



**Potteries
Educational
Trust**



CEO RECRUITMENT PACK
August 2023

WELCOME FROM THE CHAIR



Thank you for showing an interest in the post of Chief Executive Officer (CEO) of the Potteries Educational Trust, which will become vacant when our current CEO, Mark Kent, retires at Christmas.

Following the conversion of the City of Stoke-on-Trent Sixth Form College to academy status in 2017, The Potteries Educational Trust (PET) was created. We provide education for children and young people from 4 years to 18 years and beyond.

The Potteries Educational Trust is a vibrant learning community working hard in the areas that we serve, to maintain and develop excellent and innovative teaching and learning. Our focus is providing the very best education for every child and young person within the Trust, offering a high quality, broad, academic education for the children and young people of Stoke-on-Trent, North Staffordshire and beyond.

We support each academy in maintaining its own identity, with each academy representing a unique 'hub' of excellence where the decisions about learning are taken close to them by leaders empowered and supported to achieve their objectives.

We are committed to the continuing professional development of all of our staff, offering dedicated training days as well as supporting external courses and gaining professional qualifications where permissible. We also work in partnership with STEM Learning, Digital School House and the National Centre for Computing Education to provide resources, training and support for STEM teachers across academies, schools and colleges from Key Stage 1 to A-Level.

We hope you will be inspired to apply for the post of CEO and look forward to receiving your application.

Yours faithfully,

A handwritten signature in white ink that reads 'M Jones'. The signature is fluid and cursive, with the first letter 'M' being particularly large and stylized.

Professor Martin Jones
Chair of Trustees



About the Trust

Our focus is providing the very best education for every child and young person within the Trust, offering a high quality, broad, academic education for the children and young people of Stoke-on-Trent, North Staffordshire and beyond.

Working with like-minded partners, the Potteries Educational Trust is centred on the development of the very best practice in teaching, learning and assessment. We will provide teaching and learning in a nurturing, supportive environment with a broad range of opportunities and extra-curricular activities available for all within the Trust.

The Potteries Educational Trust was formed in 2017. We provide education for children and young people from 4 years to 18 years and beyond. Our academies include the City of Stoke-on-Trent Sixth Form College, Biddulph High School, Moorside High School and Werrington Primary School.

Our Vision

As a Learning Community, we share common values and principles which are embraced at every academy within the Trust.

These values form the foundations of everything that we do and achieve as a Multi-Academy Trust with one outcome in mind, to create a caring community that delivers excellence and inspires futures.



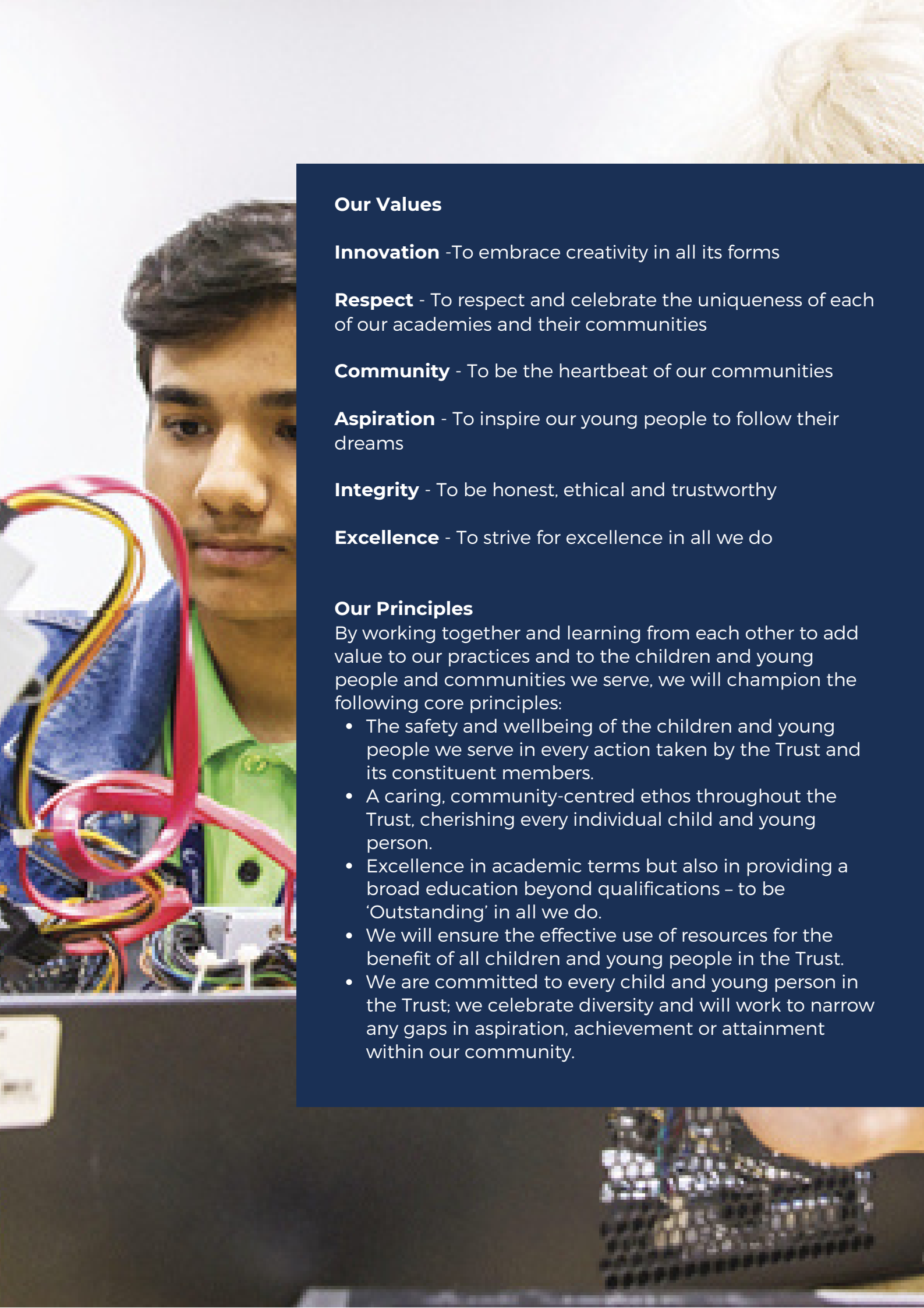
We have dedicated and committed Members, Trustees and Local Governors with a wide range of educational and business experience. Each academy has its own Local Governing Body so that decisions are made at a local level specific to the individual needs of each academy.

Each academy has its own individual character and uniqueness. It is important for our Trust to celebrate our diversity whilst working to our common values and principles.

We offer a vast range of opportunities through the curriculum and extra-curricular activities to develop our young people for life experiences and to promote high aspirations.

The Trust has extensive links with regional and national businesses and universities. We provide wide ranging continuous professional development opportunities for all staff.

We are proud of being a Trust that successfully promotes the highest of aspirations in all our children and young people, as evidenced by the multiple opportunities available to meet leading professionals and academics, explore their vocation, experience educational visits across the globe and apply successfully for the most competitive of destinations.



Our Values

Innovation - To embrace creativity in all its forms

Respect - To respect and celebrate the uniqueness of each of our academies and their communities

Community - To be the heartbeat of our communities

Aspiration - To inspire our young people to follow their dreams

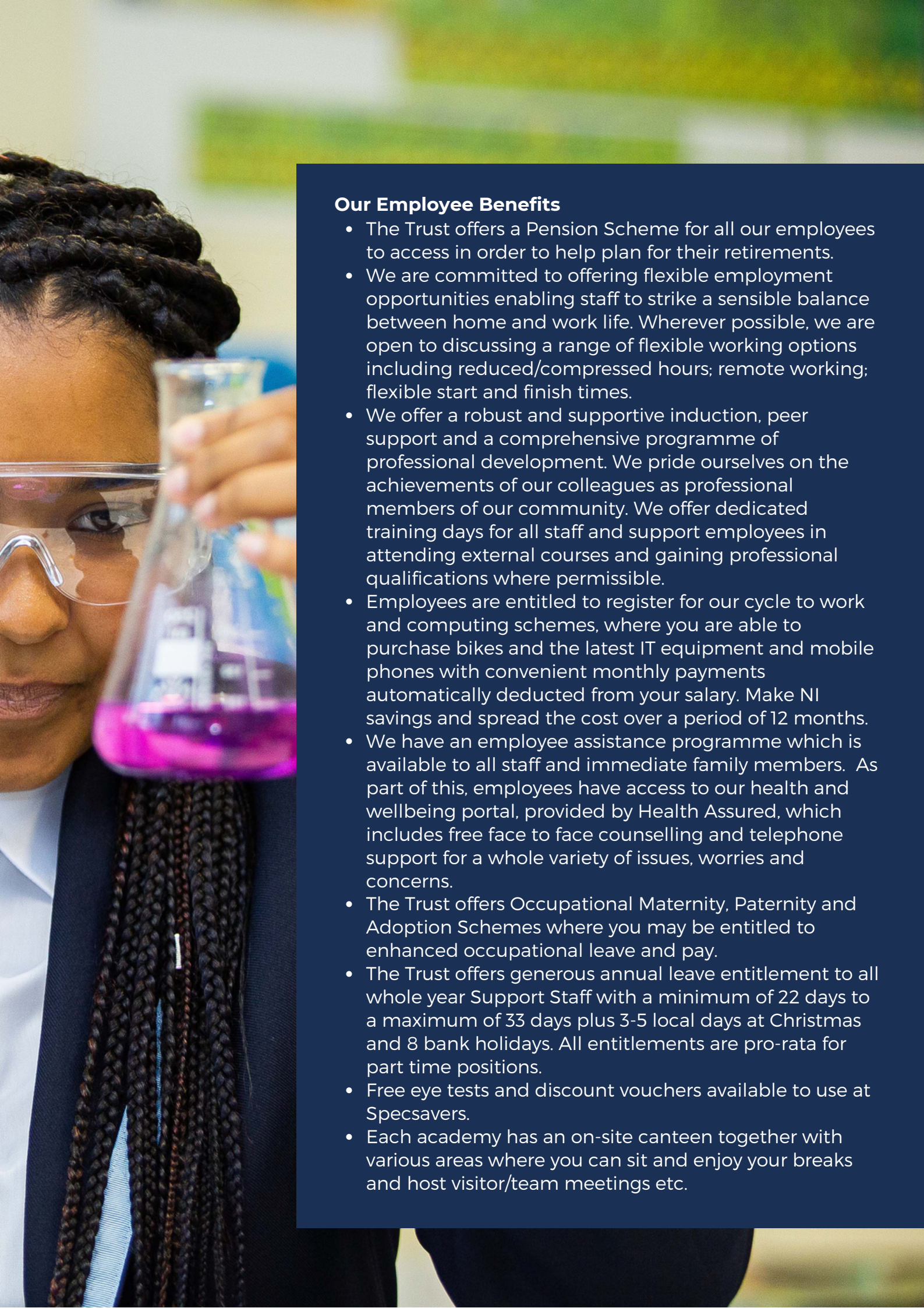
Integrity - To be honest, ethical and trustworthy

Excellence - To strive for excellence in all we do

Our Principles

By working together and learning from each other to add value to our practices and to the children and young people and communities we serve, we will champion the following core principles:

- The safety and wellbeing of the children and young people we serve in every action taken by the Trust and its constituent members.
- A caring, community-centred ethos throughout the Trust, cherishing every individual child and young person.
- Excellence in academic terms but also in providing a broad education beyond qualifications – to be 'Outstanding' in all we do.
- We will ensure the effective use of resources for the benefit of all children and young people in the Trust.
- We are committed to every child and young person in the Trust; we celebrate diversity and will work to narrow any gaps in aspiration, achievement or attainment within our community.



Our Employee Benefits

- The Trust offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development. We pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The Trust offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The Trust offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- Each academy has an on-site canteen together with various areas where you can sit and enjoy your breaks and host visitor/team meetings etc.



What our children, young people and families say...

"You have been amazing working with us as a family to seek out support for our child and working with outside people to support."

"Taught with passion, knowledge, care and support."

"Our son loves school and loves the learning environment. We believe he is excelling in his education. We couldn't ask for more."

"Moorside gives me the education I need to excel in life. Teachers give me support and advice if I am struggling and praise my achievements. We all respect and encourage each other, share problems, and express our views."

"Everyone is fun, kind, and each lesson is exciting. The school supports us as students and will help us develop our inner skills to help with future jobs and careers."

"I chose the Sixth Form College because of the courses they offered when applying. For history and politics, I only had to look once, and I immediately knew I would study here just by the modules that are covered. The staff have been a great bonus to my learning and have certainly developed my enjoyment of my subjects."

"I feel my child has had a caring and successful learning environment which has prepared them well for when they leave school as a responsible young adult."

"Our teachers expect us to work hard and challenge ourselves. We believe in ourselves and have fun."

"I love this school, I think it is phenomenal, exciting and spectacular."

"Werrington doesn't just help our children learn, they also teach them how to be resilient and strong and happy."



Living and working in Stoke-on-Trent

The City of Stoke-on-Trent is in the West Midlands and has a population of 258,000, which is predominately white British but with a significant minority ethnic community.

Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education.

The 'Potteries' as Stoke-on-Trent is affectionately called is renowned for its world class ceramics industry and industrial heritage.

The City is benefitting from recent investment which is driving economic growth and renewed prosperity.

It is well connected with transport links to the capital and is within one hour of travel to Birmingham or Manchester. The City is one of the fastest for economic growth in the country.



About the Role

The CEO is the Trust's strategic leader, responsible for upholding and articulating the vision, values and ethos of the Trust and for inspiring and empowering others to deliver the Trust's strategic aims. The CEO is accountable for both the educational and financial performance of the Trust.

This is an exciting time for a new CEO to join the Potteries Educational Trust, taking us forward in our ongoing mission to be a caring community, delivering excellence and inspiring futures.

If you have a strong desire to lead the growth of a Trust like ours, as well as supporting the further development of our existing academies, and you are inspired by the prospect of helping us to achieve the high aspirations we have for our young people, we would be delighted to hear from you.

Potteries Educational Trust is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS will be required for all roles. All candidates will also be subject to an online search for information about you as part of our due diligence and commitment to safeguarding.



Job Description

Post:

Chief Executive Officer
(CEO)

Salary:

Competitive, relocation
package available

Contract type:

Full-time, permanent

Reporting to:

The Trust Board

KEY RESPONSIBILITIES:**Leadership, strategy and ethos**

- Support the trust board in the formulation, development and implementation of its strategy, including taking responsibility for key documents such as the business plan, long-term strategic plan, and self-evaluation and improvement plans;
- Secure the realisation of the mission and vision of the Trust, as developed by the Trust Board, by developing a clear organisational strategy and plan;
- Strategically plan and embed a culture of unity across the organisation ensuring regular and meaningful engagement with staff (at all levels) and with stakeholders and end users;
- Continue to develop a culture of excellence across all areas of the Trust, supporting academy leaders to achieve our ambition to become outstanding;
- Remain abreast of key developments across all areas of the education sector, to ensure the Trust is prepared to tackle potential opportunities and challenges successfully;
- Motivate, lead and continue to develop the highly experienced and skilled Executive Team to achieve in-year and multi-year objectives as agreed by the Trust Board;
- Model a positive and sustainable workplace culture. Line manage executive leaders ensuring high performance and effectiveness across the Trust. Demonstrate a commitment to developing leaders, ensuring a succession planning strategy is in place;
- Chair executive leadership meetings to ensure executives and academies are engaged with the development and performance of the Trust;
- Establish an 'employer of choice' culture, with a strong sense of purpose, commitment to talent management and development, sustainable workload and flexibility;
- Foster a culture of clear communication and effective collaboration across the Trust, ensuring effective communication channels between academies and the Trust Board;
- Lead on the development and implementation of the Trust's growth strategy, ensuring long term capacity and viability;
- Develop positive relationships with the Board keeping them informed of key developments, successes and risks through attendance at meetings, effective reporting and joint visits;

- Ensure that the Trust Board, the local governing bodies, related committees and the executive team have a clear understanding of their roles and have reporting mechanisms that contribute to efficient governance of the Trust;
- Ensure the Trust Board receives quality information on a range of KPI's with the level of detail needed to make fully informed decisions and fulfil its functions and legal obligations;
- Hold Local Governing Bodies and academy leaders to account for maintaining and further developing the vision and aims of the Trust;
- Ensure the Trust's management and organisational structures are fit for purpose and facilitate continuous improvement;
- Develop and maintain effective relationships with key partners and stakeholders including the Regional Schools Commissioner, the Department for Education (DfE), the Education and Skills Funding Agency, local authorities, the wider local community and other local schools;
- Foster a cultural and operational commitment to equality, diversity and inclusion across the Trust.

Educational outcomes, improvement and innovation

- Provide leadership that secures the delivery of outstanding outcomes for all staff and students who attend a PET Trust Academy and ensure the effective implementation of continuous improvement strategies;
- Nurture and develop the culture of collective commitment to excellence in all the Trust's academies supporting leaders at all levels to develop and grow capacity for improvement;
- Ensure a high quality curriculum that is accessible to all children and young people through excellent teaching and accurate assessment of learning across all academies in the Trust;
- Ensure that data captured is consistent, relevant, triangulated and used formatively to inform ongoing improvement across the Trust;
- Develop a culture of self-evaluation ensuring that quality assurance processes are robust, challenging and collaborative resulting in improved outcomes for all children and young people;



Job Description

- Foster a culture of innovation where staff are empowered and motivated to engage in research and development activity to further the vision and strategy of the Trust as well as for their own development;
- Through strategic leadership, ensure a deep commitment to safeguarding and compliance across the Trust.

Financial accountability and compliance

- Be the accounting officer for the Trust, ensuring that all requirements of the Academies Trust Handbook and ESFA are met;
- Ensure that risk management systems and compliance monitoring systems are in place so that the organisation can anticipate and plan for risks and fulfil all its statutory duties and responsibilities;
- Work with the Chief Financial Officer (CFO) to manage the resources efficiently ensuring the Trust's strategy is supported by effective, responsive and integrated central services along with high quality operational delivery across all academies;
- Engage with the Board to ensure the Trust remains a viable entity including strategic discussions and decisions on ways to meet the Trust's medium and long term needs;
- Work with the Board to develop a culture that values, encourages and ensures financial compliance, robust checks and balances and a commitment to achieving value for money and financial probity at all times.

Wider community and stakeholder engagement

- Maintain an outward facing role and act as an advocate and public face of the Trust, using influencing skills to maximise the profile of the organisation and promote the core purpose, values and ethos;
- Maintain effective communication and strong relationships with families and carers and community partners, with a specific focus on continuing strong relationships with our longstanding strategic partners across the City;
- Ensure that effective stakeholder networks and partnership arrangements are developed and maintained.

Person Specification

	Essential	Desirable
Education and training	<ul style="list-style-type: none"> Degree or equivalent 	<ul style="list-style-type: none"> Post graduate educational/leadership or management qualification e.g. NPQEL or Masters level qualification QTS
Academy Improvement	<ul style="list-style-type: none"> Proven track record that demonstrates the ability to develop and lead a Trust-wide improvement strategy Commitment to improving the life chances of all children and young people 	<ul style="list-style-type: none"> A track record in improving school performance in schools/academies
Leadership and management	<ul style="list-style-type: none"> Previous experience, in a senior/executive leadership role, to provide motivational leadership and direction Promote a culture of inclusion and diversity across the Trust Champion of a culture which is inclusive, supportive, promotes diversity and equality and focuses on academy improvement Commitment to the Trust's values. To inspire, respect and engage others, acting as a strong visible presence Ability to empower executive/senior leaders within the Trust through appropriate delegation of authority, supporting skills development and encouraging cross-Trust working Ability to critically evaluate situations and take a measured approach to identifying and mitigating against risks Excellent interpersonal skills, with the ability to communicate and negotiate effectively with a range of stakeholders and speak confidently in public 	

How to apply...

If you have any questions or queries about the role, please do not hesitate to get in touch by contacting Helen Stevenson on 07729 024631 or helen@satiseducation.co.uk

- **The closing date for applications is:** Friday 22nd September 2023 at 9.00am
- **Initial interviews will be held:** Friday 29th September 2023
- **Final interviews will be held:** Tuesday 3rd October 2023

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the role.

Please send your application to admin@satiseducation.co.uk



www.potteries.ac.uk

City of Stoke-on-Trent Sixth Form College,
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ST4 2RU