



Deputy Chief Executive Officer
Required for an Easter Start (or earlier if possible)
Salary Negotiable

An exciting opportunity has arisen to join an established, successful, and growing Multi Academy Trust. Trustees are looking to appoint a Deputy Chief Executive Officer to enhance the already substantial and successful INSPIRE team. Established in 2016, INSPIRE Academy Trust is a group of nine primary academies currently operating within the Wakefield area. We are also involved in supporting schools from neighbouring Local Authorities.

Our vision is to Build a Community of Schools – Inspiring Excellence in Everyone.

We have four strategic aims:

- *Inspiring Excellence*
- *Inspiring Partnerships*
- *Inspiring Individuality*
- *Inspiring Futures*

Our four core values of:

- *Respect*
- *Recognition*
- *Responsibility*
- *Resilience*

Are at the heart of all we do.

We are a truly collaborative Trust where the uniqueness of each school is valued. We are one professional community.

We are looking to recruit an exceptionally talented individual with the insight to identify and promote best practice, and the courage to challenge our schools to improve even further, by leading School improvement and partnership work across the Trust's academies. You will be outward facing and readily engage with professional networks such as the Teaching School hubs, English hubs, Maths hubs etc. The successful candidate must be able to work with neighbouring Local Authorities and schools and academies within these Authorities.

This role is an exciting opportunity for an outstanding and inspirational primary school improvement professional who has the aspiration, integrity and ability to help support the ongoing improvements across the Trust's academies and the willingness to engage in National Support School work.

The Trust is committed to the continued improvement of teaching and learning and aims to achieve this through adopting research led practice. The Deputy Chief Executive Officer will be at the heart of this work and will work closely with the CEO as the Trust continues to develop. The ideal candidate will be an ambitious professional with a track record of successful school improvement leadership within the primary sector.

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

Should you wish to discuss the post further, please contact: Mrs Joanne Batty via email: jbatty@ipmat.co.uk or telephone 07768 137524 to arrange an appointment to speak to the CEO Mrs Sue Vickerman.

For an application pack please visit www.ipmat.co.uk

Closing date for applications is Friday 9th July 2021 – 12 noon.

Interviews will be held week commencing 19th July 2021.

Please return completed applications by email to Joanne Merritt at hr@ipmat.co.uk

Inspire Partnership Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



John North – Chair of the Trust Board

Thank you for taking the time to read our Deputy CEO Recruitment pack. All children deserve access to the very best leaders and teachers, and we are no different to others in our quest to appoint an exceptional candidate. Trustees are looking for an outstanding practitioner with the ambition to lead the development of our school improvement function and make our trust one of the leaders in the delivery of evidence based best practice. In return we can offer a welcoming environment. One where everyone is valued, opportunities are shared and success truly is a shared experience. If you are confident that you have the skills, drive and vision to make that a reality, we sincerely hope that you will apply.



Sue Vickerman – Chief Executive Officer

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.

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

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

Job Specification

Job Title:

INSPIRE Multi Academy Trust
Deputy Chief Executive Officer

Grade:**Responsible to:**

Trust Directors

Reporting to:

Trust CEO

Location:

TBC

Workstyle: Workplace based

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 responsible for designing the CPD offer for the Trust that secures a sustainable teaching and leadership pipeline

Key Outcomes/ Activities

Leadership & Management

- Ensure the strategic vision and ethos of each INSPIRE academy is clearly articulated, shared, understood and acted upon effectively by all.
- To work in partnership with the CEO to ensure Due Diligence is completed for each school in the MAT on a rolling programme determined by the development state of each academy
- Work in partnership with the CEO and the Trust board to promote the activities of the Trust in the wider locality and support the securing of measured growth and sustainability
- Work in partnership with CEO to ensure any school expressing an interest in joining INSPIRE MAT has a full due diligence process covering teaching and learning, leadership, finance, premises and HR issues
- 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.
- Recruit and deploy consultants and SLE's appropriately, where necessary, to achieve the vision and goals for the Trust.
- Work with the Directors of INSPIRE and Headteachers to provide strategic leadership to ensure educational excellence within individual academies
- Lead and 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.
- Lead an effective career entry programme to support teachers new to the profession to rapidly secure and sustain strong teaching
- Leadership of a range of layered leadership programmes to enhance leadership at all levels of the Trust and secure the leadership pipeline for the future
- To support the CEO in mentoring supporting new Headteachers within the MAT.
- To support the CEO in developing a programme of training and support for Governors in order to ensure effective school leadership.

Monitoring Performance

- Ensure robust systems of self-evaluation drive Trust and individual academy improvement plans.
- Monitoring the effectiveness of the quality of education provided by each academy including the intent, implementation and impact of the curriculum
- 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 in order 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 particular focus on standards and progress and anticipate the consequences of future trends/initiatives and articulate these to Trustees and Trust academies.
- Lead the appraisal process for Senior Leaders and Headteachers and ensure the appraisal scheme in all MAT schools is robust and effective.

Supporting Schools and Academies

- Provide support and guidance to enable leaders to provide a coherent and well sequenced curriculum that is bespoke to their school and community
- Provide support, guidance and mentoring to Headteachers in relation to analysing and interpreting performance data and establishing improvement priorities.
- To provide strategic direction for all Headteachers in the MAT, and identifying support/timescales to ensure improvements are achieved.
- Work with Headteachers, Principals, 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 in order 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.
- To work in partnership with the CEO to ensure all safeguarding and Child Protection systems are effective, robust and compliant across the MAT.
- In partnership with the CFO and COO, ensure all physical and staffing resources meet the needs of each school in the MAT.
- To work with the CEO and COO to ensure that Human Resources policies and procedures are in place and deliver a high quality and effective workforce.
- Monitor, evaluate and if necessary support, to ensure effective leadership teams at all levels across the MAT.

General

- To comply with and assist with the development of policies and procedures relating to 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/work/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.

Essential Qualifications & Experience

- Committed to the Trust's vision and inclusive education

Qualifications

- Qualified teacher status
- NPQH or higher level educational/leadership or management qualification
- LLE or relevant School Improvement experience
- A record of recent and relevant continuing professional development

Management Experience

- Minimum two years Headship experience
- Ability to successfully inspire, lead and manage others, through a clear vision of what constitutes educational excellence in a Academy
- Inspirational/transformational leadership experience in relation to school improvement
- A proven ability to develop leadership in others
- Understanding of managing organisational culture/change management
- An understanding of effective Performance Management and HR processes
- A track record of leading INSET within a school, or beyond
- Successful management of school self-evaluation
- Experience of systems leadership in education
- Experience of delivering school to school support
- Ability to strategic plan based on use of data, targets and benchmarking
- Experience of balancing strategic and operational dimensions of the role
- Experience of supporting other school with school improvement priorities

Person Specification

Managing Resources

- Success in effectively managing finance and resources against school priorities
- Experience of setting school budgets for Teaching and Learning
- Ability to communicate a vision of outstanding teaching and learning
- Ability to lead with creativity and inventiveness, in relation to the curriculum
- Experience, knowledge and understanding of teaching and learning pedagogy
- Experience of using the latest technologies to support learning

Additional Requirements

- Experience of working in a Multi Academy Trust context
- Understanding of statutory educational frameworks

Personal Qualities

- Well-developed interpersonal and communication skills
- Be intellectually versatile, innovative, emotionally intelligent and perceptive
- Reliability and integrity
- To respond positively to pressure, whilst maintaining accessibility and consistency
- Decisiveness, incisiveness and authority
- Demonstrates energy and dynamism, courage and resilience
- Displays enthusiasm and passion
- The ability to develop a high profile and be a strong visible presence
- Maintain a healthy work/life balance

Additional Requirements

- A criminal record disclosure/DBS will be required prior to appointment
- Good health and attendance record
- Excellent and unequivocal references
- A driving licence

Characteristics of the post:

The ability to regularly attend meetings as required by the CEO

Employees are encouraged to participate in training activities in order 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.

This post contractually adheres to Teachers' Terms and Conditions.

Date completed: June 2020