

Birmingham Diocesan Education Service

MAC Catholic Senior Executive Leader/Officer (CEO) – Title TBC

PROVISIONAL Role Description

Salary Range: TBC

Accountable to: The Board of Directors

Accountable to: The Chair of the Board of Directors. The Remuneration Committee of the Board is accountable for the performance management, pay and other benefits to the postholder.

Responsible for: Performance of ALL academies and staff within the Multi-Academy Company

The Catholic Senior Executive Leader of the _____ Multi-Academy Company, working closely with the MAC's Board of Directors, will provide visible strategic leadership across the MAC and systems leadership across the Diocese to drive achievement of high standards in all areas of the MAC's work, particularly by ensuring the provision of sustainable, outstanding education and financial performance while preserving and developing the MAC's Catholic character.

1. Strategy, Innovation and Systems Leadership

- 1.1. Providing Christ-centred, strategic leadership to the MAC, role modelling its Catholic vision and values while inspiring and empowering others to share in achieving them.
- 1.2. Supporting the Board's development of a robust strategic vision for the MAC, including engaging with other schools, academies and MACs to grow at a progressive and sustainable rate and to merge with others where, in liaison with the Diocesan Education Service, it is deemed appropriate.
- 1.3. Holding to account on behalf of Directors the MAC's Senior Executive Management Team (including Principals/Heads of School, the Chief Operating Officer, Chief Finance Officer and other senior professional and administrative service staff) and providing leadership and direction to them in delivering agreed strategies, improvement plans and programmes, developing and implementing a workforce strategy incorporating effective deployment of staff across the MAC, performance management, succession planning and developing future Catholic leaders.
- 1.4. Working in close co-operation with the Chair of the Board and other Directors to ensure that the MAC's strategic priorities as agreed with the Board are fully aligned with its distinctive Catholic character, effectively integrated within the MAC's operational plans and programmes, and are delivered accordingly.
- 1.5. Ensuring an effective strategy for building educational and leadership capacity ahead of need, working in particular to grow systems leadership within senior and middle leaders across the MAC and increasing the MAC's capacity to improve and provide support to others.
- 1.6. Providing a critical interface between Directors, the Company Secretary/Governance Officer/Clerk, Local Academy Committee/Governing Body members / governors, and Senior Executive Management Team members within the MAC to ensure that protocols and processes exist to promote effective joint working and ease of communication.

2. Sustained High Performance and Standards

- 2.1. Ensuring that the capacity of the organisation is consistent with a requirement to deliver high quality Catholic education provision and related services in an efficient and effective manner.
- 2.2. Promoting an attitude and a culture which values innovation and creativity.
- 2.3. Ensuring that rigorous performance management systems exist throughout the MAC designed to monitor and review the overall effectiveness of its provision and services and promoting continuous improvement across all areas.
- 2.4. Championing individual and collective learning, development and continuous improvement within the organisation.

3. Collaboration, Partnerships and External Engagement and Communications

- 3.1. Acting as the driving force for the ongoing development of the Catholic Life of the MAC, role modelling what systems leadership means within Catholic education.
- 3.2. In close co-operation with the Board of Directors, to provide leadership in developing and sustaining partnership working at a local, regional and national level, to ensure the best for the children within the MAC (and beyond).
- 3.3. Ensuring that the full organisational strengths and resources of the MAC are deployed to the maximum beneficial effect when working with partners to deliver sustained improvement.
- 3.4. Developing and maintaining effective relationships with key partners/stakeholders on behalf of the MAC including but not exclusive to: the Regional School Commissioner (RSC), Department for Education (DfE), Education and Skills Funding Agency (ESFA), Birmingham Diocesan Education Service/Catholic Education Service, the Local Authorities, Trade Unions, local teaching schools, other MACs/MATs, Directors, school leaders, Local Academy Committees / Governing Bodies, local parishes and parents/carers.
- 3.5. Developing programmes of local and regional engagement and communication within the MAC and its diverse communities, designed to deepen the MAC's own understanding of those it exists to serve and to enhance its provision; being sensitive to the individual ethos and needs of each of the MAC's academies.
- 3.6. Develop and maintain the MAC's communications and incident management strategies, proactively ensuring communication and engagement through range of media – press, publications, websites, fundraising, social media, etc. – is consistent with the mission, vision and values of the MAC.

4. Robust and Effective Governance and Assurance

- 4.1. Ensuring that the MAC's financial viability is secure, firmly based on accurate analysis and reporting, and is able to meet needs of the MAC and its academies.
- 4.2. Ensuring an effective culture of managing risk and taking opportunities exists at both operational and strategic levels across the MAC.
- 4.3. Holding overall *management* responsibility for the governance of the MAC, ensuring appropriate systems, frameworks and training and development is in place to support this.

5. Accountabilities: Safeguarding, Inclusion and Compliance

- 5.1. Acting as the MAC's Accounting Officer and as such be accountable for the financial health and probity of the MAC. This aspect of the role "includes a personal responsibility to Parliament, and to ESFA's accounting officer, for the financial resources under the trust's control. Accounting Officers must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly: value for money, regularity, and propriety" as set out in the Financial Handbook.
- 5.2. The postholder is also directly responsible on behalf of the Board for ensuring compliance with other externally imposed legislative/statutory and regulatory requirements and developing and maintaining quality assurance systems to monitor and evaluate the effectiveness of the MAC and the academies within it; including but not exclusive to the following areas:

Safeguarding and Child Protection

Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Birmingham

Health and Safety

Data Protection and Copyright (GDPR)

Emergency Planning and Business Continuity

Equal Opportunities, Diversity and Inclusion

6. Personal Flexibility and Resilience

- 6.1. The needs and requirements of the role of Catholic Senior Executive Leader necessarily change and evolve over time. This job description provides an outline of current priorities. The post-holder will be required to undertake other duties and responsibilities considered appropriate to the role.