

# The Minerva Learning Trust



## Job Description

Role: **Executive Principal**  
**Permanent**  
**0.6 Contract**  
**Salary Range: L33 – L39 (£87,732 – £100,568 (Pro-rata))**

### Purpose of the post

1. The key purpose of the role is to ensure the standards of education within the Trust are at least Good in all its schools.
2. To achieve this the Executive Principal must ensure high quality leadership and teaching and learning.
3. To enable this the Executive Principal must ensure that the financial, administrative and HR processes are efficient and effective and the Trust is sustainable.

### Key accountabilities

The EP is accountable to the Board of Trustees for educational performance across all academies. The EP is accountable to the RSC for standards across the MAT. The EP is accountable to the Board of Trustees for the effectiveness of systems within the Minerva Learning Trust. The EP is accountable to the Board of Trustees and thereby the Diocese (SDBE) for the ensuring the Christian ethos of the Church Schools is maintained. The EP is accountable to the Board of Trustees for the financial standards of the Minerva Learning Trust and ensuring that the Nolan Principles are applied and embedded. As Accounting Officer the EP is accountable to the Secretary of State for Education, the ESFA and the Board of Trustees for ensuring the Academies Financial Handbook is actioned annually. The EP is accountable to the Board of Trustees for ensuring all employment law is appropriately applied within the Minerva Learning Trust.

### Securing accountability

The Executive Principal will:

- Create and develop the Trust so that all staff recognise that they are accountable for the success of the Trust and the children and communities it represents and serves;
- Work with the Trustees to establish and embed a robust governance model so that statutory responsibilities are met;
- Continue to develop the roles of the Clerk to the Board of Trustees and Director of Finance to ensure legal and financial obligations are met;
- Use a variety of indicators to ensure Trustees have an accurate account of each Academy's performance;
- Provide support and challenge to Academy leaders and their leadership teams so that they can deliver the highest standards of learning for all their pupils;
- Advise and work with Local Governing Bodies on the performance management of their

Headteachers;

- Prepare and submit reports and attend all meetings as required by RSC, EFA and Diocese;
- Take responsibility for leading on and responding to all external inspections of schools

## **Strategic leadership**

The Executive Principal will:

- Work with the Board of Trustees to develop and communicate a clear strategic vision for the successful development of the Trust;
- Translate the vision into the Trust's strategic and operational plans and consistent School Improvement Plans in each Academy.
- Ensure an effective, adaptable and sustainable leadership strategy is implemented across the Trust so that each Academy is led by a high quality leader;
- Support partner Academy leaders to carry forward the Trust vision through the implementation of robust performance management arrangements;
- Drive a continuous and consistent Trust-wide focus on raising achievement and improving pupil outcomes;
- Lead the development of the Trust "brand" and ensure it is effectively publicised to reach a wider audience through an effective PR strategy;
- Develop a growth strategy which is appropriate and ensures robust due diligence processes;
- Manage the accountability of the Trust to the Regional Commissioner for Schools and, for Church Schools to the Diocese;
- Seek ways to ensure the provision of services is cost effective and efficiency savings are maximised.

## **Teaching and Learning**

The Executive Principal will:

- Maximise the opportunities for all students through continuous academy-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning
- Ensure high quality teaching is at the heart of strategic planning and resource management
- Establish creative, responsive and effective approaches to teaching and learning
- Work closely with the Trust leadership team on developing higher attainment in all MLT academies
- Contribute to the development of a collaborate approach across the MLT academies in sharing good practice and improving the learning experience for students
- Empower students to take an active part in their own learning and to take personal responsibility for improving their future opportunities and educational experience
- Implement strategies which secure high standards of behaviour and attendance
- Monitor and evaluate the quality of teaching and standards of learning and achievement to effect improvement where required and identify and share best practice
- Work with the Trust leadership team to determine, organise and implement a broad and deep curriculum and effective assessment framework
- Establish a Trust culture which promotes aspiration within each academy community and celebrates success and achievement
- Take the strategic lead in the development of new and emerging technologies to improve the learning experience for students
- Challenge underperformance at all levels and ensure effective corrective action, support and review

## **Managing the Trust**

The Executive Principal will:

- Provide timely and accurate guidance to the Board of Trustees, Members and, when appropriate, LGBs so the Board of Trustees can make sound decisions;
- Ensure the ongoing development of an organisational structure of the Trust which reflects its values and ethos, and enables effective, efficient, sustainable operations;
- Promote an inspiring, professional work environment consistent with the values and aspirations of the Trust;
- Establish a programme to develop and review Trust policies and procedures so that statutory responsibilities are met;
- Ensure there is an effective strategy for the recruitment, retention and deployment of staff across the Trust;
- Ensure effective communication mechanisms are put in place so that all staff are kept informed of key priorities and developments;
- Monitor the consistency of provision across the Trust and, where necessary, intervene;
- Ensure each Academy and the Trust sets an annual budget and monitors expenditure and that the Trust produces and submits an annual report and audited accounts;
- Procure and develop a range of services which can be accessed by member Academies, wherever possible, taking advantage of economies of scale and common delivery methods/routines;
- Develop services which can be sold to external organisations in order to finance the work of the Trusts;
- Formulate bids and access other funding to support the work of The Minerva Learning Trust e.g. sponsorship and grant applications.

## **Developing partnerships**

The Executive Principal will:

- Promote and facilitate partnership working within and beyond the Trust;
- Work with agencies such as local authorities, the RSC, SDBE and the Department for Education to broker partnerships which may lead to membership of the Trust;
- Develop strategic alliances with external organisations, such as other Academy groups, Teaching Alliances and the Diocese to further increase the Trust's capacity.

## **Developing self**

The Executive Principal will:

- Promote and maintain a culture of high expectations for self and others;
- Regularly review own practice, set personal targets and take responsibility for own development, where necessary seeking advice and support from other agencies.