintain and establish relationships with other organisations, networks.
- Assist in supporting the work of the Regional Schools Commissioner, Local Authorities, ESFA, DfE and other key bodies in respect of all aspects of the Academy Trust.
- Oversee the planning of the Academy Trust budget and the deployment of resources across the Trust.
- Acts as an ambassador for the Academy Trust in developing partnerships and links with stakeholders that promotes a positive profile of the Trust.
- Take a leading strategic role in developing and delivering key plans and documents such as the Trust's long-term strategic plan, school self-evaluation and school improvement plans for the academies etc.
- To provide motivational and inspirational leadership at all levels of the organisation.
- To lead the Academy Trust in achieving excellence with a focus on continuous improvement and raising standards.
- Be responsible for meeting the demands of changing legislation, new initiatives and changing practice.
- Build and maintain strong and effective relationships with parents, staff, Trustees and governors across the Trust.
- Support the need for effective communication, both internal and external to the Trust, including liaising with the local and national media.
- Ensure equality of opportunity for all.
- The post holder must carry out his/her duties with full regard to the Trust's Equality Policies and the Equality Act 2010 in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the Board of Trustees may determine



This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

Date: February 2021



Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status	AF/C	D1	Masters Degree in related discipline	AF/C
	E2	Evidence of recent continuous professional development (last 5 years)	AF/C	D2	Recognised Management qualification	AF/C
				D3	Executive Leadership in schools and academies qualification	AF/C
Experience & Knowledge	E3	Recent Experience of headship across the secondary education sector with responsibility for standards and working with a large team (last 3 years)	AF/I/R	D4	Experience of leading in a multi academy trust or similar organisation	AF/I/R
	E4	Experience of developing a strong team culture with senior leaders and fostering a positive work ethos.	AF/I/R	D5	Experience and confidence in addressing conferences and large audiences at regional and national level	AF/I/R
	E5	Experience of developing and implementing a highly exciting and innovative curriculum, which is personalised to the needs of the whole child/young person.	AF/I	D6	Experience of academy finance including the role of accounting officer	AF/I/R
	E6	Experience of managing, developing, inspiring and motivating staff including performance management at a senior level.	AF/I/R	D7	Experience of sixth-form provision	AF



	E7	Successful experience of using assessment data to inform decision making	AF/I			
	E8	Demonstrable success in raising standards and meeting and setting challenging targets at Trust and Academy level.	AF/I/R			
	E9	Experience of supporting the management of significant organisational development & change.	AF/I/R			
	E10	Evidence of successful school to school support work	AF/I/R			
	E11	Working with and developing relationships with stakeholders, sponsors or businesses.	I/R			
	E12	Experience of presenting high quality, strategic information to Trustees and supporting their role as a "critical friend".	I			
	E13	Excellent knowledge of monitoring systems so that evaluations support pupils rapid progress	AF/I/R			



	E14	Experience of strategically leading on academy / school finance and resources issues, including budget management and funding allocation.	AF/I/R			
Skills	E15	Excellent oral and written communication skills with an ability to negotiate at all levels.	AF/I/P			
	E16	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context.	AF/I			
	E17	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets.	I/R			
	E18	Ability to interpret and implement new legislation, policies and directives and communicate with stakeholders.	I			
	E19	Ability to analyse information from a wide variety of sources and solve complex problems.	AF/I			
	E20	Ability to demonstrate sound leadership in managing transition between key stages for pupils across the academies and with partner schools.	AF/I			



	E21	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines.	AF/I/R			
Personal Attributes	E22	High personal standards of integrity and probity with a professional and exemplary character necessary to be the ambassador for the MAT.	AF/I	D8	Evidence of representing an organisation/profession at the regional and national level	AF/I/R
	E23	Excellent analytical and problem-solving skills	I/R			
	E24	A pragmatic, action-orientated and outcomes-focused approach.	AF/I/R			
	E25	High levels of drive, energy and integrity	I/R			
	E26	Be capable of handling a demanding workload and able to successfully prioritise work.	AF/I			
	E27	Passionate about improving the quality of education the educational outcomes for all pupils.	AF/I/R			
	E28	Be confident, positive and approachable.	I			
	E29	Be able to secure the trust and confidence of pupil, staff, parents/carers, Trustees and others.	I/R			



	E30	Have consideration of the views of others	AF/I			
	E31	Advocate a sound educational philosophy, with the ability to translate into practice.	AF/I			
	E32	Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents/carers.	AF/I			
	E33	Commitment to own and others personal development.	AF/I			
	E34	Evidence of being able to build and sustain effective working relationships with staff, Trustees, parents/carers and the wider community including with Local Authority, Department for Education, external partners etc.	AF/I/R			
	E35	Evidence of being a high profile, inspirational leader	AF/I/R			
	E36	Emotional resilience in working with children/young people and adults	I/R			
	E37	High degree of motivation for working with children/young people	AF/I/R			
	E38	Be able to understand and develop your own emotional intelligence	I			



Special Requirements	E39	Be able and willing to work outside normal hours in order to meet the demands of the role.	AF/I			
	E40	Suitable to work with children/young people	D			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references



Terms and Conditions of Employment

Salary Grade	Circa £125,000 dependent upon experience
Working Hours	You will be expected to work the hours to meet the demands of the post in accordance with STPCD. It is recognised there will be fluctuations with this work especially during school term time
Payment	Staff are paid monthly in arrears by credit transfer
Notice	Your notice period will be in line with the provisions of the Burgundy Book for Headteacher's notice periods.
Pension	You will be automatically enrolled on to the Teacher's Pension Scheme, unless you choose to opt out.
Collective Agreements	The conditions applicable to your post are those contained in the school teachers' pay and conditions document and the conditions of service for school teachers in England and Wales ('The Burgundy Book') and in other relevant documents which are issued nationally from time to time.
General	<p>The successful candidate will be required to complete a medical form.</p> <p>The successful candidate will be required to provide proof of eligibility to work in Great Britain in accordance with the Asylum and Immigration Act 1996, before employment may commence.</p> <p>An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.</p>



Recruitment Process – Key Dates

Possible visits to Trust

w/c 8th March 2021

w/c 15th March 2021

Closing Date

12pm on 19th March 2021

Shortlisting Date

24th March 2021

Interview Date

14th and 15th April 2021