



CHIEF EXECUTIVE OFFICER RECRUITMENT

January 2023





Dear Candidate,

Thank you for expressing an interest in the role of Chief Executive Officer (CEO) for Bronte Academy Trust.

The Trust now seeks to appoint a CEO of outstanding quality to succeed Gill Holland who, having very successfully formed and led the Trust since 2016, will retire at the end of the summer term 2023.

This is a very special role and we are looking for the right person to build upon Bronte's vision and values, growing and developing the great work that is evident across our Trust and leading us on the next stage of our journey.

You will work with a committed Trust Board, skilled school leaders and motivated staff. Our next CEO will be a champion for Bronte Trust, its vision and commitment of 'Achieving Together for Every Child', bringing the skills to further promote improvement and expansion.

I hope you find this pack useful and you will also be able to understand more about our Trust and its schools from our websites.

If you would like to have a phone call to find out more about the role, please get in touch via recruitment@bronteacademytrust.org.uk

I wish you good luck with your application journey.

Kind regards,

Sarah Cotton
Chair of Trustees



Bronte Academy Trust

Bronte Academy Trust is a family of four neighbouring village primary schools located in beautiful moorland countryside, in the heart of the Yorkshire Pennines. As the name suggests our Trust offices are situated in Haworth, well known as the home of the Bronte sisters and the Railway Children's Keighley Worth Valley Railway, a heritage we are proud to be part of.

Situated on the western edge of West Yorkshire, the cities of Leeds and Manchester are easily accessible as is Skipton, the Gateway to the Dales and Pendle, which is just over the border into Lancashire.

The villages of Cross Roads, Haworth, Oakworth and Oldfield have maintained their village character with a strong sense of community with thriving local activities for young and old alike. Bronte Academy Trust was formed in 2016 by Haworth, Lees and Oakworth Primary Schools, who had previously worked closely together within the Worth Valley Partnership. Oldfield joined the Trust in 2019 as a sponsor school.

The Trust's mission has always been to serve its community. Our ethos for all of our pupils is built on a culture of Care, Opportunity and Quality. This is based on partnership and our commitment to the wider educational landscape, investment in staff welfare and training, and a partnership with Exceed School Centred Initial Teacher Training Centre (SCITT) to develop teachers of the future.

In addition to our highly committed head teachers, and senior leaders, the Trust has an expanding central team lead by an experienced Chief Financial Officer (CFO). The central team support head teachers in a range of services including finance and premises management, enabling them to focus on education whilst others deal with the day-to-day administration.

Bronte has strong, committed Trustees who are passionate about the quality of education and outcomes for all of our children. The Trustees provide strong, clear leadership within the Bronte Trust and support the schools governing bodies to do the same. The Trust Board believes that by working in partnership with the CEO, leadership teams and wider stake-holders the Trust will continue to flourish.

There is a culture of high expectations, mutual respect and excellent behaviour in all our schools. We are committed to providing high quality professional learning across the Trust. This has been achieved by recruiting high quality professionals and creating a culture where pupils and staff are innovative, creative and prepared to take risks and to learn from the experience.



Lees Primary School
Caring, Sharing & Learning Together





Vision Statement

Our vision statement 'Achieving Together for Every Child' runs through all we do in our Trust. We value our strength of working together to ensure all our children have the opportunities both academic and experiential, to give them the skills, confidence and aspirations to grow and flourish.

Whilst we recognise the power of collaboration, we also value the individuality that each of our schools demonstrates, which is why we work hard to maintain their autonomy.

We recognise that all children in our Trust should be provided with the opportunities and experiences to achieve their best in order for them to grow and flourish as they make their journey through life. Our children are provided with the best education from the best teaching and curriculum to allow them to achieve.

All our schools work together for the benefit of all. Bronte is a family of schools and this family prides itself on its support, collaboration and care for all stakeholders.

Inclusion is important to Bronte as we recognise the strengths every child and adult brings to our Trust. We ensure that all children, regardless of their ability, talent, skill or need are provided with the best education and opportunities to flourish and attain their full potential.

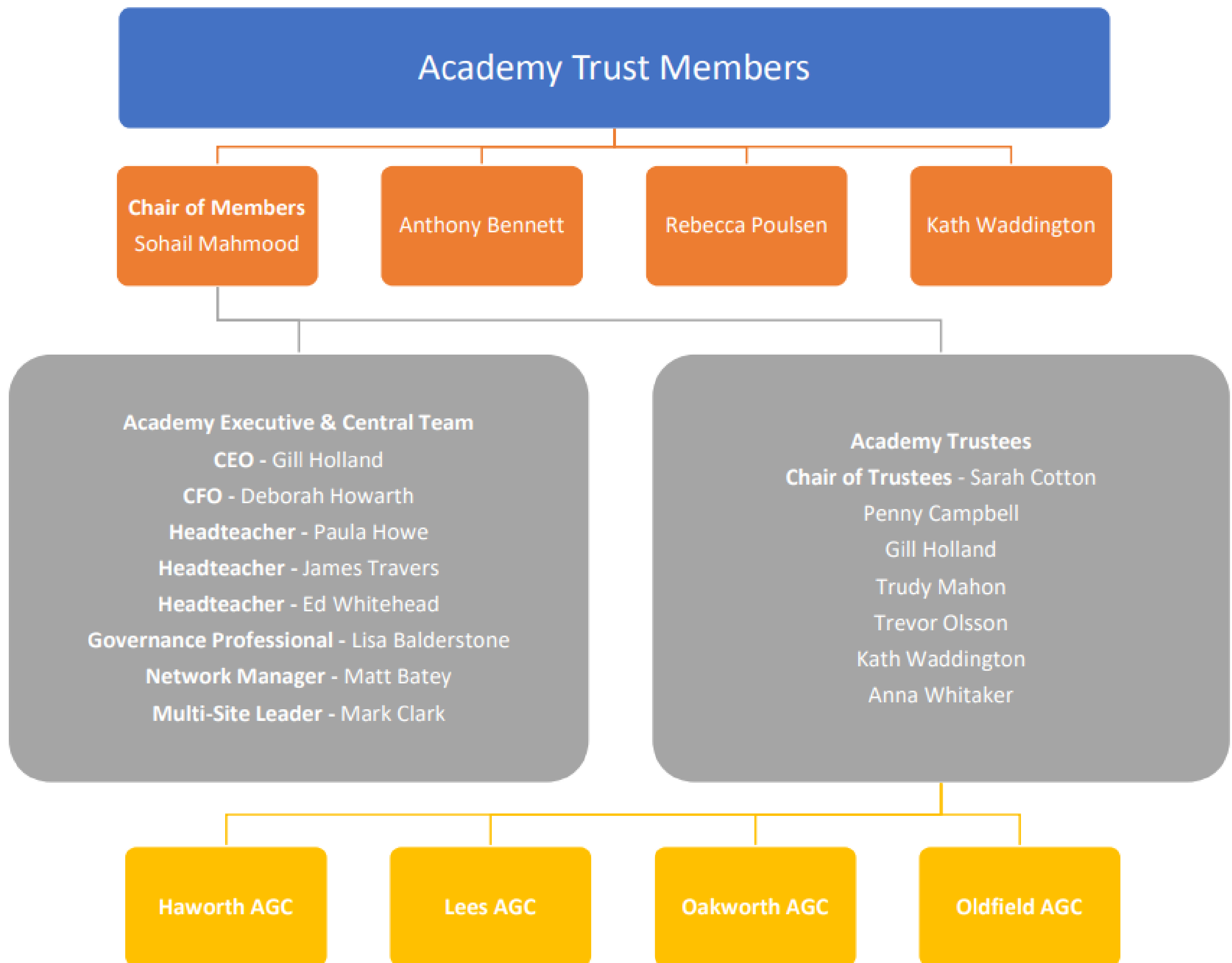
The whole child is at the centre of our provision as we ensure that we provide an extensive broad curriculum to meet the needs of our children as they make their way into their future lives, developing their skills, attitudes, creativity, and emotional and social wellbeing.



Trust Structure



All levels of governance share the commitment to deliver the best possible education, in the broadest sense, for Bronte children. We work closely with the CEO and school leaders providing support but never afraid to challenge.



Job Description

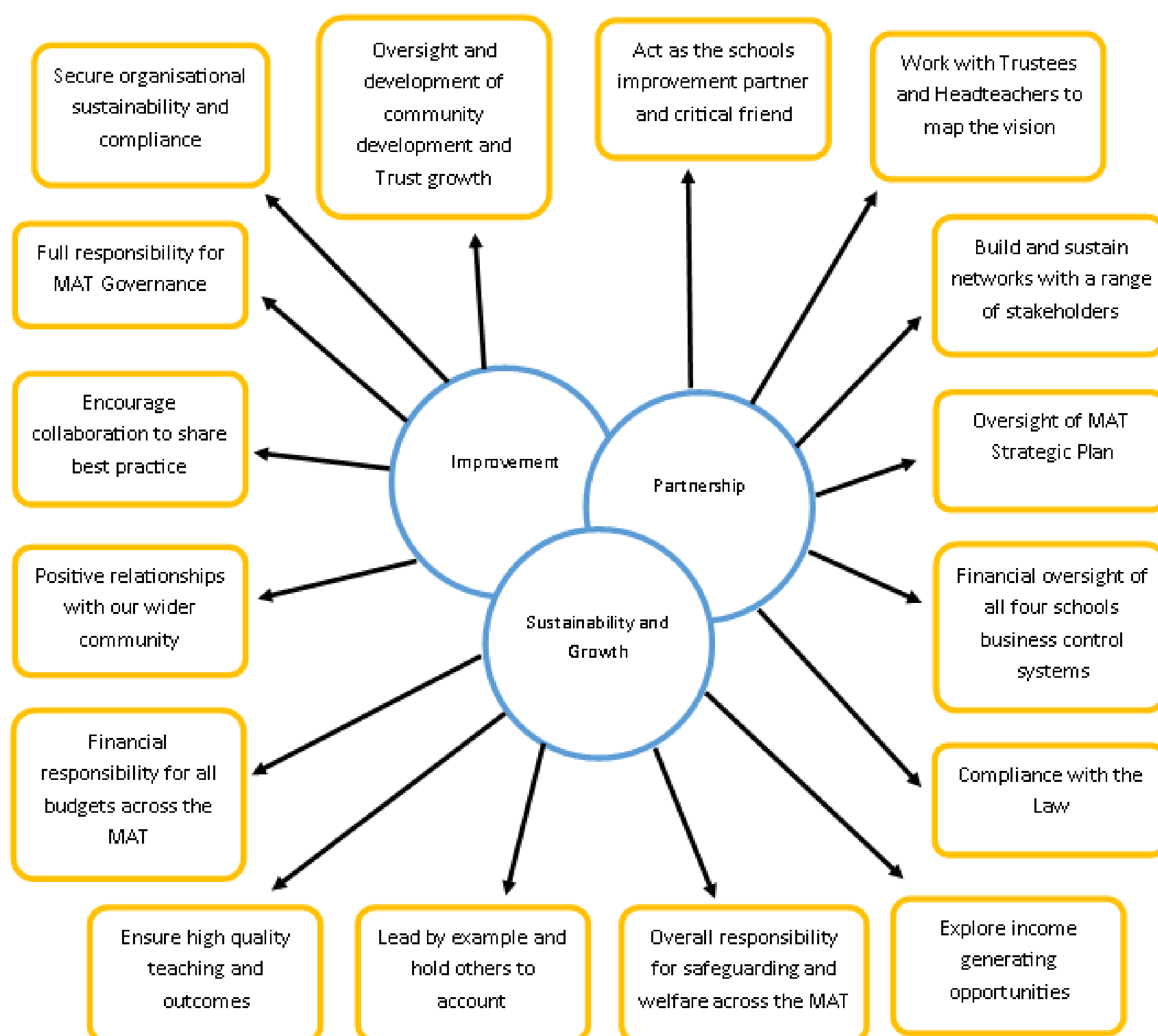


Job Purpose

This key role will build on Bronte's significant achievements and the legacy that have been delivered by our current leader. The successful applicant will take forward the Vision, Values and Ethos that make Bronte the MAT it is today.

The Chief Executive Officer (CEO) will be responsible for the professional leadership, strategic direction and management of the Trust whilst ensuring the ethos, visions and values and the needs of the pupils, the staff and our local communities are addressed. The CEO will ensure all necessary Policies and Procedures are in place across the Trust, especially ensuring Safeguarding policies, procedures and training are regularly reviewed.

The Trust is looking to appoint a Chief Executive Officer (CEO) who has outstanding experience as a strategic leader with proven track record in both leadership and education. We are looking for our next CEO to have the experience and enthusiasm to be able to guide the trust through the next stage of its development.



Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Chief Executive Officer will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Duties and Responsibilities



Strategic Leadership

- Embed our shared vision across the Trust
- To lead the Trust's relationship with external bodies and agencies, locally, regionally and nationally
- Develop, for the Board's approval, and implement the MAT business plan and business continuity plan
- Build successful partnerships, and where appropriate broker further sustainable growth of the Trust
- Lead an effective and collaborative senior leadership team, providing effective support, training and challenge to help them secure the best outcomes for pupils and create an ethos of excellence
- Take overall responsibility for safeguarding across the Trust and promote the welfare of all stakeholders

Managing the Organisation. (Educational standards and outcomes)

- Carry out performance management in line with the Trust's procedures
- Establish curriculum leadership, including developing subject leaders with the relevant expertise and access to professional networks
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils
- Review and monitor progress of school improvement plans and self-evaluation forms, providing necessary challenge in order to achieve a sustained focus on the strategic objectives
- Develop and implement a broad and balanced curriculum that meets the relevant statutory requirements and contextual needs of our communities
- Continually monitor school performance, pupil outcomes, targets and key performance indicators (KPIs) to sustain high quality teaching and learning across all subjects and phases
- Ensure valid, reliable and proportionate approaches are used to assess pupil's knowledge and understanding of the curriculum
- Have ambitious expectations for all pupils, including those with special educational needs and disabilities (SEND), promoting an inclusive culture that enables all pupils to access the curriculum
- Use benchmarking appropriately to inform school expectations and planning

Duties and Responsibilities



Finance

- Ensure that the trust deals with all items of income and expenditure in accordance with legislation
- Produce the Accounting Officers statement on regularity, propriety and compliance for inclusion in the Trusts annual report
- Maximize financial resources through effective management and monitoring of the Trust's and member schools' budgets
- Explore opportunities for increasing external funding and securing value for money in all of the Bronte Academy Trusts operations
- Advise the Trustees on the allocation of funds in order to ensure that each school receives appropriate level of resources

Health & Safety

- Ensure all trust wide policies procedures and plans (eg Child protection, safeguarding policy and procedures) are implemented, kept under review and their impact monitored and evaluated
- Ensure a scheme of delegated responsibilities relating to Health and Safety matters is in place, including the well-being of staff and pupils
- Keep a general overview of the condition of the Trusts school buildings and sites
- Ensure that a scheme of delegated responsibilities relating to the management, use, maintenance, and security of buildings and sites is in place and is regularly monitored

Governance and Strategic Development of the Trust

- Work with Members, Trustees and the local Academy Governance Committees to ensure strong governance, providing robust challenge and outcomes for pupils
- Work with Trustees to develop and implement medium and long term strategies to ensure the growth of the Trust and proactively seek relevant opportunities for the Trust to grow
- Facilitate effective Governance through advice and training
- Develop and review the Trust strategic plan, together with the Trustees, ensuring that key objectives are used to develop school improvement plans

Person Specification



Key Accountabilities Attributes & Person Specification

Experience

- Hold relevant teaching and leadership qualifications e.g. QTS, NPQH, MBA
- Significant leadership experience
- Experience of leading successful school improvement
- Experience of the commissioning of external support from a range of providers
- Experience of statutory assessment and Ofsted inspections

Leadership & Management

- Ability to champion a culture which is inclusive, supportive, promotes diversity and equality, with ambitious expectations for all pupils and focuses on continuous improvement
- Ability to provide motivational leadership, creating an effective and collaborative leadership team across the Trust
- Ability to develop and review the Trust Strategic Plan, together with the Trustees, ensuring that key objectives are used to develop school improvement plans
- Commitment to the Trust's values and an ability to inspire and engage others, acting as a strong visible presence
- Ability to critically evaluate situations and take a pragmatic approach to solving problems
- Excellent interpersonal skills, with the ability to communicate and negotiate effectively with a range of stakeholders and speak confidently in public, building positive relationships with stakeholders and the wider community
- Commitment to upholding the Nolan principles at all times
- Experience of leading performance management of staff and providing support and mentoring to ensure continuing professional development of senior leaders

Compliance & Quality Assurance

- Commitment to safeguarding and promoting the welfare of all stakeholders
- Comprehensive understanding of the Trust's compliance and safeguarding responsibilities in line with relevant regulations
- Ability to embed across the Trust clear quality assurance systems that drive consistency and improvement in performance

Strategic Business & Financial Planning

- Successful track record of strategic financial planning and asset management
- Secure knowledge of financial management
- Involvement in development of central operational support

Sustainable Growth and Engagement

- Recent experience of building successful partnerships with a wide range of stakeholders
- Commitment to wider system leadership
- Commitment to the development and growth of the Trust



Privacy Statement

Bronte Academy Trust is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 1998 and General Data Protection Regulations 2018. Bronte Academy Trust takes its responsibilities under the Act very seriously. During the application process, we will collect information about you. Human Resources officers and recruiting managers use this information for recruitment purposes. We use this information in the course of recruiting employees into the Trust. Your information is stored securely on a database and document management systems with stringent access and use policies. Records for unsuccessful applicants are destroyed 6 months from the date of the interview for the post, whether the applicant was shortlisted or not. Please see our website for the full details.

Equality

Bronte Academy Trust welcomes pupils and staff from a wide range of backgrounds. We believe that their different cultures, talents and life experiences bring richness and vibrancy to school life and help to create an environment that supports us all in learning from each other.

We take seriously our duties to eliminate discrimination, promote equality of opportunity and foster good relations between people of all backgrounds. This duty is set out in the Equality Act of 2010, which covers sex, race, disability, religion or belief, sexual orientation, gender reassignment and pregnancy or maternity.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.





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