



SEN TRUST SOUTHEND

CHIEF EXECUTIVE OFFICER

JOB DESCRIPTION

Purpose of job:

- To ensure the long-term future of the Trust by promoting the values of the Trust in all operations and to provide a focus for collaboration between the Academies.
- Work with the Chair to ensure that the Trust Board receives appropriate advice and information on all relevant matters to enable it to fulfil its governance responsibilities and deliver sustainable improvement, facilitating the production of management information in respect of the Academies.
- Work with the Chair of Trust Board to develop and deliver the Trust's development plan, ensuring that annual plans and targets for the Academies are robustly monitored and clearly delivered.
- To support Trust Board in working in partnership with the Headteachers and senior staff in the Academies.
- To provide leadership, guidance, support, and where appropriate to challenge, the Headteachers in the delivery and implementation of the Academies' development plans and in turn the Trust's overall development plan.
- To act as the Accounting Officer of the Trust, being responsible for the propriety and regularity of the public funds under the Trust's control and ensuring that the Trust has high standards of probity in the management of those funds.
- To develop and support others (the Trust Board and senior staff in the Academies) in the implementation of robust systems and processes to facilitate continued consolidation collaboration and development across the MAT.

This is a pivotal role requiring vision, integrity and the ability to navigate complex stakeholder relationships.

Specific responsibilities include those listed below; this list is not exhaustive and other duties of a similar nature and level may be required.

Duties and responsibilities:

1. **Promoting the Trusts values of collaborative and forward -thinking cooperation, working with local and national partners.**
2. **Engage proactively with Local Authorities and other key stakeholders to secure the future of the Trust. To advocate for the pupils, their families and staff in the MAT, ensuring their needs**

are understood and well represented. This aspect of the role is highly strategic and requires diplomacy, political awareness and the ability to build strong, constructive partnerships.

- 3. To provide strategic leadership and management across all aspects of the Trust's activities, ensuring the provision of high-quality education through the effective and efficient use of resources (including estates management) and people. This will include working with other schools and Trusts within the locality, regionally and nationally.**
- 4. To maintain and develop the effective practices that are in place through:**
 - leadership of strategic planning, acting as an ambassador of the aims and values set by the Trust Board, modelling collaborative behaviour and ensuring these are embedded in the Academies;
 - monitoring the performance of the Trust and ensuring that it satisfies all regulatory and legal compliance requirements;
 - providing prompt and timely reports as required to the Trust Board and its committees including full analysis and guidance;
 - the register of strategic risks to which the Trust and the Academies are exposed is reviewed regularly and systems are established to mitigate these risks without becoming unduly risk averse;
 - the Trust's financial dealings are systematically accounted for, audited and publicly available, through the work of the finance teams within the Academies (recognising the desire to consolidate those systems where that will lead to improvements and efficiencies);
 - internal controls and systems (both financial and non-financial) are audited and reviewed regularly;
 - all required formal policies are available, revised as necessary and there is a clear scheme of organisation, delegation and review across the Trust;
 - securing the highest possible standards of governance by ensuring that the Trust has a governance structure that is appropriate to its size/complexity, stage of development, and its objectives are reviewed regularly bearing in mind the requirements of the Members and specifically structures and the governing documents.
- 4. To support, and where appropriate, to challenge the Headteachers of the Academies and to advise the Trust Board by:**
 - ensuring there are clear and open processes for the recruitment (and if necessary, dismissal) of the Headteachers, and advising the Trust Board on the setting and reviewing of the remuneration packages of the Headteachers and Executive Pay;
 - ensuring the Headteachers' performance is reviewed regularly, having regard to the views and advice of the Local Governing Bodies and determining clear performance measures by which the Headteachers will be judged according to Headteacher Standards;
 - ensuring the Headteachers have the opportunity for professional development and appropriate external professional support, facilitating peer to peer review when appropriate;

- arranging regular meetings with the Headteachers and by developing a professional relationship with the Headteachers within which each can speak openly about concerns, worries and challenges;
- empowering the Headteachers to help and support them to be effective leaders of their Academies; including:
 - challenging underperformance and ensuring effective corrective action, support and review.
 - promoting the aims and values of the Trust and a culture which aligns with identified Trust priorities.
 - ensuring clear safer recruitment systems.
- when necessary, the Chair and the Trust Board challenge the Headteachers constructively, and only in the best interests of the Trust and as “critical friends”.

5. To ensure the Trust Board works in partnership with the executive and leadership staff to provide effective leadership of the Trust and its Academies by:

- ensuring that the Trust is run in accordance with the decisions and priorities of the Trust Board and its governing documents and that there is clarity about the Trust’s objectives at all levels;
- there are appropriate mechanisms, both internal and external, to verify that the Trust Board receives a balanced and honest picture of how the Trust is performing;
- the Trust Board understand the drivers of school improvement and prioritise their efforts accordingly;
- good practice is shared across the Trust and a collaborative learning culture is developed and sustained.

6. To create an effective partnership with Trust Staff by:

- ensuring, through the Headteachers, that all staff understand the role of the Trust Board and that the Chief Executive Officer and the Headteacher provide an effective link between the Trust Board, Local Governing Bodies and staff;
- ensuring that staff are aware of the Trust Board’s appreciation of their successes and hard work;
- ensuring that, through the Headteachers, a performance management process is in place for everyone in the Trust (including at the centre) and that the Trust invests in the development of teaching and non-teaching staff with a view to raising standards and nurturing talent;
- identifying any organisational weaknesses and being proactive about succession planning.

7. To undertake the role of Accounting Officer, as delegated by the Trust Board, by:

- ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 2006 and the DfE guidance issued to academies;
- completion of the Accounting Officer’s statement on regularity, propriety and compliance for inclusion in the Trust’s annual report;

- providing the Trust Board with timely, accurate financial reporting and risk assessments;
- establishing and reviewing the procedures for the authorising and entering into of contracts and legal commitments; ensuring value for money and the efficient use of all resources;
- overseeing expenditure and advising the Trust Board where significant expenditure is anticipated and in accordance with the Trust's financial regulations/scheme for financial delegation, authorising payments.

8. To ensure compliance across the Trust with statutory requirements, including safeguarding, health and safety, estates management, digital and technology standards in schools, and the care standards requirements for Christopher's Cottage.

- Provide strategic leadership to ensure robust safeguarding and child protection practices across all schools in compliance with statutory requirements.
- Oversee and ensure trust-wide compliance with health and safety legislation, embedding a culture of proactive risk management.
- Lead the strategic management of school estates to maintain safe, compliant, and sustainable environments that support high-quality education.
- Drive the trust's digital strategy, ensuring secure, modern technology infrastructure and compliance with data protection and cybersecurity standards.

9. To undertake the role of responsible person at Christopher's Cottage, by: -

- Monitoring the management and delivery of the service;
- Ensuring that the regulatory requirements are met.

Any other duties commensurate with the role as determined by the Trust Board.