



Chief Executive Officer Candidate Pack



Dartmoor
MULTI ACADEMY TRUST



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Message from the Board of Trustees

Dear Applicant,

Thank you for your interest in the post of Chief Executive Officer at Dartmoor Multi Academy Trust.

Following the retirement of our founding CEO, the Trust seeks to appoint an outstanding Chief Executive. This is a wonderful opportunity to be part of the exciting and challenging work of taking the Trust into its fourth year and onwards.

Established in January 2018 with 16 schools coming together in a shared spirit of collaboration to provide the best education for all our students, no matter what their background, our 13 primaries and 3 secondaries are diverse, ranging in size from one of the largest schools in Devon to one of the smallest.

We are privileged to live in a beautiful and tranquil part of the country however that rural isolation means that we have to work harder than ever to secure the resources to enable our students to flourish. The challenge for the new CEO will be to champion at regional and national level the students and staff in our often overlooked communities.

Crucially, you will be an inspirational and authentic leader, able to articulate a shared vision in a way that is relevant to all communities, displaying values and behaviours fully aligned to The Trust and its ethos and values. You will be passionate about the Trust's mission and recognise the importance that academic rigour and a systematic improvement programme plays in raising standards, especially with regards to our vulnerable groups; those children in receipt of the pupil premium and those with SEND. An education that is not only excellent academically, but also offers every child the opportunity to develop as an individual.

We want the very best for our students and staff. If you seek to take the Dartmoor Multi Academy Trust on the next stage of its journey and have the vision and energy to lead the hard working headteachers and 800 staff who serve our 5,000+ children and their parents and carers, then we very much welcome your application.

Yours sincerely,

Tania Skeaping
Chair of the Board of Trustees

Jane Dumeresque
Vice-Chair of the Board of Trustees





Dartmoor
MULTI ACADEMY TRUST

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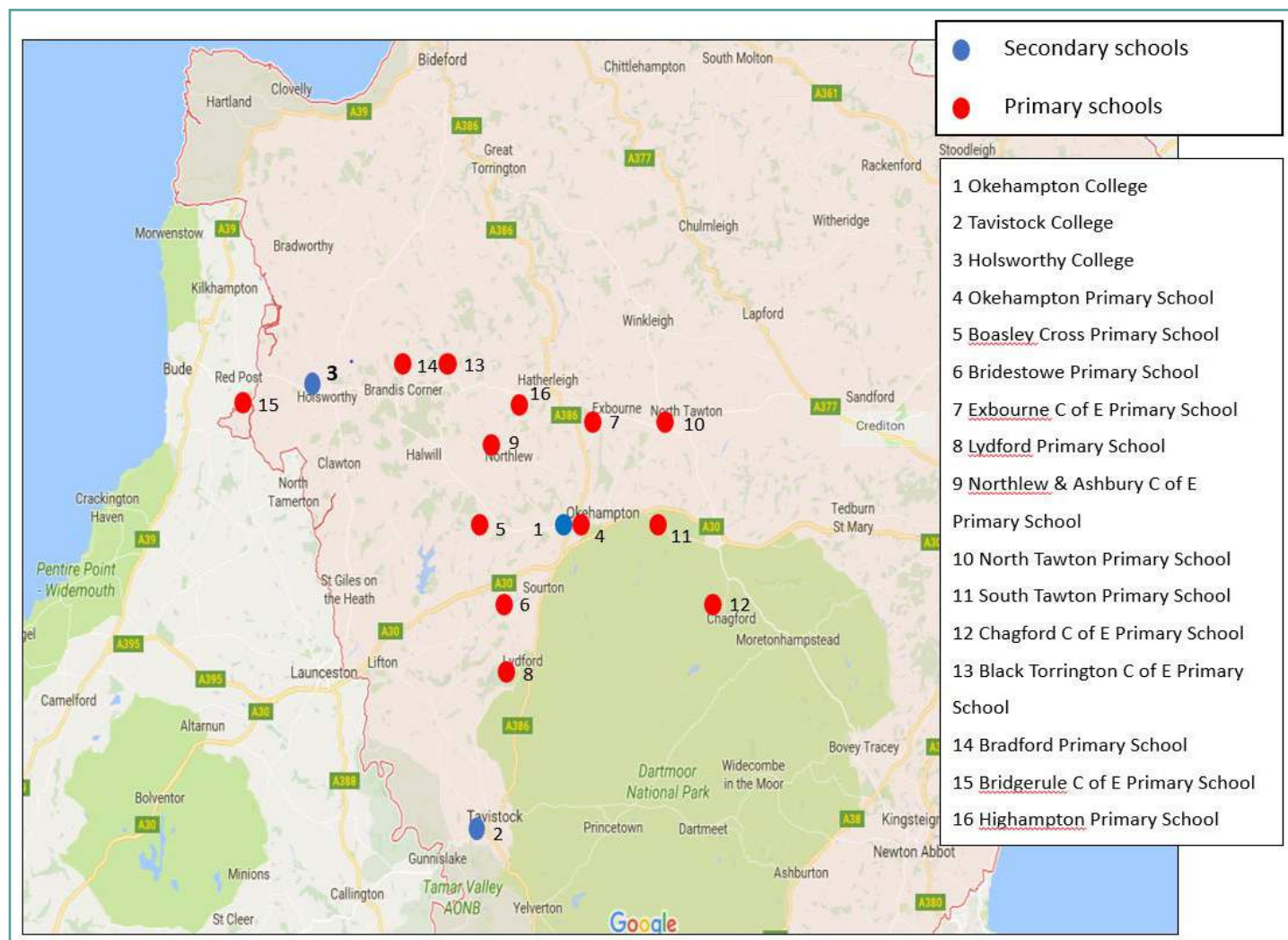
Our Schools



About the Trust

Our Trust, which was created in January 2018, consists of 16 schools who have come together, based on a shared vision which encompasses the values of both the Cooperative movement and the Church of England. We are excited about the opportunities that such a cross phase Trust is able to offer our community. We are committed

to create an ambitious, forward thinking learning environment for all our pupils, students and staff. There will be opportunities for everyone connected to the Trust to grow and develop and therefore fulfil their ambitions.



Our Partners



FFT – 2019 KS1-KS5



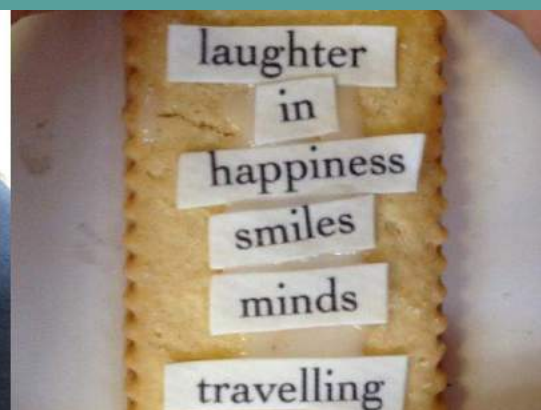
(VA)



FFT – 2019 KS1-KS5



(CVA)





Mission Statement

To provide the highest possible quality of education for all local children, in order to ensure pupils from all backgrounds are able to succeed.



Trust Objectives 2019/22

In Summary:

Positive Environment

School leaders and staff will create positive environments within their schools which will impact on successful behaviours and attitudes within all of its pupils.

Personal development

The world is rapidly changing, with it the stresses and challenges that our school communities are experiencing. We want our young people to be confident, considerate, positive participants; armed with the skills and abilities to tackle the many challenges that they will undoubtedly face in the future.

Leadership and Management

The Trust expects and demands high quality leadership and management across all aspects of the organisation.

Teaching & Learning

It is an objective of the Trust that high quality Teaching and Learning underpins school improvement at all levels. This is particularly the case with English and Mathematics, two subjects which are a priority focus across all schools within the Trust.

Sound Financial Management

The Trust has a turnover of in excess of £24 million a year. Financial probity is therefore of utmost importance and will be expected of all employees at all times.

Compliance

The Trust will comply with all statutory requirements.

Curriculum

Each school will ensure its curriculum is broad, challenging and relevant for the communities they serve whilst recognising the need to produce global citizens for the future.

Communication

Clear, easily accessible communication is critical for any organisation to be successful. The Trust recognises its size and aims to create structures that facilitate good communication within and across the Trust schools and Central Team.

Full Version – Trust Objectives 2019/22 – www.dartmoormat.org.uk/trust-objectives.html





The Role

The Dartmoor Multi Academy Trust is now in its third year since its formation in January 2018. The Trust is at an important juncture as it seeks to consolidate and embed processes and policies. Work is ongoing to ensure that the Trust maintains and builds on its current position in the next phase of its development and the new CEO will work with the Trustees to set the Trust's strategic direction.

On the retirement of our current Chief Executive the Trust seeks to recruit a visionary leader who will deliver further improvements in performance across the Trust, as well as increasing the Trust's capacity to contribute to the wider national debate on enhancing life chances for children through education.

We encourage applications from leaders who have a passion for inclusion, social regeneration and recognise the power of education to change lives.

Candidates will have the necessary leadership and commercial experience to lead a complex, multi-site organisation, as well as the gravitas and advocacy skills to ensure the Trust becomes a leader in its field. The development of an even stronger partnership across all

of the academies in the Trust will be important as well as realising that with our diverse range of academies they all have something to contribute.

The Chief Executive will join an organisation that has great potential and is ready for its next stage of development. He/She will know how to use this as a platform upon which to consolidate this progress across the board, and ultimately help the Trust to achieve its ambitions of becoming the best for the communities that it serves.

Key to the Chief Executive's success will be their ability to build high performing teams and to create strong and meaningful relationships across the organisation. The Chief Executive must be able to buy into the Trust's mission and recognise the importance that academic rigour and a systematic improvement programme involving school evaluation leading to improvement plays in raising standards.

Crucially, he/she will be an inspirational and authentic leader, able to articulate a shared vision and strategy in a way that is relevant to those communities served by and working in its academies.





Key Responsibilities

The Chief Executive will provide clear, strategic and visionary leadership to school leaders and those in the central services alike. This person will bring innovative, ethical and ambitious leadership to an ongoing programme of improvement across the Trust.

The Trust is moving into a phase of consolidating the first two years progress in bringing the schools together and centralising services whilst ensuring operational consistency and collaboration across the family to enable effective delivery and drive benefits.

Each academy has a unique character within the Dartmoor family of schools and the Chief Executive will oversee ongoing school improvement that is sensitive and responsive to this, as well as to the different communities served by the Trust.

The Chief Executive will be responsible for the organisational performance of the Trust, and for the delivery of any future growth and other strategic developments. The Chief Executive Officer shall also be an ex-officio Director of the Trust. The Chief Executive will also be the Trust's Accounting Officer.

The Chief Executive will develop and sustain the Trust's relationships with a range of partners in the South West including Headteachers, Local Authorities, the Department for Education, Education & Skills Funding Agency, Ofsted and other regulators. The Chief Executive will build strong working relationships with the Chair and Trustees in order to ensure effective and collaborative governance structures. He/She will position the Trust in such a way that it is looked to as a contributor to the educational debate on a regional and national scale, making the most of the experience and knowledge that the Trust has in place.

Accountable to the Board of Trustees this person must ensure that robust governance systems are in place, including financial and non-financial risk management and the person must have the ability to "manage upwards and downwards".

Governance Overview

Accountability

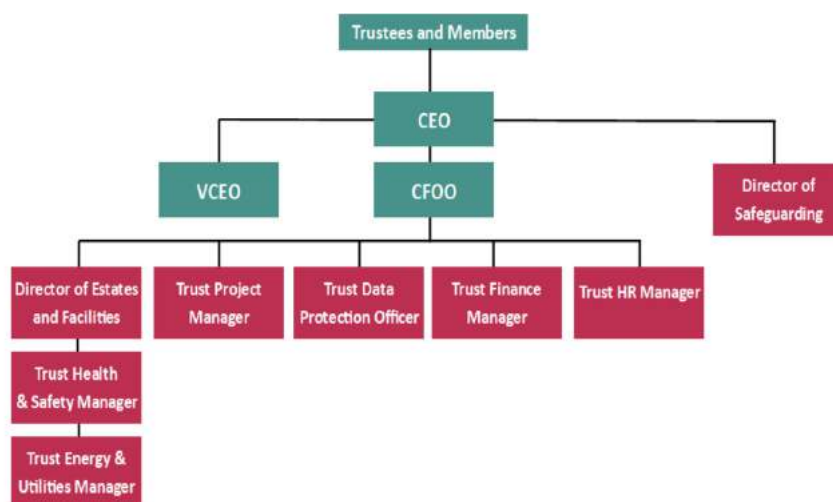




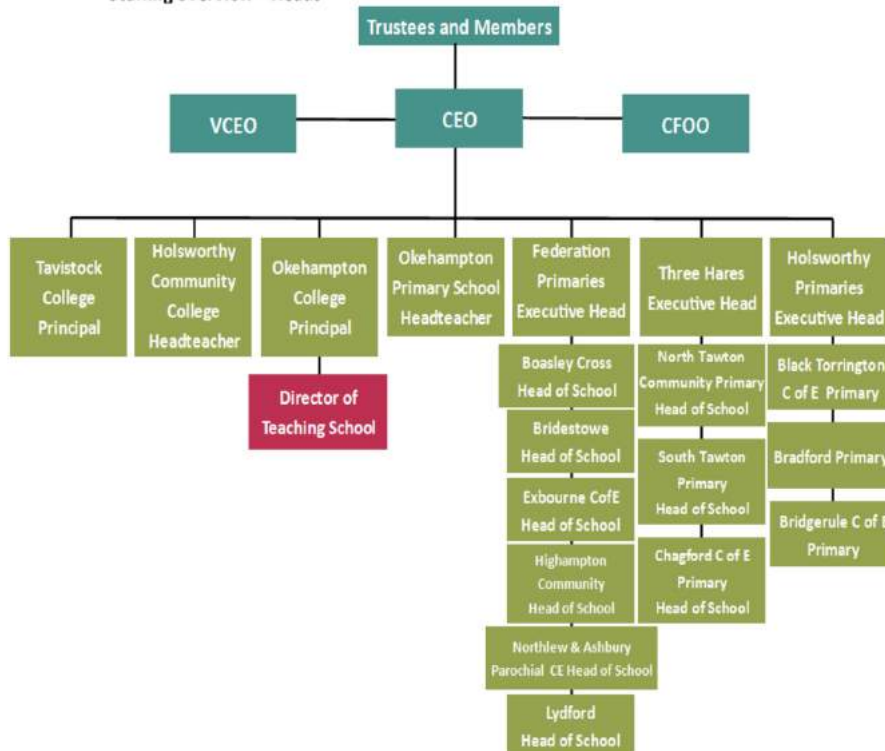
Key Responsibilities continued

This person will crucially ensure that the Trust operates in a way that safeguards the welfare of all young people within the Trust.

Staffing Overview Central Delivery Team



Staffing overview – Heads





Chief Executive Officer

Job Description

Purpose of the job

The CEO will support the Board of Dartmoor Multi Academy Trust in the efficient and effective delivery of the Strategic Plan and provide clear and highly visible leadership across the organisation and the wider local and regional community.

You will be a motivational strategic leader, able to develop and articulate the vision, values and ethos of Dartmoor Multi Academy Trust and empower others to share the commitment to realise this vision and these values.

You will ensure that the Trust's staff are effectively developed and deployed, that succession planning is undertaken across the Trust to realise the Board's vision of being an employer of choice.

You will be responsible for leading a team capable of delivering the Board's Strategic Plan, the key features of which include:



- ensuring excellent outcomes for every pupil;
- strengthening the Trust's financial position; and
- structuring the Trust to manage a controlled growth in academies joining the Trust over the next few years.

Working with the central team and the academy leaders, you will have a comprehensive overview of the performance and operation of all of the academies across the Trust; enabling your team to deploy resources efficiently and effectively and to intervene early to anticipate problems. You will ensure accountability at all levels within the Trust and provide the Board with accurate and comprehensive data on the performance and financial status of all academies within the Trust as well as any potential schools joining the Trust.

Key accountabilities

Strategic leadership

- Work collaboratively with the executive team and the Trust's academy leaders.
- Provide strong and effective leadership to Trust staff so that each and every school achieves the highest levels of performance and ensures a culture of continuous improvement.
- Ensure that there are clear lines of communication across the Trust and with external stakeholders so that key messages are clearly communicated to all as appropriate.
- Secure a culture of effective performance management across the Trust and oversee the development of wider administrative and governance arrangements to ensure the effective implementation of the Strategic Plan.
- Ensure there are high quality services targeted at academies causing concern, with clear strategy groups and plans in place for improvement.
- Ensure all academies are challenged to deliver high standards of achievement and attainment.
- Ensure that the agreed scheme of delegation is well understood and is applied consistently.
- Ensure the central team contributes to the selection, induction and support for new academy leaders and others in key leadership roles.
- Foster a collaborative and outward looking Trust with strong external relationships and where best practice can be shared and harnessed for the good of all.
- Promote efficient and effective sharing and deployment of resources and expertise; brokering the most appropriate expertise from internal teams as well as external partners.
- Develop PR and marketing strategies to promote the Trust within local communities and further afield.



Job Description *continued*

- Ensure that local governance is informed, effective, compliant and promoting the ethos of the Trust.

Financial

- As the Accounting Officer for Dartmoor Multi Academy Trust you will secure rigorous systems and processes to robustly manage resources and to secure the financial health and sustainability of each academy working to the standards set out in the Academies Financial Handbook.
- Take personal responsibility for propriety and regularity in the management of public funds and in day-to-day operations.
- Ensure reports are produced to enable the Board to exercise appropriate oversight over the Trust's performance, financial sustainability, risk management and reputation.
- Lead a rigorous and transparent process of due diligence to inform Board decisions on admitting a new school into the Trust.

Operational

- Manage the Trust's operations, with accountability through the Chair to the Board, and ensure all policies are updated and appropriate to deliver the statutory duties of the Trust.
- Hold the staff in the Executive and wider Central team to account in terms of their performance, efficiency and impact.
- Ensure robust and legal arrangements are in place to forward manage the Trust, including: place planning and asset management, the programme of capital projects, procurement and income generation.
- Take responsibility for the safety, health and environmental performance of all academies and administration offices within the Trust.
- Ensure robust and appropriate proactive risk mitigation and management for the Trust and that the risk strategy is aligned to local academy risk strategies.
- Ensure that the Trust meets all legislative and statutory requirements, including: safeguarding, health and safety, those required by Companies House and the Charity Commission, data protection and the Master and Supplementary Funding agreements.
- Confirm that all relevant performance data is captured, analysed, reported with commentary and acted upon effectively.
- Monitor progress against targets, including meeting all statutory and legislative standards and provide a coherent and accurate account of progress to the Board.

Equality

- Promote equal opportunities in both the way in which all services are delivered and in sound employment practices.
- Ensure that there is equality of opportunity for all staff in terms of employment, remuneration and access to staff development and support.

Safeguarding

Safeguarding is everyone's responsibility and the CEO must inspire, supervise and motivate teams to make sure safeguarding best practice is being implemented across the Trust and ensure that there is compliance with the Trust policies and procedures on safeguarding and child protection at all levels in the Trust.

The duties and responsibilities listed above describe the post as it is at present and will be reviewed annually to reflect plans, growth and the development of the Trust. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.





Person Specification

Requirement	Essential/Desirable	(E/D)
Qualification	<ul style="list-style-type: none"> Degree and recognised professional qualification relevant to the role A record of recent and relevant continuing professional development Post-graduate educational, leadership or management qualification 	E E E
Experience	<ul style="list-style-type: none"> Proven track record of strategic and successful business planning and financial management Proven track record of managing change within a large and complex organisation A qualified Ofsted inspector Significant leadership experience of a successful large school or significant educational establishment at senior executive level Knowledge and understanding of the current educational landscape including issues relating to academies and the national agenda Extensive experience of using assessment data/financial data to inform decision-making Detailed and successful experience of school improvement planning, implementation and evaluation Knowledge of the workings of government and policy making and the ability to hold his/her own in the political arena Experience of statutory assessment and Ofsted inspections Experience of managing and motivating teams of people, building effective relationships at all levels within an organisation Experience of working with all stakeholders, including Trustees, Directors, Members, Academy Committees, Local Authorities, RSC, Department for Education, ESFA Experience of developing curriculum continuity and progression with evidence of innovation and impact Proven track record of community engagement Experience of developing a PR and marketing strategy 	E E D E E E E D E E E E E E E D
Personal qualities	<ul style="list-style-type: none"> A strategic thinker who can analyse and process complex information and data quickly and react rigorously in order to make effective decisions Think analytically to undertake complex tasks in a systematic way Think creatively and imaginatively to solve problems and identify opportunities Create, articulate and implement a clear shared vision for the future Demonstrate the ability to plan appropriately for future success A high level of energy, stamina and flexibility Commitment to support the Trusts Co-Operative and Christian Ethos 	E E E E E E E
Interpersonal Relationships	<ul style="list-style-type: none"> A highly effective networker who can demonstrate a variety of leadership style and management approaches Inspire school leaders and build confidence in abilities at every level An ethical leader Establish positive and productive working relationships with a wide range of stakeholders at all levels, including the Board, Members and Diocese 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 Shows concerns for impact – identifies the most important concerns and issues of others – and modifies own behaviour to achieve the required outcomes Approachable and professional at all times Develop professional relationships 	E E E E E E E E
General Requirements	<ul style="list-style-type: none"> Able to work flexibly, including any service hours necessary to achieve Trust objectives Travel to various locations. Driving License essential 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 Applicants must not be disqualified by law from holding directorships and must undergo an enhanced DBS check 	E E E E

ACADEMICIS

How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our recruitment partner at **Academicis**:

Caroline Olsen: colsen@academicis.co.uk – 01223 907 979 /07500 889 504

In addition, you will need to submit a supporting statement, setting out the vision, relevant experience, skills and competencies

Please email your application to: colsen@academicis.co.uk

Closing date: Noon, 1st June 2020

Shortlisting date: 11th June 2020

Interviews: w/c 22nd June 2020

We look forward to hearing from you



Okehampton College, Mill Road, Okehampton EX20 1PW

