

IRONSTONE ACADEMY TRUST

DEPUTY CHIEF EXECUTIVE OFFICER
(DCEO)

THE CORE RESPONSIBILITIES OF THE TRUST DEPUTY CHIEF EXECUTIVE OFFICER AT IRONSTONE ACADEMY TRUST

INTRODUCTION

The Trustees commissioned a Strategic Review, that was delivered in the Autumn of 2022. As one of the actions arising from this review, they decided that the role of the CEO should be separate to that of a headteacher. Previously it had been combined with an Executive headteacher position. Trustees then discussed what the job description for this new role, should look like. They considered how this may be implemented as a full-time, or part time position.

The Ironstone Academy Trust Chief Executive Officer (CEO) was appointed in Spring 2023.

The Trustees have decided that deputy should provide support for the current CEO, the development of the trust curriculum and improvement of teaching standards, growth planning within our Trust and assist in the performance management review processes of the Trust.

The core responsibilities for the Trust CEO include the statutory and regulatory functions of the Accounting Officer (see appendix A) and define the core elements of professional conduct of the CEO. The deputy role will provide cover for these duties when required.

At Ironstone the CEO leads on the implementation of the actions in the trust strategy, when the scope of operations of the Trust changes- perhaps as the Trust grows, much of the CEO role will be enacted by leading and managing through an executive team. The deputy CEO will form a key part of this team.

THE CORE RESPONSIBILITIES OF THE IRONSTONE ACADEMY TRUST DEPUTY CHIEF EXECUTIVE (DCEO)

SUMMARY

The following description sets out:

- what the School Trust Deputy CEO role exists to do; that is to specify the job purpose;
- the expected behaviours and professional conduct of those leading School Trusts; and,
- the core responsibilities of a School Trust Deputy CEO.

1. JOB PURPOSE

A School Trust Deputy CEO is responsible for leading the School Improvement Team of the Trust, enabling the Trust and all its schools to be sustainably successful over time. They will provide high level strategic leadership and management across all aspects of the Trust's activities. They will ensure that the Trust provides high quality education for all its pupils through the effective and efficient use of resources and people. As a system leader, the DCEO will also represent the Trust with a wide range of stakeholders and partners and enable the Trust to fulfil its civic responsibilities. They may be asked to deputise for Accounting Officer for the Trust, responsible for ensuring the Trust meets its statutory and legal requirements.

2. ETHICS AND PROFESSIONAL CONDUCT

As leaders of educational charities DCEOs of School Trusts are expected to demonstrate consistently high standards of principled and professional conduct. School Trust DCEOs should always uphold and demonstrate The Principles of Public Life (The Nolan Principles).

School Trust DCEOs are responsible for upholding public trust in Trust leadership, civic leadership and system leadership roles, and should maintain high standards of ethics and behaviour. As leaders of School Trusts, their academy communities and the profession, School Trust DCEOs should serve in the best interests of the Trust's pupils, conducting themselves in a manner compatible with their influential position in society. The first line of accountability is to the CEO and Trust Board and DCEOs draw their authority, legitimacy and decision-making powers from the Trust Board.

3. DCEO CORE RESPONSIBILITIES

Academy Trusts are education charities that run schools to give children a better future. Every Trust has a single legal and moral purpose: to advance education for the public benefit, although some have wider charitable objects and/or specific objects associated with religious ethos. School Trust CEOs have specific responsibilities as executive leaders of the Trust.

At Ironstone the DCEO will focus on standards in schools, including curriculum construction, delivery and monitoring.

The DCEO will contribute to the Trust Strategy and support Schools in the creation of their own strategy and implementation plans, through processes of self review, data analysis and compiling evaluation documents.

The will support the implementation of an improvement calendar.

They will line manage the Trust employees and services involved in school improvement, reporting too the CEO.

They will work flexibly based on 10hrs per week TTO, generally including one day of focused work across the Trust, and availability for support and guidance to schools when the CEO is not available.

There are six interlinked areas of a School Trust CEO's core responsibilities. The DCEO will support the CEO in delivering these.

These are:

- Strategic leadership - Trust ethos, culture and strategy
- Finance, sustainability and compliance
- Quality of Education
- People strategy
- Governance and accountability
- System leadership and civic responsibility

Strategic leadership - Trust ethos, culture and strategy

- Establish and sustain the Trust's mission, culture, values and strategic direction in partnership with the Trust Board
- Provide vision, direction and leadership that enables the Trust to achieve its strategic objectives and secure its future sustainability
- Create a positive and supportive culture across the Trust and its schools
- Develop operational objectives that are appropriate, deliverable and aligned to securing a sustainable future through the Trust's strategic direction

- Provide strategic leadership to enable the Trust's organisational design and operational systems meet its current and future requirements and manage change effectively
- Establish and regularly re-evaluate a comprehensive educational design model for the Trust that supports innovation and technological development

Finance, sustainability and compliance

- Ensure that sound financial and risk management systems are in place
- Ensure the long-term sustainability of the Trust and its schools through effective financial and estates management
- Direct the Trust's activities to achieve the most efficient, effective and sustainable provision of education to the highest quality, making the most effective use of the resources available.
- Ensure the organisation complies with all statutory and legal requirements including safeguarding and health and safety

Quality of Education

- Uphold and secure ambitious educational and behavioural standards for all pupils, promoting further support for the most disadvantaged and those with additional and special educational needs and disabilities
- Enable the Trust to establish and sustain a broad, structured and coherent curriculum, supported by effective curricular leadership and delivered through high quality teaching in all its schools
- Ensure the Trust has effective and proportional evaluation processes to make a timely diagnosis of the complex and persistent problems and barriers that limit the effectiveness of the Trust's schools
- Ensure that priority areas for improvement are identified and appropriate actions implemented
- Enable the Trust to have access to appropriate evidence-based strategies for improvement and ensure their effective implementation

People strategy

- Lead and effectively manage the activities and performance of the Trust's executive group
- Enable a people strategy that identifies talent, supports and develops all staff and sustains a culture of high staff professionalism
- Ensure the Trust has high quality employment practices that promote diversity and equality

- Enable systems that ensure staff have access to high quality professional development, aligned to balance organisational and individual needs
- Ensure the organisation's staffing capability and capacity is analysed to meet current and future needs and actions are taken to appropriately staff the Trust with people with the right skills, experience and qualities to meet future demands
- Ensure the Trust has a strong talent management and succession planning programmes across all areas of the organisation's work
- Promote and ensure ethical practices of recruitment and retention of staff

Governance and accountability

- Understand and welcome the role of effective Trust governance, upholding their obligation to give account and accept responsibility
- Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the Trust's work
- Develop and maintain effective relationships with the Trust Board recognising their key role in holding the CEO and executive team to account
- Ensure the Trust Board receives quality information in the level of detail needed to make informed decisions and fulfil its functions and legal obligations
- Enable and support rigorous approaches to identifying, managing and mitigating risk
- Ensure positive communications that promote the Trust and its work, and present the Trust effectively when dealing with the media
- Promote and enable ways in which the Trust's schools and their local boards actively connect with their communities
- Understand the role of relevant regulatory bodies and ensure the Trust and its schools respond to their requirements

System leadership and civic responsibility

- Promote and enable a collaborative culture and spirit of professional generosity within the Trust
- Build and sustain strong, positive and effective relationships with key stakeholders and partners to ensure there are strong collaborations outside the Trust
- Understand and positively engage in their role as a civic leader recognising that they have a duty to engage with each other and other civic actors for the wider good

