

Thank you for your interest in working with the Raedwald Trust.

This information pack should contain everything you need to know about working with us and the post of **Deputy CEO** at the Raedwald Trust.

The Raedwald Trust is a partnership of Alternative Provisions and bespoke pathways serving children and young people requiring a different route to success.  The Trust is established to deliver its core purpose devolved by parliament: the advancement of education in the public interest. Committed to the 7 Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership), the Raedwald Trust uses compliance to drive a culture of ethics and probity. Through this approach, the Raedwald Trust is able to unleash greatness by enabling bold, imaginative and innovative learning.

You can find further information about the Raedwald Trust at [www.raedwaldtrust.com](http://www.raedwaldtrust.com)

We always welcome visits from potential applicants. Please get in touch with Laura Leeder, Trust PA (email: [lleeder@raedwaldtrust.org](mailto:lleeder@raedwaldtrust.org), tel: 01473 550472) if you would like to arrange a visit or need any further information.

**The closing date for applications is 12pm on 11th November 2024**

Please apply via MyNewterm on the Raedwald Trust website   <https://www.raedwaldtrust.com/about-raedwald-trust/vacancies/>

**Interviews will be held w/c 18th November 2024**

Included in this pack is:

* A welcome from Angela Ransby, CEO of the Raedwald Trust
* A job description
* A person specification
* The Raedwald Trust Safer Recruitment & Selection Process

**Welcome from our CEO**

Thank you for your interest in applying to work for the Raedwald Trust.

The Raedwald Trust is a thriving, inspirational Trust situated in the heart of communities across Suffolk and delivers exceptional education to pupils of all ages who require personalised bespoke education pathways.

I have a genuine interest and enthusiasm for learning and I am passionate about education and working with young people. Making a difference in the lives of young people is what brought me into this profession. It is my belief that all pupils should be successful in schools and that schools should serve the needs of their communities. Staff, governors and trustees at the Raedwald Trust are ambitious for every pupil, and this is evident in the day-to-day life of the Trust.

Learning and Teaching is at the heart of all we do. We believe that the Raedwald Trust should be a centre of excellence with high expectations, positive pupil attitudes, good behaviour and a clear focus on raising standards and ensuring progress for all. We do our utmost to create a culture where every pupil feels valued and where every member of staff is committed to pupils achieving their very best. This is achieved by fostering an ethos firmly rooted in social justice, civic values and lifelong learning.

The Raedwald Trust values its staff as professionals and we provide them with access to a wide range of CPD and training opportunities. We are committed to safeguarding and promoting the welfare of children and we expect all of our staff to share this commitment.

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| **ROLE TITLE: DEPUTY CHIEF EXECUTIVE OFFICER – Essential Car User**  **Pay Grade: L20-L28**  **Responsible to CEO** | |
| CORE PURPOSE:  The Raedwald Trust Deputy CEO is a lead professional and significant role model within the MAT and wider Trust community. The role will support the CEO to bring together staff, students and families and seek to extend our work more widely in order to support a wider Trust community as well as expand the MAT.  The Deputy CEO will:   * Have overall responsibility for school improvement based upon sound systems of self-evaluation, the appraisal system and CPD; * Create an environment of high expectations, creativity and aspiration; * Ensure there is a culture of Inclusion and value of the individual; and * Support the CEO to work towards expanding the Trust Business Model through identification of local need and creation of a clear action plan that can lead to a broadening of the provision offer.   Leadership Qualities:  Leadership – lead by example, developing the Trust and its people to achieve better outcomes for the community.  Inclusive –ensure all members of the community and the Trust are equally valued.  Partnership worker –network effectively to build and use key relationships to share good practice, innovate and improve performance.  Skilled influencer –use your communication skills to shape outcomes and engage others in achieving them.  Developing others –support others in identifying and achieving their potential.  Resources manager –find ways to use the resources available to efficiently and continuously look for improvements. | |
| **Accountabilities** | **Measures of success** |
| **Strategic leadership**  Lead by example, providing dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the MAT.  Work with the Central Team, Head of each Academy and governance leaders to implement the shared vision and strategic plan.  Implement strategic plans that identify targets for ensuring that students achieve high standards and make progress, increasing teachers’ effectiveness and securing rapid school improvement.  Critically evaluate each Academy’s performance and ensure performance targets are achieved including those in vulnerable groups.  Provide appropriate balance of challenge and support for trust leaders.  Work with political and financial astuteness to plan for the future needs and further development of the Academies.  Establish collaborative and open relationships with all stakeholders. | * *Academy performance* * *Financial performance* * *Parental feedback* * *Pupil outcomes* * *Ofsted reports* * *Trust performance indicators* * *Budget targets* * *Trustee feedback* |
| **Accountabilities** | **Measures of success** |
| **High Quality Learning & Teaching**  Ensure Academies engage the student/young person through creating effective, interesting and relevant teaching and learning with well-qualified and creative teachers and support staff.  Secure and sustain effective, high quality teaching and learning, ensuring each Head has in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.  Through this robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.  Ensure that effective and appropriate pastoral support is available to all students.  Be creative in supporting ‘bespoke learning packages’ where need is identified. | * *Targets achieved* * *Retention of staff* * *Attraction of staff* * *Progress* * *Performance* * *Student perception surveys* * *Parental feedback* |
| **Accountabilities** | **Measures of success** |
| **Systems & Processes**  Ensure Academy priorities are consistently and effectively implemented and the impact monitored for pupil progression, attainment and achievement.  Secure robust Trust self-evaluation and quality assurance procedures.  Have direct Line Management responsibilities for identified trust leaders  Ensure regular monitoring with the Finance Committee of the budget and the oversight of the use of resources to ensure that each Academy meets its objectives.  Ensure the Trust is in a position to recruit and retain staff of the highest quality.  Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with Trust Appraisal and Capability policies and procedures.  Ensure that trust leaders have in place for all staff clearly defined responsibilities and accountabilities.  Oversee the implementation of Trust policies and procedures ensuring consistent application and monitoring for impact.  Ensure agreed reporting mechanisms are effectively in place for each Trust Board and Local Governing Bodies. | * *Targets achieved* * *Retention of staff* * *Attraction of staff* * *Progress* * *Performance* * *Student perception surveys* * *Parental feedback* |
| **Accountabilities** | **Measures of success** |
| **The self-improving school system**  Treat everyone within each Academy fairly and equitably.  Motivate and enable all staff to carry out their respective roles to the highest standard, through on-going, high quality professional development based on an assessment of needs and identified through the appraisal process.  Develop leadership capacity at all levels, through coaching and other appropriate means, for individual schools and across the MAT generally.  Support each Academy to establish strong Middle Leadership roles within a distributed leadership structure.  Ensure staff across the MAT have opportunities for career development and develop processes to grow our own talent.  Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.  Provide advisory and other support to Academies/schools within the area as part of a developing wider remit of available provision that can be accessed and purchased from the Trust. | * *Targets achieved* * *Retention of staff* * *Attraction of staff* * *Progress* * *Performance* * *Student perception surveys* * *Parental feedback* |
| **Summary of Key Duties, Expectations and Roles and Responsibilities of the Deputy CEO of The Raedwald Trust** | **Measures of success** |
| Support the CEO and CFO to produce a Budget plan for 1-3 years ahead and ensure long term viability of the organisation and effective use of funding to the benefit of students’ learning.  Refine a clear vision for the MAT that is consistent across the MAT.  Ensure this Vision is fully understood and embedded with all staff and that systems exist to ensure stakeholders and students appreciate the scope of this vision.  Support the CEO to use all initiatives in play to help expand and develop the business.  Monitor school performance through regular oversight of each of the provisions. Self-Evaluation and School Improvement through the development planning process  Ensure planning is consistent, that each Academy has similar key issues and are linked to budget.  Provide a clear development plan for school improvement that develops provision and expands the MAT as and when circumstances allow.  Lead SLT meetings weekly to monitor progress and QA the Curriculum offer across the MAT.  Report termly to the Board.  Ensure with Academy Heads that existing QA Marks are maintained and new accreditation identified to demonstrate high quality provision.  Oversight of the organisation, the structures, systems, staffing and welfare of staff and safeguarding of students.  Utilise internal and external resources to ensure the buildings and other resources are well used and improved when necessary.  Establish and maintain a clear staffing structure across the MAT, with defined roles and responsibilities at all levels.  Have oversight of the Student offer, Teaching and Learning and the curriculum.  H&S.  Provide the board with all the necessary Trust policies and required updates and reviews.  Ensure Trust and personal Targets set through the PMR process are fulfilled. | * *Agreed by Finance committee and presented to full Board* * *Adapted vision statement that takes into account developments and additions to the Trust* * *Monitoring and evaluation systems in place that identify views of pupils and families, staff and other stakeholders, that are analysed regularly and reported to the Board* * *Regular reports to the Board, pupil progress data and outcomes with evidenced progress against Improvement Plan and set targets* * *SLT meetings are minuted and available for scrutiny by the Board* * *Robust appraisal system in place* * *Report termly to the Board on key staffing issues, resourcing implications and Risk analysis* * *Liaise with SBM and produce reports for the Board with regard to H&S* * *Ensure systems in place to support Trustees carry out their responsibilities in terms of Quality of Provision* * *CEO PMR records are in accordance with DfE requirements and suitable external adviser employed to undertake the formal process* |
| **Community Engagement** | **Measures of success** |
| 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. Through this robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.  Ensure that effective and appropriate pastoral support is available to all students.  Be creative in supporting ‘bespoke learning packages’ where need is identified. | * *Community feedback* * *Attendance at events* * *Funding sources* * *Involvement of stakeholders in initiatives* |

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| **Person Specification: Raedwald Trust (RT) Deputy CEO** | |
| **Training & Qualifications** | |
| Degree level qualification | Essential |
| Qualified Teacher Status | Essential |
| Access to personal transport | Essential |
| Evidence in participation in recent CPD and commitment to further professional development relating to education; SEND; and management. | Essential |
| **Skills** | |
| Ability to inspire and motivate staff and education communities | Essential |
| Ability to assess, understand and develop impactful education programmes | Essential |
| Ability to design and implement behaviour management and change programmes in education communities | Essential |
| Strong inter-personal skills to develop partnerships with senior policy implementation and development leaders, such as Head Teachers, Commissioners and government officers | Essential |
| Work effectively as a member of a team | Essential |
| Excellent communication skills with the ability to communicate effectively (both orally and in writing) to a variety of audiences | Essential |
| Ability to harness ICT and digital forums designed to enhance organisational health | Essential |
| Strong appreciation or assessing and mitigating risk at an organisational level | Desirable |
| Excellent personal and group organisational skills | Essential |
| Ability to prioritise, work under pressure and to meet strict deadlines | Essential |
| Evidence of efficient resource and financial management | Essential |
| Demonstrable ability to lead with credibility and kindness | Essential |
| **Knowledge** | |
| Strategic planning processes | Desirable |
| The theory and practice of providing effectively for the individual needs of all children | Essential |
| Compliance within a MAT context, including regulatory and inspectoral frameworks | Desirable |
| The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN and Child Protection | Essential |
| **Experience** | |
| Experience of multi-agency and partnership working | Essential |
| Broad experience of working on issues relating to vulnerable children and young people with SEMH and complex learning needs | Essential |
| Effective and systematic behavior management – experience of using de-escalation techniques in an educational setting; experience of maintaining clear boundaries | Desirable |
| Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social and emotional needs | Desirable |
| Knowledge of SEND processes including Education, Health and Care Plans and annual review process | Desirable |
| Understanding of current developments regarding the National Curriculum | Essential |
| **Aptitude & Attitude** | |
| Commitment to safeguarding and protecting the welfare of children | Essential |
| Ability to work independently on own initiative and also to contribute as part of a management team | Essential |
| Ability to get on well with a wide variety of people, be tactful and ensure confidentiality | Essential |

**Raedwald Trust Safer Recruitment and Selection**

The Raedwald Trust is fully committed to safeguarding and promoting the welfare of children and young people.

Please read our Safeguarding and Child Protection Policies on our website here <https://www.raedwaldtrust.com/about-raedwald-trust/raedwald-trust-policies/>

We implement robust recruitment procedures to ensure the highest standards of safer recruitment are met. We carry out checks when appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

**Shortlisting**

Only those candidates meeting the essential criteria set out in the person specification will be considered for interview. As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure which successful applicants will be required to undergo. These include:

* Disclosure - all RT employees will be required to undertake an enhanced DBS check before they start.
* Qualification – all applicants will be required to bring original certificates for any qualifications that are specific to the role that they are applying for.
* References – applications are required to provide a minimum of two references, one of whom must be your most recent/current employer. References must cover all employment and/or voluntary work in the past five year period.
* Eligibility to work in the UK – RT has a legal obligation to check documentation to confirm that all potential employees are eligible to work in the UK.
* Medical questionnaire – all RT employees are required to complete a medical questionnaire.
* Online searches (social media)

As an equal opportunities employer, the Raedwald Trust is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Raedwald Trust.

Our Job Applicants Privacy Notice can be found on our website here <https://www.raedwaldtrust.com/about-raedwald-trust/data-protection/>