

**Chief Executive Officer**

**Recruitment Pack**

**Start Date: April 2019**

**or earlier in agreement with the successful candidate**

**Chester Diocesan Academies Trust**

**Welcome from the Chair of the Board**

Welcome and thank you for your interest in the role of Chief Executive Officer working as part of our central team and within our academies. The Chester Diocesan Academies Trust (CDAT) is seeking an inspirational and innovative leader who will take full advantage of this chance to be part of a rapidly growing trust.

This is a key and exciting time for CDAT, as the trust continues to grow and become established. The appointment of a Chief Executive Officer is a vitally important one which will have significant influence in further developing the strategic direction and work of CDAT and its ability to support its member schools, as well as leading the Trust through its continued growth.

The successful candidate will work closely with the operations team and the CDAT Board, providing strategic leadership and direction whilst the Board continues to develop all the frameworks, policies and working practices necessary for CDAT to flourish and grow as a quickly expanding and successful Trust.

**A shared vision**

CDAT is a Church of England Trust that is open to both church and community schools that are sympathetic to the Christian values that form the basis of the Trust. Intrinsic to our approach is the recognition that all schools are unique with different needs that emerge from their particular contexts. We work in partnership with the principals, local governors, staff, parents and carers to build long-term and sustainable excellence that will have a real impact, first for the children, but also for the staff and wider community.

It is important to understand that this role will involve working with a variety of schools with some very small rural primary schools, to much larger schools in an urban context. The ability to provide consistency, but with the flexibility to understand the different challenges and needs within the schools is important.

If you believe you have the skills and expertise to make a significant contribution we hope that you will apply. We encourage applications from experienced education leaders or those with experience of working within other relevant establishments. The following information pack provides details specific to the Chief Executive Officer role.

We value your application and thank you in advance for your time in its consideration and submission. Please get in touch with the office on 01928 718834 if you would like any further clarification after reading this document.



Kind regards,

**Canon Betty Renshaw MBE (Chair of the Board)**

**Context**

The Diocese of Chester covers a number of Local Authorities including all of Cheshire East, Cheshire West and Chester and Wirral and sharing Halton, Warrington, Trafford, Stockport, Tameside and Derbyshire. There are 116 Diocesan Board of Education (DBE) schools, ranging from small rural to larger urban schools. The vast majority are good and outstanding primary schools with six secondary schools and three schools shared with the Catholic Diocese of Shrewsbury.

Within this family, a group of DBE schools have joined (or are about to join) CDAT. The growth of CDAT has been undertaken in a measured way to ensure that its growth matches its capacity but it is now ready to expand more rapidly as it takes on further schools within its regional hub model.

CDAT is a Church of England Trust that is open to both church and community schools that are sympathetic to the Christian values that form the basis of the Trust. Schools currently in the Trust are:

St Matthew’s CE Primary School, Stockport

St Paul’s CE Primary School, Stalybridge

Wybunbury Delves CE Primary School, Nantwich

Brereton CE Primary school, Sandbach

Further schools in Cheshire East and Wirral have academy orders to join and there are a number of schools in Cheshire East, Cheshire West and Chester, Tameside and Wirral that have expressed an interest in joining CDAT.

Until this point the Diocesan Board of Education has provided staff to manage the Trust but as the Trust grows central staff are being employed by CDAT to focus on the academies that sit within it.

**Key principles to which CDAT is committed**

Rooted in Christian values CDAT is committed to valuing the uniqueness of every child, aspiring to excellence and being a nurturing learning community.

Going forward as a growing Trust, CDAT is seeking to build a professional staff complement (centrally and through academies) with the capacity to:

* Develop outstanding practice across every academy
* Intervene to support schools that are not providing the best outcomes for children
* Ensure that church schools within CDAT embed Christian Distinctiveness and all schools live out the CDAT vision and values
* Understand that the Trust is built from the ground up and work with schools to develop necessary policy and procedures
* Support the development of the regional hub model
* Lead school to school collaboration and development both for individual academy improvement and the good of all
* Enhance the educational and business offer currently available to academies
* Improve communication both internally and externally
* Deliver leadership development and succession and development for all staff
* Demonstrate clear accountability in business functions, educational provision and governance.
* Provide clear information and guidance to the Board on the effectiveness of individual academies and the Trust as a whole.

**Job Description**

**Chester Diocesan Academies Trust (CDAT)**

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| **Job Title:**  | **Chief Executive Officer**  |
| **Salary:** | **£80,000 - £90,000**  |
| **Job Summary:**  | * To provide strategic leadership and professional management to deliver on the vision of the Chester Diocesan Academies Trust to provide high quality and dynamic education for all in the heart of our communities.
* To be a highly visible and credible leader and work to support the Trust Board and committee structure as the Trust continues to expand and grow, whilst designing and implementing the strategic vision.
* To act as an ambassador for CDAT.
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| **Accountable To:**  | The CDAT Board of Directors  |
| **Reporting to:** | The Chair of the CDAT Board of Directors |
| **Location:**  | Daresbury Nr Warrington (travel across a number of local authorities) |

**Main Duties**

* To support CDAT in the formulation and development of strategy and ensure that all decisions made by the Board are implemented.
* To articulate and develop the vision, values and ethos of CDAT and inspire and empower its academies to achieve this.
* To identify and exploit any opportunities for the planned growth of CDAT and its regional hubs.
* To act as an ambassador for CDAT to promote the Trust and its Christian ethos and values.
* To ensure that the CDAT vision is embedded and acted upon in its academies.
* To be accountable to the Board for the educational and financial performance of CDAT.
* As Accounting Officer, to ensure CDAT’s financial and management systems are able to meet the Trust and its Academies’ needs.
* To actively facilitate effective partnerships with the Diocesan Board of Education (DBE), Diocesan Board of Finance (DBF) and the wider church communities which CDAT academies serve.

**Strategic**

* To provide strategic leadership and direction for CDAT and its academies within the vision and strategy agreed by the Trust Board, to ensure that children and young people consistently achieve.
* To ensure effective strategies for building educational and leadership capacity.
* To advise the CDAT Board on Trust strategy and performance.
* To develop and implement an effective corporate environment that allows CDAT and its academies to achieve excellence.
* To create a culture of constant development and improvement and be an inspirational leader, committed to overseeing a clear strategy that ensures positive outcomes for every child in CDAT.
* To hold Local Governing Bodies and school leaders to account for maintaining and further developing the vision and values of CDAT to sustain inclusive, aspirational and innovative achievement and attainment.
* To ensure the growth of CDAT is sustainably managed.
* To take responsibility for CDAT development and business and educational plans working in conjunction with senior officers and principals.
* To ensure proactive, robust and appropriate risk mitigation and management and ensure that the risk strategy is aligned to local academy risk strategies.
* To develop productive relationships with key partners/stakeholders: The Diocesan Board of Education (DBE), Diocesan Board of Finance (DBF), Regional School Commissioner (RSC), Department for Education (DfE), Education and Skills Funding Agency (ESFA), Local Authorities, Unions, local teaching schools, CDAT Directors, school leaders and Local Governing Bodies.
* As Accounting Officer for CDAT, to provide holistic and strategic vision and planning for generating and managing income streams.
* To ensure that CDAT and all CDAT academies meet their safeguarding responsibilities in line with current legislation.

**Leadership and Management**

* To provide motivational and inspirational leadership at all levels of the organisation.
* To develop an ethos of continuous improvement.
* To actively drive the strategic priorities, ensuring that there is an alignment of strategic plans for CDAT and its academies.
* To lead and manage all operations through the agreed organisational structure and scheme of delegation and through the development, implementation and review of Trust level policies.
* To ensure that CDAT’s management and organisational structures are fit for purpose to lead and support continuous improvement.
* To lead the CDAT Executive Team to ensure that it meets the needs of its academies.
* To work with the Board of Directors, Regional Governance Advisory Committees, Local Governing Bodies and the CDAT Executive and central team to define and deliver CDAT’s ethos and vision, through values-led and motivational leadership, clear direction and measurable targets.
* To develop effective school to school collaboration and CDAT wide relationships.
* In line with the agreed CDAT Models of Delegation, to select, train, develop, empower and motivate the senior staff within CDAT.

**Teaching and Learning/School Improvement**

* To be accountable for standards across CDAT, setting high professional standards and ensuring CDAT’s education vision is understood and embraced.
* To be responsible for the development of a framework and systems for school improvement across CDAT, ensuring effective quality assurance and accountability.
* To manage the strategic direction and leadership for teaching and learning across the Academies, ensuring those that provide this enable individual Academies to be supported on their own improvement journeys.
* To ensure the development of a CDAT wide improvement service committed to working with individual school leaders and supporting them in ensuring that the requirements of each academy’s performance are identified and analysed, appropriately costed and prioritised and actions are developed and secured.

**Resource Management**

* To hold the academies to account to ensure that in each, the learning environment, resources and facilities are effectively used for the benefit of the children and young people.
* To be accountable for large scale asset management across the estate of academies including oversight of major capital projects.
* To be responsible for meeting the demands of changing legislation and practice and new initiatives.
* To lead, oversee and advise on the allocation of resources across CDAT.
* To lead and manage the development and recruitment of the CDAT central team and as appropriate support Academy Principals in recruitment and staff development.
* To ensure that CDAT and its academies are fully compliant with all aspects of information management and health and safety.
* To develop CDAT so that it is an excellent employer that people aspire to join.

**Finance and procurement**

* As Accounting Officer, to ensure that CDAT works to the standards set out in the Academies Financial Handbook.
* To ensure long-term financial sustainability by establishing a 5 year financial planning horizon and providing effective and timely monitoring.
* To ensure appropriate action is recommended to address problems identified and to ensure that the CDAT Board receives accurate and timely financial reports.
* To ensure CDAT negotiates and agrees to achieve economies of scale and to adopt the appropriate procurement processes.

**Person Specification**

**CDAT Chief Executive Officer**

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| **Key Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications**  | * Recognised professional or equivalent qualification relevant to the role.
 | * Post-graduate leadership or management qualification.
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| **Experience**  | * Significant leadership experience in an education or business setting.
* A clear understanding of the current educational landscape.
* Demonstrable success in achieving sustained improvement in a rapidly changing environment.
* Experience of successful working with Governing Boards or other Non-Executive directorships.
* Successful track record of human and financial resource management.
 | * Leadership within an education setting.
* Leadership within a Trust environment.
* Leadership experience in a setting with a Christian character and ethos.
* Successfully led significant organisational change.
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| **Skills, Knowledge and Understanding**  | * Understanding of the statutory educational framework.
* Understanding of working within a school environment.
* Ability to communicate a clear vision of aspiration through inspiration and empowerment.
* Understanding of current education issues in relation to academies, company and charity law; also knowledge of relevant policies, legislation and codes of practice across education.
* Understanding and knowledge of the role of governance in an Academy and Trust.
* Ability to strategically plan, monitor and report on progress against plans in terms of standards, performance and finances, taking decisive action as necessary.
* Utilisation of financial project costing and budgetary management.
* Ability to capitalise on funding and grant opportunities for the Academy Trust.
* Understanding and knowledge of church schools.
 | * Knowledge of Ofsted’s Schools Inspection Criteria and processes.
* Understanding and knowledge of SIAMS framework.
* Knowledge of current pedagogy, curriculum and the school setting.
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| **Personal Qualities** | * A clear understanding of how to uphold, develop and lead a deeply Christian vision for the Trust.
* Ability to communicate a vision of outstanding practice through inspiration and empowerment.
* A strategic thinker who can develop systems and processes to grow and mature the Trust.
* Ability and commitment to working flexibly and collaboratively.
* Commitment to the Nolan seven principles of public life.
* Strong leadership skills including adaptable communication skills
* The ability to build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvements and inspire staff.
* Excellent relationship management, able to build effective working relationships at all levels, reinforcing partnerships.
* The ‘grit’ and determination to ensure that the Trust enables all to flourish.
 | * A practising Christian
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**General**

The post holder will comply with the general terms and conditions of service and undertake such other duties appropriate to the salary and content of the work as may reasonably be required. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive.

**Equality and Inclusion**

The post holder will take responsibility for behaving in ways that are consistent with fair and equitable treatment for all and take responsibility for their own learning and engagement with equality issues and actions and to consider the impact of their actions to ensure that they do not have a detrimental effect on achieving equality of opportunity. Any breaches may lead to termination of employment.

**Right to Work**

British law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

**Disclosure Service Certification from the Disclosure and Barring Service**

Chester Diocesan Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. New members of staff will be required to apply for Disclosure and Barring Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: [www.homeoffice.gov.uk/](http://www.homeoffice.gov.uk/)

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for this post are among those who are not entitled to withhold information about any previous criminal conviction.

**Application Procedure**

Candidates should complete the application form, with a covering letter of no more than two sides of A4 and submit it electronically to alex.harris@cdat.co.uk so that it is received no later than 5pm on 7th January 2019.

**Application Form Completion**

Please focus the reasons for your application on the essential criteria within the Person Specification. Indicate, providing evidence, how your knowledge, skills, experience and personal attributes either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Main and Specific Duties.

All gaps in employment history since leaving full time education must be accounted for.

**Selection Procedure**

The shortlist will be drawn up soon after the closing date. Interviews will take place on 21st and 22nd January 2019. Detailswill be confirmed to short listed candidates.

**Contract Details**

* Full Time Permanent
* 36 hour week, 52 weeks of the year
* Subject to 6 month probationary period
* Termination of contract subject to 4 months’ notice period on either side
* 30 days annual leave (including 4 to be taken during the Christmas/New Year period) plus bank holidays

**Privacy Notice (How we use your information)**

As part of your application to join our Trust we will collect personal data from you. This notice

sets out what data we gather, why we process that data, who we share it with and your

rights relating to the data we hold about you.

The categories of information that we collect, process, hold

and share include:

* Personal information (such as name and contact details)
* Qualification information (such as employment history, qualifications, job titles and
* salaries and memberships of professional bodies)
* Special categories of data (characteristics information such as gender, age, ethnic
* group)
* Information regarding your criminal record
* Details of your referees
* Whether you are related to another member of our workforce
* Details of support or assistance you may need during the interview process because

of a disability

We use this information to:

* to assess your suitability for the role you are applying for
* to enable us to enter into a contract with you
* to check you are eligible to work in UK
* to ensure you are not prohibited from teaching
* to ensure we are fulfilling our obligations under the Equality Act 2010

We will hold data relating to your application only for as long as necessary and for a

maximum of six months for unsuccessful candidates. For successful candidates the length of

time we will hold information depends on the type of information.

We will not share information collected in the recruitment process with third parties other

than professional advisors such as legal or HR support.

Under data protection legislation, you have the right to request access to information about

you that we hold.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or
* distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or
* destroyed; and
* claim compensation for damages caused by a breach of the Data Protection
* regulations

If you have a concern about the way we are collecting or using your personal data, we ask

that you raise your concern with us in the first instance. Alternatively, you can contact the

Information Commissioner’s Office at <https://ico.org.uk/concerns>.