

EXECUTIVE PRINCIPAL JOB DESCRIPTION



OVERVIEW OF THE ROLE

The Executive Principal is the lead professional for the Catmose Federation of Academies (the Trust) and other educational institutions.

The Executive Principal will provide overall leadership and direction for the Trust and work with the Trust to deliver its vision. The Executive Principal will inspire, lead and manage the team of staff employed by the Trust. The Executive Principal will be responsible for ensuring that all aspects of the Trust's work support this purpose and strive for continuous improvement, efficiency and effectiveness.

The Executive Principal will be the Accounting Officer and will lead the Senior Leadership Team.

REPORTING LINES

The Executive Principal will be appointed by the Directors of the Trust, will be a member of the Board and will be accountable to the Trustees.

The Executive Principal will directly line manage and hold to account the Heads of Schools and the Chief Finance Officer (CFO) for their performance against agreed objectives.

The Executive Principal will report to other key stakeholders, including the Department for Education (DfE), Education Funding Agency (EFA), Directors of Children's Services and Regional Schools Commissioner (RSC) as appropriate.

KEY RESPONSIBILITIES

Strategic leadership and planning

- Work with the Trust to create a strategic vision for the Trust.
- Agree and review with the Trust Board delegations to the individual Academy Local Governing Bodies (LGB) and Heads of Schools.
- Carry out the duties of Accounting Officer for the Federation.
- Advise the Board on their approval and agreement of plans and budgets for the Trust and its constituent academies as provided by the CFO.
- Develop strategies for the generation of additional revenue and resources for consideration by the Board.

- Engage in activities that support system leadership, both across Rutland and nationally.
- In partnership with the Board, continue to develop and deliver a collective governance strategy for the Trust.
- Work effectively with Board Members, Directors and senior leaders to deliver the ethos, vision and values of the Trust.
- Support the Chair of the Trust and Members in the recruitment and induction of Trust Board members.

Operational leadership

- To ensure every school has drawn up and is implementing an effective plan to secure good and outstanding outcomes.
- To intervene as necessary in the management of schools within the Trust whose performance is judged by the Executive Principal to be less than good.
- Ensure that thorough and effective planning and implementation of systems and processes are in place to enable the Board to exercise their responsibilities.
- Work with the Heads of School and their senior teams to ensure that the achievements of the students for which the Trust is responsible are good and outstanding.
- Ensure that compliance and statutory requirements are met, including safeguarding and health and safety.
- Ensure the development of Academies within the Trust is reviewed and reported on a regular basis such that there is a drive for progress and improvement.
- Drive efficiencies and review progress and improvement across the Trust, providing regular reports to the Board on service provision and value for money.
- Ensure the collective strengths of the Academies are utilised through partnership working, to enable the best possible outcomes for students.
- Work with the CFO, ensuring that any capital works and investment are completed to the satisfaction of the Board and in support of agreed educational outcomes.
- Lead the people and manage the resources of the Trust in a way that is sustainable and consistent with the Trust values, standards of good governance and legal obligations.

Partnership and relationship management

- Lead strategic discussions and develop mutually beneficial relationships with all key stakeholders, including Ofsted, DfE, RSC, EFA, local authorities and key employers in the areas served by our Academies.
- Create partnerships that bring new opportunities for learners and the communities the Trust serves.
- Develop and maintain strong working relationships with the Heads of School, Head Teachers, LGB Chairs and LGB Members and other key personnel from each academy

in the Trust, ensuring two-way communication is effective and key knowledge is shared appropriately.

- Raise and maintain a positive national profile and promote the reputation of the Trust as the lead representative in marketing and communication.

PERSON SPECIFICATION

Qualifications and Experience

- Educated to degree level with postgraduate qualifications desirable.
- Experience of effective strategic planning and pan-organisation strategy development and implementation, in an organisation of equivalent scale and complexity.
- A track record of success, in leading a large complex organisation through a period of change.
- Experience of effective and efficient financial, commercial, and resource management, to achieve accountability and a strong performance culture.
- Proven experience of motivating teams and delivering projects in a multi-skilled distributed environment.
- Successful track record of building effective working relationships internally and externally, with strategic partners, organisations and stakeholders.
- Experience of promoting community engagement and successfully establishing links with communities.
- Experience of working with and advising a Board or equivalent, in a large complex organisation.

Knowledge and Skills

- Well-developed strategic planning capabilities and the ability to take decisive action as necessary.
- An understanding of the responsibilities of the Accounting Officer role and the complexity of governance and processes related to a multi-million pound public sector organisation.
- An understanding of and a willingness to promote positively, the Federation's Policies and Procedures.
- An understanding of government policy in relation to Academies and to educational matters generally.
- Business and commercial acumen and an understanding of its applicability to the work of the Trust.
- Excellent communication skills and the ability to present effectively to a wide range of audiences.
- The ability to influence and work successfully through others.

- The ability to compromise, pursue alternative approaches and adopt partnership solutions to reach goals.

Personal Attributes and Values

- The ability to project a personal leadership presence in line with Trust values.
- Empathy with and support for the ethos, values and goals of the Trust.
- Confident, calm, and assured in a wide range of settings with diverse audiences ranging from government ministers to young people.
- Highly effective inter-personal and leadership skills with strong influencing and advocacy capability.
- The ability to work independently using initiative and foresight when required.
- Comfortable with working in a pressured environment and the requirement to produce results to tight deadlines.
- Adaptable and flexible with a consultative style, capable of working as part of a team as well as a leader.
- Enthusiastic and a positive attitude at all times.
- Desire and eagerness to learn and develop personally and professionally.
- Proactive and outcome orientated.
- Sound judgement, personal resilience and high coping skills.