



<name of MAT>

Job Description – Chief Executive Officer

Reporting to: [The Chair of the Board of Directors]

Accountable to: [The Board of Directors]

Responsible for: [Line management responsibility for all other Directors of the Trust, Headteachers of all academies in the Catholic Multi-Academy Trust Company]

Liaising with: [The Board of Directors, sub-committees of the Board of Directors, the Director of Education for the Diocese of Nottingham and external agencies including the Department for Education, Local Authorities]

Core Purpose

- To provide dynamic and strategic support and leadership to the work of the Board of Directors of the *** Catholic Multi-Academy Trust Company (hereafter referred to as the 'Trust') in the efficient and effective delivery of the Trust's strategic aims.
- To have overall management responsibility for the governance of the Trust, ensuring the highest standards of academic performance across of all of the individual academies within the Trust.
- To uphold the Trust's values and to provide visible leadership across the trust to drive achievement of high standards in all areas of the Trust's work, particularly in ensuring the provision of sustainable, outstanding education through the preservation and development of its Catholic character.
- To be the Trust's Chief Accounting Officer and as such be accountable for the financial health and probity of the Trust.
- To be responsible for compliance with statutory requirements, including safeguarding, health and safety and the provision of quality assurance systems to monitor and evaluate the effectiveness of the Trust and the academies within the Trust.

The Trust's objectives relate to the provision of Catholic education. All academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Nottingham. **Therefore it is a genuine occupational requirement that the post of CEO must be filled by a practising Catholic who can show, by example and from experience, that she/he will ensure that the Trust and the academies within it are distinctively Catholic in all aspects.**

It is this duty to preserve and develop the Catholic character of the Trust and the academies within it that provides the context for the proper discharge of all the other duties and responsibilities of the CEO post

Main Duties:

Preservation and Development of the Catholic Character of the Trust

- Preserve and develop the Catholic character of the Trust and the academies within it, at all times safeguarding the teachings of the Catholic Church.
- Ensure that senior leaders in all academies are supported to ensure that the Catholic character of all academies is reflected in every aspect of school life, particularly the curriculum, the day-to-day organisation of the school, staff development, staff and pupil relationships and the partnership between school, parents and parishes.
- Work at all times in partnership with the Director of Education for the Diocese of Nottingham in order to ensure that all diocesan requirements are fulfilled.
- Ensure that each academy within the Trust is able to meet its responsibilities in relation to specific requirements of governance in a Catholic academy.
- Act at all times in accordance with the mind of the Bishop of Nottingham and ensure that any directives which, from time to time, may be issued by him are upheld in all academies.

Strategic Educational Leadership

- To lead the Trust's educational vision by drawing on the person, life and teachings of Jesus Christ and ensure that this vision is understood and supported by employees of the Trust at every level as well as parents, pupils and the wider community.
- Provide effective, inspirational and Christ-centred strategic leadership for all schools, inspiring and motivating all those engaged in the activities of teaching and learning by ensuring that school improvement is at the core of every decision taken in fulfilment of Canon 806 (2) which requires that all Catholic schools are '*at least as academically distinguished as other schools in the area*' so that each school meets all national targets/performance measures.
- To provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance.
- To ensure a culture of continuous improvement and continuous professional development within the Trust.
- To ensure that all academies in the Trust are fully inclusive and progress and attainment for all pupils is consistently outstanding.
- To develop the Trust, its mission and values.
- Form strategic partnerships with national bodies, other educational institutions, the Diocese of Nottingham, business and the wider Catholic and local community and use these to achieve influence positive outcomes for the Trust and Catholic education within the Diocese of Nottingham.

Financial Accountability

- To act as the Trust's Chief Accounting Officer and ensure that robust systems are in place so that all funds within the Trust are managed efficiently, effectively and in accordance with the Academies Financial Handbook.

- Ensure the Trust's financial viability is secure, firmly based on accurate analysis, proper stewardship of funds, the optimum use of resources and the generation of sufficient surplus funding to meet development needs.
- To review and approve the annual budget of each of the academies within the Trust.

Staffing & Performance Management

- To be responsible for devising and ensuring the implementation of all policies across the Trust.
- Ensure the implementation of the requirements set out in the *Bishops' Memorandum on the Appointment of Teachers in Catholic Schools* in respect of staffing and the use of Catholic Education Service employment documentation taking into account any requirements specified by the Diocese of Nottingham and employment legislation.
- To ensure that the Trust has an effective workforce strategy this provides for the efficient and effective deployment of all staffing resources and the ability to develop capacity for succession planning.
- To ensure that the Trust has an effective system of performance management that provides for the continuous development of all employees and which in particular is successful in developing future Catholic leaders of education.
- Takes full responsibility for their personal development such that they are fully equipped to deliver all the outcomes expected of the post-holder.
- To support the Board of Directors and (Local Governing Bodies) with the recruitment and performance management of senior leaders within the Trust.

Compliance

- Ensure that the Trust complies with all legislative/statutory and regulatory requirements
- Ensure that the Trust meets all requirements laid down in Canon Law.
- Ensure compliance with the Funding Agreement(s) and Trust Scheme of Delegation. The post-holder must carry out his/her duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

The Board of Directors

- Work closely with the Chair of the Board of Directors, Company Secretary and the committees of the Trust to secure a positive working relationship with the Board of Directors.
- To report regularly to the Board and ensure that the Board is appropriately informed, in order to effectively carry out its functions. Support the Board of Directors in the formulation, development and review of strategy and ensure that all decisions made by the Board of Directors are fully implemented.

The *** Catholic Multi-Academy Trust Company 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 satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The *** Catholic Multi-Academy Trust Company is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Additional Information Relating to the Post

Start date	[]
Salary	£
Hours of Work	37 hours per week (full-time) however staff at this level may be required to work additional hours to meet the requirements of the role. There will be a requirement to work outside of normal office hours.
Contract	Permanent
Pension	Teachers' Pension Scheme (for existing members) or other by arrangement
Expenses	Work-related expenses will be paid per the relevant *** Catholic Multi-Academy Trust Company policies
Annual Leave	30 days per calendar year – to be taken outside of term time(s) plus bank holidays
Probation	6 months
Notice Period	6 months



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Person Specification – Chief Executive Officer

A Training and Qualifications	Essential	Desirable
Educated to degree level	Y	
Qualified Teacher Status		Y
Catholic Certificate of Religious Studies or equivalent		Y
National Professional Qualification for Headship (NPQH)		Y
National Leader in Education/Local Leader in Education		Y
Trained Ofsted and/or Diocesan Inspector		Y
Management training or qualification		Y
Evidence of commitment to continuing professional and personal development of self and others	Y	

B Faith Commitment	Essential	Desirable
Practising Catholic in full communion with the Catholic Church	Y	
Able to articulate a clear philosophy for Catholic education	Y	
Commitment to leadership role in spiritual development of pupils and staff	Y	
Understanding of and commitment to curriculum Religious Education in a Catholic school	Y	
Understanding the importance of sensitivity in working with other denominations and faiths in the local community	Y	

C	Experience of Educational Leadership & Management	Essential	Desirable
	Experience of headship in a Catholic school with demonstrable outcomes for pupils		Y
	Demonstrable experience of successful system leadership/school improvement across a range of schools leading to rapid and sustained improvement	Y	
	Demonstrable use of successful strategies for raising pupil achievement and advancing effective teaching and learning	Y	
	Experience of successfully leading and managing whole school change initiatives	Y	
	Experience of successful budget/financial management	Y	
	Experience of working cross educational phase		Y
	Experience of working with teaching schools to improve performance		Y

D	Professional Experience and Knowledge	Essential	Desirable
	Understanding of the Catholic MAT's role in the parish and local community	Y	
	Current and up-to-date knowledge and understanding of governance in MATs including experience of working effectively with a Board to create a vision and to inform the direction of an organisation	Y	
	Sound up-to-date knowledge of developments in education, teaching and learning, assessment and best practice	Y	
	Proven experience of strategic financial management, including budget formulation, medium-term financial planning, monitoring and control with strong business acumen	Y	
	Evidence of strategic planning and budget management which has brought about significant organisational change	Y	
	Evidence of ability to build effective leadership functions	Y	
	Evidence of robust performance management resulting in improvement in standards and building leadership capacity	Y	
	Evidence of knowledge of use of risk management	Y	
	Understanding of equal opportunities and able to put this into practice, including the need to prepare pupils for life in a multi-faith, multi-cultural society	Y	
	Successful experience of promoting equality and diversity in relation to employment and service delivery	Y	
	A clear understanding of the current educational landscape, including issues specifically relating to academies, safeguarding and Ofsted	Y	
	Proven successful track record of performance managing professional staff; raising standards and promoting a team ethos particularly with regard to a multi-site organisation	Y	
	Proven success in building effective partnerships with the DfE and local authorities	Y	

E Professional Competencies	Essential	Desirable
To think strategically and develop a vision for the MAT underpinned by a strong Catholic ethos and values	Y	
To cultivate a sense of community within the MAT	Y	
Ability to build positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential	Y	
To maintain positive relationships with headteachers, governors, parents, local parishes and with other individuals and agencies associated with the MAT	Y	
To think analytically, making informed use of inspection, benchmarking, KPIs and research findings	Y	
To investigate problems, evaluate options, identify solutions, make and implement plans and monitor outcomes	Y	
To work effectively within policies and procedures	Y	
Well-developed written, presentation and public speaking skills including the ability to communicate effectively with a wide range of audiences	Y	
To manage conflict effectively	Y	

F Personal Attributes	Essential	Desirable
To be capable of being the public face of the MAT and influencing strategic partners and other external bodies for the benefit the MAT and Catholic education in the Diocese of Nottingham	Y	
To command credibility and respect from all members of the MAT	Y	
To have emotional resilience	Y	
To have the ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
To be an inspiring role model for staff and pupils-for present and future Catholic leaders of education	Y	
Empathy with children of all ages	Y	

Special Requirements:

Full driving licence and use of car is essential for the duration of employment. There is an absolute expectation that the successful candidate will be able to travel between the office and schools by car.