



## Cornwall Association of Secondary Headteachers

### Job Description:

1. Title of the role: CASH Consultant Executive Officer
2. Reporting to: Chair of Cornwall Association of Secondary Headteachers
3. Contract/SLA rate, self-employed, to provide services to the organisation and its members. Annual contract value: £47,685 (Equivalent to 0.6FTE on the Leadership Scale)
4. The post holder will be self-employed, and will be responsible for securing their own public liability insurance.
5. The postholder will invoice CASH on an monthly basis.

### Main Purpose of Job:

To support Cornwall's secondary Headteachers and school leaders through the Cornwall Association of Secondary Headteachers(CASH)

### Main responsibilities and duties:

- 5.1. Deliver the strategic role of adviser and researcher to CASH and the Executive Committee
- 5.2. Maintain key strategic partnerships including the Local Authority, CAPH and the CAPH Executive Officer, SW secondary school associations
- 5.3. Provide tailored, bespoke advice and support to Secondary Headteachers, and School Leaders on a range of issues as required, including welfare and wellbeing.
- 5.4. Lead on succession planning by working with deputy heads, other senior school leaders and middle leaders
- 5.5. Lead in the planning and organisation of CASH meetings, conferences, events and activities including working groups and CASH sub-groups as established under the CASH banner
- 5.6. Lead in the development and maintenance of policies for secondary education in Cornwall
- 5.7. Represent CASH at meetings, conferences and working groups and undertake regular and effective consultation with local networks
- 5.8. Respond to opportunities in the development of business and professional development links to sustain, and possibly develop, an income stream for CASH

### **Supporting processes:**

- 5.9. The postholder contributes to strategic problem solving and acts as a professional adviser on related issues that are often sensitive, political and confidential in nature
- 5.10. The postholder contributes to operational problems-solving by providing researched input to, and feedback on, proposed new ways of providing statutory education
- 5.11. On occasions, the postholder deals directly with problems reported by individual members of CASH and signposts the owner of the problem to the appropriate support service, or acts as the catalyst for further analysis and resolution of a problem that has implications for other Headteachers, or resolves the problem without further reference
- 5.12. Makes operational proposals for the delivery and development of the CASH, including policy development where required
- 5.13. On occasions the postholder will need to be robust in holding other organisations to account

### **Working conditions**

- 5.14. The role is peripatetic across the whole of Cornwall with visits to other counties in the South West and nationally
- 5.15. Contact with the postholder by CASH members during unsocial hours is a regular feature during the academic year and the postholder maintains an office at home
- 5.16. The Executive Officer, in liaison with the Chair, will be responsible for the distribution of a weekly bulletin to Headteachers and Principals.
- 5.17. The post holder must have access to his/her own transport – there are many meetings to attend across a wide geographical area

### **Contacts and relationships**

- 5.18. Regular meetings (electronic and face to face) with the CASH Chair, and Vice Chair as necessary
- 5.19. Regular contact with CASH Executive and secondary Headteachers
- 5.20. Regular contact with the Executive Officer of CAPH and officers of CAPH Executive Board
- 5.21. Liaison with officials from Cornwall Council and other organisations.
- 5.22. Contact with CASH, plus a range of external agencies such as Trade Unions/Teacher Unions, Professional Associations, Department for Education etc.
- 5.23. Contact with relevant businesses and providers of professional development

## **Additional information**

- 5.24. The post will be funded by the member schools and academies of CASH
- 5.25. The postholder will be responsible for her/his own administration; there will be no additional administrative support provided by CASH. This will include taking notes/minutes of CASH Executive and CASH meetings and updating the website or social media platforms
- 5.26. Any leave in excess of one week should be taken during school holiday periods; leave during the academic year will be agreed during term time only for exceptional circumstances as discussed with the Chair. It will be expected that the postholder is available during examination results weeks (Level 2 and Level 3)
- 5.27. The respective, and sometimes conflicting, interests of the joint funders bring with it challenges that can only be met if there is a high degree of trust by all in the postholder.
- 5.28. An appraisal structure will be in place, including a probationary period. The postholder is accountable to the CASH Chair and will report on impact to the Executive
- 5.29. Should either party wish to terminate then one month's notice will be given
- 5.30. It is intended that this is a two-year post with a possibility of a one year extension to be discussed at the end of the first year

## **Person Specification**

### **Knowledge, Skills and Experience**

The postholder will have knowledge and understanding of:

- 5.31. Strategic bodies contributing to the development of education policy and practice on a regional and national level
- 5.32. Organisational structures in schools, academies, Local authorities, and a deep knowledge of the education system locally, regionally and nationally.
- 5.33. Constitutional relationships of schools with the LA, Governing Boards, MATs, Federations and Diocesan Boards.
- 5.34. The concepts of governance in both the maintained sector and academies in England and related sections of education law.
- 5.35. It is essential that the postholder has substantial experience as a school leader, preferably as a Headteacher.

The postholder will have high level interpersonal, reflective and creative skills. They include groups of specific skills and the ability to apply and vary combinations of skills to fit the behaviour of others in a range of circumstances as they evolve

- Networking
- Building alliances and relationships within education and business.
- Leading, influencing, motivating and persuading.

- Analytical and problem solving skills
- Listening and understanding
- Evaluating and making judgements

**Highly desirable attributes:**

- Substantial employment as a secondary Headteacher/Principal in a Local Authority or Academy sector
- Involvement in a Headteachers' Association, preferably at Executive level.