



Mighty Oaks  
Academy  
Trust



EXECUTIVE LEADER  
(CEO)  
CANDIDATE PACK



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Academy  
Trust

## LETTER FROM THE CHAIR.

Thank you for showing an interest in Mighty Oaks Academy Trust (MOAT) and its search for a new Executive Leader (CEO). You will be joining at a very exciting stage in our development. The current postholder has effectively begun this process, but the time is right to further grow and develop, creating a strong and successful organisation for the future.

As you can see from the person specification, we are looking for someone who is first and foremost an experienced and exceptional school leader. While the successful candidate will have to have first rate business skills to manage a growing and ambitious Trust, what matters most is ensuring that our children benefit from an exceptional education from outstanding teachers.

We are also ambitious for our schools, our staff and most importantly, our pupils. We are therefore seeking an equally ambitious Executive Leader to lead us through the next stage of our growth and development. If, having read the information provided, you think that you are the person we are looking for, I do hope you will apply.

If you would like an initial, informal and confidential conversation I am very happy to be contacted on:

E: [ChairofTrustees.MOAT@taw.org.uk](mailto:ChairofTrustees.MOAT@taw.org.uk)

T: 01952 387 927

With best wishes,

Keith Hall

Chair, MOAT



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## OUR TRUST

Mighty Oaks Academy Trust began in 2011, initially as a single academy at Priorslee in Telford. We joined with Buildwas Academy, which converted in 2016. Our aim was to develop a strong, collaborative MAT which focussed on primary education. Our MAT employs talented and experienced leaders and practitioners who provide the highest quality school experience possible for each and every one of our children. We have a strong proven track record of strong teaching and learning which is overseen by a team of senior leaders. We are a small, but growing Trust, which enables us to know our schools personally.

We work closely with our schools providing support and structure, where necessary, whilst developing independence and creativity in schools to empower their leaders to imaginatively ensure they provide the very best quality learning opportunities for their children.

### Our Vision and Values

At Mighty Oaks Academy Trust, we put the community at the heart of everything we do. This means that in our Trust we aim to:

- Be focussed on the children making sure we provide an engaging, stimulating, and fun environment where our children can thrive
- Have talented and dedicated staff, who put the children at the centre of all they do and go the extra distance to ensure their needs are met
- Value, celebrate and promote difference for all members of our community
- Form strong working partnerships with our parents to ensure that we are partners in our children's education
- Prepare our children for life and enable them to make a positive contribution to their community
- Enable and support schools to provide a unique curriculum that recognises and addresses the characteristics, history, and future of the community we serve
- Work closely with community leaders
- Commit to providing an outstanding education for all our children.

We aim to provide an outstanding learning experience for all our children, which will enable them to become the best possible version of themselves, within the community in which they live and grow.



## Our Schools

Our Trust currently consists of two Primary Schools. We value working with other schools, so each of the Trust's schools is developing wider connections through a range of networks and actively seeks opportunities to work in collaboration with others.

### **Priorslee Academy**



*Mrs J Cooper, Head of School*



Priorslee is a Primary Academy that is passionately committed to individual achievement, personal growth and the pursuit of excellence for every child. We are firmly committed to providing an inclusive education which meets the needs of all children in our care – ensuring all can achieve the best they can, and all can shine.

Have a look at the wonderful things we get up to on our [Facebook Page!](#)

Priorslee is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At Priorslee, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential. Priorslee Academy is a truly exciting place to learn. No day is ever the same and there is always something new to discover.

We believe that children's happiness and emotional wellbeing is vital and is the foundation for children to be able to thrive and contribute to society. We aim to give children positive initial experiences of learning and relationships, which will help to make them responsible, responsive citizens who appreciate the value of community.



Our core values underpin daily life (ACORNS). We teach our children to **Aspire**, be **Community-Minded**, to always remain **Optimistic**, to show **Respect** and to **Nurture** ourselves, our passions and others in our school community.

We have a passionate and big-hearted staff team who work hard to provide our children with a huge range of opportunities, carefully designed to spark their interests and enthusiasm, inspire them, and enable them to realise their full potential.

We pride ourselves in our strong home/school relationships. We encourage an open-door policy, allowing parents and staff to meet whenever a need arises. We place a high value on establishing close links between home and the school so that we can effectively work together to achieve the best for your child.

We have worked hard on creating our new curriculum, in which we aim to provide a lively, creative curriculum to challenge and motivate our pupils and enable them to participate in a range of high-quality learning opportunities and experiences. We encourage parental involvement and parents certainly enjoy sharing in.

The recent improvement in the school's environment has enhanced the quality of the children's education and we are committed to an on-going programme of refurbishment to ensure the children learn in the very best learning spaces. However, our greatest resource is our skilled and dedicated staff who work tirelessly to provide the best teaching and learning experience for each child. We actively seek to secure highly skilled staff to the school so that our provision is continually improving and kept up to date.

We want our pupils to enjoy coming to school and to be enthusiastic about learning. We expect high standards of behaviour from all our pupils, and we will nurture and encourage pupils and inspire them to be active participants in their own development and education. We encourage them to be responsible, thoughtful, polite, and to play an active part in all aspects of school life. Our School Council gives the children a voice where their thoughts and ideas can be expressed and put into practice.

As a school, we are fully committed to developing each child's unique potential not only academically, but also socially, emotionally and physically. Our children are happy and enthusiastic learners, who work hard to reach the challenges set by their teachers.

We focus on making all aspects of our school a safe and secure learning environment where children feel confident to try out new skills and are encouraged to 'have a go' even if they find something difficult or challenging.

Our pastoral care arrangements are extensive and highly effective and enable children to feel safe and secure during every part of the school day, so that they have the confidence to achieve their full potential both academically and personally.



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## Buildwas Academy



*Mr J Millington, Acting Head of School*

Buildwas Academy is set in a traditional Victorian building in the beautiful countryside close to the Ironbridge Gorge World Heritage Site and Ironbridge Museums. Our position, overlooking the River Severn, adds to the charm.

Our school has a strong tradition, educating children since 1855, using the community and extensive local resources provided by the local and wide Shropshire area.

Children are taught in four mixed-age classrooms with our Pre-School provision seamlessly fitting into in our mixed Reception/Pre-School class. We offer education for 3 – 11 year olds within the Buildwas, Leighton and Eaton Constantine parishes and the surrounding Telford & Wrekin and Shropshire areas.

Buildwas Academy is a school that endeavours to make each child feel valued as an individual, within a community that cares. At Buildwas we realise the importance in equipping children with the appropriate academic and physical skills. We try to instil in them correct social and moral values and, most importantly, stimulate and motivate them to achieve the highest levels of confidence, enjoyment and success in all that they do.

Have a look at the wonderful things we get up to on our [Facebook Page!](#)

Our curriculum has been designed with our children and the local area in mind. As a staff we thought about our school's ethos, the community and links we have already established or our plans and hopes for the future.

Our thematic curriculum has been designed with the children and our local context in mind. It aims to enrich the lives of our pupils, giving them skills and opportunities that will help them in later in life and take up their roles as global citizens. We hope that the children are as excited about the themes they will be covering as we are. We endeavour to bring these themes to life through the local links, visits and immersion activities to help create life-long memories.



Children from Reception to Year 6 at Buildwas are given realistic and progressive opportunities to enable them to develop into mature, responsible, confident, sensitive, respectful and trustworthy individuals.

“A small school with a huge heart.”

**H**appiness

**E**nabling

**A**spire

**R**esilience

**T**rust

These words are pivotal to all that we do. We aspire to ensure that the happiness of the whole school community is our priority. We put our trust in each other, enabling us to provide ambitious, creative learning opportunities, that build resilience and nurture our children to evolve into the best versions of themselves.

### Our Central Team

At the heart of our Trust is a highly skilled and experienced team of professionals who ensure that all aspects of Trust operations are managed to a high standard. Ensuring efficiency and alignment is the key. The team continually review systems and enhance processes to ensure that school leaders are able to focus on the quality of education for pupils.



Steve Tilley  
Executive Leader and  
Accounting Officer



Jo Hart  
Trust Operations and  
Finance Manager



Geraldine Lough  
Trust Administrative Lead



We are currently a small Central Team, but are highly effective. It will be the role of the new Executive Leader to grow this team. Under the leadership of the Executive Leader and the Operations and Finance Manager, the team works from an office, currently based at Priorslee Academy in Telford. The Trust currently outsources MAT Finance, HR services, payroll and contracts, H&S, building maintenance and catering. All schools use Bromcom as their Management Information System, as well as the tool for Safeguarding communications.

### **Governance and Management Structure**

The MOAT governance structure consists of three key layers. Members, Trustees and Local Academy Committees. There are currently five trustees, including the Executive Leader, with a wide range of skills and experience both in and outside education.

There are two Local Academy Committees (LAC). Each LAC takes responsibility for oversight of its school's individual performance and holds the Head of School to account, whilst providing support and valuable community engagement.

Our school leaders have become a well-established support network for each other. Regular weekly briefings ensure that information sharing is facilitated. Peer review across the trust is currently in its infancy. When embedded, this will enable a cycle of evaluations to take place so that each school has a monitoring visit with an agreed focus.

Regular group strategy meetings and 1-2-1s with the Executive Leader also take place and these serve to ensure that good communication and shared practice is given the important focus it requires.

Under the successful appointment of the new Executive Leader, we expect the current Trust structures will be shaped and further developed by the successful candidate.

### **MOAT Growth Plans**

The Trust has currently grown organically with the existing two schools. We are expecting that the new Executive Leader will continue to grow our organisation. Our recently reviewed strategy for external growth is to:

- Proceed with care
- Ensure that growth does not adversely affect the existing schools and their pupils
- Implement a robust due diligence framework
- Develop and implement an operational plan to execute the growth strategy, covering both recruiting additional schools and developing partnerships (try before you buy)





A due diligence framework is currently being put into place to assist and guide this process. This will support conversations with prospective schools.

The Trust has ambitious plans to grow no greater than 10-12 schools over time with approximately 5000 – 6000 pupils. It has recognised that growth brings economies of scale, an opportunity to provide system leadership on a wider scale and the capacity to enhance teaching and school development on a Trust-wide basis to benefit the pupils, staff and their schools. The Trust recognises the importance of building relationships over time, whilst managing the internal growth and the development of its existing schools as a MAT.

### **Strategic Priorities for the new Executive Leader**

Upon appointment, and based on the Trust's current priorities, we will discuss with the successful candidate their immediate strategic priorities which are likely to include:

- Preparation for Ofsted inspections
- External Trust Growth
- Financial Stability
- Shaping and managing the Trust's Central Function



## **Mighty Oaks Academy Trust**

### **Executive Leader Job Description**

- Salary:** Seven-point range within Group 5, L18-L31 (£67,315-£91,679), starting point to be negotiated with the successful candidate.
- Accountable to:** The Board of Trustees.
- Reporting to:** The Chair of the Board of Trustees.
- Job Purpose:** To provide strategic leadership and effective management of the Trust and its academies in accordance with the vision and strategy agreed by its Board of Trustees and to be its Accounting Officer.

## **RESPONSIBILITIES**

### **General:**

1. Be the lead education professional for the Trust.
2. Working with school leaders, create and maintain a dynamic research-informed learning environment where all children have access to an inspirational curriculum as well as excellent and innovative facilities and staff.
3. Help ensure that the Trust and its academies nurture a love of learning and enable all children to realise their full potential with a strong sense of self and the confidence to engage with the wider world.
4. Lead and manage school leaders to develop the Trust's academies as exemplars of values-driven education, cornerstones of their local communities and beacons of excellence in education and to ensure that all Trust academies perform to the highest possible standards.
5. Working with the external financial service providers, ensure the financial strength and sustainability of the Trust and its Academies.
6. Act as an ambassador for the Trust to promote it and its values locally, regionally and nationally.
7. Ensure all academies provide a safe and secure learning environment for all through exemplary safeguarding practises and high professional standards.

### **Strategic:**

1. Provide strategic leadership and advise the Board of Trustees on the strategic development of the Trust.
2. Develop and apply evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, affordable and in line with aims and objectives of the Trust.



3. Develop and implement a strategy for the growth of the Trust in accordance with its strategic aims.
4. In conjunction with the external finance service providers, take responsibility for the development and implementation of the Trust's annual business and improvement plans.
5. Ensure proactive risk management throughout the Trust, including having responsibility for its Risk Register.
6. Develop and maintain effective relationships with key stakeholders including the academies' local communities, parents, the Regional School Commissioner, Department for Education, Education and Skills Funding Agency, Ofsted, recognised trade unions and local authorities.

#### **Leadership and Management:**

1. Provide high level coaching and mentoring to academy leaders so that school improvement is highly effective.
2. Provide motivational and inspirational leadership at all levels of the Trust to develop a culture of continuous improvement in its educational provision and management of resources, helping to ensure high quality teaching and achievement in the academies and a positive and enriching experience of education for pupils.
3. Proactively drive the Trust's strategic priorities internally and externally
4. Ensure that the Trust's management and organisational structures are developed to ensure the effective, efficient and safe delivery of its educational provision.
5. Help ensure that communication is at its most effective throughout the Trust, including between the different levels of management and governance, and maximising the engagement of school leaders and Local Academy Committees in the wider work of the Trust.
6. Represent the interests of the academies to the Trustees and help ensure the Trust's aims, objectives and values are understood and implemented in the academies.

#### **Education, Curriculum and Standards:**

1. Ensure the maintenance of high-quality, expert teaching across all subjects and years based on an evidence-informed understanding of effective teaching and how pupils learn.
2. Develop and help apply evidence-informed strategies for school improvement which lead to strong measurable outcomes.
3. Take the lead in upholding and achieving ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
4. Working with school leaders, help ensure teaching is underpinned by high levels of subject expertise and effective approaches.
5. In consultation with school leaders, develop and implement across the academies a broad, structured and coherent curriculum which sets out the knowledge, skills and values that will be taught, ensuring that all pupils are taught through the provision of evidence-informed approaches.



6. Help ensure that valid, reliable and proportionate approaches are used in assessment.
7. Ensure that arrangements are in place that ensure high standards of pupil behaviour with consistent, fair and respectful approaches to managing behaviour.

#### **Resources Management:**

1. Ensure, in conjunction with the external finance service providers, the appropriate allocation of financial and other resources with due regard to efficiency, effectiveness and probity in the use of public funds.
2. Hold the Trust's local academies to account to ensure that their learning environments and the effective deployment of their resources are best used to enable their children to thrive and achieve.
3. Manage and develop the Trust's physical and other assets including the delivery of capital projects.
4. Develop the Trust's income generating capacity through utilising its expertise and its resources, including its estate.
5. Working with other senior staff as appropriate, ensure that the Trust's resources are developed, maintained and operated in compliance with all relevant legislation and best practice.
6. Working with the external finance service providers, advise the Board of Trustees on the best allocation of resources across the Trust to achieve its aims.
7. In line with Scheme of Delegation, appoint, lead, train, develop, empower and motivate the senior staff of the Trust and have oversight of how they discharge the same responsibilities for their staff.
8. Ensure the professional development of staff, including for academic staff an approach that is consistent with the standard for teachers' professional development.
9. In liaison with school leaders, ensure that staff demonstrate consistently high standards of principled and professional conduct, meeting teachers' standards and ensure the conditions are provided in which teachers can fulfil them.

#### **Finance:**

1. As Accounting Officer for the Trust, assisted by the external finance service providers, ensure that it complies with the Academies Handbook, the Education and Skills Funding Agency funding agreements and their regulations and, where appropriate, best practice guidance.
2. Oversee the work of the external finance service providers
3. Work with the external finance service providers to ensure the long-term financial sustainability of the Trust, including through the development and application of effective systems of resource allocation and monitoring.
4. In conjunction with the external finance service providers, ensure that the Trustees are kept informed of the financial wellbeing of the Trust, any threats to it and advised appropriately on the strategies to be adopted to address them.
5. Working with the external finance service providers, achieve best value across all of the Trust's operations, including effective and economic procurement.



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### **Safeguarding, Health and Safety and Compliance:**

1. Ensure that the Trust and its academies meet their safeguarding responsibilities in line with legislation and best practice.
2. Be the Designated Safeguarding Lead for the Trust and monitor safeguarding practises.
3. Ensure that the Trust complies with Health and Safety regulations and best practice, including with respect to the Prevent Duty.
4. Ensure the Trust complies with all other statutory requirement including those relating to data protection.

### **Values and Ethos:**

1. Demonstrate consistently high standards of principled and professional conduct and help ensure the same amongst staff.
2. Drive and develop the Trust ethos and values, ensuring they underpin all of the Trust's activities.



**Mighty Oaks Academy Trust**

**Executive Leader Person Specification**

<b>Criteria</b>	<b>Essential/ desirable</b>	<b>Where will it be Assessed?</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
Degree or Equivalent	E	Application Form
Qualified Teacher Status (QTS)	E	Application Form
Relevant Higher Degree.	D	Application Form
NPQH	E	Application Form
NPQEL	D	Application Form
National Leader of Education (Experience of school improvement beyond own school/trust)	D	Application Form
<b>EXPERIENCE</b>		
Successful recent strategic leadership experience as a Headteacher or CEO of an Academy Trust.	E	Application Form/Interview
Coaching and mentoring to improve the effectiveness of teaching.	E	Application Form
Managing budgets, people and infrastructure to achieve operational and strategic goals.	E	Application Form/Interview
Effective school improvement externally verified.	E	Application Form/Interview
<b>KNOWLEDGE AND SKILLS</b>		
The knowledge and skills to deliver the Trust's vision which embraces excellence, intellectual rigour, high standards and inclusion.	E	Application Form/Interview
Ability to plan strategically to deliver the Trust's vision and to lead and empower staff to achieve its strategic goals.	E	Interview
Deep and broad knowledge and understanding of schools, their operation and their governance.	E	Application Form/Interview
Clear understanding of what constitutes excellent teaching.	E	Application Form/Interview
Ability to envision how the Trust can be developed and grow.	E	Interview
Ability to construct and communicate a compelling case for joining the Trust to schools considering academisation.	E	Interview
Knowledge of the academisation process.	D	Interview
Highly effective leadership and management skills, including leading change, creativity and innovation and the management of organisational growth.	E	Interview
Ability to coach and mentor new and experienced school leaders.	E	Interview
Detailed and up-to-date knowledge of subjects, national policy, classroom management strategies, inspection procedures and statutory requirements governing the operation of Trusts and schools.	E	Application Form/Interview
Experience of and ability to lead, manage and inspire staff, empowering them in an environment which enables people to perform at their best and underpins effective employee relations.	E	Application Form/Interview



Criteria	Essential/ desirable	Where will it be Assessed?
<b>KNOWLEDGE AND SKILLS</b>		
Track record and ability to manage budgets and infrastructure.	E	Interview
In depth knowledge and experience of child protection and safeguarding regulations and procedures.	E	Application Form/Interview
The application and development of ICT to enhance learning and effective administration.	E	Application Form/Interview
Strong analytical and problem solving skills, utilising research to support and challenge practice.	E	Interview
Excellent communication skills.	E	Interview
<b>PERSONAL ATTRIBUTES</b>		
An inspirational leader and role model with a professional approach that demands excellence, confidence, trust and the respect of the Trust and the wider community.	E	Interview
A personal commitment to the Trust's ethos and values and to promote them effectively in all aspects of its operation.	E	Interview
Proactive, innovative and versatile with the high level of drive, energy and enthusiasm necessary to effectively deliver strategic goals.	E	Interview
Articulate with the professional confidence and excellent interpersonal skills to be able to interact effectively with a range of stakeholders including local and national figures and organisations and, with appropriate empathy, with staff and parents/carers.	E	Interview
Values strong governance and a commitment to work collaboratively with Trustees.	E	Interview
A commitment to equal opportunities and inclusivity within the curriculum and in employment practice.	E	Interview
<b>DEPLOYMENT OF SYSTEMS AND PROCESSES</b>		
Experience and ability in performance management, including dealing with underperformance effectively and in a timely manner.	E	Application Form/Interview
Successful experience of effective financial and resource management systems and approaches to achieve educational priorities and ensure efficiency and value for money.	E	Application Form/Interview
Successful application of systems and processes applying to school self-evaluation and accountability and to school improvement.	E	Application Form/Interview
<b>OTHER</b>		
Capacity to attend school and Trust meetings and to represent the Trust at events and meetings outside the school day.	E	Application Form
Access to a car to allow efficient travelling to different locations.	E	Application Form