

Inspiring **Excellence**, Inspiring **Partnerships**, Inspiring **Individuality**, Inspiring **Futures**.



# Recruitment Pack

## Deputy CEO





Thank you for taking the time to read our Deputy CEO Recruitment pack.

The schools of the Inspire Partnership Multi Academy Trust have much autonomy but also work collaboratively to improve outcomes for all children in their care, providing them with the very best educational opportunities in order to give them better life chances. Our talented school leaders are exceptionally well supported in their task by the central team, led by the CEO, Sue Vickerman.

The Trustees wish to appoint an outstanding candidate for this very important role, who will have gained a wealth of experience from working in primary schools and have a track record of successful school improvement. The person appointed will work closely with the CEO as the Trust continues to develop.

The Trust prides itself on having a working environment where everyone is valued and where opportunities and successes are shared. It is important that the successful candidate can enhance the team with his/her drive and energy, strong interpersonal skills and passion for excellence.

If you are confident that you have the skills, drive and vision to make that a reality, we sincerely hope that you will apply.

**John North**  
Chair of Trust Board



Thank you for your interest in the post of Deputy Chief Executive Officer.

Since our establishment in 2016, the trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our current DCEO is stepping back to work with the Trust on a part time basis and we are therefore looking to appoint someone to lead our school improvement offer. I am looking forward to working alongside a colleague who has a passion for teaching and learning and believes that research led best practice is a vehicle for school improvement.

As CEO, I am also looking forward to adding to our already talented central team. I am sure that alongside maintaining a keen focus on teaching and learning, the successful candidate will be able to support in all areas of the organisation specifically in supporting the growth of the Trust.

I wish you well with your application and look forward to hearing from you.

**Sue Vickerman**  
CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk)

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our **Trust Prospectus** which is also available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk)



Our Trust is made up of nine primary academies, all within the Wakefield District.



# At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

## Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

## Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

## Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

## Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



# Job Description

Inspire Partnership MAT is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.

**Job Title:**

Inspire Partnership Multi Academy Trust Deputy Chief Executive Officer (DCEO)

**Reporting to:**

Trust CEO

**Location:**

TBC

**Overall Purpose of the Post:**

The overall purpose of this post is to oversee the work of the Trust in securing outstanding educational provision for its academies.

The post holder is also responsible for setting up and managing the initial Teaching Training project for the Trust and strategic leadership of the Teaching School.

| Person Specification        |                                                                                                                                                                                                                                                                                            |                                                                                                         |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
|                             | Essential                                                                                                                                                                                                                                                                                  | Desirable                                                                                               |
| Qualifications/<br>Training | Degree in related discipline<br><br>Qualified Teacher Status (QTS)<br><br>National Professional Qualification for Headship (NPQH) qualification or higher-level education/leadership or management qualification<br><br>A record of recent or relevant continuing professional development | Postgraduate degree in related discipline                                                               |
| Knowledge and<br>Experience | Highest standards of professional life<br><br>Successful experience and a proven track record as a Headteacher, including strategic leadership<br><br>A deep understanding of the wider educational agenda, including current national policies and educational issues.                    | Knowledge and understanding of the regulations and processes required to operate a multi academy trust. |

## Person Specification Cont'd

### Essential

### Desirable

Knowledge of the strategies for raising students' achievement and advancing effective teaching and learning

Proven track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, particularly in a multi-site organisation

A deep understanding and ability to review and analyse performance data quickly and use the information to establish priorities or trends

Proven success in building and managing effective partnerships and links with stakeholders, including central government, schools, local authorities, to maximise networks and opportunities

Experience of preparing schools for Ofsted and improving their Ofsted rating

### Competencies and other skills required

Outstanding leader, committed to partnership and collaborative working.

Commitment to the academic, personal and social development of children and families

Strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships

Presence and visibility as a leader, demonstrating optimism, and resilience

A leader who can analyse and process complex information and data quickly and rigorously to maximise opportunities

Experienced communicator, both verbally and written

Excellent keyboard skills in the use of computerised systems, including ability to develop and adapt management information systems including financial management

Full and clean driving licence

# Key Outcomes/ Activities

## Leadership and Management

- To work in partnership with the CEO to ensure Due Diligence is completed for each school in the MAT every academic year
- Responsible for development and implementation of the school improvement and effectiveness strategy that supports the Trust to achieve its mission and meet its strategic objectives
- Take a lead and strategic role in the successful development of the Trust's Teaching School, aligned with the stated aims and vision of the Trust
- Recruit and deploy consultants and SLE's appropriately, where necessary, to achieve the stated aims, vision and goals for the Trust
- Inspire all stakeholders by motivating, challenging and empowering others to create a shared culture where ambitious outcomes are the norm
- Support the Trust and Headteachers in translating the vision for educational excellence into agreed evidence-based objectives, briefings and operational plans which will promote rapid and sustained improvement
- Develop and maintain effective relationships/partnerships with other schools, the Local Authority and other providers of educational services
- Prepare reports and papers as requested for the Trust and School Improvement Committee.
- Leadership of an effective Initial Teaching Training (ITT) programme to support recruitment and retention of high quality teaching staff.
- To support the CEO in mentoring and supporting new Headteachers within the MAT
- To support the CEO in developing a programme of training and support for Trust Board members to ensure effective school leadership
- Ensure robust systems of self-evaluation to drive Trust and individual academy improvement plans
- Monitor and evaluate the effectiveness of academy provision through Ofsted reports and by scrutinising performance data, including assessing performance trends over time and progress of different groups of pupils
- Benchmark performance against prior achievement and national averages to identify areas for development in Trust academies
- Use performance analysis to determine the early identification of schools where achievement or pupil progress is vulnerable
- Keep abreast of educational developments with a focus on standards and progress and anticipate the consequences of future trends and articulate these to Trust Boards and Trust academies

## Supporting Schools and Academies

- Provide support, guidance and mentoring to Headteachers in relation to analysing and interpreting performance data and establishing improvement priorities
- Work with Headteachers and other leaders to improve pupil progress by:
  - undertaking development visits to academies
  - providing or brokering high quality, fully-costed, advice and professional support in response to identified needs
  - supporting schools in using data and target setting to promote and monitor pupil progress
  - identifying outstanding practice across the Trust and disseminating this to improve pupil outcomes
  - identifying academy and Trust-wide training needs to improve pupil outcomes

- negotiating school-to-school support to address the school improvement agenda
- Work alongside Headteachers and other leaders to develop partnerships with associate consultants to address underachievement. Lead the development of work to audit expertise and organise a programme of high quality school-to-school support and CPD
- Respond, where appropriate, to requests from academies to support their own self-evaluation. Work alongside academies to identify their strengths and development areas and, if appropriate, broker alternative support through the School Improvement Committee

## General

- To comply with and assist with the development of policies and procedures relating to curriculum, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure equal opportunities for all
- To contribute to the overall ethos, vision, and aims of the MAT
- The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

### Characteristics of the post:

The ability to regularly attend meetings as required by the CEO

Employees are encouraged to participate in training activities to enhance their own personal development.

#### The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.