



Appointment of Chief Executive

Candidate Information

January 2023

Reference: SBHAA

Saxton Bampfylde



The Howard
Partnership Trust

Bringing out the best

01 INTRODUCTION

Dear colleague,

Thank you for your interest in the position of CEO of The Howard Partnership Trust. We are seeking to replace Rhona Barnfield CBE, who is retiring after leading the Trust from its inception in 2011 to the strong and well-respected Trust it is today.

We are proud that the Trust comprises primary, secondary and special schools. The new CEO must be fully committed to our inclusive ethos, and to “bringing out the best” for all children.

We have a strong Board of Trustees, with a wide range of skills and experience. We have recently reviewed our strategic vision, and we will work closely with you in putting that into effect. This will include overseeing the rebuilding of one of our secondary schools, and the development of a new Free Special School.

I believe that the Trust is in an exciting position and that we can offer you an exceptional opportunity.

I hope that having looked at the information we have provided you will decide to apply.

With best wishes,

Ian Wilson
Chair of Trustees



02 ABOUT US

The Howard Partnership Trust (THPT) is a Multi-Academy Trust (MAT), comprising four secondary, six primary and three special schools, with a further special school due to open in a couple of years. With over 7000 pupils, THPT is currently one of the largest and strongest performing MATs in Surrey.

We have a long standing tradition of highly effective partnership working developed from the first federation of Surrey Schools, originally formed in 2007 at the request of the DfE and Surrey Local Authority.

Schools within our MAT all retain their own unique features in order to meet the needs of the communities which they serve. However, the vision and values that underpin the schools are rooted in the same guiding principles: to ensure that a first-rate education is provided through consistently high-quality teaching which facilitates excellent learning within an inclusive, caring, vibrant environment. With this shared ethos, our vision is that we aim to 'Bring out the best' in our students, of all abilities and backgrounds, by providing a rich experience both within and beyond the classroom. This will enable all our young people to thrive personally and academically, overcome challenges and make a positive contribution to society.

The inclusive ethos of THPT is further strengthened by 6 Specialist Centres attached to mainstream settings, 5 COIN (Communication and Interaction Needs) Centres for young people with an autistic spectrum condition, and one Visually Impaired Centre.



As a group of schools, we offer outstanding professional development for all partnership colleagues resulting in highly qualified and experienced staff who are caring and approachable, as well as developing the expertise of our business support colleagues.

THPT continues to be asked by the Local Authority and DfE to work with other schools to help raise standards of student achievement throughout Surrey. We believe such partnership activities help our schools to be even more successful by building on our existing excellent practice and so remain at the 'cutting edge' of education.

Vision

To excel at 'bringing out the best' in young people of all abilities and aptitudes and so increase their life chances for their future success and fulfilment.

Mission

To constantly strive for excellence in teaching and learning, so bringing about continuous school improvement.



The Howard
Partnership Trust

PROUD OF OUR VALUES

*Bringing out
the best*

This means displaying honesty and having strong moral principles

Integrity

Advocacy

This means working hard on behalf of others to maximise their success

This means aiming high to achieve success

Aspiration

Compassion

This means displaying empathy towards and a desire to help others

This means finding success again after something difficult or negative has happened

Resilience

Partnership

This means people working together and taking collective ownership to achieve the same goals

OUR SCHOOLS

Secondary Schools

Howard of Effingham School

Thomas Knyvett College

Oxted School

Three Rivers Academy

Primary Schools and Early Years Provision

Kenyngton Manor Primary School

St Lawrence Primary School

Cuddington Community Primary School

Eastwick Infant and Eastwick Junior Schools

Meadhurst Primary School

The Howard Nursery School

Special Phase Schools

West Hill School

Linden Bridge School

Fox Grove School

Betchwood Vale Academy (under development)

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Ofsted says:

Leaders have successfully created an ethos of ambition and high expectations. There is a strong sense of community and common purpose among staff and pupils. Leaders at all levels demonstrate an energy, enthusiasm and commitment to fulfilling the school's motto of 'Bringing out the best' in every pupil..

Three Rivers Academy, Ofsted May 2019

Pupils value the educational opportunities they receive at this school. They are ambitious and want to succeed. They engage well with their teachers and peers and behave well in classes and around school. Leaders have the highest ambition for pupils to succeed. They are determined to help all pupils achieve the best possible outcomes by the time they leave the school. Students in the sixth form are exceptionally well prepared for their future steps into further education or employment'.

Howard of Effingham School, Ofsted December 2019

The staff consistently support pupils to make individual progress, of which parents and pupils are rightly proud. The staff have a caring and sensitive approach to pupils experiencing difficulties. Leaders and managers build very effective relationships with external professionals, who are complimentary about how the residential staff work with them.

Linden Bridge, residential special school, Ofsted May 2021

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04 THE ROLE

This is an exciting opportunity to lead an inclusive and high-performing Trust through the next stage of its development. The incoming CEO will be a dynamic and collaborative leader, who is aligned with the Trust's vision and values and committed to ensuring the best possible outcomes for the children and young people it serves.

Core responsibilities:

The CEO is responsible for developing a leadership narrative that articulates the Trust's vision and values in practice, delivers the Trust's strategy and shapes its ongoing development. The CEO oversees all operations of the Trust – including enabling school and organisational improvement, ensuring sustainability, compliance, and the mitigation of risk, and building strategic partnerships with a range of stakeholders to ensure both strong educational outcomes for pupils and the sustainable development of the Trust.

Strategic leadership

- Lead the organisation's growth and development;
- Hold overall responsibility for the performance of the Trust and its schools;
- Build an open, transparent, and effective relationship with the Trustees and their committees;
- Hold executive responsibility for informing and supporting the work of the Board – including the development and delivery of the Trust strategy in partnership with the Trustees;
- Set an example for leaders across the Trust, modelling and promoting its values.





Core responsibilities continued:

Governance and financial stewardship

- Serve as the Accounting Officer for the Trust in accordance with the requirements of the Education School Funding Agency (ESFA);
- Ensure that there is a robust governance structure for challenge and support at every level of the organisation;
- Invest time in building effective relationships with the Board, which will include meeting regularly with the Chair of Trustees.

Improvement and innovation

- Play a critical role in enabling improvement and disciplined innovation by setting and modelling challenging aspirations and targets, developing strategies and driving exceptional educational performance across all schools;
- Together with the Executive Leadership Team, ensure quality curriculum, teaching and assessment of pupil learning across the Trust both through central systems and the clear setting of standards and expectations across all schools;
- Foster a culture of innovation, where staff are encouraged to engage in external research and development that supports the Trust's strategy and vision.

People development

- Ensure that the Trust is an employer of choice and one that has talented and skilled people in the appropriate roles in order to deliver the Trust's strategy;
- Foster a cultural and operational commitment to equality, diversity and inclusion in order to thrive, setting an example from the top down and acting as a catalyst for achieving inclusion at all levels;
- Demonstrate a commitment to developing employees in line with the Trust's commitment to professional development for staff of all levels.

Sustainability and compliance

- Secure organisational sustainability and statutory compliance and support the Board to meet their duties as company directors and as Trustees of a charitable body;
- Work with the Chief Operating Officer to ensure that the Trust's strategy is supported by cost effective, consistent, streamlined, responsive and integrated central services, as well as high-quality operational delivery across all schools;
- Ensure that risk management systems and compliance monitoring systems are in place so that the organisation can anticipate and plan for risks and fulfil all its statutory duties and responsibilities.

Ambassadorship

- Build external relationships, creating a sense of openness and proactive engagement with a range of local, regional and national stakeholders;
- Act as a confident spokesperson and the public face of the Trust with external stakeholders, staff, pupils and their parents or carers;
- Prioritise external relationships with reference to strategy and potential impact;
- Develop and sustain the Trust's relationships with a range of partners including the Department for Education, Education and Skills Funding Agency, Ofsted and other regulators;
- Engage in productive collaboration with other multi-academy trusts to share expertise and resources and develop the Trust's profile to influence the government's education agenda.

05 PERSON SPECIFICATION

The incoming CEO of The Howard Partnership Trust will be an innovative, collaborative and strategic leader. They will demonstrate exceptional interpersonal and communication skills, including warmth and empathy. The CEO will demonstrate high standards of personal moral and professional conduct, self-awareness and integrity. They will be committed to the safeguarding of children and staff as the highest priority and will be passionate about improving the life chances of children and young people through education and experiences.

Experience and Knowledge

Essential

- Substantial leadership experience in a complex organisation;
- Experience of leading and managing organisational performance with a relentless focus on improving outcomes;
- Evidence of ability to motivate, develop, support and challenge staff;
- Evidence of strong influencing and negotiating skills;
- Evidence of ability to actively engage politically and strategically;
- Evidence of ability to plan effectively;
- Experience of working positively with Trustees or Members and/or experience of board membership;
- Evidence of developing organisational culture including the ability to embrace and influence change and build in organisational resilience.

Desirable

- Professional expertise in developing and delivering visionary curriculum leadership;
- Track record of successful leadership of significant school improvement strategies.

Professional and personal attributes

- Outstanding leader, committed to distributive leadership and teamwork;
- Passionate commitment to the academic, personal and social development of young people and families;
- Excellent interpersonal, communication and organisational skills;
- Commitment to diversity and equality;
- Committed to actively seek new approaches, ideas and challenges;
- Be able to take difficult decisions when under extreme pressure, especially when dealing with damage limitation situations.

The successful candidate will be:

- A proven strategic leader;
- Financially literate including in areas of sustainability and compliance;
- Experienced in Human Resource Management and the monitoring and setting of objectives;
- An effective relationship builder both internally (stakeholders and partners) and externally (DfE, Local Authority, etc);
- Compliant with relevant employment checks particularly with regard to safeguarding.

Qualifications

Essential

- Educated to degree level or equivalent.

Desirable

- NPQH qualified;
- Educated to Masters degree level or higher and/or possess a leadership qualification in education.



06 TERMS OF APPOINTMENT

The Trust's registered office is: [Lower Road, Effingham, Surrey, KT24 5JR](#)

The role of CEO will involve travel to visit schools and for meetings with regulators and other stakeholders.

The salary is competitive and will be commensurate with the experience of the appointed candidate.

Other benefits

Our staff benefits are continuously being developed as we aim to provide the best for all our employees.

- Mobile Phone Allowance
- Private Health Insurance
- Local Government Pension Scheme
- Employee Assistance Programme
- Loyalty & Service Awards
- Cycle to Work Scheme
- Sainsbury's Discount Card
- Costco Membership.

Equality & Diversity

THPT is a welcoming organisation where everyone is valued highly and where tolerance, honesty, co-operation, and mutual respect for others are fostered. THPT are fully committed to providing all with an equal opportunity to reach their full potential. At THPT we aim to promote equality and tackle any form of discrimination and actively promote harmonious relations in all areas of Trust/school life. THPT is currently actively considering unconscious bias, exploring with our schools' awareness and actions to ensure that our workplace and curriculum reflect the contribution of all sections of our communities.



07

CANDIDATE CHARTER

When you apply to join our Trust, it is really important that you have the opportunity to learn about who we are and why we are so passionate about the partnerships we have across our schools. These partnerships support how we come together to make a real difference and improve educational outcomes for our children and young people. We want every candidate to have an informed, engaging, and positive experience, through the application and selection process and we have set out our commitment to all candidates in this charter.

Our commitment to you

- **Transparency**—we will treat you with respect, honesty, and fairness.
- **Protecting your privacy**—we will ensure your information is secure and handled sensitively.
- **Understanding**— we will ensure you are given everything you need to make informed decisions.
- **Showcasing talent**— we will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback**— we will provide constructive feedback professionally and promptly.
- **Listening**—we welcome feedback and will act on what you have to share.
- **Inclusivity**—our recruitment decisions align with our commitment to create a high quality, diverse workforce.

We will always

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions— and we will ensure you get the answers you need.
- Respond to enquiries promptly and usually within 48 hours.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview in advance.



- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you

- Be honest and upfront about your experience, aspirations, and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed— research who we are and how we work.
- Let us know if situations change in relation to your interest— and help us understand why.
- Prepare yourself for interview and let us know how we can support you.

8 HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Howard Partnership Trust on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/ appointments using code SBHAA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring form. The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

THPT is a values-based organisation and seeks to recruit individuals who can demonstrate its values. THPT's values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate these values.

The closing date for applications is noon on **Friday 17th February 2023**.

Next steps

Longlisted candidates will be interviewed by Saxton Bampfylde between 22nd February and 12th March.

Candidates selected for the shortlist will meet the Howard Partnership Trust's selection panel on 20th or 21st March.

Following this interview, the final group of candidates taken forward will have opportunities to visit schools in The Trust and to meet key stakeholders.

A final interview day will be held on Wednesday 19th April.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be



included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Safeguarding

The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check and other pre-employment checks. Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.



The Howard
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Bringing out the best

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