

## Position: CEO

Inspired by the success of our schools and our students. Future focused and passionate about education. Together, we make a difference every day.

We are a small Trust with a big mindset looking for a new CEO. There is never a dull moment!

Our founding CEO, Victoria Eadie, is retiring on 31 August 2023. She was the Headteacher of Springwest Academy and spearheaded the formation of Tudor Park Education Trust in 2015. Trustees are therefore advertising this exciting opportunity to develop the Trust under the inspirational leadership of a new CEO. We pride ourselves on being open minded and future focussed in order to best serve our community. Are you an experienced and successful headteacher excited by the prospect of a new challenge? Are you a people person? We hugely value all of our staff and their happiness is central to our success. Are your values rooted in inclusion and making a positive difference whatever the challenges? If so please take some time to find out more.

Tudor Park Education Trust is a small Multi Academy Trust established in 2015 comprising two schools *Springwest Academy* and *Logic Studio School* providing education 11-18. We have two special resource centres; one for children with physical disabilities and one for children with autism. By the very nature of the Hounslow community we serve there are high levels of special needs and disadvantage.

You will be working to a highly effective and supportive Board of Directors and alongside remarkable leaders in both our current schools. We are proud to be part of wider partnerships and a key partner in Hounslow Education Partnership. Together we really do make a difference every day.

**Please come and visit us and talk confidentially to our current CEO about why she loves the job. Email [p.davies@tudorparkeducation.org](mailto:p.davies@tudorparkeducation.org) with any queries or to set up a meeting time.**



## **LETTER FROM CHARLOTTE WARNER - CHAIR OF DIRECTORS TUDOR PARK EDUCATION TRUST**

Dear Applicant,

Thank you for your interest in the position of Chief Executive Officer at Tudor Park Education Trust.

We are proud of our innovative and successful Trust and warmly welcome your application.

Tudor Park enjoys strong leadership, secure good teaching across our schools and an assured role in the local landscape. The Board believes that we have sufficient capacity to pursue a measured approach to expansion, through collaborative merger and we are looking for the best person to take this agenda forward.

Every element of TPET governance reflects the importance of information sharing and consultation. We believe a larger family of schools with shared values would deliver:

- Excellent Teaching and Learning
- Sustained Strategic Leadership
- A supportive, challenging, exciting environment for staff and students alike
- Improved educational outcomes for all students including disadvantaged and SEND
- Greater support for local families and communities

We are proud of what we achieve together. Academy Committees and Principals are highly aligned while enjoying a great deal of autonomy. Each school has its own character but our shared goals and core values hold us together for the benefit of the whole Tudor Park family. Our CEO works on behalf of the Board to ensure the most successful ways of partnership working are maintained through great shared leadership that inspires.

As Directors, we work directly with the CEO to ensure successful delivery of Trust goals. Our primary concern is ensuring that the Trust is run properly and planning strategically for the overall success of every child in each school. The Board controls financial and risk management functions for the Trust as a whole. Directors hold the Academy Committees accountable for the progress, protection and partnerships of their school - the three Ps.

The Board is excited about the future for our Trust and this appointment is of critical importance to us. Please do take up our current CEO's offer to meet, and we welcome your visit to gain more insight into our schools and the area. I wish you all the best in your application and look forward to meeting successful candidates.

**Charlotte Warner**  
Chair of the Trust Board

## HOW TO APPLY

### **TUDOR PARK EDUCATION TRUST CEO APPOINTMENT**

To apply, please forward a completed application form and write a letter of no more than 3 sides of A4 outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the Person Specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification. Please send your completed application by e-mail to [p.davies@tudorparkeducation.org](mailto:p.davies@tudorparkeducation.org)

All applications will be acknowledged. We will treat all enquiries, formal and informal, in confidence.

**THE CLOSING DATE FOR APPLICATIONS IS THURSDAY 16TH FEBRUARY.  
INTERVIEWS ARE PLANNED FOR THE WEEK BEGINNING 27TH FEBRUARY.**

### **FURTHER INFORMATION**

Please come and visit us and talk confidentially to our current CEO about why she loves the job.

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# JOB DESCRIPTION

## JOB TITLE

CEO

## SALARY

L44-49 (£129,300 - £144,164)

## REPORT TO

The Chief Executive Officer will be responsible to Tudor Park Education Trust Board of Directors.

## LINE MANAGEMENT

The Chief Executive Officer will line manage the Principals of the schools within the Trust, the Finance Director and other senior Trust leaders.

## CONTEXT

Tudor Park Education Trust is a small Multi Academy Trust established in 2015 comprising two schools (Springwest Academy and Logic Studio School) providing education 11-18. The Trust is now actively pursuing a growth strategy.

Tudor Park's main office is in Feltham on a site shared with its schools Springwest Academy and Logic Studio School. The Rise School, a co-located special school for children with autism, is also on site.

## OVERVIEW

The Chief Executive Officer (CEO) is accountable to the Board of Directors for school improvement and ensuring the educational success of the academies within the Trust. They ensure capacity and sustainability whilst holding true the values and mission of the Trust itself and its schools and local committees.

The Chief Executive Officer ensures that the Board receives appropriate advice and information to enable it to fulfil its governance responsibilities. They will ensure the continuing engagement of members to further the visions and aims of the Trust.

## STRATEGIC PURPOSE

The CEO will be accountable to the Board of Directors for setting the overall strategic direction of the Trust. They will ensure that the vision of the Trust is well communicated to all stakeholders to secure educational success through highly effective strategic planning.

The CEO is responsible for delivering the agreed strategy; overseeing the operations of the Trust; enabling educational and organisational improvement ensuring sustainability, ensuring compliance and mitigation of risk; building strategic partnerships with all stakeholders to ensure both strong educational outcomes and emotional wellbeing for pupils and the sustainable development of the Trust.

The CEO will provide inspirational leadership to Tudor Park Education Trust, in an all age, all ability context. Their leadership will continue to grow the Trust and ensure that we continue to be proud of what we achieve together. They will ensure that successful Academy Committees and Principals continue to be highly aligned and have a great deal of autonomy. Each school will maintain its own character with shared goals and core values that hold them together for the benefit of the whole family. A family steered and guided by the CEO.

# KEY ACCOUNTABILITIES

## CREATING A VISION FOR THE FUTURE

The chief executive officer will:

- Lead on the growth strategy for the Trust;
- Continue to build a collaborative and supportive culture across TPET;
- Actively support the Board to fulfil its role and deliver its functions effectively;
- Work with all stakeholders to secure a commitment to the vision and direction of TPET;
- Promote a culture of common accountability in all staff for pupil outcomes and destinations
- Plan for the future needs and further development of TPET within the local and national context;
- Work with school leaders to ensure that quality assurance, self evaluation and development plans are meaningful and in line with TPET's wider shared goals of school improvement;
- Ensure the schools achieve their performance targets;
- Maintain the individual ethos of each school within its local context, aiming for high levels of autonomy and alignment.

## SPECIFIC DUTIES

Teaching and Learning

The Chief Executive Officer will work with the schools' Principals to:

- Promote excellence in teaching and learning and ensure a continuous and consistent TPET-wide focus on pupils' achievement using data and benchmarks to monitor progress, within a culture of challenge, coaching and support;
- Work with school leaders to provide a balanced curriculum that meets statutory requirements and the Trust's educational vision, setting high expectations for all students and school leaders;
- Ensure that a high quality educational experience is available for all children and young people, which is flexible, meets the changing needs of pupils, and promotes their personal development;
- Support school leaders in leading a consistent approach to teaching and learning whilst ensuring that each academy retains its individual character and ethos;
- Have a clear understanding of the strengths and weaknesses of all schools within TPET in order to support them in school improvement;
- Ensure that learning is at the centre of strategic planning and resource management across TPET;
- Ensure that each school promotes an inclusive and supportive approach so that every pupil and their families feel welcome, valued and secure;
- Provide regular reports on TPET's educational performance to the Board of Directors and/or their representatives.

## DEVELOPING SELF AND WORKING WITH OTHERS

The Chief Executive Officer will:

- Treat everyone within each school fairly and equitably;
- Build on the excellent collaborative learning culture that already exists within TPET;
- Support school leaders in developing staff by ensuring access to high quality continuing professional development and progression opportunity;
- Ensure and enhance effective working relationships across all schools in TPET and the open sharing of best practice;
- Develop and lead a partnership strategy that ensures the Trust and its academies participate in local, national and international education networks;
- Develop and maintain relationships with all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for TPET;
- Actively promote the Trust with a view to raising its profile and to recruiting new academies to the Trust;
- Establish and maintain effective communications with and collaboration between Trustees, central support staff, academy Principals and staff and AC members, to ensure the success of the Trust and its academies;
- Share skills expertise and capacity across the Trust and its academies and embed system leadership practice;
- Demonstrate a personal commitment to keeping abreast of educational developments and best management practice in order to maintain a culture of high expectations for self and others;
- Apply the principles of mutual respect and responsibility in all our internal and external relationships.

## LEADING THE ORGANISATION

The Chief Executive Officer, in partnership with the schools' Principals, will:

- Be accountable to the Board for the development, maintenance and enhancement of high-quality education within the academies and other bodies in support of the Trust strategy;
- Develop a culture of personal responsibility, recognising excellence and implementing strategies to address under performance, including the best practice in professional development;
- Provide leadership in the implementation of the Trust strategy; in particular to lead on the growth and development of the Trust in scale, quality and sustainability;
- Lead the Executive Board of Principals and AC Chairs to ensure effective communication is developed and maintained;
- Demonstrate commitment to work flexibly and creatively with academy committee and senior colleagues to build the most effective teams to support collaborative approaches to provision and to foster respect , encourage openness and the sharing of ideas;
- Critically evaluate and report the overall performance of TPET;
- Have an oversight of performance management practices to motivate and enable all staff to carry out their respective roles to the highest standard;
- Develop robust policies for recruitment and retention of excellent staff;
- Ensure that communication across TPET is effective so that all members of staff receive the relevant information to carry out their professional duties;
- Ensure that the assessment and progress measures within each school are accurate and consistent;
- Ensure that all schools are fully compliant with current safeguarding procedures and legislation.

## MANAGING THE ORGANISATION

The Chief Executive Officer will:

- Line manage Principals, the TPET Finance Director;
- Line Management of other senior central staff;
- Ensure the Trust Director of Finance enhances the business management functions of TPET;
- Advise the Board on the formulation of the annual budget so that TPET achieves its objectives within the development plan;
- Create and monitor the delivery of the TPET development plan;
- Ensure that all information required for the completion of the annual company accounts is readily available;
- Assume responsibility for the collection of data and any statutory information required;
- Monitor and evaluate overall provision within TPET for best value.

## SECURING ACCOUNTABILITY

The Chief Executive Officer will:

- Ensure compliance with the requirements of the Master Funding Agreements and Supplemental Funding Agreements for the Trust;
- Ensure compliance with the TPET Scheme of Delegation;
- Be the Accounting Officer for the TPET, personally responsible for the propriety and regularity of the public finances in your charge;
- Secure robust self evaluation and quality assurance procedures;
- Establish mechanisms for reporting to all stakeholders within an agreed timetable;
- Develop an ethos which enables everyone to work collaboratively, share knowledge and understanding and celebrate success and accept responsibility for outcomes;
- Together with the Trust Board, ensure that there is robust and appropriate proactive risk mitigation and management, including taking account of individual Trust academy risk including due diligence of potential new academies;
- Oversee, deliver and ensure the continual development and monitoring of key Trust strategy documents, including the Strategic Plan, growth strategy and communications plan etc;
- Reflect on personal contribution to TPET achievements, taking into account feedback from others.

## **SUPPORTING THE WORK OF TPET**

The Chief Executive Officer will:

- Ensure the Trust schools maintain and develop their own School ethos;
- Be responsible for devising and ensuring implementation of all Trust policies;
- Support School Leaders in developing a strong working relationship with their local community and across TPET;
- Maintain a flexible approach to work and location;
- Act as main contact for all schools within TPET in the event of a serious incident.

## **STRENGTHENING COMMUNITY**

The Chief Executive Officer will:

- Develop and promote positive strategies for challenging discrimination and prejudice and dealing with harassment;
- Ensure that schools promote effective partnerships with all parents and carers, to support and improve pupils' achievement and personal development;
- Strengthen TPET's positive image in the wider community and with all stakeholders;
- Collaborate with other agencies to ensure pupil and community needs are met.

## **SAFEGUARDING CHILDREN & SAFER RECRUITMENT**

Tudor Park Education Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Chief Executive Officer plays a lead role in this within TPET and the Chief Executive Officer post is subject to enhanced DBS disclosure. The Chief Executive Officer will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are adopted by the Trust Board and are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the appropriate designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

This job description may be amended at any time following consultation between the Chief Executive Officer and the Trust Board and will be reviewed regularly.

## PERSON SPECIFICATION

Qualifications and Training	E	D	Where Assessed
Degree or equivalent	✓		AF
Qualified Teacher Status (QTS)	✓		AF
Substantial experience of teaching	✓		AF
Relevant higher degree		✓	AF
OFSTED training		✓	AF
Successful recent strategic leadership experience of Headship or CEO of a School Trust	✓		AF
Knowledge and Skills	E	D	Where Assessed
The vision to see how the Trust can be developed and how it can transform education provision in the local area	✓		I
The ability to construct and communicate a compelling case for the Trust to schools considering joining.	✓		I
The ability to construct and communicate a compelling case for the Trust to schools considering academy status.	✓		SS/I
A broad knowledge and understanding of schools, their operation and their governance.	✓		AF/SS/I
Sound knowledge of the academisation agenda in particular how multi academy trusts grow and develop effectively.	✓		AF/SS/I
The ability to formulate, communicate and pursue strategic goals.	✓		I
Evidence of successful leadership and management skills, including the management of change and organisational growth	✓		AF/I
Able to appraise situations with objectivity on the basis of evidence.	✓		AF/SS/I
Commitment to engage with and promote the Trust and MAT ethos and values.	✓		SS/I
In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a school.	✓		SS/I
Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and implementing and managing change.	✓		SS/I
In depth knowledge of leadership in challenging schools	✓		SS/I
In depth knowledge and experience of child protection, safer recruitment and safeguarding procedures.	✓		AF/SS/I
Be astute and perceptive with strong analytical skills with the ability to use sound judgement to anticipate and to resolve conflict and issues imaginatively.	✓		SS/I
Be proactive, innovative and versatile with a high level of drive, energy and enthusiasm necessary to effectively deliver common goals.	✓		I
Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing.	✓		SS/I
Be able to relate empathetically to parents/carers, staff, students, Members, Trustees, Governors and the wider community	✓		I
4 Be a visible high-profile role model with a professional approach that demands excellence, confidence, trust and respect of the Trust and the wider community	✓		I



<b>SYSTEMS AND PROCESSES</b>	<b>E</b>	<b>D</b>	<b>Where Assessed</b>
A strong leader with evidence of highly developed skills in performance management, recognising high performance, and tackling underperformance through to resolution	✓		SS/I
Successful experience of effective financial and resource management to achieve educational priorities and ensure efficiency and value for money	✓		SS/I
Proven successful experience of school self-evaluation and accountability and the school improvement process.	✓		SS/I
Welcome strong governance and actively work collaboratively with the Trust Board to develop and deliver a school vision which embraces excellence, intellectual rigour, high standards and inclusion.	✓		SS/I
A commitment to and evidence of promoting diversity and equal opportunities within the curriculum and in employment practice.	✓		SS/I
Proven ability to plan strategically with the expertise to co-construct, deliver and communicate compellingly the Trust's vision and drive the strategic leadership, empowering all students and staff to excel.	✓		SS/I
Distribute leadership throughout the Trust, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.	✓		SS/I
<b>PERSONAL ATTRIBUTES</b>	<b>E</b>	<b>D</b>	<b>Where Assessed</b>
Committed to the ethos and values of the Trust and acts accordingly.	✓		SS/I
An inspirational leader committed to the highest achievement in all areas of work.	✓		SS/I
Proven leadership capability, including the ability to motivate others to achieve high standards through personal example and the ability to lead others through significant change.	✓		SS/I
Ability to articulate and communicate vision in an inspirational way to a variety of audiences.	✓		SS/I
The professional confidence and excellent interpersonal skills to be able to interact with a range of stakeholders including staff and senior figures within a range of external organisations.	✓		SS/I
Inspires confidence in others.	✓		SS/I
Able to work flexibly within a team.	✓		SS/I
Able to maintain a wide view while retaining an eye for detail	✓		SS/I
Conscientious and hard-working; committed to the success and mission of the Trust.	✓		SS/I