



## **St John the Baptist Catholic Multi Academy Trust**

### **Chief Executive Officer Job Description**

<b>Post:</b>	<b>Chief Executive Officer (CEO)</b>
<b>Role:</b>	The Chief Executive Officer will be the Accounting Officer for, and strategic development lead of, the St John the Baptist Catholic Multi Academy Trust.
<b>Duration:</b>	Full time, Permanent
<b>Location:</b>	Trust Head Quarters (HQ) is Norwich, there is flexibility of location for the right candidate. The post requires regular travel across the geographical spread of the Trust. Full driving license is required.
<b>Salary:</b>	Starting salary from £136,240 depending on skills and experience.
<b>Responsible to:</b>	St John the Baptist Catholic Multi Academy Trust Directors Board

#### **Purpose:**

The St John the Baptist Catholic Multi Academy Trust is a family of schools in Norfolk, Suffolk and Peterborough and our distinctive ethos is based around our values of Loving care, Learning together and Growing in faith. The values and the distinctive ethos of the Trust of Catholic Schools enables every young child and person to receive the very best education, so they are empowered to grow, learn and achieve.

The Trust was established in 2016 by, and is accountable to, the Roman Catholic Diocese of East Anglia. Currently the Trust has one High School in Norwich and ten primaries that spread from the Norfolk/Suffolk coast to Peterborough. In 2025, this will grow to two secondaries as St John Fisher in Peterborough join the Trust. We anticipate a further two primaries will join over the next few years.

The Chief Executive Officer is the Accounting Officer to the Department for Education for the St John the Baptist Catholic Multi Academy Trust (Trust), undertaking the duties, accountability and responsibility of the Accounting Officer as contained in the Academy Trust Handbook, and as required by other financial and auditing policies and procedures within the Trust.

Reporting to the Board of Directors of the Trust, and ultimately the Members, the CEO is responsible for the operational effectiveness of the Trust. Alongside the Headteachers and Director of Education and School Improvement, the CEO is responsible for the educational success of the Academies within it. They will be an excellent people manager and lead the Trust Executive Team, including line management of the Director of Education and School Improvement, Director of the Teaching School Hub, Director of Finance and Operations and Head of HR.



The Trust provides a high quality educational framework of school improvement for the schools, including joint curriculum work and CPD. The CEO is the lead professional and plays a pivotal role in school improvement, support and challenge. Within that framework the schools retain their own individual characters, meeting the needs of the children, families and communities they serve.

The CEO will be responsible, working closely with the Diocese, for managing that period of expansion in a planned and controlled way so that it does not negatively impact the schools already within the Trust. The CEO will also work closely with the CEO of our sister Trust, Our Lady of Walsingham CMAT, to ensure we are delivering the highest standard of education and maximise opportunities for young people across the whole Diocese of East Anglia.

The CEO will be an inspirational leader, creating a culture of constant improvement and committed to the highest achievement for all in all areas of the Academies' work. They will work closely and collaboratively with the Trust Headteachers. They will provide appropriate support and direct challenge, on behalf of the Board of Directors, developing capacity through training and facilitation, managing risk and monitoring performance to mitigate potential future issues at the earliest opportunity and feeding into the development and implementation of the Trust Improvement and Development plan. These flow through to each individual School's strategic plans and school improvement practices and policies. The CEO will work closely with external or internal school improvement advisors (for example VNET Education CIC – A not-for-profit membership organisation supporting school improvement, the DfE Regional Director, Ofsted) to ensure that each school has appropriate improvement plans in place, effectively delivering the desired improvement outcomes.

Where any of the Schools do not have a Headteacher in post, either as an interim or as a permanent position, the Chief Executive Officer will be expected to act as Executive Headteacher, as described in the School Teachers Pay and Conditions Document. This will include the line management of any Acting Headteacher, Head of School or Senior Deputy Headteacher, in conjunction with the Chair of the appropriate Local Governing Body.

### **1. Strategic Leadership:**

- Provide strong and effective Catholic leadership, vision and strategic direction to Trust staff, modelling the values and ethos of the Trust, to achieve the highest levels of performance and ensure a culture of continuous improvement.
- Champion a culture of innovation and continuous improvement within the Trust.
- Ensure that the education and personal and spiritual development of every child, and staff member, in the Trust family of Schools is central to what the Trust does and is delivered successfully.
- Ensure that safeguarding is effectively prioritised at all levels of the Trust.
- Lead the implementation of a shared vision and strategic plan for the Trust, which is responsive to the needs of the Catholic community in Norfolk, Suffolk and Peterborough, working with Trust staff, Directors, Local Governors and the Diocese.
- Develop and implement a strategic plan for planned growth and expansion, working with the Diocese, and ensuring that support for the schools within the Trust is maintained to a high standard.



- Ensure the strategic plan and growth plans are underpinned by sound financial planning, increasing teachers' effectiveness which in turn will secure school improvement.
- Identify priorities and targets for ensuring that pupils achieve high standards and make progress.
- Build and maintain strong relationships with staff across the Trust, Directors and Local Governors, ensuring that the Trust acts collaboratively, openly and with transparency.
- Communicate openly with the Chair of the Trust Board, the Chairs of LGBs, the Headteachers and the Diocesan Director of Education on a regular basis.
- Lead on the local, regional and national impact of the Trust, working with other Trusts, the DfE, Regional Schools Director, Teaching School Council, EEF and similar to enhance the positive profile of the Trust, including maximising the level of external funding and benefiting from bids.
- Work with other organisations and take a lead role in developing opportunities which enhance the reputation of the Trust, e.g. Teaching School Hub, Research School or NLE type school support.
- Promoting equality, diversity and inclusion throughout the Trust.

## **2. Governance and Regulatory Accountability:**

- Act as Accounting Officer for the St John the Baptist Catholic Multi Academy Trust, taking personal responsibility for the propriety and regularity of the management of public finances and in the day-to-day operations of the Trust.
- Ensure responsibilities are conducted and in alignment with sections 1.31 to 1.38 of the [Academy Trust Handbook 2024](#).
- Support and report to the Board of Directors and its sub committees, ensuring the accurate and timely provision of information to enable sound decision making and escalating key risks and issues.
- Develop and maintain effective relationships with external stakeholders, reporting to key stakeholders at agreed intervals and representing the Trust when called to account by, for example, the Regional Directors, DfE, Ofsted, Diocese etc.
- Ensure all statutory returns and reports are accurate and submitted in a timely fashion to the Department for Education and other government bodies as required.
- Be responsible for devising and ensuring implementation of all policies across the Trust, ensuring alignment with changing legislation and new priorities and initiatives.

## **3. Leading Learning and Teaching:**

- Build a strong and collaborative Headteacher and Senior Leadership Team across all our schools, working collectively for the common good of all pupils and staff in the Trust.
- Work with each Headteacher to secure and sustain effective teaching and learning throughout the Trust, providing critical support and challenge, where needed, on behalf of the Board of Directors, to ensure all Trust Schools achieve their performance targets and provide a stimulating learning environment.
- Work with the Headteachers and LGBs to monitor and evaluate the quality of teaching and standards of pupils' achievement, use benchmarks and assessment data to set challenging targets for improvement (including provision for Disadvantaged, SEND and EAL pupils), and enable Headteachers and LGBs to critically review their progress in delivering them.



- Work with Headteachers and the Heads Operations Committee to monitor each school's curriculum, in particular supporting our Catholic ethos, and ensure that new and innovative teaching practice is shared and adopted across the Trust.
- Ensure Trust-wide priorities are consistently and effectively implemented in each school whilst enabling and encouraging the schools to maintain their own individual character, reflective of their own context.
- Visit each school within the Trust at least once per half term and attend LGB meetings, as needed.
- Report to the Board committee for Teaching, Learning and Standards, and full Board, on school performance, statutory and pupil requirements and actions for improvement.
- Lead the deployment of Intervention Boards where significant issues are identified in a Trust school, working with Directors, Trust Senior Leaders and Governors to ensure swift and appropriate interventions are in place and implemented successfully.
- Ensure that Catholic leadership potential is supported and developed at all levels within the Trust

#### **4. Finance and Operations:**

- Work with the Trust Director of Finance and Operations to plan and manage the Trust's financial resources and maximise the level of external funding that is attracted to support the Trust's development, reporting to the Board's Resources, Audit and Risk Committee and full Board.
- Oversee regular budget monitoring and use of resources across the Trust, including oversight of the management and monitoring of Trust contracts, to provide high quality services and excellent value for money. Ensure schools procure collaboratively, where possible, to secure best value.
- Ensure robust systems are in place so that the funds available to the Trust are used properly, efficiently and effectively.
- Work with the Directors and Diocese to ensure that the Trust is successful in securing additional funds and resources.
- Ensure effective planning, management and monitoring of the curriculum is taking place across each school within the agreed budget. Work with Headteachers, LGBs and Directors to set appropriate priorities for expenditure, allocation of funds and ensure effective administration and control with agreed delegated limits.
- Ensure robust self-evaluation and quality assurance procedures are in place across the Trust schools.
- Work with the Trust's Board of Directors, local Governors, Headteachers and senior colleagues to recruit and retain staff of the highest quality. Lead, support and participate in Headteacher recruitment, and the recruitment of Senior Leaders where requested by the Head and LGB.
- Work with the Trust's Board of Directors, local Governors, Headteachers and senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Work with the Trust Chair and Clerk/Compliance Manager to draw up the Board and Sub Committee agendas, reporting regularly and flagging key issues, challenges and opportunities for Directors' attention.
- Ensure robust risk management and business continuity processes are in place, reporting to the Resources, Audit and Risk Committee.
- Ensure HR policies across the Trust are in line with current legislation, CES guidance and include appropriate consultation with the Trade Unions.



- Ensure effective communication channels enabling all staff to receive information they need in order to carry out their professional duties effectively.
- Ensure the Trust has a suitable competent person as required by the Health & Safety at Work Act.
- Alongside the Trust's Director of Finance and Operations, maintain oversight of the work of the Trust's competent person, ensuring that an appropriate and robust control environment for health & safety is in place and that all statutory requirements are met.



**Person Specification: Chief Executive**

<b>Professional Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level, with evidence of continuing professional development.	X	
Teaching qualification to at least degree level desirable		X
Catholic Teachers Certificate/CCIA CCRS		X
<b>Essential Experience and Knowledge</b>		
Practising Catholic, able to commit fully to the distinctive faith-centred ethos of the schools in the St John the Baptist Catholic Multi Academy Trust.	X	
Significant senior management experience and a proven track record in education, preferably in the Catholic schools sector.	X	
An excellent understanding of the Catholic schools sector, and education more broadly, with a strong grasp of current educational issues with particular regard to academies.	X	
Demonstrable experience of working effectively with a Board/Governing body to create a vision and form the direction for a school/organisation.	X	
Proven experience of strategic financial management, including: <ul style="list-style-type: none"> <li>• budget formulation and revision,</li> <li>• medium and longer term financial planning,</li> <li>• success in identifying and bidding for grants and other sources of income,</li> <li>• implementing and maintaining robust monitoring and control systems</li> </ul>	X	
Strong business acumen with proven ability to identify efficiencies and drive down core costs without compromising quality of provision.	X	
Demonstrable experience of leading change.	X	
Successful track record of performance managing professional staff, improving morale, raising standards and promoting a team ethos.	X	
Proven success in building effective partnerships and links including with central and local government, other agencies and schools to maximise networks and opportunities;	X	
Experience of strategic risk management including finance, reputation and safeguarding as well as managing change.	X	
Successful experience of promoting equality, diversity and inclusion.	X	
Proven track record in advancing effective teaching and learning and raising achievement in either Secondary or Primary education, with the potential to gain knowledge and experience in the other (desirable).		X



<b>Personal qualities and behaviours</b>		
The successful Candidate will be someone who:		
Is committed to maintaining the ethos of the St John the Baptist Catholic Multi-Academy Trust, with an empathy and respect for the individual nature of each school within the Trust's family, and a commitment to maintain the individuality of schools.	X	
Is a strategic thinker who can work with the leaders, Directors and others to develop a compelling vision for the organisation, underpinned by a strong Catholic ethos, who can analyse and process complex information and data quickly and rigorously in order to make the best of opportunities.	X	
Is committed to maintaining the principle of subsidiarity so that decisions are taken closest to those they affect.	X	
Inspires the respect of others, deals confidently with challenge, questions views and actions of others to get the best results and offers suggestions for improvement backed up by decisive action.	X	
Is able to act as an effective ambassador for the Trust, with good presentation skills, the ability to communicate effectively with a variety of audiences and is comfortable with public speaking.	X	
Is an effective leader who can build a positive organisational culture, encourage reflection, delegate responsibility, build teams and grow talent so that the next generation of Catholic education leaders can flourish.	X	
Strives for continuous improvement and inspires others to achieve their full potential.	X	
Has experience of dealing with Central and Local Government officials and policy makers.	X	
Is committed to the highest standards in all areas of Trust life, leading with openness, transparency and honesty and with a commitment to maintaining the Nolan Principles personally and through the Trust.	X	
Is committed to the raising of academic standards among pupils, including behaviour, academic, and enrichment and especially narrowing the attainment gap for disadvantaged pupils.	X	
Must hold a valid driving licence	X	