



## **JOB DESCRIPTION**

### **Q3 Academies Trust**

**Job title:** Interim Chief Executive

**Responsible to:** Board of Trustees

**Salary:** Attractive Remuneration package. Negotiable according to experience.

**Type of role:** 12-month contract. Full Time (alternatively 3-4 days per week may be available depending on individual)

#### **Job Purpose:**

Q3 Academies is a Multi Academy Trust operating three secondary schools based in Sandwell, West Midlands. The present CEO who has built up the MAT over the last 10 years is retiring at the end of August.

The Interim CEO is tasked with leading and managing both Academic and Non-academic aspects of the Trust. The primary purpose is to support the three Academy Heads of School and the Trust's Finance and Operations Director during a period following the retirement of the present CEO. The Trustees continue to explore strategic options for its future and the Interim CEO will play a role in executing the strategy.

#### **Significant Roles:**

- Managing the short term demands and day to day oversight of the operations of the academies.
- Developing with the Trustees and Leaders the vision, values and aims.
- Securing buy-in across the MAT of its aims and future development.
- Being able to implement strategies for each academy to meet their needs and improve their outcomes.
- Ensuring clear execution of the leadership Roles and Accountabilities and deployment of expertise.
- Developing a strategy for improving the business efficiency and value for money of the operations of the MAT.
- Ensuring effective communications with the Trustees, Governors, Leaders, Staff, Parents and Students.

- Undertaking the Role of corporate executive. Ensuring compliance with all Statutory and Financial requirements.

**Specific responsibilities:**

- Working with the Board of Trustees, the Local Governing Bodies (LGB) and staff of each academy to deliver the Trusts vision and objectives by providing clear direction and accountability and establishing measurable targets.
- Act as Accounting Officer for the Trust. Ensure compliance with all Financial requirements and the good financial health of the Trust. Ensure that the Board and LGB's receive information as determined so that responsibility can be properly discharged.
- Ensure there are effective systems in place for the management and monitoring of the Trusts and academies' budgets and financial controls. Maximise financial resources and secure value for money in all operations.
- Challenge, motivate and empower the LGB's, Heads of School and Senior Leadership to achieve desired outcomes in respect of the educational and operational demands. This includes policy development related to all aspects of academy improvement including safeguarding.
- Support and secure excellence in teaching, learning and operational management by vigorous monitoring and promotion of the highest professional standards. Ensure a culture of personal responsibility and ensure under-performance is addressed.
- In consultation with the Trust implement provisions and reports as required by the Department of Education (DfE) and the Educational Funding Agency (EFA).
- Keep abreast of educational and other developments that may affect the operations of the MAT.
- In consultation with the IT department and senior Leaders in the academies ensure the effective use of technology for teaching, learning and operations.
- In conjunction with the Human Resources Department ensure effective deployment, efficient use of resources, including to support training and development, compliance with legislation and communication with professional bodies.
- Assist the Trust with the development and coordination of Partnerships and collaborations that will secure the best future direction of the MAT

- Attend meetings of the Board of trustees (3 per year) LGB's (6 per year for each academy) and Audit Committee (3 per year) or as may be required and ensure appropriate reports and information are available.
- Oversee any arrangements for external communications with the wider community, media and other bodies

### **Direct line management responsibilities**

#### **Over the 3 Heads of School (3 Academy Heads).**

Working with the Heads of School;

- Help to embed commitment and deliver the vision, values and desired outcomes.
- Reviewing progress and impact of actions.
- Visit the academies on a regular basis, monitoring and evaluating performance while providing continual challenge and support to improve results and outcomes.
- Being aware of the quality of teaching and learning across all academies.
- Guide curriculum reform and develop academic intervention strategies to ensure the academies offer appropriate opportunities for all students.
- Using benchmarking to assist in the performance management of the Senior leaders and to spur innovation and improvement ensuring that continuing professional development is an integral part of the Q3 Trust's ethos for all staff.

### **Finance Director financial overview:**

- To be the Chief Accounting Officer for the QAT, personally responsible for the propriety and regularity of the allocated public finances.

#### **Working with the Director of Finance and Operations;**

- Ensure that the Heads are working to budgets and maintaining tight financial controls
- Effecting efficiencies where possible
- Monitoring the financial performance of each Academy and ensure action is taken to correct any variance.
- Ensure all systems of internal control are being adhered to
- Ensure accurate and prompt reporting to the Trustees of management information including monthly accounts and related reports.
- Ensure compliance with the requirements of the Master Funding Agreement, Supplemental Funding Agreements Scheme of Delegation for the QAT.
- Oversee the deployment of resources across the QAT, to ensure value for money

## **Human Resources:**

### **Working with the HR Manager;**

- Oversight of Human resources, Risk management and Health and Safety compliance. Establishing clear accountability for health and safety across the Trust.
- Ensuring the executive team and managers safeguard and promote the welfare of all children. Oversee Recruitment, Training and Development, Disciplinary Matters, and Appeals.

## **IT Manager:**

### **Information Technology;**

- Ensure that the IT infrastructure performance is fit for purpose.

## **Ethos Aims and Policies:**

- Promote the ethos and vision of the QAT based on Christian values and to present it in a way that is acceptable to people of other faiths and none.

## **Strategic Planning and development:**

- Work with the Board of Trustees, Local Governing Bodies and staff in Academies to define and deliver the QAT's vision, aims and objectives through inspirational and motivational leadership, clear strategic direction, and demanding and measurable targets.
- Act as principal advisor to the Board on discussions with other MATs on possible areas of collaboration or combination. This may include leading the due diligence, legal negotiations and navigating the various bodies involved in approving such arrangements.
- In the event that such discussions do not lead to a new governance structure, to advise the Board on the recruitment and appointment of a new Chief Executive or leader as relevant.

***The duties are neither exclusive or exhaustive. Other appropriate duties may be required to be carried out within the context of the job***