



ROLE DESCRIPTION

Job title:	Executive Head
Salary:	Range £85,871 to £99,462 (subject to review depending on organisation growth)
Contract type:	Full time, permanent
Reporting to:	The Board of Governors and Directors of Aspire Foundation
Responsible for:	Senior Leadership Group

Main Purpose

- The EXECUTIVE HEAD represents the “holder of the flame” for the organisation, a leader embodying the organisations values and an ambassador from the organisation to the communities we serve and the networks to which we belong.
- The EXECUTIVE HEAD will create a culture of constant improvement, implementing effective systems of organisation and control and high levels of professional standards to secure the highest possible achievement for all, in every aspect of the organisations provision.
- The EXECUTIVE HEAD will work collaboratively to develop and to deliver the organisations vision for the future, remaining agile to developments necessitating new iterations or evolutions of that vision.
- The EXECUTIVE HEAD will be accountable to the Board of Governors for:
Leading and overseeing the efficient, effective and compliant operation of existing Primary Schools within the organisation and driving forward the Academy aspirations of the organisation.
- The EXECUTIVE HEAD will be accountable to the Board of Directors for:
Leading and overseeing the efficient, effective and compliant operation of all business areas operating within Aspire Foundation. These currently include, 5 x Early Years settings, Targeted Family Services, Steps Ahead, HAF and the distribution of a number of grants to support local communities, and Families.
- Providing strong strategic leadership in line with the organisations agreed vision and goals.
- The performance of all schools, contracts and Early Years settings within the organisation.
- The EXECUTIVE HEAD is ultimately responsible for the finances of the organisation and for ensuring all statutory regulations are met and reports submitted to Companies House and the Charity Commission in accordance with reporting deadlines.
- The EXECUTIVE HEAD is ultimately responsible and accountable for the appropriate use of public funds.

Roles and responsibilities

The roles and responsibilities listed below are indicative of those the EXECUTIVE HEAD will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Strategic leadership and development of the Organisation

The EXECUTIVE HEAD will:

- Will be accountable for providing strategic leadership and direction for the organisation to deliver the vision and aims set by the Governors and Directors.
- Support the Governors and Directors in the formulation, development and implementation of their strategy, including taking responsibility for key documents such as the business plan, long-term strategic plan and self-evaluation and improvement plans.
- Develop and maintain effective relationships with key partners and stakeholders including the Department for Education, the Education and Skills Funding Agency, Local Authorities, Funders, Voluntary Sector, the wider local community, and other local schools.
- Work with the Governors, Directors and other senior leaders to ensure proactive, robust and appropriate risk management for the organisation.
- Lead the growth and development of the organisation, with emphasis on converting to a MAT and seeking new contracts and sources of income to support the sustainability of the organisation.

Working collaboratively with the Governors and Directors Boards

The EXECUTIVE HEAD will:

- Invest sufficient time in developing relationships with the board; including regularly meeting with the chair and keeping them informed of key developments, successes and risks.
- Ensure clear processes for their own role in formulating strategy and how the board engages with this process and endorses strategy.
- Ensure they and the Senior Leadership Team have developed clear and appropriate reporting mechanisms that contribute to efficient governance of the organisation.
- Welcome accountability from the board and robust performance management, while encouraging the board to discharge this across all aspects of organisational delivery and performance.
- Embrace the support and advice of the board, recognising the value of good governance.
- Support the board to meet their duties as company directors and as Trustees of a charitable body, working with the board to ensure operational compliance and fulfilment of all statutory responsibilities.
- Ensure there is no overlap in the work and responsibilities of the executive team, and those of committees; ensuring awareness of and adherence to the scheme of delegation.
- Ensure the implementation of high- quality benchmarked surveys and other engagement mechanisms to achieve routine accountability to communities (based on metrics set by the board) – including to parents, pupils and to staff.

Developing effective staffing resources and capacity

The EXECUTIVE HEAD will:

- Build and develop a Senior Leadership Team of experts – across a range of appropriate disciplines – through whom they can adequately develop and deliver strategy and ensure organisational delivery, improvement, and compliance across all areas of operation.
- Recruit talented and sufficiently skilled and experienced people to senior leadership positions within the organisation, ensuring a commitment to equality, diversity, and inclusion in doing so.
- Provide line management of the Senior Leadership Team and the Headteachers and through them ensure high performance and effectiveness across each aspect of the organisations operations.
- Confidently and sensitively address under performance or behaviours that are inconsistent with the values and culture of the organisation.
- Demonstrate a commitment to developing leaders and ensuring a succession planning strategy is in place both across the Senior Leadership Team and for Headteachers and key specialist leaders across the organisation.
- Establish an ‘employer of choice’ culture, with a strong sense of purpose, commitment to talent management and development, sustainable workload, flexibility, and other key employment benefits. The EXECUTIVE HEAD will model a positive and sustainable workplace culture.
- Foster a cultural and operational commitment to equality, diversity and inclusion in order to thrive; setting an example from the top down and acting as a catalyst for achieving inclusion at all levels.
- Bring about organisational change and improvement through a careful approach to engaging and involving staff, ensuring a ‘done with’ rather than ‘done to’ model where possible.

Leadership and management

The EXECUTIVE HEAD will:

- Be accountable for the management of all operations, both directly and through the management of the agreed organisational structure.
- Provide dynamic, motivational and inspirational leadership at all levels of the organisation.
- Model the organisations commitment to continuous improvement and high achievement across all areas of its work.
- Develop, implement and review organisational-level policies to ensure the achievement of the aims and objectives of the organisation.
- Ensure management and organisational structures, and operational models, are fit for purpose and facilitate continuous improvement.
- Facilitate effective communication at all levels by leading the Senior Leadership Team.
- Along with the Senior Leadership Team develop and effectively manage the organisations resources and facilities, including overseeing major capital projects.
- Take responsibility for guiding the organisation through changes to education sector initiatives and practice, such as curriculum changes or changes to Ofsted and accountability frameworks.
- Take responsibility for guiding the organisation through changes to existing delivery contracts and lead the bidding process for new areas of business to grow the organisation and its reach across the county / country.

Quality of education and pupil outcomes

The EXECUTIVE HEAD will:

- Be accountable for ensuring all aspects of teaching and learning across the organisation, upholding high standards for academic and non-academic pupil outcomes and ensuring achievement of the educational vision of the organisation.
- Along with the Senior Leadership Team, develop and lead the organisations improvement processes, including identifying and analysing improvement needs, prioritising appropriately resourced solutions and evaluating the impact of improvement strategies.
- Provide quality assurance and accountability through a rigorous and robust system of target setting, evaluation and review.
- Provide strategic direction and leadership for teaching and learning across the organisation, especially in response to sector changes or changes to government policy.
- Oversee support across all business areas of the organisation. Commission external support as required and assess the effectiveness and impact of the support provided.

Safeguarding and compliance

The EXECUTIVE HEAD will be accountable for the organisation meeting all relevant legal and statutory responsibilities.

The EXECUTIVE HEAD will:

- Maintain an outward-facing role on behalf of the organisation to support future growth and development.
- Ensure that the all areas within the organisation, meets its safeguarding responsibilities in line with current legislation.
- Ensure that the organisation meets requirements related to health and safety and data protection.
- Ensure the organisation meets requirements set out by Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency.
- Embed organisational-wide accountability and quality assurance procedures to achieve compliance.
- Ensure that each business area has a designated safeguarding lead in place with appropriate skill, experience and expertise, and act as focal link for serious child protection and safeguarding cases.

Finance, organisational sustainability, and resources

The EXECUTIVE HEAD will be accountable for the financial propriety and sustainability of the organisation.

The EXECUTIVE HEAD will:

- Discharge their financial responsibilities as accounting officer, including ensuring financial compliance, robust checks and balances, a commitment to achieving value for money, and financial probity at all times across the organisation.
- Work with the Business Manager and Finance Team to ensure that the organisations strategy is supported by effective, responsive and integrated central services, as well as high-quality operational delivery across all business areas.
- Engage the Governors and Directors on sustainability issues, including strategic discussions and decisions as to how to invest resources to best serve the organisations medium to long-term needs and ensure value for money over time.

- Encourage an 'investor' culture, whereby the organisation takes a strategic and long-term view as to where returns can be achieved that both reduce cost and improve quality.
- Seek economies of scale, not simply through scaled procurement, but also through a culture where internal talent is maximised, and resources are deployed strategically – saving on external costs and building internal capacity in doing so.
- Build relationships with other local and regional organisations to share expertise, resources and to embark on shared procurement where appropriate.
- Develop a culture that values, encourages, and ensures compliance for volunteerism, fundraising and sustainable income generation to further enhance the educational offer for pupils' and contributes to improved outcomes.
- Ensure that risk management systems and compliance monitoring systems are in place so that the organisation can anticipate and plan for risks and fulfil all its statutory duties and responsibilities.

Organisational Structure & Direct Reports

The EXECUTIVE HEAD will be responsible for the Line Management of the following Direct Reports:

- Operational Lead
- Business Manager
- Headteachers of all Schools

Executive Head - Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against these criteria. Candidates are expected to demonstrate experience/knowledge/understanding in each area and how that is applied in a school context.

Essential		How Assessed
Qualifications & Training	<ul style="list-style-type: none"> • Relevant degree level qualification • Evidence of regular relevant training within current role • Masters/postgraduate degree (desirable) • MAT CEO/System Leadership Training (desirable) 	App Form
Experience	<ul style="list-style-type: none"> • Leadership experience in the education sector, 5 years minimum • Proven experience of successfully leading a multi-disciplinary organisation • Experience of managing multiple resources across numerous business areas • Experience of managing Early Years settings (desirable) • Experience of managing service delivery contracts (desirable) • Have held a senior leadership post • Developing a strong team culture and fostering a positive work ethos • Working with and developing strong relationships with stakeholders • Demonstrate successful performance management of direct reports towards outstanding outcomes 	App Form Ref Int
Strategic Thinking	<ul style="list-style-type: none"> • Able to see the strategic context within which complex organisations operate and understand how to act positively to achieve organisational objectives • Ability to analyse and process complex information and data in order to make effective decisions • Can think analytically to undertake complex tasks in a systematic way • Thinks creatively and imaginatively to solve problems and identify opportunities • Celebrates diversity and makes decisions to actively promote inclusion • Able to articulate and define a clear vision for the future • Able to demonstrate having planned appropriately for future success 	App Form Ref Int
Personal Effectiveness	<ul style="list-style-type: none"> • Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community • Resilient and robust whilst also showing compassion in dealing with people and issues • Remains calm under pressure • Effective networker able to engage and communicate with the wider community • Able to demonstrate sound judgement and prioritise issues/risks effectively • Can negotiate and consult effectively with the capacity to influence others 	App Form Ref Int

	<ul style="list-style-type: none"> • Can manage change with respect and sensitivity, ensuring timely decisions are made • Able to inspire high levels of performance in children and staff • High levels of personal organisation with excellent time management • Able to develop and maintain an inclusive and collaborative ethos between schools, senior staff and other business areas 	
Interpersonal Relationships	<ul style="list-style-type: none"> • Demonstrates a variety of leadership styles and management approaches according to context • Ability to establish positive and productive working relationships with a wide range of stakeholder at all levels • Ability to engage positively and constructively with Headteachers, managers and the Board of Governors and Board of Directors, seeking their views while demonstrating clear leadership • Ability to engage effectively and communicate at all levels, including listen to and inspiring children, staff, parents and the wider community • Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes • Able to bring presence and gravitas to the role whilst remaining approachable and professional at all times 	App Form Ref Int
Other Requirements	<ul style="list-style-type: none"> • To work flexibly, including any service specific hours • Demonstrates a firm commitment to the concept of Multi-Academy Trust and desire to see the organisation flourish and expand in a sustainable manner • Applicants must not be disqualified by law from holding directorships and must undergo an enhanced DBS check • Displays appropriate coping strategies, including sense of proportion and a sense of humour 	App Form Ref Int

App = Application Form

Int = Interview

Ref = References

Aspire Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

Aspire Trust is committed to equal opportunities in employment and we positively welcome your application.