

**CES DRAFTING NOTE**

**JOB DESCRIPTION/PERSON SPECIFICATION: SENIOR EXECUTIVE LEADER IN A CATHOLIC MULTI-ACADEMY TRUST COMPANY**

**Purpose**

The purpose of this drafting note is to assist Catholic multi-academy trust companies, with the assistance and approval of their Diocesan Education Service, to draw up an appropriate job description for Senior Executive Leader posts. The job description can be used during the recruitment process, to inform applicants of the necessary qualifications, experience and skills required/desired, and also to complement the CES model Senior Executive Leader contract of employment on commencement of employment.

The CES has been unable to produce a model job description for Senior Executive Leaders as there is no definitive set of qualifications, experiences, skills and/or duties applicable to the role; it will entirely depend on the particular local circumstances as to the type of person that is required to meet the needs of the specific role. Therefore, we have produced this note which incorporates many different qualifications, experiences, skills and duties that may be necessary or desirable and it is up to Catholic multi-academy trust companies (with their Diocesan Education Service) to determine what works best for them.

It is important to note that whilst the mandatory or desirable nature of most qualifications, experiences and skills will be determined at a local level, it will always be the case that the Senior Executive Leader in a Catholic multi-academy trust company will be a practising Catholic in order to preserve and develop the Catholic character of the company and all of the academies within it.

**Job Description/Person Specification**

It is useful to start the job description by setting out:

* Core purpose of the role e.g. the Senior Executive Leader is the most senior officer of the company, with overall responsibility for the work of the company, providing strategic vision and inspirational leadership to the operation and development of the academies within the company and to the central team, as appropriate, whilst always ensuring that every aspect of their role preserves and develops the Catholic character of the company and its academies.
* State the requirement for the role to be filled by a practising Catholic
* Who the Senior Executive Leader is accountable to
* Who the Senior Executive Leader line manages
* Where the office base is
* Hours of work
* Salary and other benefits, including pension
* Expenses
* Annual leave entitlement
* [Probation period]
* Notice period
* Level of DBS check required

Qualifications

Please find below a list of qualifications that may be included in the job description for a Senior Executive Leader. You will need to specify which qualifications are mandatory/essential and which are simply desirable.

* Graduate status (specifying class and type if appropriate)
* QTS
* NPQH
* CCRS/CTC
* Post-graduate qualifications in Catholic education
* Evidence of CPD relevant to leadership
* Trained Ofsted inspector
* Trained Diocesan inspector
* Any other relevant qualifications

Professional Experience

Please find below a list of professional experiences that may be included in the job description for a Senior Executive Leader. You may wish to specify which are essential/desirable and/or which are proven/are demonstrable/the applicant has some experience in.

* Effective senior leadership [state if such experience must be at headship/executive headship/Senior Executive Leader level]
* Experience as a NLE
* Experience as a LLE
* Strategic leadership and management
* Leading school improvement
* Experience of leading school-to-school support
* Experience in leading collective acts of worship
* Expert knowledge in the field of education including knowledge of current education legislation and national education priorities, particularly in relation to Catholic education
* Knowledge of the inspection agenda
* Knowledge and experience of working within an academy trust company model
* Experience as a Teaching School Lead
* Exemplary teaching experience [in a Catholic setting]
* Teaching at more than one school
* Senior management experience [of a successful commercial organisation or significant educational establishment at executive level]
* Experience/knowledge in the following areas:
* Governance
* Scrutiny
* Organisational development
* Change management
* Risk management
* Human resources
* Finance
* Auditing
* Marketing
* Communications
* IT
* Fundraising
* Facilities management
* Experience of developing:
* Growth strategies
* Central team
* Growing capacity
* Financial strategy including generation of revenue
* Recording and using financial data and budget setting
* Developing business planning
* Managing people at different levels
* Experience of dealing with Government officials and policy makers

Skills and Qualities

Please find below a list of skills and qualities that may be included in the job description for a Senior Executive Leader. You may wish to specify which are essential/desirable and/or which are proven/demonstrable.

* Ability to articulate the Catholic faith
* Effective communication skills
* Interpersonal skills
* Empathy with children
* Stamina
* Resilience
* Integrity
* Professionalism
* Conflict management

List the duties/responsibilities of the Senior Executive Leader

Duties/responsibilities may be broken down into broader categories. Please find some broad headings with examples below:

* Preservation and development of the Catholic character of the company
* Preserve and develop the Catholic character of the company and all of the academies within it
* Support executive heads/heads to ensure the Catholic character permeates every aspect of school life
* Work in partnership with your Diocesan Education Service to ensure diocesan requirements are fulfilled/expectations are met
* Ensure the board has a majority of foundation directors and local governing bodies have a majority of foundation governors
* Ensure the preferential option for the poor is upheld in that the best resources and most qualified persons are initially placed at the service of the least
* Lead by example providing inspiration for pupils, staff, directors, governors and parents, demonstrating the company’s vision and values in everyday work in practice
* Strategy development and implementation
* Support the board to carry out the three core functions effectively
* Lead/contribute to the formulation of the Board’s vision and strategic direction for the company by drawing on the person, life and teachings of Jesus Christ
* Communicate the company’s clear vision in order to maintain/achieve outstanding status in fulfilment of canon 806§2
* Support the executive heads/heads to translate the company’s vision and strategy into workable operational plans to ensure the company fulfils its mission [explain here how the relationship will work between the Senior Executive Leader the executive heads/heads i.e. what role will the Senior Executive Leader have in managing how this works]
* Manage the company’s strategic operations and the delivery of key objectives
* Develop and implement annual work plans and long-term strategies
* Prioritise tasks to ensure effectiveness
* Manage time effectively
* Initiate, plan, monitor and evaluate school improvement and change processes
* Maximise opportunities to expand the company’s scope and resources to enable higher standards and better resources for pupils
* Communicate effectively e.g. influence, negotiate and engage with others/deal confidently with opposition/adopt an enthusiastic, motivational and inspiring management style/possess developed presentation skills/be a confident public speaker to a range of audiences
* Effective use of data
* Understand, analyse and make effective use of a wide range of data to develop strategic plans
* Identify strengths and weaknesses of the company and the academies within it and plan improvements
* Establish benchmarks and set stretching company-wide improvement targets to inform practice at all levels of management and monitor, evaluate and review progress towards targets to identify issues and make appropriate interventions
* Encourage a culture of finding the right piece of data which is relevant and makes a difference
* Present/deliver data in a way that is user-friendly to a wide range of internal and external audiences, including the board
* HR and staffing
* Ensure the Bishops’ expectations are met in accordance with the Bishops Memorandum on the Appointment of Teachers in Catholic Schools
* Support the board/local governing body/executive heads/heads with recruitment. Ensure that the Bishops’ expectation that preference will be given to practising Catholic teachers is known by all those who have a role in recruitment
* Contribute to the formation and development of staff – give a clear lead to all staff in the preservation, development and the continuing formation of the company’s Catholic character
* Ensure that all relevant staff, board members and local governors have access to high-quality training and continued professional development opportunities
* Implement, monitor and review, particularly at a senior level, staff management, appraisal, performance management and disciplinary procedures ensuring that policies and procedures take account of diocesan requirements and any local/national perspective
* Contribute to the performance management of senior leaders in accordance with the scheme of delegation
* Maintain and develop clear arrangements for linking appraisal to pay progression
* Assist the board with suspension and dismissal of staff as appropriate
* Ensure diocesan involvement in/notification of matters relating to staffing e.g. recruitment, suspension and dismissal
* Act as professional mentor for executive heads/heads and promote the Gospel values of service and sacrifice in coaching, developing and growing leaders from within the company
* Day-to-day management of the company
* Ensure that the company and the academies in it are led and managed in accordance with Canon law, the company’s memorandum and articles of association and funding agreements, as well as any relevant diocesan trust deed
* Have responsibility for the day to day management of the company. This may include:
* Producing clear, evidence based improvement plans and policies for development of the company and its facilities
* Oversee the implementation of admissions arrangements across the academies
* Ensuring that the company and its academies have in place all relevant policies as may be required
* Creating effective organisational and staffing structures to ensure implementation of operational plans and clear succession planning
* Ensuring resources are deployed to achieve value for money
* Supporting the executive heads/heads to secure effective teaching and learning in all academies within the company and quality assure this
* Contributing to the creation of a positive and collaborative learning culture
* Ensure that the company meets all legislative/statutory requirements including those required by Companies House, the Charity Commission, the DfE, ESFA and Ofsted
* Support and assist the directors and/or the LGBs to prepare for any inspections e.g. s.48, s.5, and ensure that any inspection outcomes are carried out
* Have responsibility for budgeting and financial management which may include:
* Acting as the Accounting Officer
* Presenting timely financial reports to the board
* Reviewing and approving annual budgets and ensuring that all budgetary targets are being met
* Advising the board on allocation of funds/resources to ensure each academy receives an appropriate level of resource to enable it to achieve improvement
* Implementing effective business systems that ensure proper stewardship of funds
* Negotiating with service providers
* Have responsibility for risk management which may include ensuring effective arrangements are in place to provide assurance on risk management and internal control
* Facilitate the sharing of good practice between the academies in the company
* Ensure that the company understands and is committed to safer recruitment and child protection procedures and their implementation
* Ensure that confidentiality is maintained
* Accountability
* Provide information, objective advice and support to the board to enable it to meet its own responsibilities and to deliver its core functions effectively
* Hold others within the company to account by ensuring that staff accountabilities are clearly defined, understood and agreed and subject to rigorous appraisal, review and evaluation
* Ensure there are clear schemes of delegation
* Manage workload to allow for appropriate work/life balance
* Work with executive heads/heads to keep pupils, parents and carers informed about the contribution they can make to achieve the company’s targets
* Support executive heads/heads to encourage parents and carers to support their children’s learning, including in relation to their spiritual and religious development and sacramental preparation
* Reflect on feedback from others relating to your personal contribution to the company and take action as appropriate
* Working with the wider community
* Act as ambassador for the company working with parishes, pupils, parents and carers
* Market the company and the academies within it to increase prestige and develop and oversee successful expansion if appropriate (and in accordance with diocesan protocol)
* Preserve and develop effective partnerships with parents and families, the diocese and other schools, including Catholic schools
* Preserve and develop effective relationships with the DfE, ESFA, RSCs and other government officials and policy makers
* Ensure learning experiences are linked to opportunities provided in the wider community
* Ensure the preservation and development of community relations to create supportive networks with local communities