



Chief Executive Officer

Applicant Pack

The
3-18
Education
Trust



Contents

Welcome From Chair of Trustees 3

Our Trust Vision 4

Living and Working in Shropshire..... 5

Job Description..... 6

Person Specification 8

Appointment Process 11



Chair of Trustees Welcome to Applicants

Dear Colleague

Thank you for your interest in the role of CEO within The 3-18 Education Trust.

Since our Trust was formed in 2012, we have grown from a single school, to a MAT currently comprising five schools, with 4,045 students and a new free school due to open in 2023. We are looking to recruit a new CEO, as our founding CEO is retiring. He has been instrumental in growing our Trust and embedding our vision, values, and ethos.

The 3-18 Education Trust derives its name from the age range we serve. We have an inclusive ethos, defined only by age, and we recognise that education is a continuous process, secured through consistent values and a strong transition through the key stages.

Not only do we pursue the important dimension of achieving the best results for everyone, regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals, who are ready, willing, and able to make their contribution to society.

We strongly believe our collaborative approach ensures staff are part of a family of schools, with the highest educational and operational expertise to ensure the very best education, support and guidance to our students across the Trust. We recognise the importance of having a motivated, valued and dynamic workforce and we, therefore, look to ensure there is an unrelenting focus on wellbeing, professional growth, equality, diversity and inclusion.

We are looking for an exceptional educational leader with ambition and moral purpose to continue our growth who has the following qualities:

- A proven track record of sustained school improvement

- Extensive experience of managing and motivating people and building effective relationships at all levels
- Credibility with staff, parents, children, and external partners
- A proven track record of strategic and successful business planning and financial management
- A clear understanding of the current educational and political landscape
- A leader who will epitomise our ethos, communicating and sharing our purpose with energy, commitment, and passion

As CEO for The 3-18 Education Trust, you will have the opportunity to work for a Trust which:

- Covers the entire 3-18 age range
- Encompasses a range of settings including early years, sixth form, day and boarding provision
- Will be opening a new free primary school in 2023
- Is dynamic, with a clear vision and ethos
- Has a strong and experienced supportive Trust Board
- Is based in Shropshire – a wonderful county in which to live and work with both rural and urban settings, but with easy access via rail and road links

If you believe that you have the skills and experience to lead our Trust and meet the demands of the person specification and can make a positive contribution to the continued development of The 3-18 Education Trust, then we would be delighted to hear from you.



Your sincerely

Gary Turner

Gary Turner
Chair of Trustees

Our Trust Vision

Mission

To be an **excellent Trust** that **supports and challenges** in appropriate measure, so that every individual is in a **great school**.



Vision

We are selfless, self-assured and successful.

For students

Our students leave us accomplished, independent, resilient, compassionate young people, with choices and opportunities ahead of them.

For schools

We celebrate the differences between our individual schools and enjoy the benefit of the team so that each school gives and receives support and retains their identity and culture.

Living and Working in Shropshire

Steeped in history and geologically unique, Shropshire is the largest inland county in England. A quarter of Shropshire's area has been designated as an area of outstanding natural beauty, yet this is also the county that kick-started the industrial revolution, with Ironbridge established as a UNESCO World Heritage Site.

Shropshire's skyline is dominated by the Shropshire Hills and many town and village centres seem frozen in time, with black and white Tudor-fronted houses and stone cottages lining narrow streets.

With its fresh country air and stunning scenery, the great outdoors in Shropshire offers up extensive walking, running, cycling and horse-riding routes, but also extreme sports like hand-gliding and flying. For those seeking more leisurely pursuits, there are

historic canals, beautiful gardens, medieval castles, quaint hamlets, distinctive shops, fine restaurants and great country pubs to discover, and art galleries and museums showcase the area's cultural credentials.

Shrewsbury, the county town, lies right at the heart of the county, along with 22 other market towns and Telford, a modern town, is one of the fastest growing towns in the UK. Properties in Shropshire include stately Georgian and Victorian town houses, along with new developments, with many homes boasting picturesque views of the countryside.

With more and more people relocating from large urban areas, it is not hard to see why Shropshire is a huge contender as a great place to both live and work. Come and explore and see what Shropshire and The 3-18 Education Trust has to offer.



Job Description

Chief Executive Officer

Job Title

Chief Executive Officer

Status

Permanent, Full Time

Salary

Up to £120,000

The salary may be reviewed as the Trust grows and this will be considered annually as part of the Trust's Performance Management process

(A relocation allowance may be available)

Status

Permanent

Accountable to

The Trust Board

Responsible for

Headteachers within the Trust, Finance Director

Main Purpose

The 3-18 Education Trust's strategic leader, responsible for upholding and articulating the vision, values and ethos of the Trust and for inspiring and empowering others to deliver the Trust's strategic aims. The CEO is accountable for both the educational and financial performance of the Trust.

Duties & Responsibilities

Strategic

Support the Board to develop, implement and continually review the Trust Strategic Plan, in particular, leading the growth and development of the Trust.

As Accounting Officer to take responsibility for the financial performance of the Trust.

To set high professional standards and ensure that the vision and values of the Trust is understood and fully embraced by all.

Through inspirational leadership, create a culture of constant improvement through knowledge sharing, collaboration, partnership and teamwork with the aim that all Trust schools are outstanding.

Formulate and monitor a consistent structure of self-evaluation, strategic plan and School Development Plans.

To ensure that the Board and its committees receive the required information to take informed and timely decisions.

To ensure robust and appropriate risk mitigation and management in conjunction with the Trust Board.

Develop and maintain effective relationships with the Regional Schools Commissioner (RSC), Department for Education (DfE), Education and Skills Funding Agency (ESFA), local authorities within the area covered by The 3-18 Education Trust, the relevant diocese and Ofsted.

Work with local communities to foster constructive relationships to create further growth and local support for each school.

Chief Executive Officer

Leadership & Management

Provide motivational and inspirational leadership at all levels of the organisation.

Ensure that there is an unrelenting focus on wellbeing, professional growth and equality, diversity, and inclusion for all.

Provide professional leadership to the Chairs of Local Governing Bodies, through the Trust Chair, to ensure they hold their schools and Governing Bodies to account.

To manage Headteachers across all schools and to hold them to account for the effective leadership of their schools.

To develop a communication and marketing strategy for the Trust.

Teaching & Learning

Provide dynamic and strategic direction and leadership for high quality teaching, learning and standards across all schools.

Develop and lead the process for improvement across the Trust ensuring a robust system of target setting is reported to the Board.

Lead school improvement, with schools working collaboratively, including the use of external agencies as appropriate.

Resources

Ensure the effective management of all Trust assets and resources.

Guarantee financial sustainability by ensuring that effective financial management systems are in place.

Establish systems to achieve Trust-wide value for money.

Develop a strong and productive relationships with the DfE, ESFA and relevant funding bodies to ensure funding streams are secured and funding opportunities realised.

Develop and implement strategies for additional revenue income and resources for the Trust.

Work collaboratively with the Trust Central Office team to ensure effective financial, human resources and ICT systems are in place.

Compliance

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To be the Accounting Officer with direct responsibility to the Secretary of State for proper use of public monies.

Ensure the Trust operates within the legislative and regulatory framework meeting its statutory responsibilities including Health & Safety, Safeguarding and the requirements of Companies House, the Charity Commission, Data Protection and the ESFA.

To take responsibility for effective data management, ensuring that systems are in place to capture, analyse and act.

To create and develop Trust wide systems that encourage standardisation, where appropriate, and effective shared practice.

Professional Development

To keep knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with partnership and professional organisations and agencies, and identifying relevant professional development to improve personal effectiveness.

Person Specification

Chief Executive Officer

CRITERIA	QUALITIES
Qualifications	<p>Essential</p> <p>Degree</p> <p>PGCE</p>
	<p>Desirable</p> <p>NPQEL or Masters level qualification in a related academic area with extensive experience in the relevant specialist areas of work, or a wider range of areas.</p>
Experience	<p>Essential</p> <p>5 years' experience as a Headteacher in at least one school, with a strong track record of sustained school improvement.</p> <p>Detailed knowledge and experience of at least three key stages.</p> <p>Proven track record of strategic and successful business planning and financial management.</p> <p>Proven track record of managing change.</p> <p>Extensive experience of using assessment data to inform decision-making.</p> <p>School improvement which is evidenced by a successful track record</p> <p>Experience of leading, managing and motivating teams of people, building effective relationships at all levels within an organisation.</p> <p>Experience of establishing and managing a relationship with a range of stakeholders.</p>
	<p>Desirable</p> <p>Headteacher experience in more than one setting.</p> <p>Experience as an Executive Leader in a federation or trust.</p> <p>Experience as a CEO in an academic setting.</p> <p>Working knowledge of the entire 3-18 age range, across a range of settings, including early years, sixth form, day and boarding.</p> <p>Experience of working at middle leadership level with responsibility for academic and/or pastoral dimensions.</p> <p>Experience of opening new schools.</p> <p>A track record in improving school performance in RI or inadequate schools.</p>

Person Specification

Chief Executive Officer

CRITERIA	QUALITIES
Skills and Knowledge	Essential
	<p>A strategic thinker who can analyse and process complex information and data quickly and rigorously in order to make effective decisions.</p> <p>Think analytically to undertake complex tasks in a systematic way.</p> <p>Think creatively and imaginatively to solve problems and identify opportunities.</p> <p>Articulate and defend a clear vision for the future with persuasive and academic argument.</p> <p>Demonstrate the ability to plan appropriately for future success.</p> <p>Knowledge and understanding of the current educational landscape including issues relating to academies and the national agenda.</p> <p>Ability to line manage a team of Headteachers from different settings.</p>
Personal Effectiveness	Essential
	<p>Highly visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community.</p> <p>Ability to be resilient and robust whilst also showing compassion in dealing with issues.</p> <p>Ability to remain calm under pressure.</p> <p>Natural networker able to engage effectively with the wider community at all levels from Higher Education to the primary playground.</p> <p>Demonstrate sound judgement and prioritise issues and risks effectively.</p> <p>Negotiate and consult effectively with the capacity to influence others.</p> <p>Inspire high levels of performance in all staff.</p>

Person Specification

Chief Executive Officer

CRITERIA	QUALITIES
Interpersonal Relationships	<p>Essential</p> <p>A highly effective networker who can demonstrate a variety of leadership style and management approaches.</p> <p>Establish positive and productive working relationships with a wide range of stakeholders at all levels.</p> <p>Effectively engage and communicate at all levels, including listening to and inspiring children, staff, parents and the wider community, as well as having a personal presence.</p> <p>Shows concern for impact – identifies the most important concerns and issues of others – and modifies own behaviour to achieve the required outcomes.</p> <p>Able to bring presence and gravitas to the role whilst remaining approachable and professional at all times.</p>
General Requirements	<p>Essential</p> <p>Able to work flexibly, including any service hours necessary to achieve Trust objectives.</p> <p>Travel to various locations.</p> <p>Demonstrate a firm commitment to the concept of multi-academy trusts and a desire to see the Trust flourish and expand in a sustainable manner.</p> <p>Must not be disqualified by law from holding directorships and must undergo an Enhanced DBS check.</p>



The Appointment Process

In your application you should submit an Application Form and provide a 500 word paper on **“How you would continue to drive the development of The 3-18 Education Trust.”**

Applications will only be accepted from applicants completing the Application Form in full. **We do not accept CV’s.**

The Application Form can be found on our website at: 3-18education.co.uk/vacancies and all applications will be acknowledged.

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

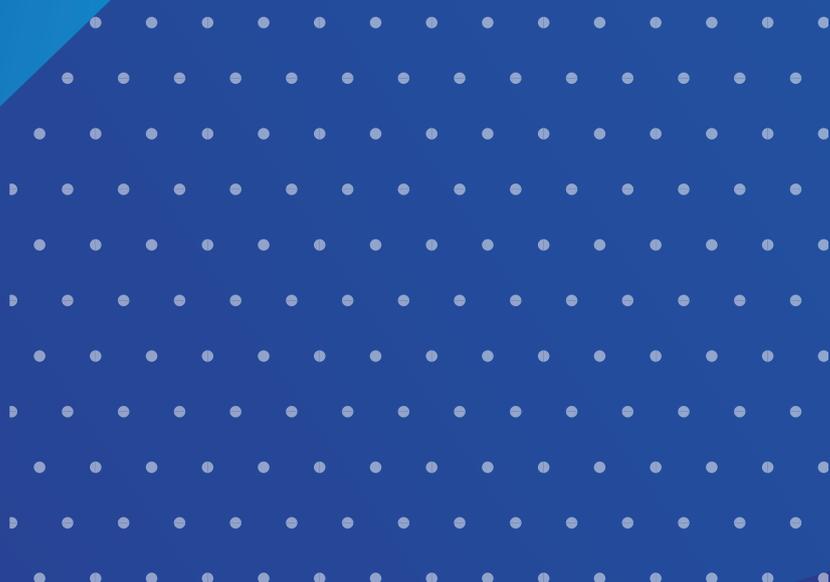
Closing date for applications	9.00am, Monday 31st January
Shortlisting and Candidate Notification	Thursday 3rd February
Interviews	Wednesday 9th February and Thursday 10th February

If you have any questions based on any aspect of the appointment process, require additional information, or would like to arrange an informal chat with our Chair of Trustees please contact Laura Taylor, HR Manager, at laura.taylor@318education.co.uk

Please return completed applications to: Laura Taylor, HR Manager, at the email address above.



The
3-18
Education
Trust



 Longden Road, Shrewsbury, Shropshire, SY3 9EE

 laura.taylor@318education.co.uk

 318education.co.uk

 01743 284061