



JAMES COOK LEARNING TRUST

Role: Chief Executive Officer
Responsible to: The James Cook Learning Trust Board of Trustees
Responsible for: Academy Head Teachers and all Central Support roles

Main Responsibility

The Chief Executive Officer (CEO) will be an outstanding strategic leader able to articulate, and deliver the vision, values and ethos of the James Cook Learning Trust (the JCLT). They will inspire and empower others to share in achieving it. The CEO will be a driven leader, accountable for the performance of all Academies within the JCLT, and committed to creating the optimum educational opportunities for JCLT pupils.

Strategic responsibilities

- Ensure that the JCLT's stated aims, objectives and values are reflected in all JCLT and individual Academy's processes, activities and interactions.
- Create a culture of constant improvement and be an inspirational leader committed to the highest achievement in all areas of JCLT's work.
- Together with the JCLT Board, develop and then take responsibility for the delivery of the JCLT Improvement Plan.
- Together with the JCLT Board, market, and then deliver an outward looking JCLT Growth Plan.
- Be proactive in driving the JCLT's strategic priorities ensuring that JCLT strategic plans are fully aligned with and reflected in local Academy plans.
- Ensure that self-evaluation and improvement plans of individual Academies are in place and are delivered within Ofsted frameworks.
- Together with the JCLT Board, ensure that a robust and appropriate risk mitigation and management process for the JCLT is in place and aligned to individual Academy risk strategies.
- Network widely and establish effective relationships with other MATs, Schools and other key influencers – for example: The Regional School Commissioner (RSC), the Department for Education (DFE), the Education Funding Agency (EFA), the Local Authority, JCLT Trustees, other educational Leaders and organisations, in order to promote the success of the JCLT and its Academies.
- Maintain an outward facing position with JCLT individual Academy's local communities in order to further the JCLT's external relationships, future growth and development.

Leadership and Management

- Provide motivational and inspirational leadership at all levels of the JCLT organisation.
- Manage and motivate the Head Teacher's Executive Group to deliver the JCLT's aims and objectives whilst achieving excellence within their individual Academies.
- Ensure that the JCLT's management and organisational structures are fit for purpose and subject to continuous improvement.

- Lead and manage all operations through the JCLT's organisational structure, the agreed Governance Framework and associated Delegation Schedule, and through the development, implementation and review of JCLT policies in order to achieve JCLT's objectives.
- Support the Chair of the Trustees in their JCLT strategic leadership role and supporting the Local Governing Body Chairs.
- Maintain continuous and effective JCLT communication both internally and externally, including maintenance of a vibrant website, social media, and liaison with all stakeholders including the local and national media.
- Develop and oversee implementation of standardised reporting and communication requirements across the JCLT in line with the Reporting and Communication Schedule which forms part of the JCLT Governance Framework.
- Undertake performance management of all staff and ensure that effective performance management arrangements are in place for all JCLT teaching staff.
- Ensure that Head Teachers performance management objectives include key development priorities set out in the JCLT and individual Academy development plans.
- Engage with the JCLT CEO Performance Management process.

Quality assurance and self-evaluation

- Ensure that robust arrangements are in place for evaluating the impact of JCLT activity on outcomes for pupils in line with Ofsted guidelines.
- Ensure the effective capture and analysis of all data to meet statutory and legislative standards.
- Ensure that there are clear quality assurance systems driving consistency and improvement in performance embedded across the JCLT.
- Be responsible for developing and leading a Trust wide improvement process, providing quality assurance and accountability whilst taking account of Ofsted inspection frameworks; this will be achieved through a rigorous and robust system of target setting that will be reviewed regularly by the CEO with progress reported to the JCLT Board.

Resources and Change Management

Working with and through the Head Teacher Executive Group:

- Ensure that the overall asset profile of the JCLT estate is effectively managed, and oversee any future major capital projects.
- Ensure that the JCLT effectively manages its talent through strategic and local CPD and succession planning.
- Be responsible for meeting the demands of changing legislation, new initiatives and changing practice.
- Oversee and advise on the allocation and possible movement of resources across the JCLT.
- Select, train, develop, empower and motivate the senior staff of the JCLT; appoint associate consultants as appropriate; and support Academy Head Teachers in local academy recruitment and staff development when needed.

Teaching & Learning / School Improvement

- Provide dynamic and strategic direction and leadership for Teaching and Learning across the JCLT.
- Ensure that each school has a planned curriculum that adheres to the national curriculum and to local JCLT curriculum priorities, with appropriate balance between knowledge and skills, and with rigorous arrangements for assessment, monitoring and evaluation.
- Ensure that subject leadership is secure.

- Ensure a consistent approach is in place for school improvement planning and school self-evaluation and that the quality of teaching and pupil outcomes are moderated across the Trust and externally validated
- Be accountable for all aspects of Teaching and Learning standards across the JCLT, set high professional standards and ensure that the JCLT educational vision is understood and embraced
- Lead a JCLT-wide improvement process that will ensure that improvement requirements in each Academy's performance are identified and analysed, and that appropriately costed and prioritised solutions are developed and delivered. This includes the commissioning of internal resources through Academy-to-Academy support and/or external support from providers or individuals who meet strict and agreed criteria for quality, including evidence of effectiveness and impact.

Finance and Procurement

Working with and through the CFOO and the Finance & Resources Committee:

- Ensure that appropriate actions are in place to maintain the long-term financial sustainability of the JCLT.
- Develop and implement strategies for the generation of additional revenue and resources for the JCLT.
- Develop and maintain a strong and effective relationship with the DfE, EFA and relevant funding bodies to ensure funding streams are secured that support forecast growth.
- Ensure that proper financial systems are in place and effectively monitored; that appropriate action is recommended to address any operational financial issues/problems and ensure that Trustees are presented with accurate and timely financial reports.
- Ensure compliance with the standards set out in the Academies Financial Handbook
- Review, moderate, and recommend acceptance of the JCLT annual budget including that of each of the JCLT Academies.
- Ensure that all budgetary targets are met by individual Academies and efficiencies are maximised
- Ensure that optimally priced best value services and goods are supplied to Academies within the JCLT by the adoption of appropriate procurement processes and identifying potential economies of scale.

Compliance

- Ensure that JCLT meets all legislative and statutory requirements, including Health and Safety, Employment and Safeguarding and those required by Companies House, and the Charity Commissioners, Data protection, the Master and Supplementary Funding agreements.
- Ensure that JCLT business is conducted in compliance with the agreed JCLT Governance Framework, and that the Framework is subjected to review and updating as required.

Partnerships

- Develop and lead a Partnership Strategy that ensures the JCLT and its Academies participate in any appropriate local, national and international education networks that will add value to our overall ambitions for excellence.
- Identify key agencies, individuals and groups that enhance the delivery of the JCLT's partnership strategy at local level; building relationships locally and nationally in order to secure their support.
- Build and maintain strong relationships with the community, parents/carers, pupils, staff, Members, Trustees, and governors across the JCLT.

This job description is reviewed annually in order that it reflects the JCLT objectives.