

Recruitment to

the post of

The CEO of

Oldham Learning

Application

Pack



Advert for the CEO of Oldham Learning

***Post: - Chief Executive Officer of Oldham Learning***

***Salary: - £84658 - £93411 p.a. (pro rata 2-3 days per week)***

***Secondments would be welcomed and working patterns are open to discussion***

***Closing Date:- Monday 23 November 12 noon***

We want Oldham to be a place where everyone has a chance to learn and nobody gets left behind. Oldham Learning needs an inspirational and credible CEO; an experienced educational professional and system leader who can support all of Oldham’s schools to raise standards and ensure that all children and young people enjoy learning and achieve well.

The CEO of Oldham Learning is a unique opportunity for a high calibre individual to work in partnership with schools, and lead a system that enables quality first teaching. As a new organisation, it needs a creative, consultative and powerful leader who can build relationships and establish a system-led approach in the foundation stage of Oldham Learning. The CEO will need vision and energy to develop and realise local capacity in a complex and evolving education landscape in which 100 member schools, MATs serving Oldham, Oldham Council and the Oldham Opportunity Area will invest, and provide strong educational and civic governance

The CEO will be responsible for developing Oldham Learning through the startup phases and for improvement that enables all children and young people in Oldham, including the most vulnerable, to be aspirational, knowledgeable, kind, confident and articulate – achieving good outcomes that include, but go well beyond, standardised assessment data including closing the additional inequalities that Covid-19 has led to. The ability to quickly build effective relationships across the system is crucial in the success of this role.

The CEO will be responsible for both strategic and day to day leadership and management of Oldham Learning. S/he will work closely with the Board of Directors and will be instrumental in translating the Board’s strategy into practice. The CEO will report to the Chair of the Board.

The appointment of the CEO is initially from 01/01/21 to 31/08/22; a start date close to this is important to us and secondments would be strongly considered and or flexible arrangements at the start of the post. We are looking for somebody to work between 2 and 3 days per week with the exact details and arrangements available for negotiation. The employment for this position will be held by Oldham Local Authority.



Dear Potential Application

I am delighted to write to you as a potential applicant for this crucial role in the development of Oldham Learning. Oldham deserves the highest calibre individual to take on this pivotal role and the successful candidate should bring real credibility and a strong track record as a school leader in identifying support mechanisms to help raise standards and support quality first teaching and leadership.

Oldham learning has been created after extensive sector consultation during the academic year 2019/20 and is now the sole school improvement delivery function in Oldham, combining the work that has previously rested with the Local Authority, Oldham Education Partnership and Oldham Opportunity Area Priority 2.

Oldham Learning started on the 01/09/20 and we held our first Foundation Board Meeting in September. Adrian Calvert has taken on the role of CEO until 31/12/20 when he will move to a new post and so the appointment to start on 01/01/21 (or as soon as possible) until 31/08/22 is crucial in our development.

We want Oldham Learning to be here for the long term with an offer in place that our schools and academies value, which will ensure after the initial funding through the Local Authority and Opportunity Area, Oldham Learning can be self-sustaining (with commissioning from the Local Authority).

Applications should be made on the Greater Jobs Website and your supporting statement should support us in understanding your suitability for the role.

Included within the application pack you will find

* A Job Description and Person Specification
* The Mission Statement and Priorities for Oldham Learning
* Membership of the Foundation Board

If you require any further information or would welcome an informal conversation regarding Oldham Learning please contact Adrian Calvert the current CEO of Oldham Learning by email adrian.calvert@oldham.gov.uk to arrange a discussion.

We expect to shortlist for this position on Thursday 26 November 2020 with interviews taking place on Monday 7 December 2020.

I look forward to receiving your application and if you are successful, to seeing you take Oldham Learning forwards.



James Kempton

Chair of the Oldham Learning Foundation Board

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**JOB DESCRIPTION**

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| **Job Title:** Chief Executive Officer (CEO) of Oldham LearningThis role reports directly to the Oldham Foundation Board with the employment held by Oldham LA |
| **Grade:** AD1 £84658 - £93411 p.a. (pro rata 2-3 days per week)  |

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| **Job Purpose:**We want Oldham to be a place where everyone has a chance to learn and nobody gets left behind. Oldham Learning needs an inspirational and credible CEO; an experienced educational professional and system leader who can support all of Oldham’s schools to raise standards and ensure that all children and young people enjoy learning and achieve well. The CEO of Oldham Learning is a unique opportunity for a high calibre individual to work in partnership with schools and lead a system that enables quality first teaching. As a new organisation, it needs a creative, consultative and powerful leader who can build relationships and establish a system-led approach in the foundation stage of Oldham Learning. The CEO will need vision and energy to develop and realise local capacity in a complex and evolving education landscape in which 100 member schools, MATs serving Oldham, Oldham Council and the Oldham Opportunity Area will invest, and provide strong educational and civic governance.Oldham Learning’s purpose is for all children and young people, including the most vulnerable, to be aspirational, knowledgeable, kind, confident and articulate, and to achieve outcomes which include, but go well beyond, standardised assessment data. All schools in Oldham are members of Oldham Learning, and Oldham Learning has been developed for the system, by the system, to deliver that purpose. It now needs a collaborative and authoritative leader who can take big strides in this initial year and lead it into the next phase of its development. Applications are invited from high quality candidates with successful education leadership experience, especially of system leadership. A knowledge of the school system within Oldham would be helpful but is not essential.The appointment of the CEO is initially from 01 January 2021 to 31 August 2022; the start date is important to us and secondments would be strongly considered and or flexible arrangements at the start of the post. We are looking for somebody to work between two and three days per week with the exact details and arrangements available for negotiation. The employment for this position will be held by Oldham Council (Local Authority (LA)). |

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| **Principal Accountabilities:**The Chief Executive will work collaboratively with all Oldham schools to raise standards, and build on the commitment of schools to a system-led approach. The CEO will build on work to date which has established a mandate for system-led improvement, and will establish a sustainable organisation which can deliver functions delegated to it by Oldham Council, as well as driving the improvements in school standards and social mobility which are the aspiration of the Oldham Opportunity Area. The Chief Executive will deliver these outcomes against a backdrop of the additional challenges created by Covid-19 but will be able to build on Oldham’s strong collaboration and partnership-working.The CEO will be responsible for both strategic and day to day leadership and management of Oldham Learning including responsibility for the finances of Oldham Learning. They will work closely with the Board of Directors and will be instrumental in translating the Board’s strategy into practice. The CEO will report to the Chair of the Board.**Key responsibilities of this post include*** Working with member schools and MATs in Oldham to offer support and challenge for achieving good outcomes for all children and young people in the borough to ensure that the delegated LA School Improvement functions and the Oldham Opportunity Area (OOA) Targets are met through appropriately brokered support
* Further developing relationships with schools, the LA and others in the ecosystem to establish and explain our unique place and to establish appropriate accountability relationships with the LA and OOA over delegated functions and budgets
* Leading Oldham Learning through the Foundation setup stage into an established organisation including the implementation of the new School Improvement Model
* Developing and implementation of a sustainable model for the future of Oldham Learning, including financial arrangements that ensure sustainability beyond the initial Oldham Opportunity Area funding
* Managing resources to ensure secure finances, viable operations and potential for growth of Oldham Learning
* Developing strategic plans, operational reports and budgets that secure the objectives of Oldham Learning and delivering them successfully
* Leading, commissioning and evaluating activity that raises achievement, aspiration and school performance across all schools in Oldham.
* Working in a manner that meets the mission statement of Oldham Learning.

**Stakeholder Engagement*** Act as an ambassador for the organisation demonstrating high levels of credibility and influence
* Lead an advocacy and lobbying strategy that raises further the organisation’s profile with key stakeholders and communicates key organisational messages
* Establish new and strengthen existing relationships that build organisational voice and reputation
* Maintain and develop strong relationships with Oldham Learning’s existing and potential members
* Maintain and build a network of contacts of shared interest to ensure Oldham Learning remains informed of developments and is able to maximise potential opportunities.

**Performance management*** Ensuring that objectives and performance standards are not only understood but owned by all involved in Oldham Learning
* Monitoring school performance data and intelligence and ensuring action when appropriate to ensure goals are achieved and to minimise any risk of underperformance through early intervention
* Building collective responsibility for and ownership of the achievement of outcomes as determined by the Board
* Assessing, monitoring and managing the risks facing Oldham Learning
* Be responsible to the Board for the finances of Oldham Learning including monitoring finances and exerting controls and interventions as necessary
* Monitoring and managing the performance of Oldham Learning staff.

**Developing key relationships*** Building and maintaining an effective leadership team
* Building on and strengthening partnership working and inter-relationships between schools, teaching schools, the central team and Oldham Council
* Harnessing the referral, convening and partnership powers of Oldham Council to support Oldham Learning
* Representing Oldham Learning to customers and stakeholders so that it is seen as valuable and integral to the success of Oldham schools
* Ensuring strong relationships with the Chair, Vice Chair and Board Members and ensuring the Board is kept informed of all significant matters
* Assist the Board in identifying, recruiting, retaining and developing directors and working with the Board in line with established codes of good practice.

**Communication** * Support the development of an effective internal and external communications strategy across the Oldham Learning community
* Represent Oldham Learning effectively to key external partners, the media and the public on a national platform
* Demonstrate high standards of personal integrity, loyalty, discretion and professionalism in developing, disseminating and promoting the vision and aims of the Oldham Learning
* Provide clear and timely information and advice to the Board
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| **Standard Duties:**To take every opportunity to raise awareness of the organisation’s ambitions and achievements, both internally and externally and make a cooperative difference by encouraging others to do their bit as well as actively demonstrating the sameTo ensure compliance with all statutory, regulatory and legislative requirements e.g. health & safety, equality etc.To participate in self-improvement in performance through workplace development. |
| **Responsible to:** Reporting to the Board of Oldham Learning and in particular the Independent Chair.**Responsible for:** The people resources and finance within Oldham Learning. |
| **Special Conditions:**DBS This is a Politically Restricted Post  |
| **Work Related Circumstances:**The post holder will be expected to travel within the Borough and nationally if required.This is a senior position and will involve unsocial hours as and when required as well as appropriate call out arrangements. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 13 September 2020 | Adrian Calvert | Oldham Learning CEO |
| **Reviewed** | 23 September 2020 | Stephen Keogh | Job Evaluation Advisor |
| **Updated** | 02 October 2020 | Adrian Calvert  | Oldham Learning CEO |

**PERSON SPECIFICATION**

 **Job Title:** Chief Executive Officer (CEO) of Oldham Learning

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|  | **Selection Criteria (Essential)** | **Selection Criteria (Desirable)** | **How Assessed** |
| **Essential** | **Desirable** |
| **Education & Qualifications** | Educated to post-graduate level in teaching, or another educational avenueExtensive experience within post holder’s portfolio of responsibility. | Appropriate leadership/ management qualification | Qualification CertificateApplication form and interview process | Qualification Certificate |
| **Experience** | Experience of leading successful large-scale educational organisation change programmesCredibility and track record as a school/educational leader in identifying interventions to raise standards and support quality first teaching and leadershipA successful track record of forging and maintaining working partnerships with communities / service users to ensure the development, design and delivery of services that reflect their needs Experience of strategic planning/business planning and performance management frameworksExperience of leadership in an organisation where growth and income generation are key featuresExperience of maintaining and sustaining change in a complex environmentProven experience of working effectively and impartially with boards and/or governors supporting the decision-making process. |  | Application form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview process |  |
| **Skills, Abilities and Knowledge** | Knowledge and understanding of the national education landscape and Oldham Learning’s role within itKnowledge of, and the ability to respond effectively to, government policy proposals, plan for and manage relevant inspections and audits and work constructively with Greater Manchester, North West Authorities, Ofsted and national governmentExcellent political awareness with sound judgementAbility to develop strategies and translate them into effective operational plansHigh level planning, analytical and evaluative skillsOutstanding communication and presentation skills with experience of public speakingThe ability to influence partners to achieve positive outcomesThe ability to motivate, empower and direct staff to enable them to achieve the operational objectivesAbility to communicate a compelling vision to stakeholders internally and externally to achieve operational outcomes and negotiate complex issues and secure buy-in at all levelsAble to work collaboratively with a wide range of people and organisationsBusiness acumen from creating an environment where the management of cost/budgets and customer satisfaction is paramount, and productivity is high. | A knowledge of the educational system and the issues, challenges, opportunities and barriers within Oldham would be advantageous | Application form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview processApplication form and interview process | Application form and interview process |
| **Personal Qualities and Attitudes** | Passionate about making a difference to young people’s livesHigh energy levels, resilience and tenacityCreative, innovative and confident to lead business development and growthCommitment to promoting equality, diversity and inclusion. |  | Application form and interview processApplication form and interview processApplication form and interview processApplication form and interview process | Application form and interview process |
| **Working Conditions** | The post holder will be expected to travel within the Borough and nationally if required.This is a senior position and will involve unsocial hours as and when required as well as appropriate call out arrangements. |  | Application form and interview processApplication form and interview process |  |