



Trust Leader Job Description

Job Title: Trust Leader (Director of Education/CEO)
Responsible to: Chair of the Board, Spiral Partnership Trust
Pay Grade: circa £85,000 - £90,000 (subject to experience)
FTE: 1.0

Job Purpose

The Trust leader is a key strategic leader who is able to develop and articulate the vision, values and culture for the Trust, inspiring and empowering others to share in achieving these. The trust Leader is accountable to the Trust board for:

- Leading and overseeing the efficient, effective and compliant management of the Trust and its academies
- The performance of all academies within the Trust
- Providing strong strategic leadership towards the Trust's vision and goals
- Ensuring the Trust fulfils the statutory and regulatory responsibilities set out in the Academy Trust Handbook
- Ensuring the responsible and appropriate use of public funds
- Planning, implementing and monitoring the Trust's internal and external financial reporting

Key external contacts

DfE, ESFA, Regional Schools Commissioner, Ofsted, professional networks

Key internal contacts

Spiral Partnership Trust Board, Spiral Partnership Trust Members, Trust Executive Team, Headteachers and staff at all levels, Local school Committees

Key responsibilities

SHAPING THE FUTURE

- Works with the Board in establishing the Vision, Values and Strategic Plan for the Trust, ensuring that these are clearly articulated and understood by all
- Works within the Trust community to translate the Strategic Plan into agreed objectives and operational plans which will achieve the Plan
- Demonstrates the vision and values in everyday work and practice
- Motivates and works with others to create a shared culture and positive climate
- Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence
- Monitors and benchmarks other multi Academy Trusts to learn from their experiences and evaluate their initiatives
- Prepares recommendations for the Board in relation to taking on new Schools or Partnerships

LEADING TEACHING AND LEARNING

- Ensures a consistent and continuous Trust-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensures that learning is at the centre of strategic planning and resource management.
- Establishes creative, responsive and effective approaches to teaching and learning.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

- Demonstrates and articulates high expectations and sets stretching targets for the whole Trust community.
- Implements strategies which ensure high standards of behaviour and attendance.
- Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels and ensures corrective action and follow-up.

DEVELOPING SELF AND WORKING WITH OTHERS

- Treats people fairly, equitably and with dignity and respect to maintain a positive Trust culture
- Builds a collaborative learning culture within the Trust and actively engages with other Trusts to build effective learning communities
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review
- Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development
- Manages own workload and that of others to allow appropriate work/life balance
- Utilises the breadth of the Trust and external opportunities to develop leadership capability and professional excellence

MANAGING THE ORGANISATION

- Creates an organisational structure which reflects the Trust's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- Produces and implements clear, evidence-based improvement plans and policies for the development of the Trust and its facilities
- Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- Prepares budgets for the Board to approve, and manages the Trust's financial resources within the Guidelines, effectively and efficiently to achieve the Trust's goals and priorities
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the Trust and the individual Schools
- Manages the performance of School Heads and Trust staff, and oversees the performance management process across the Trust
- Manages and organises the Trust environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Uses and integrates a range of technologies effectively and efficiently to manage across the Trust
- Develops a Trust ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Provides information, objective advice to the Board as needed and ensures Local School Committees and other stakeholders are kept informed as needed

REPUTATION MANAGEMENT

- Maintains strong relationships with appropriate legislative and monitoring bodies and ensures their requirements are fully met
- Promotes a positive awareness and image of the Trust to the communities it serves, and across the educational community
- Works constantly towards the objective of being an employer of choice to both teaching and support staff
- Monitors press comment on the Trust and promotes positive publicity where possible
- Develops and manages the Trust website in support of these standards
- Looks for opportunities for Trust staff to contribute to the positive reputation of the Trust

STRENGTHENING COMMUNITY

- Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other Trusts and promoting innovative initiatives
- Builds a Trust culture and curriculum which takes account of the richness and diversity of the Trust's communities
- Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment
- Ensures learning experiences for pupils are linked into and integrated with the wider community
- Ensures a range of community-based learning experiences
- Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seeks opportunities to invite parents and carers, community figures, businesses and other organisations into the Trust to enhance and enrich the Trust and its value to the wider community
- Co-operates and works with relevant agencies to protect children

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed at least annually as part of your Performance Appraisal programme.

Contribute to and support the overall aims and ethos of the Trust, and provide best outcomes for pupils.

Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.