

JOB DESCRIPTION

JOB TITLE:	Deputy CEO
RESPONSIBLE TO:	CEO
LOCATION:	The Golden Thread Alliance
SALARY GRADE:	Leadership Range
HOURS:	37 hours per week, 52.14 weeks per year

Main responsibilities

- The Deputy CEO will have oversight of strategic Leadership and Management, defining and delivering the vision and objectives of the Trust and the strategic plan as agreed with the CEO and Trust Governing Board.
- They will ensure that each school has a robust school improvement plan and works with the CEO and the Governing board to ensure appropriate school improvement support is in place and evaluated.
- They will create and support a collaborative, aspirational and innovative culture of learning across the Trust, creating a climate for learning and a system of monitoring and intervention that enables all students to thrive.
- Ensuring external relationships with DFE, Ofsted, ESFA and the LA are well managed and the Deputy CEO will drive the improvement in standards and academy performance to ensure that the schools are all at least 'Good' in future Ofsted inspections.
- The Deputy CEO is accountable for all Academy monitoring and will provide the Curriculum and Standards Committee, CEO and Trust Governance Professional with accurate, detailed reports of the provision and outcomes for all academies.
- Will provide the CEO, Trust Board, Trust Governance Professional with key information on the performance of individual Academies, and the implementation and impact of Trust wide strategies, enabling the Trust to identify future priorities whether they are at individual academy or trust wide level.

- Setting high educational standards in the Trust, they will monitor schools' design and implementation of their curriculum, the broader pupil experience and the sharing of expertise and experiences across the Trust.
- With the schools and the CEO they will set and monitor against targets for student achievement.
- They will ensure the welfare and safety of all students from all groups, including their safeguarding, ensuring each school has effective behaviour management strategies in place and monitoring with the Headteacher attendance, exclusions and behaviour.
- Embedding collaboration, learning and joint working the Deputy CEO will ensure leadership at all levels has a direct impact on strategic school improvement and student outcomes.
- The Deputy CEO will ensure that the Trust ethos and values are deeply embedded and visible amongst students and staff, and that the schools ensure all groups of pupils achieve.
- The Deputy CEO is responsible for ensuring there is full and effective collaboration across the Trust and that this translates into measurable benefits for pupil outcomes, professional development and efficiency savings.
- In collaboration with other senior leaders, the Deputy CEO will lead the further development of The Golden Training Offer, ensuring high quality CPD for all members of the Trust, as well as developing an outsourcing model.

Broadly, the responsibilities of the role are as detailed below:

Educational Leadership and Management

The Deputy CEO is accountable for performance, pupil progress, standards and the academic results across The Golden Thread Alliance.

They will:

- Ensure that each school improvement plan demonstrates appropriate ambition and challenge.
- Develop a shared expectation of outstanding teaching and learning and ensuring collaborative learning and CPD across the Trust ensuring that all learn from the very best each has to offer and that the schools work in partnership.
- Agree, communicate and deliver aspirational short and medium term aims within the context of the CEO's longer-term vision.

- Promote and maintain the Trust values.
- Actively seek and share outstanding practice within and beyond the Trust.
- Ensure a culture of working together to achieve high standards throughout The Golden Thread Alliance.
- Support individual Headteachers in leading any staffing changes in the School.
- Undertaking effective planning with each Headteacher to ensure that the staffing needs for the Trust are proactively identified and that plans are in place to ensure appropriate succession.
- Where appropriate pool resources and skills across the Trust using shared posts and recruitment drives to benefit all. Take an active role in middle and senior leadership development across the Trust and ensure effective succession and talent management strategies are in place.
- Create a climate of reflective practice and professional development that enables all members of staff to flourish and achieve their very best.
- Driving collaborative CPD practice across the Trust so that all staff have access to the very best CPD.
- Ensure that each school uses and learns from the annual staff survey feedback and visibly acts on the results. Promoting equality and fairness for all staff.
- Take responsibility for their own professional development as the Deputy CEO.

Data and Assessment

- Line management of the Director of School Improvement (DSI)
- Direct, advise guide and support the DSI with the delegated responsibilities as set out in the scheme of Delegation, ensuring that they are aligned to the vision, ensuring that effective strategies are in place for securing rapid and sustained educational progress and assuring the Board of Trustees with effective report writing and evidence of improvement.
- To work alongside the Director of School Improvement analyzing a range of academy level data with:
 - Accountabilities for Trust wide, Data and Assessment
 - Accountable for student level data continually tracking the performance of pupils and using this information in four ways:

- Ensuring that all pupils are suitably challenged
 - Ensuring additional challenge for those who are equipped to do so
 - Ensuring additional learning support for those who are currently finding learning more difficult
 - Ensuring that every pupil really does matter and nobody is ever overlooked.
- To ensure that the necessary actions needed to bring about Academy improvement are implemented quickly and effectively and to ensure such actions have the required impact.

Learning and Development

- Strategic responsibility for the continuity and progression of teacher development and teacher research focusing on:
 - ITT
 - ECT
 - NPQs
- To provide the CEO and Trust Board with quarterly report on the attraction, recruitment and retention of ITT, ECT student and teachers
- To provide the CEO and Trust Board with quarterly report on the attraction, recruitment and retention of NQT

Trust Curriculum Lead Practitioner

- Strategic responsibility for the deployment of The Golden thread Trust Curriculum Lead practitioners
- To provide the CEO and Trust Board with Quarterly reports around the impact of the work being undertaken.

Trust Hub Curriculum Leads

- Strategic responsibility for the deployment of The Golden thread Trust Curriculum Lead practitioners
- To provide the CEO and Trust Board with Quarterly reports around their actions and impact

Management

- To be directly involved in the strategic and tactical issues providing capacity and support to the CEO

- To play a leading role in the Executive working with the Chief Operating office to ensure that the Golden Thread Academies service offer is fit for purpose and focused on enabling education
- To lead key initiatives as directed by the CEO
- Work closely with and report to the CFO and COO to ensure that each school delivers an efficient staffing structure that supports pupil outcomes and teaching and learning.
- Work closely with the CFO and COO to develop a shared teaching, learning and assessment resource strategy across the Trust to streamline costs including areas such as curriculum subscriptions, SEND resources etc
- Ensure that each School implements key Trust curriculum and safeguarding policies and strategies (e.g., in relation to safeguarding).
- To contribute to pre-Ofsted and other learning reviews as directed by CEO

Risk

- Together with the CEO and COO, the Deputy CEO, will compile a risk register of Golden Thread Academies: to develop a cycle of monitoring and review based on that register of risk
- To ensure that all trust critical incidences are escalated to the CEO immediately

Links with Community

- Provide visible leadership at Trust level and actively engage with relevant business, community and public bodies to benefit the pupils and Trust.
- Ensure each Headteacher is developing strong and effective partnerships with parents.
- Ensure each Headteacher is developing a thriving sense of school community to include present and past pupils and parents.
- Creating proactive and effective links with the community including other local and regional schools.

Reporting

- The Deputy CEO reports to the CEO and Trust Governing Board. The CEO, will work closely with the Deputy CEO in relation to delegated responsibilities.

- The Deputy CEO will provide high quality timely reports for CEO, Trust Board and Academy leaders which give an honest, no-holds-barred analysis of provision and outcomes using the current Ofsted inspection Schedule
- The Deputy CEO will keep the CEO, CFO, COO and relevant governance committees informed on the progress of schools, in addition to supporting visits and developing opportunities for Trustees to be informed of each school.
- The Deputy CEO will provide detailed quarterly reports outlining context, implementation and impact round:
 - Data and Assessment
 - Learning and Development
 - Risk
- The Deputy CEO will participate in an annual review as part of the agreed appraisal process.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be subject to amendment or modification at any time in consultation with the post holder.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified Teacher Status • National Professional Qualification for Headteachers
Experience	<ul style="list-style-type: none"> • Substantive Experience of being a Headteacher for a minimum of 4 years • A strong sense of accountability for ensuring performance targets are met and that The Golden thread Leadership behaviours are modelled at all times • Demonstrate experience of securing rapid and sustained improvement as a school leader and taking Primary Academies to at least Good or Better in the Ofsted Framework • The ability to interpret complex quantitative and qualitative data and use this analysis to inform planning support and challenge • Experience in leading and managing innovation and change • The ability to develop processes that encourage the sharing of best practice • Setting performance standard & evaluating their success • Proven success in leading innovation/curriculum across more than one school site • Proven success at leadership and building teams • A credible knowledge and experience of excellent pedagogy in the Primary Sector • Managing financial budgets and using resources effectively
Skills and knowledge	<ul style="list-style-type: none"> • Strategies for developing teaching & improving pupil performance • Excellent interpersonal skill • Proven track record in managing change positively and enjoys work at pace • Knowledge of the use of data to improve teaching & learning • Knowledge of current education legislation, national initiatives & strategies • Thorough understanding of safeguarding policies, statutory requirements and practices • Ability to actively engage parents/carers from all communities and communicate positively with them Strong communication skills with a range of stakeholders • Excellent organisation skills and proven ability to priorities tasks effectively • Ability to work under pressure with enthusiasm and dynamism • Commitment to all pupils succeeding • Integrity and Commitment to the Nolan principles of public office

**Personal
Qualities**

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Postholder's signature: _____

Postholder's name: _____

Date: _____