

**Person Specification: 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**  |  |
| **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. |

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications**  | * Graduate with Qualified Teacher Status
* Evidence of a commitment to on-going learning and professional development
 | * Achieved NPQH
* National Leader of Education status
* Qualified Ofsted inspector
* Experience of raising standards in a church school or Diocesan Trust
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| **Skills and** **Abilities**  | * Able to follow the Trust’s safeguarding procedures and recognise when to report any concerns
* Commitment to collaborative ways of working
* Ability to use personal skills and judgement to resolve conflict
* Ability to mentor staff with strong coaching skills
* An ability to support and challenge with kindness
* Proven ability to plan strategically
* The ability to develop positive and productive relationships at all levels within the organisation
* Ability to generate and deliver collective vision and shared purpose
* Ability to identify and share best practice across the Trust
* Excellent organisational skills
* Able to manipulate and analyse academy performance data
* The ability to develop positive and productive relationships with key stakeholders beyond the organisation
* An enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards
* The ability to lead, influence and manage change
* Able to work under pressure to meet targets and deadlines
* Commitment to providing a high-quality service to the MATs academies and customers / stakeholders
* Be adaptive and responsive to change
* Confidence and competence in public speaking and in delivering presentations
* The ability to communicate the Trust’s vision to key stakeholders
* Able to influence effectively at all levels of an organisation
* High levels of integrity and honesty setting high expectations for self and others
* Ability to identify and keep confidential information confidential
* The ability to perform a high profile role with a strong visible presence and a professional approach that earns the respect of key stakeholders
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| **Experience**  | * Significant Primary Headteacher/ Head of School experience with evidence of securing rapid and sustained improvement in their own school.
* Experience of, and proven success with, school improvement strategies
* Experience of trustwide school improvement
* Experience of school improvement in a primary school
* Recent experience of Ofsted inspection system & framework
* Experience of delivering or facilitating leadership and other staff development programmes
* Experience of quality assuring educational activity
* Experience of dealing with Local Authority Education (Children’s Services) teams

and systems* Experience of school governance and of volunteering
* Experience of HR and staff management
* Experience of school strategic partnerships
 | * Experience of leadership across more than one school
* Experience of media relationships
* Experience of liaising with HM Govt’s Dept for Education officials
* Working in Church schools
* Knowledge or experience of academy conversion processes
* Experience of school improvement in a secondary school
* Experience of a successful SIAMS inspection(s) under the current framework
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| **Knowledge and understanding**  | * The responsibility of every individual for safeguarding and promoting the welfare of children
* Up to date knowledge of education policy, pedagogy, inspection findings and statutory requirements
* Indepth understanding of school and performance data
* A deep understanding of “what good looks like” in education beyond the inspection frameworks
* Knowledge of what worries school leaders the most
* Knowledge of effective strategic, financial and resource management
* An excellent understanding of academy improvement strategies
* A demonstrable understanding of safeguarding in a church school trust
 | * Knowledge of high quality church school provision
* Knowledge of the denominational inspection (SIAMS) framework
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| **Other requirements** | * A professional role model who is committed to their own professional development and to developing others
* A clear and well articulated personal vision for education in the context of a church school
* Committed to and able to 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.
* Able to work calmly under pressure and withstand stress
* Able to work flexibly, and to attend meetings and INSET days as required
* Supportive of the principles of the academies programme

and of the Diocese’s involvement in that* Empathy with and commitment to maintaining the Christian ethos and values of a Diocesan MAT.
* The capacity and willingness to contribute to the development of the Trust’s strong Christian Ethos
* A strong personal ethos in line with the values of a Christian organization
* An unerring commitment to inclusion
* Full driving licence and use of car
* Able to travel across the Diocese and beyond to carry out duties
 | * Worshipping member of a Christian community
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| **Person specification reviewed by:** **Date:**  |