

Changing Lives in Collaboration Cooperative Trust

Executive Headteacher and Chief
Executive Officer (CEO) applicant
Information Pack



Welcome

Thank you for your interest in this exciting opportunity with the Changing Lives in Collaboration Cooperative Trust (CLIC). CLIC was formed in 2016 from a Soft Federation. Since then, it has become a Trust of four primary schools. Presently, it is led by an interim Executive Headteacher after our original Executive Headteacher moved to lead a much larger trust in Bristol.

In this initial period, we have been building CLIC's foundations in preparation for the future. We are in an exciting phase, both in terms of school development and the future growth of the trust.

The secondment of the current Interim Executive Headteacher will come to an end in July 2020 with her retirement. The Board now wish to appoint a permanent Executive Headteacher/CEO who will deliver first a class education for our pupils and lead CLIC through the next phase of our development.

We are a value led organisation. As such we are looking for a leader who shares those values of **Respect, Responsibility, Resilience, Kindness, Fairness** and **Empathy**. Our future leader will have considerable drive and energy, be well regarded within the education sector and have strong interpersonal skills. A recognised passion for excellence, which inspires our present and future schools and partners, is a must. The successful candidate will have the strategic vision, enthusiasm and pragmatism to lead CLIC into the future. Applicants should have the personal capacity to lead a larger organisation than we currently are and will continue to grow with the Trust.

As the Chair, I am committed to ensuring that the right person takes up this demanding position. The successful candidate will, of course, be right for CLIC, but equally important is that CLIC will be the right place for the individual. I look forward to getting to know candidates throughout the recruitment process and wish you well with your application.



Richard Buckley

Chair of the Trust

Interested in working as part of a Cooperative organisation with a powerful vision and strong values?

We are a group of schools working together to make a difference.

In CLIC Cooperative Trust, we empower our children to achieve excellence in all that they do; preparing them to be the best that they can be.



The History of CLIC

2009	Chorlton Park Primary School achieved 'Outstanding' by Ofsted
2013	Chorlton Park and Old Moat formed a Soft Federation with a single Executive Principal
2016	Chorlton Park and Old Moat Federation formed a Cooperative Multi Academy Trust, CLIC
2016	CLIC's Executive Principal begins supporting Rolls Crescent Primary School
2017	Rolls Crescent Primary School joins CLIC.
2018	The Trust's Executive Principal works with Dane Bank Primary School as part of a due diligence process
2019	Dane Bank Primary School joins CLIC.

CLIC in Numbers

1,800 pupils

4 schools

300 staff

Working for **CLIC Cooperative Trust**

As part of CLIC, you are part of an evolving journey with our schools and the communities they serve.

We have been exploring our 'distinctiveness' and asking 'What makes a CLIC School?' and the answer is the staff.

We are a values-driven Trust, in that our values inform how we approach every aspect of our work. As such CLIC's values are core to what we achieve in our schools.

CLIC and the school leaders have a commitment that everyone has signed up to, and all have a part to play in bringing our Cooperative Values to life in our day-to-day practice.



Our Values

Respect: We respect ourselves, one another and our environment.

Responsibility: We take responsibility for ourselves, one another and our learning. Our every action and interaction builds a secure and united community. We are true to ourselves and offer strength to others.

Resilience: We embrace challenge, recognising that through our mistakes, true learning happens. We take risks, always willing to have a go, never wanting to miss out on opportunities to improve. We don't give up.

Kindness: We show kindness to everyone that we meet, in the way that we treat people, in our class, school, locally and globally.

Fairness: We are fair in all that we do, listen carefully and act with integrity.

Empathy: We are empathetic to everyone we come into contact with, through our learning about others and the world, and through experiences and opportunities presented to us. We embrace new experiences and do everything we can to ensure that we are leaders of our own learning.

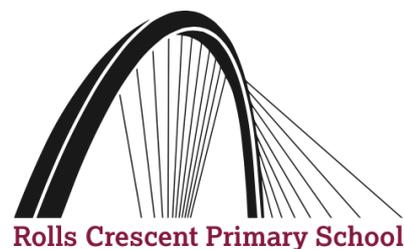
CLIC Schools

Chorlton Park Primary School serving a catchment area of Chorlton. It has a pupil capacity of 721 and has a roll of 697 in the school census on 6th October 2018.

Old Moat Primary School serving a catchment area of Old Moat and Withington. It has a pupil capacity of 459 and has a roll of 416.

Rolls Crescent Primary School serves a catchment area of Hulme. It has a pupil capacity of 510 and has a roll of 438.

Dane Bank Primary School serves a catchment area of Dane Bank in Tameside. It has a pupil capacity of 240 and currently has 240 on roll.



Working with CLIC Schools

The defining feature of CLIC Cooperative Trust is that it is a primary phase trust. Whilst the Trust has robust systems for accountability, each school has their own distinctive ethos and preserving these unique characteristics is a commitment to every school when they join us.

CLIC currently takes a 5% top slice from each school budget to fund the central function. This central function is carried out by a small team of:

- Executive Headteacher/CEO
- Chief Operations Officer
- IT Coordinator
- Senior Finance Manager
- Executive Assistant

CLIC currently outsources a range of other functions, including: HR, Payroll, Legal and Accounting.

The Executive Headteacher/CEO is the line manager for the schools' headteachers and leads on their appraisal.

A Partnership Approach

All the schools within the Trust are willing partners, who have actively chosen to join CLIC, and we are delighted to say there is a high degree of consensus, cooperation and commitment within the Trust.

We have established opportunities for joint professional development across our schools with Teach Meets, Learning Circles and Pedagogy Projects. We use collaborative working groups to approach emerging developments; for example, a Curriculum Steering Group, SEND Focus Groups and Rights Respecting Schools.

Chorlton Park is member of the Manchester Teaching School Alliance formed to deliver high quality training and professional development for teachers and leaders at all stages of their careers.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. We have also established productive relationships with trade unions.

About the Role

Ensuring equality of opportunity for our children through school improvement is what we do. The role of Executive Headteacher/CEO at CLIC offers a fascinating blend of strategic and operational responsibility, engaging with as wide a stakeholder group as you are likely to meet.

As such, the role will suit a leader who likes to be hands on, getting into schools to see things in practice and improve them, but also someone who thrives on shaping and setting the direction. Most likely, you'll be bringing leadership experience from a school setting, as an executive or system leader from a trust or federation. Additional support will be given for professional development around the CEO aspect of the role.

The post holder balances their time between central CLIC wide activities and close working with the individual school leaders.

Centrally, you will lead the Trust team, managing risk, monitoring performance and growing the Trust network. Within the schools, you will be providing direct challenge, support and encouragement to school leaders, developing capacity through training and facilitation and supporting improvements in the classroom through monitoring, feedback and evaluation.

We call our 'CEO' role an Executive Headteacher because it is important to us that the role is, and is recognised as, child and education centred. You will love this job if...

- ↳ You are passionate about giving children equality of opportunity.
- ↳ You want to lead an exciting growth programme in an emerging trust.
- ↳ You embody strong moral values in all aspects of your work
- ↳ You have the courage to take calculated risks in order to secure outstanding outcomes.

CLIC's Key Priorities

The priorities for the Trust, and consequently its Executive Headteacher/CEO, are:

- To lead our medium-term growth strategy, centred around high performing schools, whose teaching and ethos are aligned with the Cooperative Values.
- To actively support the improvement of teaching and learning; leading a programme of continuous improvement and development across CLIC.
- To actively support and enhance the well-being and achievements of pupils and staff through a collaborative, professional network of school leaders.
- To review the curriculum offered across CLIC to ensure it is sustainable, creative, affordable and ensures all students have the best possible opportunities to succeed and raise their aspirations.
- Build the reputation of our schools, so that they are sought after schools in their communities, reaching their recruitment and attendance targets.
- Lead school improvement programmes, ensuring best practice is shared within the Trust, and that constant networking also brings national best practice to our schools.
- Ensure the finance and governance of CLIC operates to the highest standards, within the agreed framework and plans.
- To build on our work towards positive Emotional Health and Wellbeing in the whole community, for adults as well as children.
- Provide support and training to Governors taking up responsibilities in our schools. Ensuring they are properly equipped to be the critical friends of the leaders and staff. Ensuring they develop a framework of knowledge to empower them to effectively undertake their roles.

Executive Headteacher/CEO Job Description

The vision is that all pupils benefit from an outstanding, rich and broad education within our Cooperative Values:

Kindness	Responsibility
<p>Actively promote positive Emotional Health and Wellbeing in the whole trust community; for adults as well as children.</p> <p>Work flexibly with Governors and senior leaders to build effective teams, supporting collaborative approaches to provision, fostering respect and encouraging openness and sharing of ideas.</p> <p>Employ appropriate mentoring and coaching with leaders to enable all to reach the highest levels of effectiveness through awareness and action.</p>	<p>The Executive Headteacher/CEO will be accountable for the performance of all schools within the Trust and be committed to creating the optimum educational opportunities for all pupils across the Trust. The EH will provide leadership and management for CLIC's school leaders.</p> <p>Secure the delivery of excellent teaching and learning through the promotion of high-level professional standards, rigorous monitoring and evaluation of teaching quality and pupil achievement.</p> <p>In consultation with the school leaders and governors; determine and implement challenging curriculum provision and related assessment to meets the needs of all pupils within the Trust.</p> <p>As the accounting officer for CLIC, and in accordance with the requirements of the Education Funding Agency, ensure it works to the standards set out in the Academies Financial Handbook.</p> <p>Ensure CLIC meets all legislative and statutory requirements, including attainment data, health and safety, safeguarding and those required by Companies House and the Charity Commissioners, data protection, the Master and Supplementary Funding Agreements.</p>

Executive Headteacher/CEO Job Description

Resilience	Respect
<p>Create a culture of continuous improvement; developing rigorous policies; implementing effective systems of organisation and control to ensure high levels of professional standards and secure the highest possible achievement for all in every aspect of the CLIC's provision.</p> <p>Remain abreast of educational and other developments with the potential to impact on CLIC. Ensure school leaders are well briefed and operate within a flexible environment which is responsive to change and challenge.</p> <p>Ensure the long-term financial sustainability of CLIC by ensuring suitable financial systems are established and utilised. Take appropriate action to address problems identified. Ensure trustees are presented with accurate and timely financial reports.</p>	<p>Be an outstanding strategic leader, accountable to the Board of Directors for developing and articulating the vision, values and ethos of CLIC, inspiring and empowering others to share in achieving it.</p> <p>Work effectively with the Board of Directors, Local Governing Bodies and staff to define and deliver CLIC's vision. Deliver those aims and objectives through inspirational and motivational leadership whilst providing clear strategic direction. Set, meet and exceed demanding and measurable targets with supporting development plans.</p> <p>Inspire others through your own behaviours and language, consistently modelling the belief that parents are the experts on their own child and equal partners in the child's education.</p>

Executive Headteacher/CEO Job Description

Empathy	Fairness
<p>Develop a culture of personal responsibility, recognising excellence and implementing strategies to address under performance as part of a holistic system of professional development.</p>	<p>Be the outward face of CLIC to further its external relationships, future growth and development, building capacity and identifying opportunities to widen our provision for the benefit of local communities and in support of the individual schools. Lead appropriate transitional arrangements for schools new to the Trust.</p> <p>Challenge, motivate and empower local governing bodies and senior leadership teams to attain ambitious outcomes which maximise the educational and personal development of pupils and meet the needs of the wider communities served.</p> <p>Deliver outstanding academic progress, achievement and success through the development of confident leaders within a culture of inclusiveness. Ensure CLIC provides strong pastoral provision and strategies for intervention as appropriate.</p> <p>Development plans will be underpinned by sound financial planning and devised in accordance with priorities and targets. This will result in well-resourced, and continuously improving, provision within CLIC.</p> <p>Maximise the efficient procurement and use of resources, ensuring value for money is secured in all operations. Explore and realise opportunities for increasing levels of external funding.</p>

This job description is a general outline of the duties and responsibilities of the Executive Headteacher/CEO. They may be amended as CLIC develops and the role and team changes. The post holder may be required to undertake other duties as may reasonably be required from time to time.

Executive Headteacher/CEO Person Specification

Qualifications		Experience	
Essential	Desirable	Essential	Desirable
NPQH or equivalent qualification.	Leadership or management qualifications.	Experience of headship or other senior educational management or inspection work.	Experience of working at a senior level in a multi academy trust.
Qualified teaching status.	Further degree or postgraduate	Demonstrable success in achieving rapid and sustained school improvement in primary education with an in-depth pedagogical knowledge.	Have diverse school experience and have worked in culturally diverse schools.
		A demonstrable record of strategic planning and budget management and delivery of improvements through significant organisational change.	
		A clear understanding of the current educational landscape, including issues specifically relating to academies.	
		Successful experience of promoting equality and diversity in relation to employment and service delivery.	
		Outstanding collaboration skills evidenced through work with colleagues and other relevant professionals beyond the school, including relevant community partners, external agencies and bodies.	
		A track record of identifying and developing future talent.	

Executive Headteacher/CEO Person Specification

Skills and Personal Attributes

Essential

Shares the CLIC values of **Respect, Responsibility, Resilience, Kindness, Fairness** and **Empathy**.

Lead a large organisation with authenticity, integrity, passion and aspirations for all.

Highly effective and credible leader, who inspires respect and support from others and has an open, approachable interpersonal style.

Able to deal confidently with opposition and respond appropriately to criticism or challenge and, whilst taking the views of others into account, can maintain their own position with confidence and compelling argument.

Strong analytical and problem-solving skills, with the ability to challenge assumptions and identify innovative approaches to resolving unexpected difficulties.

Excellent change management capability. Highly effective, open and transparent communicator who can use their skills to draw out the best in others, win support for change and respond appropriately to challenge.

A successful track record of building effective working relationships at all levels and reinforcing cooperative partnership.

Good judgement in dealing with significant decisions and sensitive/contentious issues and initiating actions for maximum benefit.

A high level of self-motivation, time management and flexibility.

Commitment to personal professional development of both others and self.

Safeguarding

Other Stuff...

Essential

Essential

A firm commitment to supporting and promoting safeguarding and pupil welfare, as well as an up to date understanding of safeguarding requirements.

Right to reside and work in the UK.

Ability to commute daily to Manchester.

Ability to attend the 2-day interview process in Manchester on 23rd and 24th of March 2020.

How to Apply

Only applications submitted on CLIC's application form will be considered.

For a private and confidential discussion about this exciting post please email Clair Travis, vacancies@clicmanchester.com to arrange a conversation with the Interim Executive Headteacher, Sally Lamb

If you wish to organise a visit in person, please email Clair Travis, Executive Assistant of CLIC: vacancies@clicmanchester.com

Visits of the Trust schools will be available on **Thursday 13th** or **Friday 14th February** by arrangement, prior to short listing and on **Friday 13th March** following shortlisting.

To apply, please complete the TES Online Form.

Application Close Date: **Monday 17th February 2020**.

Candidates will be informed by **28th February** if they have been shortlisted.

Interviews for short-listed candidates will be held in South Manchester on **23rd and 24th March**. Candidates invited to continue to the final interview day on 24th March will be provided with overnight accommodation if required.

The selection process will include opportunities to meet representatives of member schools.

We aim to appoint a candidate starting full time in the new academic year (September 2020).

All appointments are subject to satisfactory references and eligibility to work in the UK. CLIC Cooperative Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS clearance.

Guidance for Applicants

General

The application form plays a crucial part in the selection process, in deciding whether you will be invited to interview but also at the interview itself. It is vital you complete the form fully and accurately. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advert, job description and person specification and any other accompanying information carefully before you start. All sections of the application form must be completed.

Personal Details

All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, addresses and other required details. Be careful not to leave any unexplained gaps. Details of part time and relevant voluntary work should be included.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

Education, Qualifications and Training

Ensure you give all the information regarding qualifications and training, including dates, educational establishments and make clear the level of any examination or assessment. Include any skills training you have received.

You will be required to produce original documentary evidence of any qualification relevant to the job and listed in the Person Specification.

Personal Statement

This statement is an essential part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 4 sides of A4 is sufficient. You must demonstrate competence in all areas listed in the Person Specification and Job Description by giving short examples. Describe how you match the requirements of the job; including experience gained from previous jobs; community or voluntary work. Ensure that the information you give is well organised, relevant and brief.

DBS

If you are selected for appointment to this post, you will need to complete a DBS application. A DBS is carried out in the strictest confidence and is made only in connection with your application of employment and for no other purpose. If you are selected for employment, you will be required to give full details of any criminal record in confidence, prior to completing an application for DBS. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision.

Declaration

We ask for application forms to be signed, and where they are e-mailed to us, applicants will be asked to sign the application form immediately prior to their interview.

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