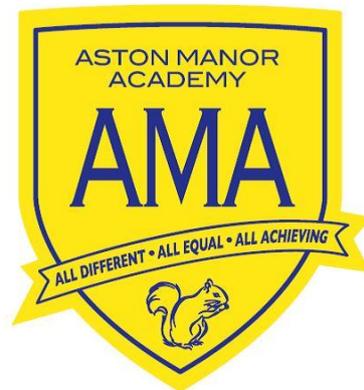




EQUITAS
ACADEMIES TRUST



Chilwell Croft
Academy

APPLICATION PACK

TRUSTEE

of

Equitas Academies Trust Board

Voluntary post (Unpaid)

Part time (flexible hours)



Dear Applicant

Equitas Academies Trust is a small MAT consisting of two schools, Aston Manor Secondary and Chilwell Croft Primary. Both schools are situated in one of the most deprived areas of Birmingham but are very happy and caring places for children to attend. Aston Manor is currently rated as 'Outstanding' by Ofsted and Chilwell Croft was rated a 'Good' school in its last inspection.

Our prime aim is to ensure the well-being of every child and to support them to achieve their very best in all aspects of school life not just in examinations. Our motto is: 'All different, All equal, All achieving' and this permeates all that we do. Each school is fortunate to have a very committed team of staff who are both challenged and well supported by Trustees to ensure that we achieve our aims.

The attached job description is very detailed but what we are looking for first and foremost is someone who is committed to improving the life chances of the children and families we serve. If you are at all interested in joining our Trust, then please contact us and we would be very happy to meet with you and show you around our schools.

I do hope you will take the opportunity to visit the Academy and I hope your visit will inspire you to apply for the post.

Please telephone the HR Department on 0121 359 8108 to arrange a visit or to seek any clarification. The Trustees look forward to hearing from you.

Yours sincerely,

Heather Roberts

Heather Roberts
Chief Executive Officer



Aston Manor Academy

Phillips Street, Aston, Birmingham, West Midlands B6 4PZ

Inspection dates

6–7 June 2017

Overall effectiveness	Outstanding
Effectiveness of leadership and management	Outstanding
Quality of teaching, learning and assessment	Outstanding
Personal development, behaviour and welfare	Outstanding
Outcomes for pupils	Outstanding
16 to 19 study programmes	Outstanding
Overall effectiveness at previous inspection	Good

Summary of key findings for parents and pupils

This is an outstanding school

- Pupils at this school do significantly better than other pupils nationally with similar starting points. Leaders prepare pupils exceptionally well for the next stage of their education, employment or training.
- The headteacher is an inspiring leader. She has become a champion for the community. Pupils and staff hold the headteacher in high regard. The headteacher is an exceptional professional.
- The Equitas Academy Trust is an exceptionally talented team. It holds the school to account and supports the school with rigour and imagination.
- Leaders throughout the school are very skilled. Leaders understand the needs of their pupils in detail and have planned a highly effective curriculum.
- Leaders have built a track record of success since the last inspection in 2013. The school has maintained exceptionally high standards of pupils' progress every year.
- Pupils currently at the school are making outstanding progress from their different starting points.
- Most pupils at the school are supported by pupil premium funding. Leaders ensure that the funding is used to good effect. As a result, these pupils make much better progress than other pupils nationally.
- Teachers give highly effective support to pupils who speak English as an additional language. As a result, these pupils make very strong progress.
- Pupils who have special educational needs and/or disabilities make strong progress. The special educational needs coordinator has planned a range of high-quality learning and support.
- Teachers plan learning that engages, challenges and motivates pupils of all abilities. Pupils learn skills and acquire knowledge in depth and with breadth.
- Pupils behave impeccably in lessons and throughout the school. They are polite, thoughtful and determined to do well.
- Pupils in the sixth form make rapid progress in their academic studies and on vocational courses. The leadership of the sixth form is imaginative and resourceful.
- Safeguarding is at the heart of everything the school does. Pupils do well because they are safe and well cared for in a community that celebrates diversity.

Full report

What does the school need to do to improve further?

- Ensure that examination results continue to rise for pupils of all abilities by improving pupils' discussion and thinking skills.



Chilwell Croft Academy

Chilwell Croft, Newtown, Birmingham, West Midlands B19 2QH

Inspection dates

16–17 January 2019

Overall effectiveness	Good
Effectiveness of leadership and management	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcomes for pupils	Good
Early years provision	Requires improvement
Overall effectiveness at previous inspection	Requires improvement

Summary of key findings for parents and pupils

This is a good school

- Leaders, with the effective support of the board of trustees, are increasingly successful in establishing a culture of high expectations for pupils and staff. As a result, standards are improving and pupils are well prepared for secondary education by the end of Year 6.
- The quality of teaching is improving, in spite of a recent large turnover of staff, because of the well-targeted support provided by the multi-academy trust. Consequently, all pupils, including those who have special educational needs (SEN) and/or disabilities, pupils who speak English as an additional language and disadvantaged pupils, are making good progress.
- Leaders have designed a curriculum that is well adapted to the needs of pupils. The subjects and activities the school offers provide pupils with a well-rounded education.
- The vast majority of pupils enjoy coming to school because of the safe environment and the activities it provides. They behave well around the school and in lessons.
- The headteacher, deputy headteacher and assistant headteacher are all new to the school. They are effective as a team, but are in the process of establishing their leadership and are supported in this transition period by the executive headteacher and the multi-academy trust.
- Most middle leaders are also new to their roles. They are hard-working and enthusiastic, and are contributing effectively to the development of the curriculum. However, they need to develop further as a team to have a sustained impact on standards.
- The early years provision is the area of the school most affected by the recent turnover of staff. The Reception classes are currently taught by supply teachers and there is no substantive early years leader. Due to senior leaders' actions, children are well looked after and the quality of teaching is still adequate. However, standards have declined since the previous inspection.



Full report

What does the school need to do to improve further?

- Improve the early years provision by:
 - stabilising the staffing and the leadership of the provision
 - improving the accuracy of the assessment of children’s starting points and progress
 - developing the learning environment in both the indoor and outdoor areas.
- Continue to reduce the variations in the quality of teaching through staff professional development and sharing of effective practice.
- Further strengthen the leadership capacity by:
 - ensuring that the new senior leaders are fully settled in their roles so that they lead the school with greater autonomy
 - continuing to develop the role of the new middle leaders.



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Advert



Chilwell Croft
Academy

Trustee (x2)

Part time (Flexible hours)

Voluntary (unpaid)

Trustee to the Board

The Trustee will play an essential role in supporting the Executive Director and other Trustees in the strategic direction of Equitas Academies Trust along with holding its leaders to account. Ideally from a Finance and/or Human Resource Management profession, the successful applicant will decide on the joint vision for the Academies and the measures that are needed to monitor their performance. You will also be instrumental in strategic decision making. The Trustee will significantly influence the decisions and direction of the Academies by supporting the Chair, Executive Director and Senior Leadership Teams.

As a Trustee to the Equitas Academies Trust Board, you will work in partnership with the Executive Director and other senior staff to ensure that strategic decisions are achieved. You will also act as a steward of the Trust's assets, both tangible and intangible, taking care over business objectives, processes, procedures and how they are used.

With the use of efficient monitoring you will, in collaboration with Board members, facilitate effective and measurable performance outcomes of the Trust.

Main purpose and responsibilities:

- To contribute to the work of the Trust Board in ensuring high standards of achievement for all children and young people across the Trust.
- Ensure that the Trust complies with all legal and regulatory requirements with particular use of expertise/knowledge in the areas of Finance and/or Human Resource Management at a strategic level.
- Provide a source of challenge and support to the leadership teams within each academy
- Ensure that the Trust's governance is of the highest possible standard.
- Be instrumental in ensuring; Governors, Committee members, Senior Leadership Teams, have a clear vision, mission and strategic direction that will enable Equitas Academies Trust to fulfil its business objectives and is focused on achieving these.
- Monitor the quality of teaching and learning by holding a clear and concise picture of current standards and areas for development as identified through the Trusts' development plan



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- Engaging all stake holders with specific regard for parents, understanding how to further develop positive relationships to support pupil progress, community cohesion and educational excellence across the MAT.
- To gain the knowledge to review, edit and subsequently amend all non-statutory policies in line with best practice.
- To attend all relevant training as identified via the Trust or Academy Committee to subsequently support the improvement of both knowledge and skill set for members.
- Ensure that the Trust complies with all legal and regulatory requirements.

To be successful in this role, you will have a proven track record of working in the education sector or experience of Finance, HRM and/or Business Management at strategic leadership level. Ideally you will also have governance and collective decision-making experience together with the ability to contribute to constitutional, legal, regulatory and statutory requirements of an educational establishment.

Commitment

The Board of Trustees meet a minimum of four times a year and there are committee meetings every half term which equates to six per academic year.

Outside of board meetings, SLT may consult with trustees on particular subjects relating to their area of interest or competency.

Trustees are appointed for two years and can serve a maximum of 8 years.

The role is unpaid but reasonable expenses will be reimbursed e.g. travel

How To Apply

In the first instance, we welcome a conversation and/or a visit to the schools so that you can meet some of our executive team and see for yourself what our Trust is all about. If you then decide to proceed with an application, further details of how to apply are in the paragraph below.

Please complete the application form available on the Aston Manor Academy website: www.astonmanoracademy.com/vacancies . You can also request an application pack from the Human Resources department by phone : 0121 359 8108 or via email : jobs@astonmanoracademy.com

The application should be accompanied by a letter of application addressed to Alex Lofthouse, Chair of Equitas Academies Trust Board. The letter should enhance, but not repeat the information given in the form and should be of no more than two sides of A4.

Returning the Application Form and Letter

These should be returned to the Human Resources department.

All applications will be acknowledged by email.

Please send the completed application form and letter to jobs@astonmanoracademy.com

Or to the Academy address:

Aston Manor Academy,
Phillips Street, Aston,
Birmingham, B6 4PZ



JOB DESCRIPTION

Job Title:	Trustee
Report To:	Chair of the Trust Board
Responsible For:	<ul style="list-style-type: none"> • Working in partnership with the CEO and other senior staff to ensure that strategic decisions are achieved. • Acting as a steward of the Trust’s assets, both tangible and intangible, taking care over their security, and how they are used. • Ensuring that the Trust’s governance is of the highest possible standard. • Ensuring the performance of the Trust, for its impact upon stakeholders and for its corporate behaviour. • Ensuring Governors, Committee members, Senior Leadership Teams, have a clear vision, mission and strategic direction that will enable Equitas Academies Trust to fulfil its business objectives and is focused on achieving these. • Ensuring that the Trust complies with charity law, and with the requirements of the Education and Skills Funding Agency as regulator; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law
Job Purpose:	<ul style="list-style-type: none"> • To contribute to the work of the Trust Board in ensuring high standards of achievement for all children and young people across the Trust. • Ensure that the Trust complies with all legal and regulatory requirements with particular use of expertise/knowledge in; Finance and/or Human Resource Management at a strategic level. • Support the strategic direction for the schools along with holding their leadership to account. • Gain the knowledge to review, edit and subsequently amend all statutory and non-statutory policies in line with best practice.
Main Duties & Responsibilities:	<p>Strategic direction</p> <ul style="list-style-type: none"> • Take ownership alongside other Trustees in ensuring a common understanding of the Trust’s clear vision, set of values and strategy, ensuring that these are demonstrated by all members, staff and those sitting on academy committees • Ensure operational plans and budgets support the vision and strategy • Through relevant engagement ensure that the views of stakeholders (parents, pupils, local communities and staff) are regularly sought and considered • Pro-actively engage in regular reviews of the external environment for changes that might affect the Trusts’ (political, financial, demographic, competitive, partnerships, alliances) • Conduct regular reviews of the needs for the Trust and for services it provides or could provide, and regularly review strategic plans and priorities. <p>Performance of the Trust</p>



- Ensure that the Trust measures its impact and progress towards its strategic objectives and to regularly consider reports on Finance, HRM and overall business performance
- To ensure that there are policies including effective employment policies to direct key areas of the Trust's business
- Instrumental in ensuring that the Trust's values are understood and put into practice, by committee members, leadership teams and staff
- Ensure there are complaint systems in place for stakeholders
- Effective teamworking to ensure processes are in place for members, SLT, staff and other stakeholders to report activity which might compromise the effectiveness of Equitas Academies Trust
- In collaboration with the Trust Board and Committees; decide on the joint vision for the school and the measures that are needed to monitor its delivery
- Ensure core functions are consistent with the criteria that Ofsted will use to judge the Academy Committee /Trust as outlined in the inspection framework.

Compliance

- Ensure professional advice is provided as appropriate, that the Trust complies with all constitutional, legal, regulatory and statutory requirements
- Understand and comply with the constitution and rules that govern Equitas Academies Trust, and to review the constitution regularly (at least every three years) to ensure it is fit for purpose

Prudent management of resources

- Influential in ensuring that the Trust's financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded
- To act reasonably and prudently in all matters relating to the Trust and always in the interests of members stakeholders, staff, children and young people across the Trust.
- Be accountable as a Trustee for the solvency of the Equitas Academies Trust
- Ensure the Trust acts in accordance with employment law and that the Trust exercises a duty of care to its employees
- Provide guidance to ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the Trust's good name and reputation are recognised, used and safeguarded
- Take part in reviewing the condition and use of the assets owned by the Trust to ensure that the major risks to the Trust are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks

Governance

- Share knowledge and actively ensure the Trust has a governance structure that is appropriate to a Trust of its size/complexity, stage of development, and its business objects, and reflects the diversity of its stakeholders



	<ul style="list-style-type: none"> • Ensure that there are effective mechanisms for individual Academies within the trust to be both supported and held to account by the governance structure • Ensure decisions are made with a view to promoting the education and wellbeing of children and young people • Take part in ensuring board decisions are recorded in writing by means of minutes • Engage in ensuring the board’s delegated authority is recorded in a scheme of delegation for board committees, job descriptions for honorary officers, trustees and key staff, and that reporting procedures back to the board are recorded in writing and complied with • Instrumental in ensuring the board regularly reviews the Trust’s governance structure and its own performance, to an agreed programme • Engage in major decision making and statutory/non-statutory policies approved by working collectively • Contribute to the board having access to, and considers, relevant external professional advice and expertise • Assist in ensuring a systematic, open and fair procedure for recruitment of committee members, trustees and senior leadership • Adhere to Trustees code of conduct and comply with it
Safeguarding:	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders and successful applicants.
Hours	Flexible

Review and Amendment

This job description is normally subject to an annual review. It may be amended at the request of the Chair of the Trust Board or post holder but only after full consultation with the post holder.

Job Description agreed by: **Signature of Chair of the Trust Board:**

Signature of Postholder:



PERSON SPECIFICATION

Post:	Trustee
Experience:	
1	Finance Management / Strategic Planning
2	HR Management / Strategic Planning
3	Work in Education at leadership/management strategic level
4	Governance and collective decision making
5	Contributing to constitutional, legal, regulatory and statutory requirements
6	Business Management – Education sector
Skills & Abilities:	
7	Commitment to raising standards
8	Commitment to promoting equality and diversity
9	Ability to work positively with others and to contribute as a Trustee to the Board
10	Ability to make reasoned decisions and to act honestly, diligently and in good faith
11	An ability to demonstrate tact and diplomacy
12	An ability to respect confidentiality
Education & Qualifications:	
12	Master Degree in Finance and/or HRM
13	Degree in Business Management / Finance / HRM
Training & Professional Development:	
14	Attend training and take responsibility for my own learning and development as a Trustee
15	Take responsibility for engaging in regular CPD
Other:	
16	An active interest in education
17	Commitment to attend Trustee Board meetings
18	Consent to a Criminal background check that will establish you are not banned from being a Representative and ensure the Safeguarding policy is upheld



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