

**Job Description: Deputy CEO**

The Diocese of Norwich Education and Academies Trust are committed to safeguarding and promoting the welfare of Children and Young People and require all staff and volunteers to share this commitment.

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| **Responsible to** | Chief Executive Officer |
| **Grade** | Scale J |
| **Hours** |  |
| **Location** | Based at Orchard House. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed. |

# Job Purpose

* The overall purpose of this post is to work in partnership with the CEO in order to secure excellent educational provision for its academies.
* To lead on school improvement and quality assurance strategies across the MAT and ensure that organisational objectives are achieved both standards (attainment and progress) and the wider Spiritual, Moral, Social and Cultural (SMSC) dimensions provided by our schools.
* To provide support, advice, and guidance to schools, both strategically and operationally, to enable their success, ensuring the consistent application of the Diocese’s principles, ethos, and values.
* To plan and deliver a comprehensive PD programme for staff across the Trust in order that people have the knowledge and skills needed to fulfil their role.
* To analyse the performance of pupils across the Trust and in individual academies and report this to a range of audiences
* To support Trustees to carry out their function, particularly in relation to pupil performance and school improvement
* The Deputy CEO is a member of the Trust’s Executive Leadership Team. They are required to deputise for the CEOs’ functions and if necessary, take decisions and actions collectively with other members of the Executive Team.
* To be an effective ambassador for the Trust in the region, taking a leading role in identifying further opportunities for the benefit of all Trust academies.
* To role model the Trust’s distinctively Christian values at all times.

# Duties and responsibilities

**Educational Leadership:**

* To provide strong and effective leadership to all academy leaders, managers, teaching and support staff and local governors to achieve the highest levels of performance and ensure a culture of continuous improvement built upon our values kindness, community, courage and wisdom.
* To be responsible for meeting the demands of all regulators (Ofsted, HSE, HMRC etc.), responding to changing legislation, new policy initiatives and changing practice;
* To set high ambition for staff, children, young people, those responsible for governance and all involved with the trust, its academies and communities;

To be accountable for all aspects of teaching and learning and standards across the trust, setting high professional standards and ensuring the educational vision is understood and embraced by all stakeholders;

* To be accountable for aspects of curriculum-led financial planning, setting high professional standards and ensure concepts of sustainability and affordability are understood and embraced;
* To analyse and report on the progress of all vulnerable groups
* To ensure the trust effectively manages its talent through strategic and local CPD and succession planning;
* Foster a collaborative trust with strong internal relationships where best practice can be shared and harnessed for the good of all children and young people;
* Secure appropriate performance management (including for Principals and other key leaders) and wider administrative or governance arrangements to ensure the effective implementation of the trust’s Development Plan;
* Ensure efficient action with academies causing concern leading to rapid improvement

# Strategic and operational Leadership of School Improvement

* Leading by example to provide dynamic, consistent, and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the schools and the Trust.
* Ensure strategic plans identify targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing rapid school improvement.
* Critically analyse and evaluate each school’s performance, and that of its pupils, and ensure performance targets are achieved including by those in vulnerable groups.
* Provide detailed pupil performance analysis to the Trust Board regarding academic performance, collectively and individually across the MAT schools.
* Secure and sustain effective, high quality, teaching and learning by ensuring each Headteacher 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 robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.
* Annually review and update the Trust Change Plan (TCP) demonstrating a commitment to collaboration and reflective practice.
* Ensure the Christian distinctiveness is embedded across all of our schools.
* Work with Trust and school staff to develop a positive learning culture across the Trust and its schools.
* Responsible for the MAT’s CPD policy.
* Lead on the use of data analysis and reporting ensuring all staff maximise its use.
* Work with appropriate external partners to support excellent practice and high standards.
* Prepare academies to be Ofsted and SIAMS ready.
* Ensure work is quality assured.
* Develop a collaborative approach to School Improvement within the Trust’s schools and with other appropriate external partners.
* Respond swiftly should a school be under performing or in other difficulty and lead the deployment of resources.
* Work closely with the DNEAT CEO and DoNESC CEO to ensure financial policy supports school improvement objectives
* Deputise for the CEO

**Operational Management:**

Support the operational management of the trust

* Ensure and confirm that the agreed scheme of delegation (governance) is well understood and is applied consistently;
* Promote efficient and effective sharing and deployment of resources; brokering the most appropriate expertise from internal teams or external partners;
* Ensure that the trust meets all legislative and statutory requirements, including but not limited to:

health and safety, safeguarding and those required by Companies House and the Charity Commission, data protection, and the Master and Supplementary Funding agreements;

* Confirm that all relevant pupil performance data is captured, analysed, reported and acted on; and monitor progress against targets, including meeting all statutory and legislative standards

# Succession planning and staff development

* Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.
* Maximise the opportunities for all staff in the Trust’s schools.
* Secure and quality assure appropriate induction and training for Early Careers Teachers (ECTs)
* Establish staff development programmes working with appropriate partners where possible.
* Develop a clear career progression pathway and ensure this is well understood across the Trust
* Contribute to the development of and delivery of a programme including leadership development

# Communication

* Promote and develop a culture whereby the distinctiveness of our trust is reflected in verbal and non-verbal communication to a range of audiences
* Ensure that there are clear lines of communication across the trust with external stakeholders so that key messages are clearly communicated to all as appropriate
* Communicate effectively with academy Principals, staff, pupils, parents and governors, collating and reporting stakeholder feedback
* Represent the trust effectively to key external partners, the media and the public.

# Culture and ethos

* Proactively promote and demonstrate the Trust’s Christian vision and values in all aspects of Work.
* Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes.
* Treat everyone as a valued individual who is loved by God.
* Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice.
* Follow the Trust’s policies and procedures at all times.
* Work collaboratively developing the concept of family across the Diocese, the Trust and its

Academies.

* Ensure regular open and honest communication in all professional duties.
* Recognise the importance of serving the wider community and promoting inclusivity

# Growth and development of the Trust

* Actively seek and engage in the appraisal of opportunities to expand the number of academies within the Trust & to make recommendations to the Trust CEO as to the suitability of such opportunities.
* Evaluate the implications of potential incoming academies and successfully incorporate them into the Trust

Plan and carry out effective due diligence of schools that might join the trust

* In partnership with the Chief Executive Officer provide education support to new schools and academies joining the Trust in the area
* Ensure effective relationships are maintained with key local partners including approved educational partners for the Trust, local authorities, higher education establishments, Ofsted and the Regional Director

# Professional Development

* Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Deputy CEO are up to date.
* Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

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| **Special conditions of employment** |
| **Rehabilitation of Offenders Act 1974**  This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.    If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust’s relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder’s employment. |
| **Safeguarding and Promoting the Welfare of Children and Young People**  The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people. |
| **Health and Safety**  The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times. |
| **Confidentiality and Data Protection**  The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, |

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| without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s. |
| **Equality and Diversity**  The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return. |
| **Training and Continuous Professional Development**  The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations. |
| **The Trust Operates a Strictly No Smoking or Vaping Policy**  This applies to all Trust premises and those where Trust services are provided. |

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**