

## Abingdon Learning Trust

### JOB DESCRIPTION

<b>JOB DESCRIPTION FOR:</b>	Chief Executive Officer/Accounting Officer
<b>ACCOUNTABLE TO:</b>	Abingdon Learning Trust Board of Trustees
<b>APPRAISAL:</b>	The post-holder will be subject to the Trust's annual performance appraisal process.
<b>SALARY:</b>	£95,000 - £105,000 based on experience, pro-rata

#### 1. Job Purpose

The Chief Executive Officer (CEO) will be an outstanding strategic leader, able to develop and articulate the vision and ethos for the Trust as well as inspire and empower others to share in achieving it. The post holder will be accountable and take responsibility for the performance of all the academies within the Trust, including line-managing the Headteachers. S/he will be committed to creating the best opportunities for all students to fulfil their potential across the Trust.

The CEO is an ex-officio Director of the Trust and the Accounting Officer (AO) for the Trust.

This is a fixed term contract for the period 12 – 18 months, with the possibility to extend subject to review. It is a 0.6 (fte) position, exceptionally this may be extended.

#### 2. Key Responsibilities and Tasks

- Begin to bring about a coherence and systemic collaboration, across the schools, developing the unique educational experience and outlook that is the Abingdon Learning Trust.
- Lead work with Trustees and executive team to embed the vision, values and ethos of Abingdon Learning Trust into its strategic and operational planning and evident in the daily life of the Trust
- With others, deploy all resources, including staff and financial resources, in such a way that the vision and high education standards are delivered.

- Develop and articulate a 5 year strategy for the Trust, with clear strategic objectives and KPIs to identify milestones, in order for the Trust to evaluate progress on this journey, and thus, develop a 3 year business plan, 12 and 6 month plans.
- Ensure that there is clarity over the lines of accountability and relations across the Trust – including between the Board, local governing boards, school head teachers and the central team.
- Build and lead an executive team ensuring high effectiveness and performance, leading by example including role modelling the effective ways of working, and provide challenge and support for enhanced professional development to the individuals in the team.
- Ensure school improvement is at the core of the MAT's work and inject a sense of urgency and pace for this improvement.
- Lead the development of inter-MAT quality assurance processes, assured by appropriate external sources.
- Be a good and credible representative of the Trust – working with the RSC, ESFA, DFE and Ofsted, and other external bodies.
- Use a deep understanding of the current MAT landscape, the pressures of accountability on schools, their staff, pupils and parents to mitigate risk as well as any potential negative impact.
- Build leadership capacity, enhance pedagogy and improve student outcomes through highly effective leadership and talent management; nurture staff in all areas of the Trust and develop and enhance their unique contribution to the Trust's work.
- Ensure communication is highly effective both within and beyond the Trust.
- Make strategic decisions based on evidence, information and data and respond quickly and incisively to urgent and immediate needs.
- Keep the Chair of the Trust informed of any significant risks plus proposed actions and provide high quality information and data to the Board in order to support its effective working.
- Maintain own professional networks and contemporary understanding of effective practice in schools.



John Mason School  
Excellence Through Creativity



FITZHARRYS SCHOOL

**This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.**

**Status of this Job Description:**

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of the Academy):

Date: