

# CHIEF EXECUTIVE OFFICER APPLICATION PACK



*Achieving more together*

Integrity • Collaboration • Aspiration • Respect • Equity & Inclusion

# Welcome from the Chair of the Board of Trustees

Dear applicant,

Thank you for your interest in becoming the next Chief Executive Officer of West Midlands Academy Trust (WMAT). The Trust is a dynamic group of three secondary schools, founded in South Birmingham in January 2025. WMAT currently consists of Hall Green Secondary School, Kings Norton Girls' School and Sixth Form and Swanshurst School. We are proud of our vibrant, socially and culturally diverse Trust, with each school very much part of the community it serves, all of which are highly regarded in their local areas and beyond. The post is permanent, part-time (0.4 FTE), available from September 2026, with the expectation that the days will increase alongside Trust growth. The role is ideal for an experienced Headteacher or current CEO.

Due to the retirement of Nicola Raggett, our founding CEO, we are seeking an outstanding leader for WMAT, someone who can build on the Trust's considerable strengths and progress made to date. We aspire to be even better and therefore seek an inspiring, values-driven leader to join us. The successful candidate will continue to drive educational excellence and secure exceptional outcomes for every student. They will foster a culture built on aspiration, integrity, collaboration and respect, with a strong commitment to equality and inclusion, as we work towards our visions of "*Achieving more together.*"

We welcome visits to the Trust, prior to making an application; further information can be found in the pack. Additionally, information on how to apply can also be found in the pack. Completed applications should be submitted by **8am** on **Tuesday 10<sup>th</sup> February 2026**. Interviews are provisionally set for **Monday 2<sup>nd</sup> March 2026**.

Thank you for your interest. As Chair of the Board of Trustees, I look forward to learning more about what you could bring to WMAT.

Your sincerely,

**Professor Philip Thickett**  
*Chair of the Board of Trustees*



# About the Trust

WMAT has approximately 500 staff and 4,000 students. At the heart of our Trust is our vision: “Achieving more together.” This vision drives everything we do, as we work to equip young people with the knowledge, skills and mindset to thrive academically, socially and personally, not only during their time in school but also in the workplace and in life. The Trust’s culture is driven by our vision of “Achieving more together”, which is realised through:

- A relentless focus on delivering an excellent Quality of Education across all our academies, ensuring strong progress and attainment for all students.
- A commitment to personal development and well-being for both staff and students.



At WMAT, we believe in “Achieving more together” through shared commitment, strong leadership and a focus on continuous improvement, creating a brighter future for every student. The Trust’s vision is supported by its values of:

- Integrity
- Collaboration
- Aspiration
- Respect
- Equality and Inclusion.

We pride ourselves on:

- Genuine collaboration between academies, where sharing expertise and providing mutual support is fundamental.
- Collective responsibility, ambition and high expectations for all staff and students.



- Supported accountability, driven by a collaborative, reciprocal and robust Trust Quality Assurance programme, to ensure we achieve our goals together.
- High-quality, tailored staff professional development to support continuous growth.
- A staff-focused culture, where the role of leaders is to facilitate exceptional provision, enabling staff to perform at their best for the benefit of our students.

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# About the Trust

We understand the importance of respecting individual school identities, whether through their names, logos, uniforms, timetables or curricula. While we adopt a strategic approach that is responsive to the needs of each school, we recognise that one size does not fit all.

Our operational model focuses on:

- Earned autonomy with accountability, offering schools variable delegations and freedoms based on performance and need.
- Shared services that maximise efficiency, reduce costs and enhance school leadership capacity to prioritise educational provision.
- Central policies designed to foster collaboration, ensure compliance and ease workload pressures. School-led policies such as Behaviour for Learning reflect the individual needs of each school.
- Financial sustainability is also a key priority for us. The Trust and the individual schools within it are financially secure and sustainable.
- School-led budgeting with a focus on each school being financially self-sufficient, ensuring resources are allocated effectively to teaching and learning, and pupil support alongside strategic estates and resource management.
- We prioritise “good growth”, expanding the Trust thoughtfully to ensure the right schools join at the right time.
- A conducive physical environment that sets high expectations for learning and work, supported by an efficient central team and infrastructure.

We are proud of many developments over the past year, both at Trust and individual school level. Now WMAT is at a point of change, with exciting opportunities for growth; these are based on our strong foundations in all aspects of educational excellence, finance and operations, leadership and management, and Trust and school governance.



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# Staffing Structure



## Executive Leadership Team

- Chief Executive Officer: 0.4 FTE
- Chief Finance and Operations Officer: 0.8 FTE (Currently seconded until January 2027)
- Three Headteachers of the founding schools at point of transfer/conversion

## Shared Services

- Head of HR: 1.0 FTE (Permanent)
- IT Lead: 0.4 FTE (Currently seconded until January 2027)
- Estates Lead: 0.4 FTE (Currently seconded until January 2027)
- Marketing Lead: 1.0 FTE (Currently seconded until January 2027)

## Finance Teams

Three teams currently work in individuals schools; they will relocate to their central location at Swanshurst School in February 2026 in order to realise greater efficiencies across the Trusts financial functions.

**Further information can be found on the following websites:**

- [West Midlands Academy Trust Website](#)
- [Hall Green Secondary School Website](#)
- [Kings Norton Girls' School and Sixth Form Website](#)
- [Swanshurst School Website](#)

# Our Mission, Vision and Values

At WMAT, our vision is shaped by the clear statement “Achieving more together”, which is the focal point for all stakeholders across the Trust. Our shared set of values reflect the vision across WMAT.

The Trust values were shaped by the collective voice of pupils, staff, leaders, trustees and school board members. The values were developed through a collaborative stakeholder event during the Summer Term in 2025. The session was led by the Chair of the Board of Trustees and Chief Executive Officer. As a result, meaningful discussion took place on the values that should shape WMAT and drive us towards our mission of achieving more together.

At the heart of our values is a clear purpose. We aim to foster an inclusive and vibrant community across our schools. In doing so, we ignite curiosity and empower every individual to realise their potential. Ultimately, this builds the ambition and resilience needed to flourish. The vision and values were agreed to ensure that each school can retain their own vision and values whilst being supported by those of the Trust. Our WMAT values are:

## Integrity

We act with honesty, take responsibility for our choices and stand up for what is right. We lead with professionalism, communicate openly and act transparently, building trust and accountability across our community.

## Collaboration

We work together to solve problems, explore ideas and think creatively. Through strong partnerships between students, parents and the Trust, collaboration supports shared learning, innovation and continuous improvement.

## Aspiration

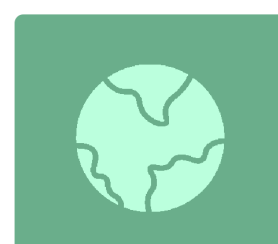
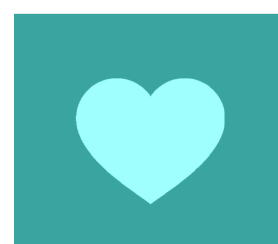
We recognise our own potential and that of others, aiming high and working hard towards ambitious goals. Aspiration underpins excellence in learning, teaching and leadership across the Trust.

## Respect

We treat others with kindness, empathy and courage. By valuing every voice and supporting one another through challenge and change, respect creates an environment where individuals feel confident and empowered.

## Equity and Inclusion

We ensure that everyone feels safe, valued and that they belong. Our identities and individual needs are recognised and celebrated, with equity and inclusion at the centre of equal opportunity for all to thrive.






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# Key Information

The Trust was established in January 2025 when the three founding schools came together to create West Midlands academy trust. Swanshurst School was previously a local authority school, Kings Norton Girls' School and Hall Green School have been Single Academy Trusts since 2011 and 2012 respectively.

	<p><b>Hall Green School</b>  Oversubscribed 11-16 Comprehensive  Mixed  <b>NOR:</b> 908</p> <ul style="list-style-type: none"> <li>• <b>EAL:</b> 37%</li> <li>• <b>SEND:</b> 16%</li> <li>• <b>Pupil Premium:</b> 47%</li> </ul> <p><b>Ofsted:</b> January 2025 Good (All areas)</p>
	<p><b>Kings Norton Girls' School and Sixth Form</b>  Oversubscribed at KS3 and sixth form  11-18 girls with a coeducational sixth form  <b>NOR:</b> 1092 (Sixth Form: 275)  <b>Year 7 - Year 11:</b></p> <ul style="list-style-type: none"> <li>• <b>EAL:</b> 12%</li> <li>• <b>SEND:</b> 18%</li> <li>• <b>Pupil Premium:</b> 30%</li> </ul> <p><b>Ofsted:</b> 2019 Outstanding  Ungraded Ofsted in January 2025 -  Maintained and improved standards</p>
	<p><b>Swanshurst School</b>  Oversubscribed at KS3 and Sixth Form  11-18 girls only  <b>NOR:</b> 1932 (Sixth Form: 295)  <b>Year 7 - Year 11:</b></p> <ul style="list-style-type: none"> <li>• <b>EAL:</b> 21%</li> <li>• <b>SEND:</b> 19%</li> <li>• <b>Pupil Premium:</b> 48%</li> </ul> <p><b>Ofsted:</b> May 2024 - Outstanding</p>



# Job Description

Post Title:

Chief Executive Officer

## 1. Base

A permanent office will be provided at one of the three Trust schools with facility to work at all three schools.

## 2. Contract

Two days per week (0.4 FTE.)

Days to be agreed.

Permanent contract.

## 3. Salary

**L43 + Plus 4% in line with STCPD 2025**

£147,769 @ 0.4 FTE (Actual Salary £59,807.90 per annum pro rata.)

## 4. Main Purpose

- To embed WMAT's mission and principles, culture, ethos and values as well as a culture of reflective improvement.
- To provide strategic and professional leadership of WMAT, including leading the Executive Team and securing high levels of professional standards and achievement.
- To support WMAT governance including Members, Trustees and School Boards in ensuring effective governance at school and trust level.
- To be WMAT's Accounting Officer, including leading the strategy for financial sustainability.
- Uphold and demonstrate the Principles of Public Life (The Nolan Principles).

## 5. Responsibilities

- Develop and implement WMAT's improvement strategy, including ensuring effective Quality Assurance and an outstanding quality of education across the Trust.
- Develop and lead WMAT's CPD programme for staff and those involved in governance
- Further develop and implement the strategy for central services to ensure effective and efficient service.
- Implementation and action of WMAT's growth strategy.
- Oversee WMAT's approach to policy review and development.
- Engage with WMAT stakeholders and partners, including prospective schools interested in joining the WMAT.
- Line manage and lead performance management of the Headteachers, Chief Finance and Operations Officer and Marketing Lead.
- Lead succession planning for leadership posts.
- Fulfil the requirements of the Accounting Officer role as prescribed by the Academy Trust Handbook.



## 6. Additional Duties

- Occasional evening and weekend work could be required.
- Ability and willingness to travel regularly between school sites.
- Any other reasonable tasks commensurate with the role as directed by the Board of Trustees, which may include ensuring effective leadership of any school within the trust.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Undertake appropriate professional development including adhering to the principle of performance management.
- Adhere to the mission and principles of WMAT and set an example of personal integrity and professionalism.
- Adhere to national Headteacher Standards.

This Job Description may be amended at any time, following consultation between the Trust and the post holder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Trust retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.



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# Person Specification

The following outlines the key skills and experiences required for this position. The selection process will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area, and to show evidence of having applied (or awareness of how to apply) this knowledge and understanding in an appropriate context. You should refer to these requirements when completing your application, and short-listed candidates will be expected to demonstrate these through the selection process.

## Education and Qualifications

### **Essential**

- Degree or equivalent.
- Qualified Teacher Status.
- Evidence of further formal professional learning, such as NPQH or Master's degree.

### **Desirable**

Evidence of professional learning for executive / MAT leadership, such as NPQEL.

## Experience

### **Essential**

- Success in leading change and improvement as a Headteacher, including significant change projects demonstrating clear intent, implementation and impact.
- Evidence of raising standards for all students, in particular through identifying and then working to reduce / eradicate gaps.
- Evidence of leading and managing a significant staff team, including development of leadership capacity and accountability and succession planning.
- Evidence of improving quality of curriculum and teaching across a staff team.
- Using effective practice to inform school improvement
- Developing and implementing whole-school policies and procedures.
- Building successful working relationships with colleagues, governors and stakeholders within, and beyond the trust.
- Effective collaboration with other schools and external agencies.
- Evidence of commitment to inclusion.

### **Desirable**

Evidence of successfully growing a school or organisation.

## Knowledge

### **Essential**

- Effective teaching, learning and wider school improvement strategies to deliver excellent progress, including for groups who have greater barriers to learning.
- The secondary curriculum, pedagogy and assessment mechanisms.
- An excellent understanding of the inclusion agenda and structures to support excellent attendance and behaviour.
- OfSTED inspection frameworks.

- Evaluative skills to assess the quality of the school's work and drive improvement.
- National educational research and policy, including the ability to interpret developments and identify implications and opportunities for the Trust.
- Legal issues relating to managing a school and leading a community, including safeguarding and child protection, equal opportunities, diversity, SEND and health and safety.
- The wider educational and children's services environment, including legislation and national and local policies and priorities
- School funding and financial management.
- Employment requirements and procedures.

### **Desirable**

Knowledge of the primary curriculum, pedagogy and assessment mechanisms.

## **Skills and Abilities**

### **Essential**

- Acknowledges excellence and challenges poor performance.
- Strategic thinker; able to develop and articulate vision.
- Outstanding leadership skills; able to inspire and motivate.
- Strong, confident and engaging public figurehead and leader who inspires, motivates and empowers staff, students and families.
- Effective negotiator.
- Excellent analytical skills and evidence based decision maker.
- Ability to interpret, analyse and present educational, financial and operational data.
- Well organised and able to prioritise effectively.
- Very strong inter-personal skills (verbal and written) and able to form effective relationships with a variety of people.

## **Qualities**

### **Essential**

- Emotionally intelligent.
- Committed to the ethos and aims of the trust.
- Highly motivated with a 'can do' attitude.
- Ambitious for self, colleagues and the Trust.
- Willingness to learn and develop, including any areas of the role where they are less experienced/proficient.
- Acts with integrity and empathy.
- Resilient and able to manage a complex and varied workload.
- A collaborative team player who develops people and partnerships within and beyond the trust.
- Flexible problem solver with well-developed decision-making skills.

## **Other**

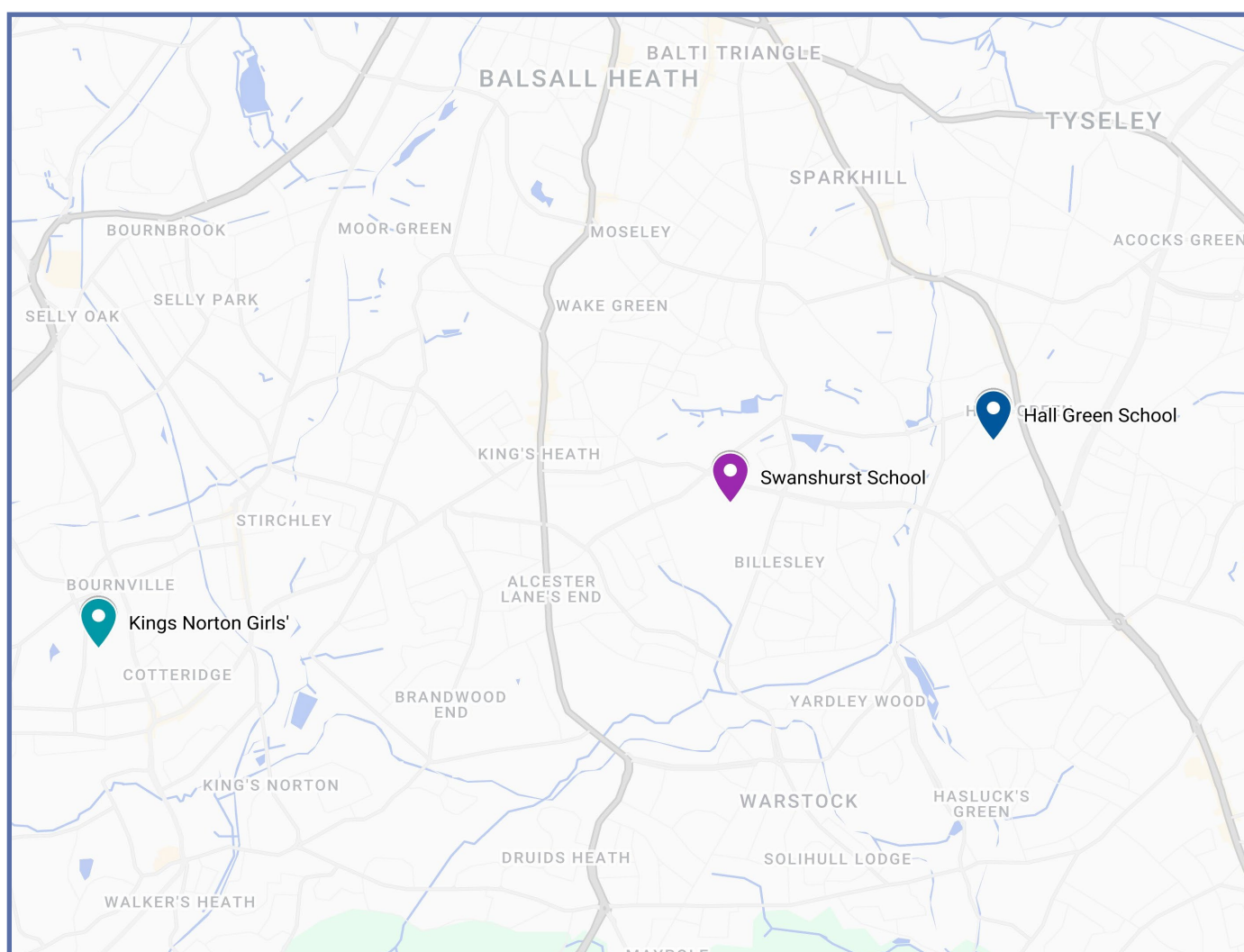
### **Essential**

- Wholly committed to safeguarding, with an excellent understanding of safeguarding responsibilities.

# Our Local Area

WMAT is located in the South Area Network (SAN) of Birmingham Secondary schools, benefiting from a balance of green open spaces and good transport links. The areas our school's serve, offer a strong sense of community with a mix of residential neighbourhoods and local amenities. Our schools are within easy reach of one another, supporting collaborative working.

Each of our schools takes an active part in the SAN, a grouping of 21 secondary schools in South Birmingham that includes mainstream (both mixed and single sex) alternative provision and SEND specialist settings. SAN focuses on collaboration, professional development, and sharing resources through initiatives, this culminates in a cross network training day between schools each February and celebration of the Arts at an event in June. The SAN also facilitates a collaborative sharing panel to support those students that may be struggling in their home school, with all schools playing an active part in both referring and receiving student referrals.



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# How to Apply

Applications should be submitted by using the Trust's application form. Applications will be managed by Denise Wilson, PA.

<b>Closing Date</b>	8am on Tuesday 10th February 2026
<b>Selection and Interview Date</b>	Monday 2nd March 2026

As part of the application process, candidates must provide a personal statement of up to 1,250 words, demonstrating how they meet the criteria in the Person Specification. CV's, additional covering letters and any other additional documents will not be accepted or considered part of the application.

We welcome visits to the Trust and a conversation with the current CEO, Nicola Raggett; please note this opportunity is only available up until the deadline date for applications. The following slots are available to meet with Nicola at Kings Norton Girls' School and Sixth Form, Selly Oak Road, Kings Norton, B30 1HW.

All enquiries about the application process and anyone wishing to arrange an informal conversation with Nicola Raggett, Current CEO, please contact [dwilson@kngs.co.uk](mailto:dwilson@kngs.co.uk)

**Tuesday 3rd February 2026: 11.30am - 12:30pm**

**Tuesday 3rd February 2026: 2:00pm - 3:00pm**

**Friday 6th February 2026: 2:00pm - 3:00pm**

To arrange a visit, please contact Denise Wilson to confirm your preferred date and time from the dates above. Please note, the visit may not be a one-to-one appointment as several prospective applicants may visit at the same time; there will be opportunity to ask questions. It may also be possible to arrange a phone call if the dates above are not suitable.

**Commitment to Safeguarding and Safer Recruitment Practices:** We welcome applications from candidates of all backgrounds. WMAT is committed to safeguarding and promoting the welfare of children and young people. Online searches will be conducted as part of the pre-employment checks.

This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks at enhanced level, along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.