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**CHIEF EXECUTIVE OFFICER / HEADTEACHER**

**JOB DESCRIPTION**

**Reporting Relationships**

**Responsible to:** Board of Trustees

**Contract Term:** Permanent - Full Time

**Pay Range:** L33-39B

**Key Relationships:** Academy Business Manager, Senior Leadership Team,

Trust Board, Local Governing Board

The Chief Executive Officer (CEO), who is the Accounting Officer and Headteacher, is responsible for the overall success, sustainability, and strategic leadership of the Makerfield Trust. As the most senior executive, the CEO works with the Board of Trustees to ensure high educational standards, effective financial management, and long-term growth aligned with the Trust’s values and vision.

**Statement of Purpose for the Chief Executive Officer**

The CEO will offer inspirational leadership. An overseeing role, where performance and standards will be reviewed and challenged. The CEO will provide sound financial management and excellence across corporate services.

**The Chief Executive Officer will:**

• uphold public trust in Trust leadership and maintain high standards of ethics, behaviour and professional conduct.

• build positive and respectful relationships across the Trust community.

• serve in the best interests of the Trust’s pupils.

We are dedicated to enabling our pupils to achieve academic success, but we also want them to develop enquiring minds, a balanced outlook on life and to be fully confident adults.

**Key Responsibilities:**

**1. Strategic Leadership**

* Develop and deliver the Trust’s vision, mission, and strategic priorities.
* Lead strategic planning processes by working closely with the senior leadership team and the local governing body and trustees, ensuring alignment with educational, financial, and operational goals.
* Put in place school improvement and assessment frameworks which use rigorous lines of accountability for pupil outcomes
* Ensure that senior and middle leaders are supported and developed to carry out their duties effectively
* Manage an effective performance management system.
* Identify and implement opportunities for growth, partnerships, and innovation.

**2. Educational Performance**

* Ensure the academy delivers high-quality teaching, learning, and outcomes for all, especially disadvantged pupils and those with SEND.
* Implement effective school improvement strategies and systems, including realistic but ambitious targets for improvement.
* Promote best practice in curriculum, assessment, inclusion, and safeguarding.
* Lead performance management of senior leaders and hold them to account.

**3. Organisational Leadership**

* Build and lead a high-performing senior leadership team, including school improvement, finance, HR, operations, and IT.
* Embed a culture of accountability, transparency, and continuous improvement.

**4. Governance and Compliance**

* Act as the principal adviser to the Board of Trustees, ensuring they receive accurate and timely information.
* Ensure the trust complies with all statutory and regulatory requirements, including Department for Education (DfE) guidance.
* Manage risk, safeguarding, data protection, and health & safety across the trust.

**5. Financial Stewardship**

* Oversee the Trust’s financial strategy, ensuring viability, compliance, and value for money.
* Work with the CFO to ensure robust budgeting, forecasting, and reporting systems, including for the DfE.
* Ensure academies operate within agreed financial frameworks.

**6. People, Culture and Inclusion**

* Foster an inclusive, values-driven culture that supports staff wellbeing and professional development.
* Oversee recruitment, retention, and talent development.
* Promote ethical leadership and diversity at all levels.
* Promote equalities so that disadvantage or disability are not barriers to achievement and success.

**7. Stakeholder Engagement**

* Build strong relationships with key stakeholders including parents, local communities, and the DfE, including regional school’s commissioner and the local authority.
* Represent the Trust with integrity and clarity in public and professional settings.
* Advocate for the Trust’s interests in regional and national education networks.

**Makerfield Academy Trust Vison Statement:**

We are committed to providing a rich education for every child in our trust, maximising each pupil’s academic achievement through the creation of an exceptional environment where personal abilities and individual talents are fully developed and celebrated.

Our vision is to:

* nurture an ethos that promotes academic and personal growth.
* ensure high quality teaching and learning with high expectations of individual pupil performance.
* provide an outstanding curriculum that inspires pupils to develop academically and personally, whilst equipping them for adult life in the 21st century.
* offer a modern, well-resourced learning environment, within which pupils feel valued and learn to respect and co-operate with one another.

We pledge to achieve our vision for our pupils’ education by:

* treating everyone justly regardless of religious belief, ethnic origin or social background.
* promoting excellence academically, in sport, in the performing arts and in behaviour.
* supporting pupils to develop their personalities, talents and abilities to the full.
* recognising and respecting the important partnership between home and school.