



Chief Executive Officer

Application Pack



Welcome message from the Chair of the Academy Trust: David Clay

Dear Applicant

Thank you very much for requesting details for the post of Chief Executive Officer. The Mid-Trent MAT is a Staffordshire based multi academy trust, currently encompassing three village primary schools, Colwich CE Primary School, St. Andrew's CE Primary School and St. Peter's CE Primary School. Conversion to academy status took place in February 2016.

By working in close partnership, we aim to inspire all our children and become an outstanding Trust. We recognise that all children are different and believe that each child can develop through dedication and hard work and leave our schools fully prepared for successful lives.

Engagement with every family is the touchstone for our work, ensuring a culture of high trust, common values and a shared moral purpose. At the heart of all our endeavours is outstanding teaching and high quality learning along with effective support and challenge.

The Mid-Trent MAT would like to appoint an ambitious and energetic Chief Executive Officer, who will work alongside the Leadership Teams of the schools and the MAT Board, to enable Head Teachers to focus on educational goals and realise the vision of the Board.

We look forward to hearing from you.

Yours sincerely

David Clay

Chair of the Mid-Trent MAT Board

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Introduction to the Mid-Trent Multi Academy Trust



The Mid-Trent Multi Academy Trust is a primary academy trust, based in Staffordshire, close to the county town of Stafford. The Trust currently comprises three village Church of England primary schools, sharing similar values and aspirations whilst maintaining their own unique identities.

We put our children at the heart of everything we do and are dedicated to providing them with a broad and enriching curriculum, underpinned by a commitment to high standards in all areas.

We value every member of staff and ensure that they are well supported and trained. We have a continual professional development plan that provides career training and opportunities for staff at all levels.

Our family of schools works closely together, ensuring that staff and children benefit from sharing the excellent practice that exists across the Trust. Our schools are well supported by the Local Governing Bodies, the Board of Directors and the parent body.

As a multi academy trust, we believe that collaboration is fundamental to providing the best learning opportunities through a meaningful curriculum where children and adults acquire the knowledge, skills and positive attitudes to prepare and strengthen them for their role in society: today, tomorrow and for the future.

The Role:

The Mid-Trent Multi Academy Trust (MTMAT) is looking for a Chief Executive Officer (CEO) to direct, manage and maximise the effectiveness of the MAT within a one-business culture, to ensure the Trust's business objectives are delivered, enabling all children to achieve outstanding educational outcomes.

The CEO will strive for operational excellence on the part of every member of the Trust ensuring that: the Trust's systems and processes are rigorous, robust and fit for purpose; staff work as one team towards a common purpose, are effectively deployed and perform to the highest standards.

The prime directive for the CEO is to work with the Trust to ensure the best possible educational provision and outcomes by successfully removing any non-academic barriers to achieving academic goals. This work will include guaranteeing compliance with all relevant legal and regulatory requirements.

The CEO will play a pivotal role in collaborating with directors to shape and develop the Trust and support our plans for growth and development. The CEO will ensure that our business model effectively supports the growth of the Trust, leveraging economies of scale to enable even greater investment in children's education.

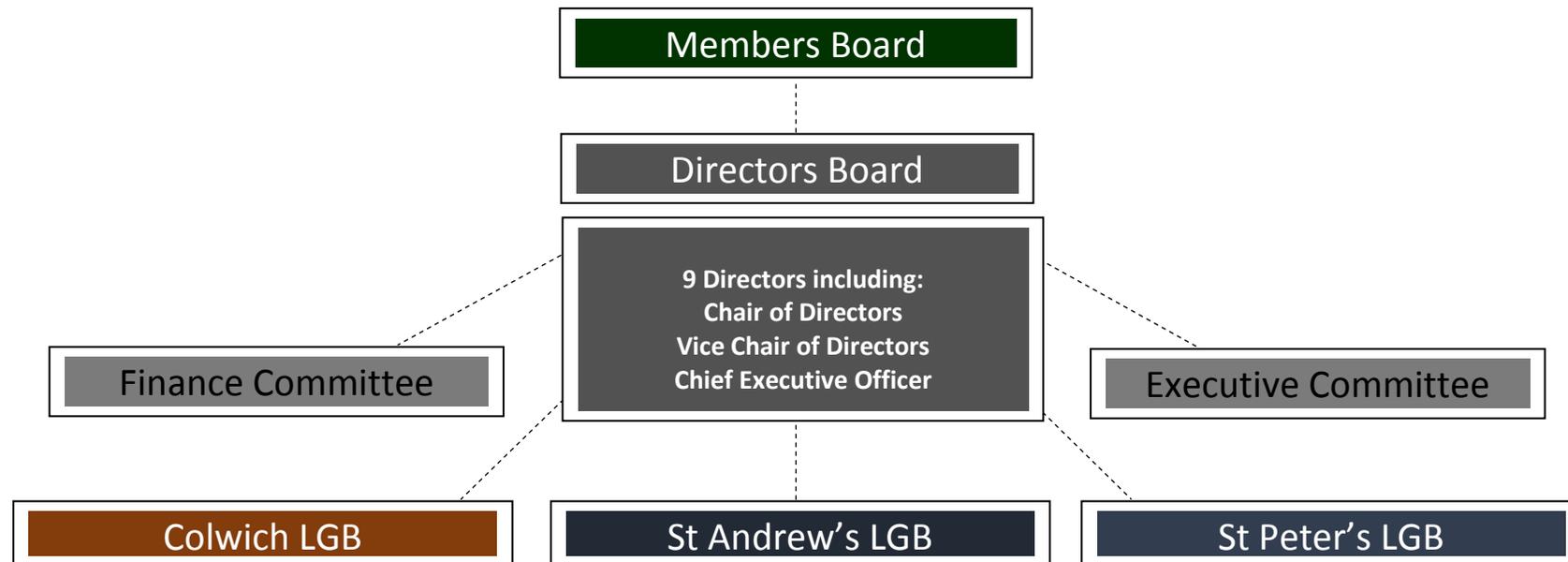
As CEO you will work in close partnership with the Chair, the Chief Financial Officer and Finance Directors to ensure best value and outcomes for the Trust. The role will be critical in realising the growth potential of the Trust and by ensuring that activities and resources are coordinated and managed in an effective, efficient and productive way, to support the delivery of high quality education to current and future pupils.

Mid-Trent Multi Academy Trust Governance Structure

The Mid-Trent Multi Academy Trust is run by the Board of Directors which is accountable to the Department for Education and run according to a scheme of delegation which defines the responsibilities and decision making undertaken by the Board, and its committees, the Chief Executive Officer, Academy Head Teachers or Heads of School and the Local Governing Bodies (LGBs).

Each academy has its own LGB which represents the local community, drawing from parents, staff and other skills based representatives. Each LGB recommends its composition which is approved by the Board of Directors.

The Academy Head Teacher / Head of School, together with the LGB is responsible for managing the Academy's local budget, staff appointments and its day to day running. The Mid-Trent Board of Directors will have input into senior staff appointments and other strategic elements, the level of which is dependent on the status of the Academy.

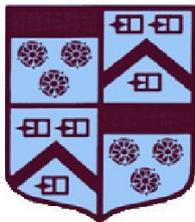


Vision and Values

The Mid-Trent MAT Core Values

- Family
- Joy for learning
- Christian values
- Opportunities
- Respect

Our vision is always to put the children first. We offer an education of the highest quality, underpinned by Christian values, from beginning to end. We are a family of schools which pool together our expertise, resources and joy for learning to give all our children an education fitting them to be members of the wider community, preparing them for the opportunities, responsibilities and experiences that lie ahead.



Our Academies

Mid-Trent Multi Academy Trust currently has three schools that all work closely together. They all have pupils from 4 to 11 and serve the areas of Colwich, Weston and Hixon, all on the edge of Stafford.

All of our schools have the children at the forefront of everything they do, offering a caring and safe learning environment, supporting children to enhance their social and educational skills in order to achieve their potential.

Colwich CE Primary School



Our aim is to create an environment that is rich in learning opportunity and in which each child feels a sense of being valued as a person and a member of society. We emphasise the importance of the development of the child as a whole person within a community of caring relationships.

At Colwich Church of England Primary School, we recognise that encouraging and supporting a child's personal development is a crucial factor in their ability to enjoy learning and to achieve. As such, we aim to provide an environment and opportunities that enable children to explore and develop spiritually, morally, socially and culturally.

Our mission is to develop in all our pupils thirst for learning, joy in discovery and pride in achievement so that they see themselves as learners for life.

St Andrew's CE Primary School



St Andrew's School strives to provide a quality education in a calm, happy and challenging environment, which will allow children to make real progress. We endeavour to build a meaningful and lasting partnership with each child, ensuring they can enjoy their learning and reach their full potential.

During their time at St Andrew's we want every child to enjoy memorable experiences that will help shape them into the citizens of the future. As a Church of England school, Christian values are important. We encourage the children to think about their actions and take responsibility for their learning. Our school motto is "Believe and Achieve." Our belief is that all children can achieve.

St Peter's CE Primary School



St. Peter's is an exciting and challenging school, which sets very high standards. Whilst great importance is placed upon pupils gaining a firm grounding in the essential skills of English and maths, this is not at the expense of other areas of the curriculum. A creative approach to learning is taken and we never forget that learning should be meaningful and fun!

As a Church school St. Peter's endeavours to foster in all pupils the Christian values of compassion and respect for others and for their surroundings. Relationships between pupils and between staff and pupils are excellent and live out these values.

The enthusiasm of everyone with connections to St. Peter's and the warm, family atmosphere within our school are features which are regularly commented upon and admired by those who come into contact with us.

CHIEF EXECUTIVE OFFICER

Job Description

ACCOUNTABILITY AND REPORTING LINES

The CEO will report to the Trust Board in relation to their CEO responsibilities. The Trust Board will create a sub-group, which will include external professional advice for the support and performance management of the CEO.

PURPOSE OF THE ROLE

To direct, manage and maximise the effectiveness of the MAT within a one-business culture, to ensure the Trust's business objectives are delivered, enabling all children to achieve outstanding educational outcomes.

The role is designed to fulfil the DfE requirement for the Trust to appoint a Chief Executive Officer who shall be the lead Trust employee for matters regarding the efficient, effective and compliant management of the Trust.

The Trust is being established on the principle that each Headteacher will continue to fulfil their statutory, regulatory and legal responsibilities for their school, recognising the parameters of a multi academy trust. The role therefore is with specific responsibility to lead, co-ordinate and delegate to as appropriate the leadership group of Headteachers.

The CEO shall also be an ex-officio Director of the Trust and shall be the Accounting Officer for the Trust.

MAIN RESPONSIBILITIES OF THE ROLE

As Chair of the Leadership Group the role is to ensure that it is an effective body to:

- Develop and fulfil the Trust's vision, ethos and values
- Develop, monitor and achieve the Trust's strategic objectives
- Develop, set and monitor measures for the standard of educational provision in member academies including pupil progress and attainment
- Plan, implement and monitor effective Trust programmes to raise standards of academy, pupil and staff performance
- Plan and deliver effective Trust programmes for the professional development of staff in member academies
- Support, develop and challenge Headteachers in their leadership roles
- Identify and implement opportunities for the Trust and member academies to operate more effectively and efficiently for the benefit of pupils, staff and the wider Trust community
- Coordinate the effective leadership of member academies in the absence of their Headteacher

As ex-officio Director of the Trust the role is to:

- Work closely with the board in maximising the effectiveness of the MAT
- Ensure compliance with the Trust's Memorandum and Articles of Association and associated statutory, regulatory and legal requirements
- Ensure compliance with the requirements of the Trust's Master and Supplemental Funding Agreements
- Ensure compliance of the Trust Board, Committees and Local Governing Bodies with the Scheme of Delegation and Terms of Reference
- Ensure the Trust and member academies have the appropriate statutory policies and oversee their implementation
- Ensure the Trust responds effectively and appropriately to new legislation, policy and practice affecting multi academy trusts and member academies
- Present on behalf of the Leadership Group proposals, plans and policies to enable the Trust to raise standards of academy, pupil and staff performance and to run effectively, efficiently and compliantly
- Be the main point of contact for the DfE, EFA, Diocese, Local Authority and other key bodies

As Accounting Officer of the Trust the role is to:

- Fulfil the statutory and regulatory responsibilities as set out in the Academies Financial Handbook and direction provided by the Education and Skills Funding Agency
- Take personal responsibility for the propriety and regularity of public finances in the Trust's charge
- Plan, implement and monitor the Trust's internal and external financial reporting with the support of the Trust's financial management advisor
- Report to the Trust Board on the Trust's financial governance, management and operation
- Oversee and manage the work of the Trust Business Manager

PERSON SPECIFICATION

The successful candidate will demonstrate clear evidence of:

- A degree or recognised professional qualification relevant to the role
- Effective leadership of a peer group of senior leaders to achieve agreed outcomes
- Effective strategic planning and management of educational projects involving more than one school
- Building effective teams of senior staff through people management skills such as leadership, vision, communication, motivation, constructive challenge and delegation
- Commitment to safeguarding and promoting the welfare of children
- Proactive management of and communication with volunteer, non-executive bodies such as Governing Bodies or Directors
- Willingness and aptitude to oversee a range of non-educational responsibilities and accountabilities such as financial reporting, employment, governance and policy development
- Ability to work with multiple clients and colleagues with different needs and requirements
- Strategic planning and budgetary management
- Understanding of the statutory educational framework, current education issues in relation to academies, Company and Charity Law
- Knowledge of legislation and codes of practice across education
- A team player with strong empowerment skills

How to Apply

Please read the separate Recruitment Pack carefully, then complete the separate application form. Please make sure you fill in all the applicable sections. Section 8 is an additional information section and your opportunity to reference:

- How your skills, knowledge and experience match the person specification
- What specific skills you believe you have to offer in the role of CEO.

If you have any questions regarding the recruitment process then please contact Nicki Clay on Email headteacher@colwich.staffs.sch.uk or telephone 01889 221870.

All applications are to be sent to Wilf Buck by email (wbuck@mid-trentmat.staff.sch.uk) by no later than 5.00pm on Monday 23rd September 2019.

Interviews are to be held on 8th and 9th October 2019.

We reserve the right to research applicants on social media platforms and the internet, and the Trust Board may take this into consideration during the recruitment process.

