



W A T E R T O N
ACADEMY TRUST®

Recruitment Pack

Deputy Chief Executive Officer





Post title	Deputy Chief Executive Officer
Salary & Grade	Leadership L30 – L34 (£90,365- £99,660 per annum)
Hours	Full time, Permanent
Reporting to	CEO
Start date	Easter 2023 or earlier
Closing date	Friday 9 th December at midday
Shortlisting	Wednesday 14 th December 2022
Recruitment Days	Tuesday 20 th & Wednesday 21 st December 2022

Waterton Academy Trust is looking to appoint an exceptional individual to join our Executive Team from Easter 2023 or earlier.

Established in 2014, Waterton Academy Trust is a group of thirteen primary academies operating within the West and South Yorkshire regions. Our vision is to create a family of schools that work together to deliver excellence. We are a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background.

The Deputy Chief Executive Officer (DCEO) is a new role and part of our strategic approach to increasing our leadership capacity. Reporting to, and deputising for, the CEO, this is an exciting opportunity to lead across the trust, with a strong focus on standards, safeguarding and our education offer. The successful candidate will also work alongside the CEO and Trust Central Team to ensure that Waterton meets its statutory and ethical obligations and continues to deliver the strategic aims set out by the Board of Trustees. The DCEO will be a key player within the organisation and take a lead role in developing our work within the trust and wider partnership areas.

The DCEO will be responsible for all areas of the education offer. The primary focus of the role will be to lead and effectively deploy our school improvement and inclusion teams. The DCEO will also be responsible for supporting our academy leaders in delivering excellence throughout our thirteen academies, specialist provisions and preschool settings.

We wish to appoint positive people who want to make a difference. Achievement focused, with a strong belief in inclusive education, the post holder will be passionate, highly driven and will play a significant role in the next phase of the Trust's development.

Dear Applicant



Thank you for taking the time to read our Deputy CEO Recruitment pack.

Everyone deserves access to the very best leaders and teachers, and we are no different in our quest to appoint an exceptional candidate.

Trustees are seeking an outstanding practitioner with the ambition to lead the development of our education offer and make our trust a system leader in the delivery of evidence-based practice. We are looking for a committed individual with a track record of leadership in education and with values that match those of the trust.

In return we can offer a welcoming environment. One where everyone is valued, supported, and where success truly is a shared experience.

If you are confident that you have the skills, drive and vision to join our team, then we sincerely hope that you will apply.

Steve Johnson
Chair of Trustees



Thank you for your interest in the post of Deputy Chief Executive Officer.

Since our establishment in 2014, the trust has come a long way and now is the time to appoint a fulltime DCEO who will lead on the development of our education offer.

I am particularly excited to be working alongside a colleague who has a passion for teaching and learning and believes that evidence based best practice is a vehicle for school improvement.

As CEO, I am also looking forward to adding to our already talented central team. I am sure that alongside maintaining a keen focus on the quality of our education offer, the successful candidate will be able to impact positively on all areas of the organisation.

I wish you well with your application and look forward to meeting you in person.

Dave Dickinson OBE
Chief Executive Officer

About the Trust

Our vision is to create a collaborative of schools that work together to deliver excellence; a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background and where success truly is a shared experience.



The creation of the Centre for Excellence (CfE) is one of the most important developments the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy and CPD offer. Our School Improvement Team are based in the CfE and leaders from across the trust work alongside them to develop practice and provision. The trust believes that excellence can only be delivered through investing in people and providing them with the resources they need to deliver. The CfE is one example of how we achieve this.

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between sites within a reasonable time frame. There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries. The proximity of our academies allows colleagues to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.



I joined Waterton as an apprentice and have enjoyed four years of professional development. I feel that I have grown into a valued member of the Central Team. I am loving working within the IT Services team and supporting our schools with their online presence.

Jack
Digital Media Officer



Trust Offices

West Hub Schools

1. Wrenthorpe Academy
2. Sharlston Community School
3. Walton Primary Academy
4. Normanton Junior Academy
5. Lee Brigg Infant School
6. Crofton Infants' School
7. Normanton Common Primary Academy

East Hub Schools

8. Churchfield Primary School
9. Kings Meadow Academy
10. West End Academy
11. South Kirby Academy
12. Ackworth Mill Dam School
13. Cherry Tree Academy
14. Newstead Academy (2023)

Why Choose Waterton?

Everything we do is about creating a team of dedicated professionals who share our ambition for young people.

We are committed to providing employees with a safe, healthy and supportive environment in which to work.

We seek to reduce disadvantages, discrimination and inequalities of opportunity. We promote diversity.

We recognise the need to support staff to enable a healthy work life balance.

We are able to draw upon expertise from across the trust. Colleagues collaborate and share best practice through a number of trust wide networks.

Our partners are of the highest quality and colleagues have the opportunity to work alongside system leaders such as the EEF and Research School Network.

Flexible working arrangements are promoted across the trust where possible, to enable our staff to manage their work life and family commitments.



I started my career at Waterton as a Deputy Headteacher in 2017. I have learned so much over the past five years. I have received the support, guidance and opportunities that have allowed me to grow as a professional and make a real difference to the life chances of the children that we care for.

James

Headteacher



About the Trust (Continued)

CPD and investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about.

Quality professional development is delivered by colleagues from across the trust to all members of our team.

We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and being contributors to the wider system leaders' network. We therefore encourage colleagues to take up opportunities and engage in projects outside of the trust. Colleagues are currently facilitating, leading and participating in numerous projects with key partners such as the Education Exchange Teaching Hub, Education Endowment Foundation, EBE and Bradford Research School.



At **Waterton Preschools** we believe that children deserve the best possible start to their educational journey. Waterton Pre-Schools provide the high-quality early years education and care that our youngest children need to thrive, begin to develop their independence and be ready for the next phase of their education. The Trust is currently rolling out a programme of new preschools. The picture to the left is the opening of our latest provision **Cherry Blossoms**, based at **Cherry Tree Academy** in **Pontefract**.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive to play our part in **Barnsley's ambitious SEND & Inclusion strategy** will undoubtedly lead to improved opportunities and outcomes for all. At **Waterton Academy Trust** we position ourselves as part of the wider civic structure and this has led to us working in a strong, collaborative partnership with **Barnsley Metropolitan Borough Council** to improve the specialist provision in the town. Our provision for **KS1 children** at **Churchfield Primary**, and our soon to be opened **Newstead Academy**, will provide much needed capacity across the town.



I trained as a teacher as part of the **Waterton ITT Programme** in 2018. I now work as a teacher in **KS1** and really enjoy what I do and where I work.

Robyn

KS1 Teacher



I joined **Waterton** in 2016 after a difficult decision to leave a school and team that I loved working with. I was apprehensive about such a big move, but I can say that I have no regrets. I love my job and work with a great group of colleagues.

Pam

Chief Finance Officer

Job Description



Post title	Deputy Chief Executive Officer
Salary & Grade	Leadership L30 – L34
Hours	Full time, Permanent
Reporting to	CEO

Core Purpose

- To act as Deputy CEO to the CEO and Trust Board.
- To uphold the trust's values, and to provide visible leadership across the organisation.
- To work collaboratively with the Trust Board, Trust Executive, trust leaders and headteachers to develop and deliver both the education offer and strategic objectives.
- To perform the duties of the Deputy CEO in accordance with the conditions of employment.
- To promote the trust in the wider community and system leaders' network.

Key Responsibilities and Accountabilities

Strategic

- Contribute to the work of the Executive Team & Trustees to deliver a long-term strategy for success.
- Alongside the CEO, lead in supporting the growth, development and sustainability of the trust.
- Develop and deliver an overall strategy designed to improve the trust's education offer.
- Develop and maintain effective relationships with key partners/stakeholders outside of the trust.
- Keep abreast of national, regional and local initiatives that impact direct on trust operations.

Leadership and Management

- Alongside the CEO, ensure that leadership at all levels is robust and resilient.
- Lead the development and implementation of the education offer and school improvement strategy.
- Work with the CEO, Trustees and trust leaders to ensure trust wide educational excellence.
- Lead and inspire all stakeholders to create a shared culture of ambition and excellence.
- Support trust leaders across all areas of the trust offer to ensure success truly is a shared experience.
- Develop and maintain effective relationships with system partners.
- Lead on the trust wide CPD plan, ensuring it enhances the education offer.

School Improvement & Monitoring Performance

- Alongside the CEO and Trust leaders, develop a culture which promotes high professional standards, that deliver improvements in provision and outcomes.
- Encourage networking opportunities and ways to share best practice across the trust.
- Contribute to the continued development of the assessment, reporting and monitoring arrangements.
- Alongside the CEO, continue to shape the framework and systems for school improvement across the trust, ensuring capacity, quality assurance and accountability at all levels.
- Provide support and challenge to schools within the trust as required.
- Use performance analysis to determine the early identification of schools where performance is weakening.
- Keep abreast of the latest research-based practice and ensure where appropriate they are embedded trust wide.
- Lead the appraisal process for senior leaders and headteachers.
- Deploy resources to ensure Ofsted reviews remain positive and standards continue to rise.
- Actively engage in system leadership to improve your own practice and that of fellow leaders.

Supporting Schools

- Provide strategic direction for the SI Team and all headteachers in the trust to ensure improvements are achieved.
- Develop partnerships with system leaders that support the trust in addressing underachievement.
- Respond, where appropriate, to requests from academies to support their own self-evaluation.
- Promote and support quality leadership networks throughout the trust.

Core Responsibilities and Duties:

All post holders are required to:

- Ensure that you understand and comply with the trust health and safety policy by following the relevant procedures that are in place.
- Uphold and promote the safety and well-being of pupils as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust employee code of conduct.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of a team.
- Attend relevant meetings, as required.

- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
- Be proactive in seeking appropriate advice and guidance where required.
- Flexible and willing to work between different sites as required.

Personal Specification

Title	Deputy Chief Executive Officer
Accountable to	CEO

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Qualifications	Essential	Desirable	How Identified
Qualified Teacher Status	●		AF/CQ
Relevant postgraduate qualification		●	AF/CQ
Evidence of further relevant leadership studies such as NPQH or NPQEL		●	AF/CQ
Experience			
Extensive experience as a headteacher in a primary setting	●		AF/R
Extensive experience of having delivered school inspections or school to school improvement work	●		AF/R
Experience of working at a senior leadership level within, or in partnership with, a multi academy trust	●		AF/R
Experience of having led a school to outstanding or out of a category		●	AF/R
Worked with and developed strong relationships with stakeholders	●		AF/R
Extensive experience of delivering improvements through wider system leadership projects, preferably whilst holding NLE Status		●	AF/R
Record of CPD that has facilitated a detailed and up-to-date knowledge regards evidence-based practice, national agendas, inspection procedures and statutory requirements	●		AF/R
Experience of working effectively at an executive level within a complex organisation, multi academy trust or similar organisation		●	AF/R
Experience of having led school improvement teams in delivering school improvement strategies within a trust or as part of a system leadership project		●	AF/R

Abilities, Skills and Knowledge			
Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation	●		AF/I/R/OT/P
Ability to apply effective practice and research evidence to improve outcomes across multiple settings	●		AF/I/R/OT/P
Ability to oversee a range of non-educational responsibilities and accountabilities such as financial reporting, employment, governance and policy development	●		AF/I/R/OT/P
A wide and current knowledge of SEND and Inclusion legislation and best practice		●	AF/I/R/OT/P
Able to articulate and define a clear vision for the future	●		AF/I/R/OT/P
Understanding of the importance of partnership working and harnessing capacity from within the organisation and from external system partnerships	●		AF/I/R/OT/P
A strategic thinker who can analyse and process complex information and data quickly and rigorously in order to make effective decisions	●		AF/I/R/OT/P
Ability to establish positive and productive working relationships with a wide range of stakeholder at all levels	●		AF/I/R/OT/P
An understanding of the leadership challenges of a complex setting	●		AF/I/R/OT/P
Thinks creatively to solve problems and identify opportunities	●		AF/I/R/OT/P
Ability to work with and advise the Trust Board to enable them to fulfil their role and statutory obligations	●		AF/I/R/OT/P
Effectively engage and communicate at all levels, including children, staff, parents and the wider community.	●		AF/I/R/OT/P
Personal Qualities			
Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community	●		AF/I/R/OT/P
Commitment to the safeguarding of vulnerable young people and adults	●		AF/I/R/OT/P
Strong personal motivation and drive to succeeds	●		AF/I/R/OT/P
Personal and professional resilience in the face of challenging situations	●		AF/I/R/OT/P
A strong team ethos and a natural networker. Able to engage effectively and communicate with colleagues and the wider community	●		AF/I/R/OT/P
A voracious appetite for securing the highest standards from themselves and others	●		AF/I/R/OT/P
An understanding of work life balance manifested through a genuine concern for the wellbeing of others and themselves	●		AF/I/R/OT/P
A commitment to the vision, guiding principles and strategic goals of the trust	●		AF/I/R/OT/P



Next Steps

For an informal chat with Dave Dickinson, CEO regarding this post, please contact Gemma Waring, Executive Assistant to the CEO by email at gwarling@watertonacademytrust.org or call **01924 240767**.

Application forms can be downloaded from [Recruitment - Waterton Academy Trust](#)

Completed applications forms should be emailed to hr@watertonacademytrust.org by the closing time and date below.

Closing date: Friday 9th December 2022 – midday

Shortlisting: Wednesday 14th December 2022

Recruitment Days: Tuesday 20th & Wednesday 21st December 2022

Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.



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