



## Kenton Schools Academy Trust

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Appointment of

# Chief Executive Officer

## CANDIDATE PACK

**0.6 FTE**

**£59,510 pa**



# Letter from the Interim Chair of Kenton Schools Trust

Dear Applicant

Thank you for your interest in joining Kenton Schools Academy Trust (KSAT)

Formed in 2015, our Trust currently incorporates two secondary schools in the west end of Newcastle; Kenton School, a well-established, large 11-19 comprehensive school, and Studio West, an innovative 11-19 studio school.

## **Kenton School**

Kenton School's motto sums up its values: "all different, all equal". With around 1800 students coming from a variety of backgrounds across Newcastle upon Tyne, about half of whom are entitled to the pupil premium, the school aims to recognise each of its students as an individual with their own talents, ambitions and needs. The school has worked tirelessly over the years to break down barriers to learning to ensure all children achieve their potential. Outcomes at Key Stage 4 were mixed in 2018, with Progress 8 overall marginally above the floor standard, but they are set to rise this year; post-16 outcomes are good, and the sixth form is growing steadily; student attendance has been a challenge over the last two years and remains so, but the school is recognised throughout the city as a beacon of inclusivity and pastoral care; leadership and management are currently good. The academy was last inspected by Ofsted in September 2016 and judged to require improvement.

## **Studio West**

Studio West School opened in September 2014, initially taking 120 students from Year 9 upwards, becoming the country's first 13-19 studio school. Following a successful first year, the school was given approval to recruit from Year 7 and currently has approaching 300 students on roll, including around 80 in the sixth form. The school ethos of "learning that connects" focuses on ensuring that all learning constantly connects with the outside world

and on vocational learning across a wide range of careers. Studio West serves a particularly challenging catchment area, with 70% of its students entitled to the Pupil Premium; nonetheless, it is one of the most successful studio schools in the country. For each of the last two years, its Progress 8 score has been +0.2; whilst the sixth form is small, value added for both academic and applied general subjects is above average; attendance is above national comparators and the incidence of exclusion is low. At its last inspection in January 2017, Studio West was, like Kenton, judged to require improvement, but its current outcomes mean it is securely good; as a result, it is substantially oversubscribed for admissions in Year 7.

Since the former Chief Executive, David Pearmain, retired in August 2017, the post has been occupied on an interim basis by Kevin McDermid. When Kevin was originally appointed, he was charged with managing the transfer of the Trust to another local MAT, but, for reasons beyond our control, this merger has not been approved by the Schools Commissioner.

Informal talks with the MAT mentioned above are ongoing but in light of the RSC's decision, the priority of the Trust has been to build its own capacity and to forge its own destiny as a strong and viable MAT. Over the last two years, Kevin has delivered major improvements to the governance, leadership and financial health of the Trust. Although both academies retain the "requires improvement" badge until they are re-inspected, there have been substantial improvements, not least in their leadership and management.

We are, therefore, seeking an exceptional and inspirational leader to join our Trust in this key role. As strategic lead for the Trust and Chief Accounting Officer, the successful candidate will work with the MAT, Governing Bodies and Principals to develop and implement the Trust's strategic vision, whilst ensuring financial and legal compliance.

We are seeking candidates with a proven track record of highly effective educational system leadership and of driving school improvement, combined with a demonstrable record of success in organisational, people, resource and financial management.

We are seeking candidates with a thorough understanding of the local and national issues surrounding the provision of secondary education, combined with the interpersonal, negotiation, influencing skills and professional credibility to positively engage all school stakeholders.

More importantly, however, we are seeking candidates with an absolute commitment to our core aim of ensuring that all students across our schools achieve their potential, whatever their barriers, background, social status, gift or need.

In return we offer the opportunity to play a key role in shaping the future of not only our two current schools, but the future of our Trust as a whole.

If you feel that you have the experience, skills, passion and drive to succeed in this role and join our team, we would be delighted to hear from you. If you would like to discuss this post before applying, please contact Kevin McDermid, Interim Chief Executive Officer initially by email on [kevin.mcdermid@kenton.newcastle.sch.uk](mailto:mcdermid@kenton.newcastle.sch.uk).

The closing date for receipt of completed applications is 10.00 am on Monday 25th February 2019.

Yours sincerely

Ray Steele

Interim Chair of Kenton Schools Trust

# Job Description

## **RESPONSIBLE TO:**

The Trustees of Kenton Schools Academy Trust

## **RESPONSIBLE FOR:**

Academy Principals

Trust Central Services staff

## **JOB PURPOSE:**

- To implement strategic leadership which will successfully deliver the Trust Board's vision, values, strategic aim and overall business plan.
- To be personally accountable to the Trust Board for school improvement and the performance of all academies within the Trust, including holding the Principals and leadership teams to account in relation to both the achievement and well-being of students.
- To act as Chief Accounting Officer for the Trust and be personally accountable to the Trust Board for compliance with the Funding Agreement and the requirements of the ESFA Academies Financial Handbook ,
- To ensure that appropriate financial and management controls, risk and assurance processes are in place to secure the long-term financial viability of the Trust and its academies.
- To ensure that the corporate governance arrangements of the Trust and its Academies are effective and in line with the requirements of the DfE Funding Agreement and Companies House, including the Annual Report and other statutory returns.
- To act as an advocate and public face of the Trust, using influencing skills to maximise the profile of the organisation and promote the organisation's core purpose, values, voice and products/services. The post holder will ensure that effective stakeholder networks and partnership arrangements are developed and maintained.

- To develop and maintain effective relationships with the Department for Education (DFE), the Education and Skills Funding Agency (ESFA), Regional and National School Commissioners, Local Authorities, Principals and local governing bodies and to collaborate with them in order to ensure the Trust continues to deliver its strategic vision.

## **KEY RESULT AREAS**

### **Academy Improvement/Outcomes**

- To be accountable for ensuring accurate analysis of performance of the schools is presented to the Trust Board.
- To ensure areas for development are identified and addressed through rigorous and robust Academy Improvement Plans.
- To be responsible for procuring, where appropriate, external expertise to assist the Trust Board in their support and challenge functions to secure improvement.
- To be accountable for performance outcomes in the Trust academies, in line with agreed Academy Improvement Plans, budget and the Trust Business Plan.

### **Leading and Managing the Organisation**

- To develop strategic policy proposals for Trust Board discussion and decision making, ensuring that short-, medium- and long-term strategies are in place which will guide the Trust Board and academies in achieving their objectives, setting budgets and measuring outcomes and impact.
- To ensure that the organisational values are consistently applied and drive business planning processes.
- To be accountable to the Trustees for the overall financial health of the Trust, providing accurate budget forecasting and a strategy for managing

any projected surpluses or deficits in line with the Trust's funding agreement, the Academies Financial Handbook and all relevant aspects of companies and charitable law

- To ensure the Trust and its Academies discharge their constitutional and legal obligations.
- To ensure that the organisation has the resources to operate as effectively and efficiently as possible, both in the short and long term.
- To maintain an effective and up-to-date risk register for the Trust's operations.
- To be responsible for leadership of staff working for the Trust and academy leaders and for the management, quality and administration of the services provided.
- To maximise opportunities to secure additional Trust income, e.g. grants, letting of premises.

### **Promotion of the Organisation**

- To create and maintain effective networks with key stakeholders, national, regional and local professional leaders.
- To seek opportunities to expand and promote the role and services of the Trust and its Academies, as appropriate.
- To ensure the organisation is presented in an appropriate and professional manner to all its stakeholders and the media and maximises opportunities.

### **Working with Trustees and Governing Bodies**

- To establish and maintain appropriate working relationships with the Trustees and Governing Bodies.
- To ensure appropriate presentation and reporting to the Trustees and Governing Bodies on the progress of the organisation and on all matters relevant to the discharge of the academies'

responsibilities.

- As appropriate, to monitor and advise on the governance and organisational structures of the Academies and the process of self-assessment and development to best meet their strategic and business objectives.
- To ensure an annual calendar of meetings is in place for Trustee and Governing Body meetings.



# Person Specification

## Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

### Essential

1. Demonstrable successful experience of educational system leadership at a senior level.
2. Evidence of effective strategic leadership resulting in education improvement.
3. Strong financial acumen with evidence of strategic budget management and effective financial planning and resource management.
4. A demonstrable record of success in leading and implementing change, including effective people management.
5. An understanding of relevant legislation and local and national issues surrounding the provision of secondary education, including knowledge of the operation of the Academy Sector
6. Politically astute with well-developed networking, stakeholder management, negotiation and influencing skills.
7. Evidence of delivery to challenging timescales through robust quality and performance management systems.
8. Knowledge of risk management processes and their application to school improvement.
9. Experience of building, leading, motivating and developing successful teams.
10. Knowledge of strategies to raise student achievement and advancing effective teaching and learning within communities where there are higher than average levels of social deprivation.

### Desirable

1. Operational responsibility for more than one institution concurrently.
2. Experience of working with a school or schools to improve on an Ofsted judgement,
3. Evidence of commercial, business and political acumen.
4. Experience of effective management of press and public relations.
5. Accountability for management of large budgets (e.g. multi-million pounds).
6. Experience dealing effectively with challenging and/or contentious HR issues.

## Part B: Assessment Stage

The above criteria together with the criteria below will be further explored at the assessment stage:

### Essential

1. Excellent interpersonal skills with the personal and professional credibility to engage and influence at a senior level, including the ability to effectively represent the Trust in the media
2. Ability to deal with contentious situations and manage conflict effectively and sensitively.
3. Ability to challenge, give feedback and present views to achieve positive outcomes. Possessing a strong, positive educational vision consistent with that of the Trust
4. Personally resilient, self-aware and willing to learn and to adapt.
5. Highly organised and flexible.

6. Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
  - Motivation and commitment to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with challenging behaviours
  - Attitude to use of authority and maintaining student discipline
7. No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### **Assessment/Selection Methods**

Candidates will be assessed during an assessment centre interview process comprising a number of activities including panel interviews, written tasks, presentation and role play activities.

### **Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1. Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2. Additional criminal record checks if applicant has lived outside the UK
3. Barred Persons List and
4. DfE Prohibition Check
5. DfE Section 128 Check
6. Medical clearance
7. Proof of qualifications
8. Two references from current and previous employers (or education establishment, if applicant not in employment)

# Additional Information for Applicants

## Kenton Schools Academy Trust Vision

The Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs. Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging and rewarding higher education and careers. Then they will be capable, creative, caring, committed, flexible, thriving adults, who change their world, their country, their family and themselves for the better".

Whilst the Trust is clear about accountabilities and responsibilities (see Scheme of delegation for more detailed information) the operating environment across the Trust is one of discussion and shared values, leading to agreed conclusions and action. We are proud that all parts of the governance structure of Kenton Schools Academy Trust work in a spirit of collaboration and common understanding in the interests of all of our students.

## About the Trust

Kenton Schools Academy Trust Board comprises:

3 Members

7 Trustees

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust Board meets at least once per term, supported by two sub-committees which meet 3 times a term, focussing on Standards and Finance and General Purposes. Each of our academies has a Local Governing Board that focuses on holding the leadership to account for the quality of provision and outcomes; these LGBs meet twice per term.

The Trust and its schools are supported by a central services team covering core Trust functions such as HR, Finance, Data and ICT.

## About our Schools

### Kenton School

Kenton School is one of the largest schools in the North East, if not the Country; our values are expressed in our motto: 'All different, all equal'. This means that we value all our students equally and inclusively, taking our 1800–1900 students from a wide range of backgrounds across Newcastle upon Tyne, with about half being eligible for the Pupil Premium. We aim to recognise each child as an individual with his or her own talents, ambitions and needs.

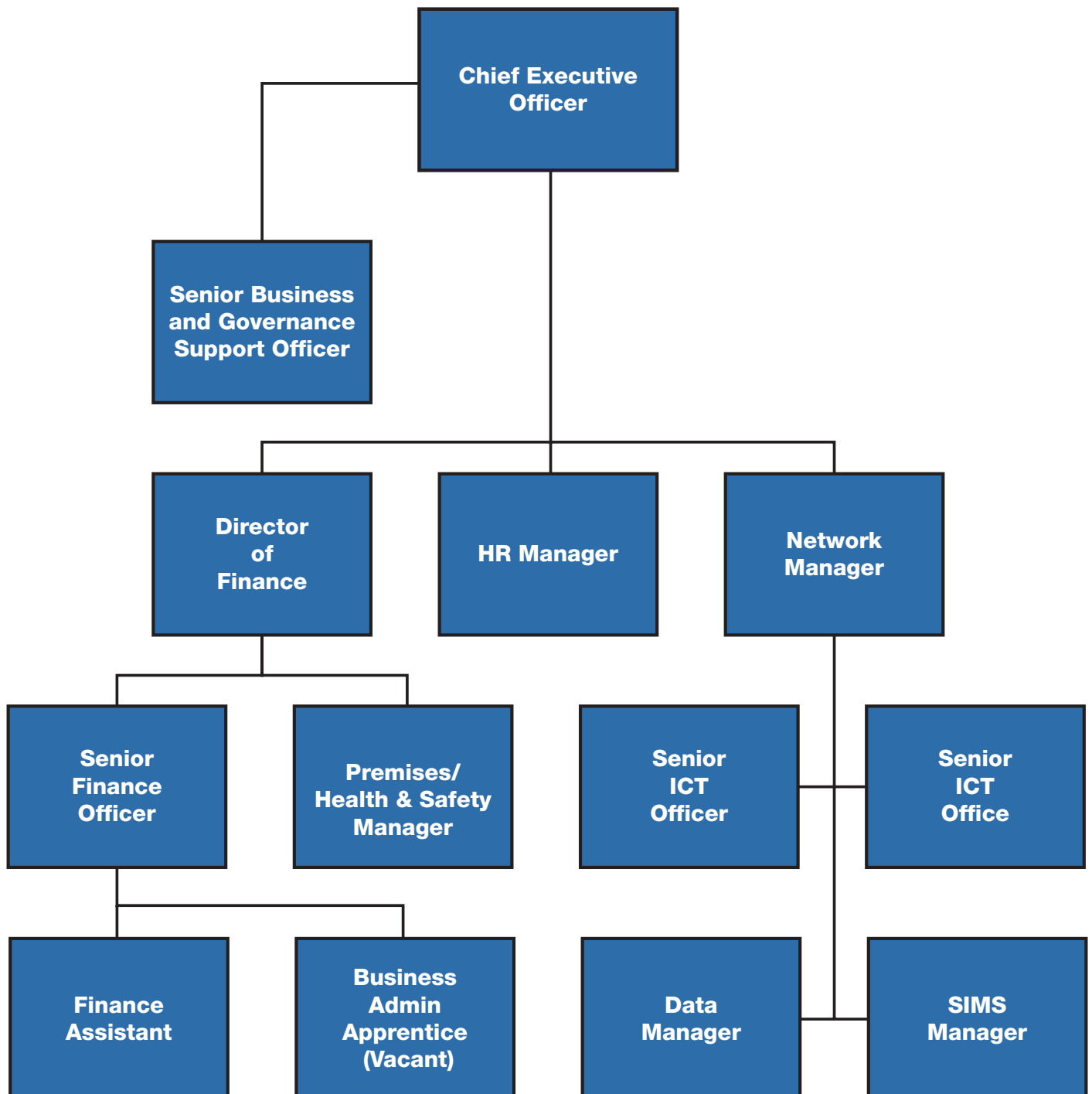
The courses at Kenton School range from Motor Maintenance to Law. We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering Art as a core subject.

Whilst Kenton is a large school, the Principal, Sarah Holmes-Carne, the leadership team and the staff pride themselves on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by our strong pastoral team.

### Studio West

Studio West School opened in 2014 with 120 students, starting in Year 9. It was unique at that time in being the only 13–19 studio school in the country, but, with effect from September 2017, a change in age range was agreed with the DfE and the school began to admit students in Year 7; the school currently has a PAN of 90 and its funding agreement is for 250 students in Years 7 to 11 and 100 in the sixth form; there are currently almost 300 students on roll, with 70% eligible for the Pupil Premium.





# Additional Information for Applicants

Studio West is one of the most successful studio schools in the country; we are significantly over-subscribed in Year 7 and expect to grow year on year to a full school of around 500 students. Studio West is led by Val Wigham, Principal.

The ethos of Studio West is supportive but demanding. It shares Kenton School's 'all different, all equal' principle but also has its own motto: 'Learning that connects'. The principle that learning must constantly connect school with the real world outside, and especially the world of work, is fundamental to Studio West, which focuses strongly on vocational learning across a wide range of careers.

The walls of the school are covered with essential questions relating to every subject. Each learning topic is based around the exploration of a key question, not only in the project learning linked to the CREATE framework, which students work on every day after lunch, but also in the core subject lessons in the morning and the optional GCSE sessions in the late afternoon. Many of these questions are posed by our business partners and are often real business issues that preoccupy them.

## About the Region

Based in the west of the City, Kenton School and Studio West both have excellent transport links, both less than a 5 minute drive from the A1.

Newcastle is a vibrant and inspiring City brimming with history and culture. Once a major shipbuilding hub, it is now a centre for business, education, arts and sciences.

With attractions such as Newcastle Castle, which sits on a hill offering fantastic views across the river, and the Millennium and Tyne Bridges connecting Newcastle and Gateshead, the City offers something for everyone. Be it the Discovery Museum covering interactive local maritime history and science displays, the Great Northern Museum housing natural history and archaeology collections, or the cosmopolitan Quayside offering a fantastic range of bars and restaurants. Shopping in the centre of Newcastle offers a choice of shops unrivalled in the North East region.

Newcastle has a number of theatres, including the iconic Theatre Royal which hosts touring national

productions as well as ballet and opera seasons with strong regional companies. Just over the river in Gateshead are the Sage Music Centre and the Baltic Centre for contemporary Art, both internationally recognised facilities.

With two universities; the University of Northumbria and the University of Newcastle, the City also offers fantastic further education opportunities for those of our students who aspire to continue to study in the North East.

## What we can offer you

There are lots of posts that advertise themselves as an 'exciting opportunity' but we believe this post really is. The Trust has gone through a major transformation phase and we are now at the stage where our Trust Board, Local Governing Bodies and schools work cohesively together and are making real progress towards ensuring both schools are the best they can be.

We are looking for a Chief Executive Officer with the skills, experience, commitment and vision to drive and embed school improvement. Whilst the role comes with the challenges of working in a very diverse area in a high profile Trust, this is a fantastic opportunity to take a key role in taking the Trust forward.

In addition to favourable terms and conditions, including a generous paid holiday entitlement of 30 days pro rata (18 days) plus public holidays, the post offers a flexible work pattern to balance the needs of the Trust role with any other commitments the successful postholder may have.

## Link to Relevant Documents

For further information, please visit the our website [www.ksmat.org](http://www.ksmat.org).

Additional information regarding our schools can be found as follows:

Studio West: [www.studiowestnewcastle.com](http://www.studiowestnewcastle.com)

Kenton: [www.kenton.newcastle.sch.uk](http://www.kenton.newcastle.sch.uk)

# Main Terms and Conditions of Employment

## Terms and Conditions of Employment

The conditions of service applicable to this post will mirror those set and agreed by the Joint Negotiating Committee for Chief Officers of Local Authorities (the National Agreement) as amended or supplemented by decisions made by the Trust.

### Salary

The actual salary for this post working on 0.6 FTE is £59,510 pa. This is based on a full time salary for the post of £99,184 pa (equivalent to Leadership Point 37). Salary is paid in twelve equal monthly payments on the last working day of each month.

The salary for this post will be reviewed by the Trust on an annual basis (effective from 1 September each year). The Trust will look to consider an increase in salary where all performance objectives are achieved in line with the Trust Pay Policy.

### Working Hours

The post is offered on a 0.6 basis. As this is a senior post, there is an expectation that working hours and days will be flexible both to meet the requirements of the post and to support a flexible approach to work for the postholder.

### Annual leave entitlement

The annual leave entitlement for the post is 30 days per annum plus 8 public holidays pro rata to working hours. Pro rata to 0.6 FTE, the actual leave entitlement will be 18 days plus 5 public holidays each year. Annual leave must be taken during school holiday periods. The Trust do operate a compulsory closedown between Christmas and New Year with the appropriate amount of leave being deducted to cover this period.

### Start Date

The start date of the post will be 1 September 2019.

### Pension Scheme

The postholder will be automatically enrolled into the Local Government Pension Scheme. Our Pension Scheme Administrator is South Tyneside MBC. The employee pension contribution based on salary will be 10.5% of salary. Further details can be found at [www.twpf.info](http://www.twpf.info).

### Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

### Safeguarding

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. Further details on safeguarding policies and procedures are included on our websites.

### Application Process

Applicants should complete our application form which can be downloaded from our website. Completed application forms should be forwarded by email to [hr@kenton.newcastle.sch.uk](mailto:hr@kenton.newcastle.sch.uk) or by post to:

Human Resources  
Kenton Schools Trust  
Drayton Road  
Newcastle upon Tyne  
NE3 3RU

Tel: 0191 214 2200  
Fax: 0191 214 2207

The closing date for applications is 10.00 am on Monday 25th February 2019.

Interviews will be held on 11 March 2019.

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## **Kenton Schools Academy Trust**

Drayton Road  
Newcastle-upon-Tyne  
NE3 3RU

**Tel:** 0191 214 2200

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