

**JOB DESCRIPTION**

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| **JOB TITLE** | Chief Executive Officer (CEO) |
| **WEEKLY HOURS** | 2/3 Days per week  |
| **BASED** | Home based  |
| **REPORTS TO** | The Chair of the Bedford College Academies Trust (BCAT) Board |
| **DIRECTLY MANAGES** | The Headteachers of BCAT schools |

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| **JOB PURPOSE** |
| * To provide Leadership and management across BCAT
* To ensure a high quality of provision and achievement is delivered across BCAT schools
* To participate in the continuing development of BCAT through its vision and strategies
* To prepare and present strategic options for the BCAT Board to enable them to agree the best pathway for the future
* To co-ordinate the planning for the launch of the 6th Form at the Academy
* To ensure all Statutory requirements, policies and procedure are effectively communicated, implemented and followed by all employees of BCAT
* To carry out all aspects of the role in line with BCAT’s culture and values
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| **MAIN DUTIES** |
| 1. **Leadership & Management**
2. Provide high performance leadership across BCAT inspiring those working across the Trust and motivating them to be part of its short and long term success.
3. Work with the BCAT Board, Local Governing Committees and staff to develop and integrate BCAT’s vision, values and strategy.
4. Act as the Accounting Officer for BCAT, taking responsibility and leadership for compliance with statutory and regulatory frameworks.
5. Ensure that strong systems are in place for the effective management of BCAT budgets that maximise resources, identify and create opportunities for increasing funding and are operated within value for money principles.
6. Ensure that confidentiality is maintained at all times in line with legislative requirements and BCAT policies.
7. Advance the BCAT Strategic Development Plan with a key focus on sound financial and business planning and clear priorities and intended impacts.
8. Lead on the implementation of appropriate school improvement strategies to enable educational excellence in all areas of BCAT.
9. Embed the principles and practice of partnership working with the aim of developing honest and transparent relationships within the community BCAT provides for.
10. Be accountable for a framework of excellent teaching and learning throughout BCAT that inspires children to reach their full potential and is built on a foundation of visible learning and effective challenging of educational underachievement.
11. Work with the BCAT Board and Local Governing Committees to ensure robust governance structures are in place that positively support and develop the work of BCAT
12. Ensure a culture of effective teamwork that supports collaborative approaches to provision is role modelled by all senior members of the team to foster respect and encourage openness and the sharing of ideas.
13. Provide honest management of employees through setting of standards and targets, providing regular feedback and holding regular one to one catch ups
14. Be visible and appropriately accessible to the wider teams within the schools
15. Write and present reports as required by the BCAT Board
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| 1. **Accountability**
2. Present a comprehensive and accurate account of BCAT’s performance to variety of stakeholders, both internal and external, that will include the Board.
3. Ensure all legislative and statutory requirements for academies are met and are compliant with the Academies Handbook and other Department for Education guidance.
4. Carry out any such duties as may be reasonably required by the BCAT Board.
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| 1. **Performance**
2. Be responsible for securing robust self-evaluation and quality assurance procedures to ensure continuous self-evaluation of provision and performance; and ensure effective communication of same through BCAT to facilitate improvement.
3. Ensure that learning and the student experience is at the centre of strategic planning and resource management across BCAT.
4. Be responsible for ensuring that Wixams Academy and Wixams Tree Primary promote positive relationships and effective partnerships with parents and other stakeholders.
5. Ensure the effective performance management of the head teachers of Wixams Academy and Wixams Tree Primary and support, mentor and/or take action as appropriate should this performance fail to meet required standards.
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| 1. **Safeguarding**
2. Ensure there is a culture of safeguarding in all BCAT schools.
3. Ensure that the policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
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| 1. **Equality, Diversity and Inclusion (EDI)**
2. Actively challenge discrimination and prejudice.
3. Ensure a continual focus on equity as measured by pupil outcomes, beliefs, attitudes and personal attributes.
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| **STATUTORY DUTIES** |
| 1. SAFEGUARDING – To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with BCAT policy and procedure
2. EQUALITY & DIVERSITY – To be responsible for promoting EDI in line with BCAT policy and procedure
3. HEALTH & SAFETY – To be responsible for following health & safety requirements in line with BCAT policy and procedure
4. TRAINING & DEVELOPMENT – To participate proactively in training & development including any required qualification development
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**PERSON SPECIFICATION**

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| **CATEGORY** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Qualifications / Training** | * Degree level qualification
 | * Higher degree in education
* Higher level management or professional qualification
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| **Knowledge / Experience** | * A proven track record of successful leadership at similar levels
* Experience of delivering of organisational strategies and policies across a multi-site or functional organisation
* Experience of successfully establishing and sustaining a strong performance management culture
* Experience of successfully leading and managing change
* Experience of creating, developing and maintaining effective working relationships with key stakeholders
* Proven experience of strategic financial management
* Demonstrate successful experience of promoting equality, diversity and inclusion
 | * Experience of implementing quality school improvement frameworks, controls and systems
* Knowledge of Ofsted’s inspection framework and processes
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| **Skills** | * Excellent change management skills alongside the ability to see the ‘big picture’, to identify broader opportunities and the potential for operating in different ways to achieve the desired results
* An ability to plan strategically, work co-operatively and promote the Trust’s vision, values and objectives
* Excellent leadership skills that promote and support a positive work environment
* A strong influencer who gains trust, confidence, motivation and engagement
* Highly developed interpersonal and communication skills
* Outstanding financial and business acumen
* Can analyse and process complex information and data quickly and rigorously in order to make the best of opportunities
* Ability to show a commitment to your own continuous professional development
* Excellent IT skills to include Microsoft Office (Word, Excel etc.)
* Excellent analysing skills
 | * A well-developed understanding of the issues surrounding the development of educational provision in both a UK and global context
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| **Attributes** | * An ability to network and building partnerships
* Be politically astute, diplomatic and have the ability to negotiate the complex web of relationships that exist within the running of a Trust
* Enthusiastic with a desire to encourage and develop the team
* Personally confident with the ability to display a bold, tactical and proactive approach to risk and difficult situations
* Strong sense of personal honesty and integrity in themselves and a driver for this in the work of others
* Possesses an open-minded and inquisitive attitude that encourages innovation and continuous improvement
* Driven, ambitious, goal–orientated and strives for excellence
* Ability to develop a high profile through strong visibility and presence
* Ability to adapt working hours to changing needs in the business when these occur
* A clear understanding of the appropriate professional boundaries and relationships that should be formed and maintained with children and young people.
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