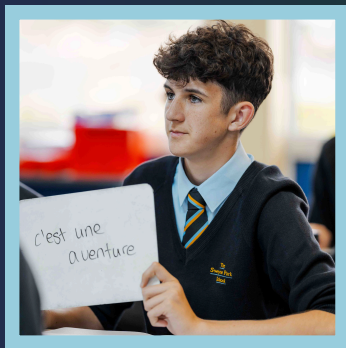


RAYLEIGH SCHOOLS TRUST

Chief Executive Officer and Headteacher



About our Trust

The Rayleigh Schools Trust is a highly regarded and respected small multi-academy trust (MAT) located in Rayleigh, Essex. We oversee The Sweyne Park School and Glebe Primary School and are proud of our inclusive approach and our dedication to providing high-quality education to all our pupils and students, from ages 3 to 19, via an all-through educational experience. The Trust believes that every pupil, regardless of their background, abilities, or needs, should have the opportunity to excel in a supportive and nurturing environment.

The all-through model allows for a continuous educational journey, enabling pupils to progress seamlessly from early years through to post-16 education. This approach is supported by strong community involvement, transparent leadership, and a relentless focus on continuous improvement, ensuring the long-term success and well-being of every child throughout their educational journey.

As a Multi-Academy Trust we believe a strong ethos of respect underpins everything we set out to achieve. Our inclusive approach focuses on ensuring each individual child can flourish and succeed, and providing excellent teaching and learning opportunities for all. We believe every child is entitled to an outstanding education.

Our Trust comprises:

The Sweyne Park School a large mixed comprehensive secondary school offering education from Year 7 – 11 with an on-site Sixth Form (opened in 2014). We also have a Resource Base for Deaf Pupils.

Glebe Primary School offers education from pupils in Nursery to Year 6 and also has an onsite Resource Base for Deaf Pupils.

Our schools are located just a few minutes' walk from Rayleigh train station, affording easy access for staff and pupils/students joining us from further afield.

Recruitment and retention are strong within the Trust. We place great value and importance on our commitment to offering excellent training and professional development opportunities for staff at all levels across the Trust. Via a number of different platforms, we hold regular wellbeing group meetings and staff feel well listened to and heard. We understand the importance of work/life balance and staff workload is managed well.

We take a collaborative and open-door approach and all ideas and feedback are welcome. We are proud of our Student Council (Main School) and our Student Leadership Team (Sixth Form) both of whom take an active role in the school and act as excellent ambassadors at school-based events.

We are proud of our successful training programme and the support we offer to our ITT/PGCE trainees. This is evidenced by the fact that we have a significant number of alumni who qualify and return to work at Sweyne Park.

We believe that our Trust provides the right balance of challenge and support to both The Sweyne Park School and Glebe Primary School, to secure ongoing improvements in standards and to build capacity. The reputation of both schools, as a truly inclusive environment in which to learn, continues to be at the heart of our vision and ambition. We use our strong involvement with the local community to build upon this.

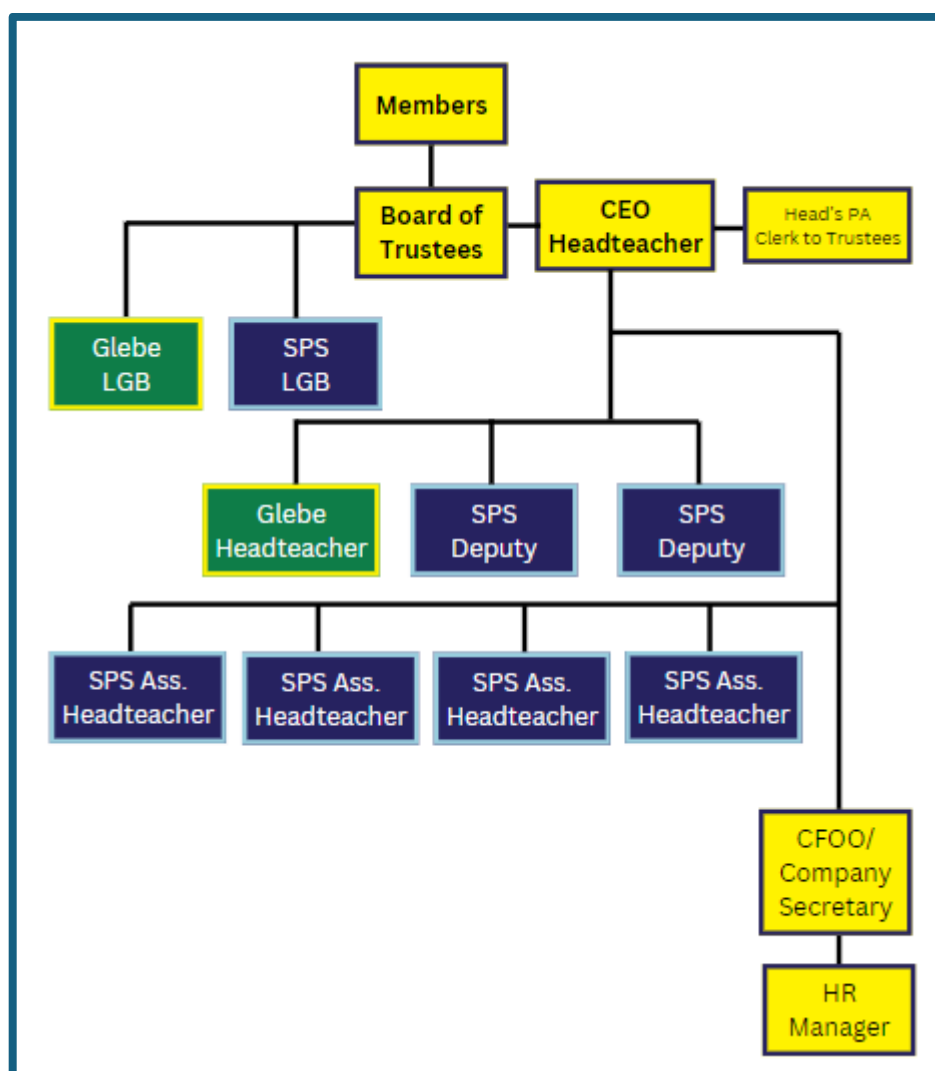
We believe that our Trust provides the right balance of challenge and support to both The Swayne Park School and Glebe Primary School, to secure ongoing improvements in standards and to build capacity. The reputation of both schools, as a truly inclusive environment in which to learn, continues to be at the heart of our vision and ambition. We use our strong involvement with the local community to build upon this.

Organisational structure

Under our Scheme of Delegation, each school in our Trust has a Local Governing Body, which sits beneath the overarching Trust Board. Many policies exist at MAT level and are reviewed and approved by the Trustees. The Trust Board has a Finance and Assets Committee with meets every half term, in addition to the Full Trust Board which meets at least 3 times every academic year.

The Local Governing Bodies deal with day-to-day operational matters and have two sub-committees which meet once a term, Standards & Curriculum and Resources. This is in addition to the termly Full Local Governing Body meetings.

The leadership/management role of the CEO and Headteacher is shown in the structure below.



THE SWEYNE PARK SCHOOL

Building character is at the heart of our ethos along with respect and personal success. These have been the foundations of our approach to providing education through the school's evolution. Education is about equipping young people for life with skills that will enable happy fulfilled lives. At The Swayne Park School we aim to achieve this through sharing and modelling behaviours which both build on individual personality and harness positive relationships, so that pupils who choose our school will understand the importance of society and feel able to contribute.

As a school we work hard to provide high quality lessons across the entire curriculum incorporating opportunities to participate in active learning, with components fostering individual skills, and others effective group interactions. The curriculum at The Swayne Park School continues to be broad, including a focus on the traditional arts, and STEM (Science, Technology, Engineering and Maths) subjects, reflecting our commitment to value these specialist fields. We give all our pupils a grounding in the basics to help them appreciate the contributions that all subjects make in enriching our lives, whilst also feeding the appetites of those who become passionate in these areas. We are keen to offer a diverse range of activities beyond the classroom with trips, visitors and residential experiences broadening our pupils' horizons and skills to thrive in all circumstances. We work closely with pupils to encourage their full engagement in their educations, and to see schooling as helpful in providing the means to achieve their aspirations, both personally and for careers.

Many of our pupils choose to join our successful sixth form. A strong testament to the bond so many of our young people develop towards the school, is their willingness once they have moved on, to support current pupils through tuition and sharing university, apprenticeship and career insights to enable informed choices for future pathways.

We, at The Swayne Park School, are very proud to have the recognition of our strong ethos and positive inclusive culture from UNICEF with the prestigious Gold Rights Respecting School award.

Swayne Park is more than just a secondary school.....

it is a thriving community where young minds are nurtured, character is built, and futures are transformed. With a resolute commitment to raising aspirations and an unwavering focus on holistic development, Swayne Park stands out as a beacon of opportunity for pupils seeking to embark on a journey of growth and self-discovery.

Building character through education

Education goes far beyond the classroom walls at Swayne Park. Central to the school's ethos is building strong character traits which become the foundation of a fulfilling life. Our dedicated teachers are not only experts in their fields, but also mentors who guide pupils in developing resilience, empathy and integrity. Through inspiring experiences and challenges, pupils learn the value of hard work, perseverance and kindness.

Raising aspirations

Every pupil at the Swayne Park School is encouraged to dream big. The school believes in

empowering pupils to set ambitious goals, and to equip them with the tools needed to achieve them. Our dynamic learning environment fosters intellectual curiosity and critical thinking, preparing pupils to face the opportunities and challenges that lie ahead with confidence.

Firm friendships for life

The bonds formed at Sweyne Park School are more than just friendships: they are connections which last a lifetime. Our close-knit and inclusive community encourages collaboration, respect, empathy and mutual support among pupils. From collaborative projects to extra-curricular activities, every interaction nurtures the sense of belonging that is the hallmark of Sweyne Park School, and this is reflected in the significant numbers of ex-students who have recently returned to our community as teachers.

The personal approach

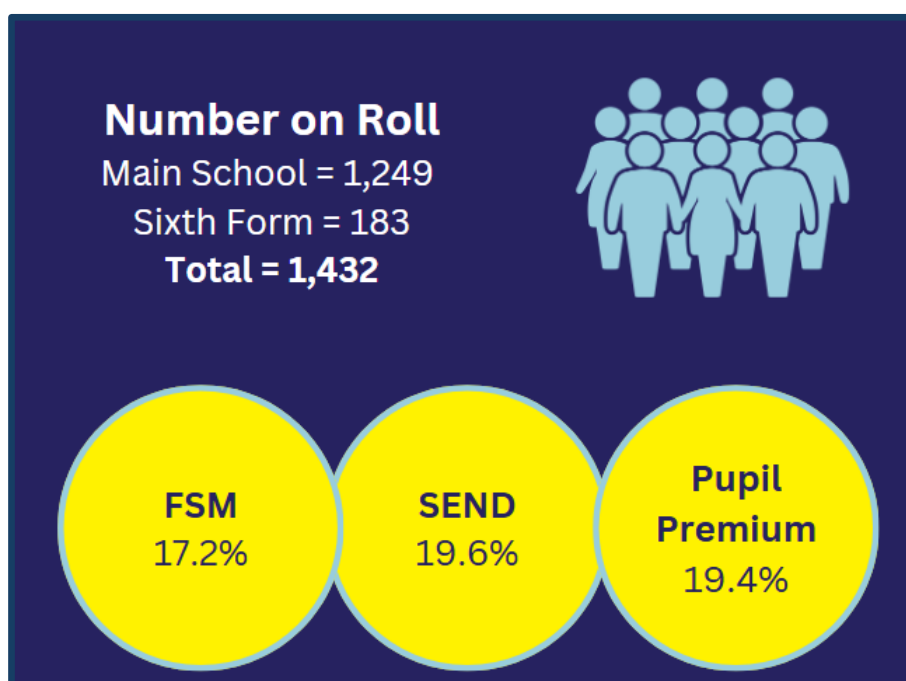
At Sweyne Park, the uniqueness of each individual is celebrated. Our commitment to inclusivity and diversity is one of our strengths: pupils from all backgrounds come together to create a rich tapestry of perspectives, fostering an environment where learning extends beyond textbooks and stereotypes are deconstructed. At Sweyne Park, differences are not just accepted – they are embraced.

Igniting intellectual curiosity

Curiosity is the spark that ignites a lifelong love for learning. Our broad and engaging curriculum, with a focus on the traditional arts and STEM (Science, Technology, Engineering and Maths) subjects, inspires pupils to question, to explore and to seek knowledge beyond the syllabus. From thought-provoking discussions to hands-on experiments, curiosity is at the core of every lesson.

Unleashing potential through extra-curricular activities

Education is not confined to the classroom at Sweyne Park. Our wide array of extra-curricular activities empowers pupils to explore their passions, whether in sport, art, music or community service. These activities not only enhance their skills but also teach essential life lessons, such as teamwork, leadership and time management.





Glebe Primary School
Leadership Excellence Ambition Resilience Norms
Join us on a journey of growth and endless possibilities

glebeschool.com

01268 784253

PART OF THE RAYLEIGH SCHOOLS TRUST



At our school, we are dedicated to delivering an exceptional education that goes beyond the classroom. Our committed staff prioritise the creation of a nurturing and inclusive learning environment where all children can thrive.

We believe in fostering not only academic excellence but also developing intellectual curiosity and critical thinking. Our aim is to instil a lifelong love of learning in every child who walks through our doors.

We understand that education is about more than just textbooks and tests. It's about supporting the whole child and providing opportunities for growth, exploration, and discovery in a safe and supportive setting.

At Glebe Primary, we strive to ensure that every child feels valued, supported, and inspired to achieve their very best. Our dedicated team are committed to the promotion of a love of learning, creativity, and instilling in all our children our "LEARN" values of Leadership, Excellence, Ambition, Resilience and Norms (Culture).

We pride ourselves on offering a rich and diverse curriculum that not only challenges and engages children academically but also fosters their personal and social development. From our mastery teaching approach to our wide range of extracurricular activities, we strive to provide opportunities for every child to explore their interests, discover their strengths, and reach their full potential by strengthening, broadening, and embedding a knowledge-rich and stimulating curriculum.

We understand the importance of strong partnerships between home and school, and we encourage open communication and collaboration with parents and carers. Together, we can ensure that each child receives the support and guidance they need to thrive academically, socially, and emotionally.

Number on Roll

Main School = 362

Nursery = 60

Total = 422



FSM

16.1%

SEND

16.1%

**Pupil
Premium**

17%

Our new CEO/Headteacher

Job title: Chief Executive Officer (CEO) and Headteacher of The Sweyne Park School

Salary: Leadership Point 33 - 41

Reporting to: The Board of the Rayleigh Schools Trust

Line management responsibility for:

- Headteacher of Glebe Primary School
- Deputy Headteachers x 2 at The Sweyne Park School
- Assistant Headteachers x 4 at The Sweyne Park School
- Chief Financial and Operations Officer
 - HR Manager (reporting to CFOO)
- Headteacher's PA/Clerk to the Trust Board

Core Purpose

The postholder is the CEO of the Rayleigh Schools Trust and Headteacher of the Sweyne Park School. The role includes full accountability to the Board of Trustees for building and articulating the strategic vision for the Trust and Sweyne Park, for the safety and wellbeing of pupils, students and staff across the Trust, for delivering outstanding learning outcomes at all levels and for ensuring that outstanding leadership and management are consistently sustained.

In addition to the Conditions of Employment for Headteacher's set out in the School Teachers' Pay & Conditions, the CEO and Headteacher will work alongside Trustees to provide strategic leadership and will hold overall accountability for direction, standards and quality of education.

Our new CEO/Headteacher will benefit from the full support of a strong, committed, experienced and dedicated team of Trustees, Local Governors and senior leaders who are very keen to work with the successful candidate to continue to drive improvement and raise standards across the Trust.



The logo banner for Rayleigh Schools Trust features a dark blue background with a faint architectural drawing of a building. The text 'RAYLEIGH SCHOOLS TRUST' is written in a white, serif, all-caps font, centered horizontally. The banner is bordered by a light blue vertical strip on the left and a yellow vertical strip on the right.

RAYLEIGH SCHOOLS TRUST

Job Description: Chief Executive Officer

Main Purpose

The CEO will be accountable to the Trust Board for:

- Leading and overseeing the efficient, effective and compliant management of the Trust and its academies.
- Providing strong strategic leadership towards the Trust's vision and goals.
- The performance of all academies within the Trust.
- The safeguarding of children and young people across the Trust.

The CEO is also the Trust's Accounting Officer, responsible for:

- Ensuring the Trust fulfils the statutory and regulatory responsibilities set out in the Academy Trust Handbook.
- Ensuring the responsible and appropriate use of public funds.
- Planning, implementing and monitoring the Trust's internal and external financial reporting.

Qualities

The CEO will:

- Uphold public trust in Trust leadership and maintain high standards of ethics, behaviour and professional conduct, by modelling the Nolan Principles
- Build positive and respectful relationships across the Trust and its wider community
- Promote the qualities, principles and successes of the Trust both within and beyond the education sector
- Serve in the best interests of the Trust's pupils

Duties and Responsibilities

The duties and responsibilities listed below are indicative of the tasks the CEO will perform, and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Strategic Leadership and Development of the Trust

The CEO will be accountable for providing strategic leadership and direction for the Trust and its academies towards the vision and aims set by the Trust Board, in line with the Trust's values.

The CEO will:

- Support the Trust Board in the formulation, development and implementation of its strategy, including taking responsibility for key documents such as the business plan, long-term strategic plan, and self-evaluation and improvement plans
- Develop and maintain effective relationships with key partners and stakeholders including the regional director, the Department for Education (DfE), the Education and Skills Funding

Agency (ESFA), Local Authorities, Local Governing Bodies, the wider local community and other local schools and trusts.

- Work with the Trust Board and other senior leaders to ensure proactive, robust and appropriate risk management for the Trust and its academies
- Lead the growth and development of the Trust, including due diligence and supporting converting schools
- Maintain an outward-facing role on behalf of the Trust and its academies to support future growth and development
- Work collaboratively with other MAT leaders, to promote best practice and provide support where necessary.

Leadership and Management

The CEO will be accountable for the management of all Trust operations, both directly and through the management of the agreed organisational structure.

The CEO will:

- Provide dynamic, motivational and inspirational leadership at all levels of the organisation
- Model the Trust's commitment to continuous improvement and high achievement across all areas of its work
- Develop, implement and review Trust-level policies to ensure the achievement of the Trust's aims
- Ensure the Trust's management and organisational structures and operational models are fit for purpose, and facilitate continuous improvement
- Facilitate effective communication at all levels and with all stakeholders.
- Develop and effectively manage the Trust's resources and facilities, including overseeing major capital projects
- Ensure the Trust effectively manages its talent through appropriate and effective CPD and succession planning, including developing and empowering senior staff, appointing consultants where appropriate, and supporting recruitment and CPD at academy-level
- Take responsibility for guiding the Trust through changes to education sector initiatives and practice, such as curriculum changes or changes to Ofsted and accountability frameworks

Quality of Education and Pupil Outcomes

The CEO will be accountable for all aspects of teaching and learning across the Trust, upholding high standards for academic and non-academic pupil outcomes and ensuring achievement of the Trust's educational vision.

The CEO will:

- Develop and lead the Trust's improvement processes, including identifying and analysing academy improvement needs, prioritising appropriately-resourced solutions and evaluating the impact of improvement strategies
- Provide quality assurance and accountability through a rigorous and robust system of target setting
- Provide strategic direction and leadership for teaching and learning across the Trust, especially in response to sector changes or changes to Government policy.
- Oversee school-to-school support across the Trust.
- Commission external support for Trust and academy improvement, and assess the effectiveness and impact of the support provided.

Safeguarding and Compliance

The CEO will be accountable for the Trust, and its academies, meeting its legal and statutory responsibilities.

The CEO will:

- Ensure that the Trust, and each school within the Trust, meets its safeguarding responsibilities in line with current legislation.
- Ensure that the Trust meets requirements related to health and safety and data protection.
- Ensure the Trust meets requirements set out by Companies House, the Charity Commission, the DfE and the ESFA.
- Embed Trust-wide accountability and quality assurance procedures to achieve compliance.

Finance and Procurement

The CEO will be accountable for the financial propriety and sustainability of the trust.

The CEO will:

- Act as Accounting Officer for the Trust, ensuring that it works to the standards set out in the Academy Trust Handbook.
- Work closely with the Trust's Chief Financial and Operating Officer (CFOO) to establish and oversee effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and present Trustees with accurate and timely financial reports.
- Develop and oversee the Trust's income generation strategies, including grant applications and other fundraising.
- Oversee resource allocation and budget-setting and approval for the Trust and its academies, and ensure budgetary targets are met.
- Work closely with the CFOO to establish effective procurement procedures in order to achieve financial efficiencies.

The CEO of the Rayleigh Schools Trust will, as a matter of course, undertake the dual role of Headteacher of The Sweyne Park School.



THE SWEYNE PARK SCHOOL

Job Description: Headteacher at Sweyne Park School

Main Purpose

The Headteacher, working with the Rayleigh Schools Trust Board, Local Governing Body, Senior Leadership Team and school staff, will provide overall strategic leadership for the school. The Headteacher will be responsible for the internal organisation, management and control of the school.

The headteacher will:

- Establish and sustain the school's ethos and strategic direction.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively.

Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

Duties and Responsibilities

School Culture and Behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, Curriculum and Assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.

- Ensure the teaching of a broad, balanced, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.

Additional and Special Educational Needs and Disabilities (SEND)

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEND.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Managing the School

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Professional Development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep up to date with developments in education.
- Ensure training and continuing professional development is effectively planned, delivered and evaluated.
- Make sure professional development opportunities draw on experts both within, and beyond the school.
- Seek training and continuing professional development to meet the needs of all staff members.

Governance, Accountability and Working in Partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Other Areas of Responsibility

- The Headteacher of the Sweyne Park School will, as a matter of course, undertake the dual role of Chief Executive Officer of the Rayleigh Schools Trust.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification: CEO/Headteacher

	Essential	Desired
Qualifications and Training		
Qualified Teacher Status	✓	
NPQH or other evidence of higher study relevant to Headship		✓
Evidence of continued professional development	✓	
Evidence of leading professional development activities	✓	
Leadership Experience & Skills		
Successful, significant and substantial leadership as a Headteacher/Acting Headteacher/Deputy Headteacher	✓	
Worked in at least two secondary schools		✓
Worked in/understanding of primary education		✓
Outstanding teacher with a proven track record of achieving high standards	✓	
Successful track record of working with other schools and the wider community		✓
Evidence of successfully recruiting and developing staff	✓	
Experience of successfully managing change	✓	
Strong analytical skills and demonstrable experience of interpreting both quantitative and qualitative data	✓	
Experience of managing the performance of teams of professionals	✓	
Demonstrable experience of using different leadership and management styles	✓	
Ability to build effective working relationships with all stakeholders.	✓	
Experience of strategic financial and resource management ensuring efficiency and value for money, supporting the best educational outcomes	✓	
Understanding of Child Protection and Safeguarding Issues	✓	
Impact		
Can formulate and articulate the values and vision of the Trust/School and empower others to achieve this	✓	
Generates high expectations and achieves the best for every learner	✓	
Formulates and implements effective and efficient strategies that improve teaching and learning in a sustained way and challenge underachievement	✓	
Demonstrable experience in making judgements about performance based on data analysis across both primary and secondary phases	✓	
Manages staff performance highly effectively to drive up standards	✓	
Personal and Professional Attributes		
Commitment to an inclusive and comprehensive education	✓	
Consultative approach combined with demonstrable experience of tackling difficult situations, conveying outcomes clearly and with sensitivity	✓	
Excellent interpersonal and communication skills	✓	
A role model of best practice with a professional manner that inspires confidence, trust and respect	✓	
Visible and accessible to all stakeholders	✓	
Works relentlessly to deliver the Trust/School's targets, goals and ambitions	✓	
A strategic thinker who is creative and imaginative	✓	

Resilient, positive and calm	✓	
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Strategy		
Demonstrable experience of working with and advising a Board of Trustees/Local Governing Body and other stakeholders to develop a shared vision	✓	
Demonstrable experience of working with and advising a Board of Trustees/Local Governing Body to enable them to fulfil their strategic roles and meet statutory obligations	✓	
Demonstrable experience of thinking and planning strategically to promote vision, ethos and values, and to inspire, challenge, motivate and empower others to carry forward a shared vision for the improvement across the Trust	✓	
Commitment to and experience of working collaboratively with external stakeholders, including partner schools and the local and wider community, to promote good standing in the community	✓	
Commitment to leading the Trust forward in future opportunities and initiatives	✓	

Applicable Contract Terms and Duties

This person specification is to be performed in accordance with the provisions of the MAT and Terms and Conditions contained therein, which are included in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Important Information

Salary:	Leadership Point 33 - 41
Start date:	No later than January 2026 (earlier by negotiation)
Closing date for applications:	13 th June 2025
Shortlisting date:	tbc
Interview dates:	tbc
Visiting our schools:	Please contact HR Manager, Kelly Gelder, to arrange a visit to our schools kgelder@rayleighschoolstrust.com
To discuss the role:	Please contact the Clerk to the Board of Trustees, Kerry Wilby, to arrange a convenient time to speak to our Chair of Trustees, Jo Wincott. kwilby@sweynepark.com

The Rayleigh Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an Enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks as outlined in Keeping Children Safe in Education (September 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and join us.



How to apply

The recruitment is managed by our HR Manager, Kelly Gelder, in line with the latest guidance on safer recruitment. You can contact us on 01268 784721.

Please download our application form from our website at www.rayleighschoolstrust.com. Please send us the completed application together with a letter (no more than 2 sides of A4) outlining how your skills and experience make you suitable to the role.

The application form and covering letter should be sent to kgelder@rayleighschoolstrust.com by no later than 13th June 2025.

Application Form

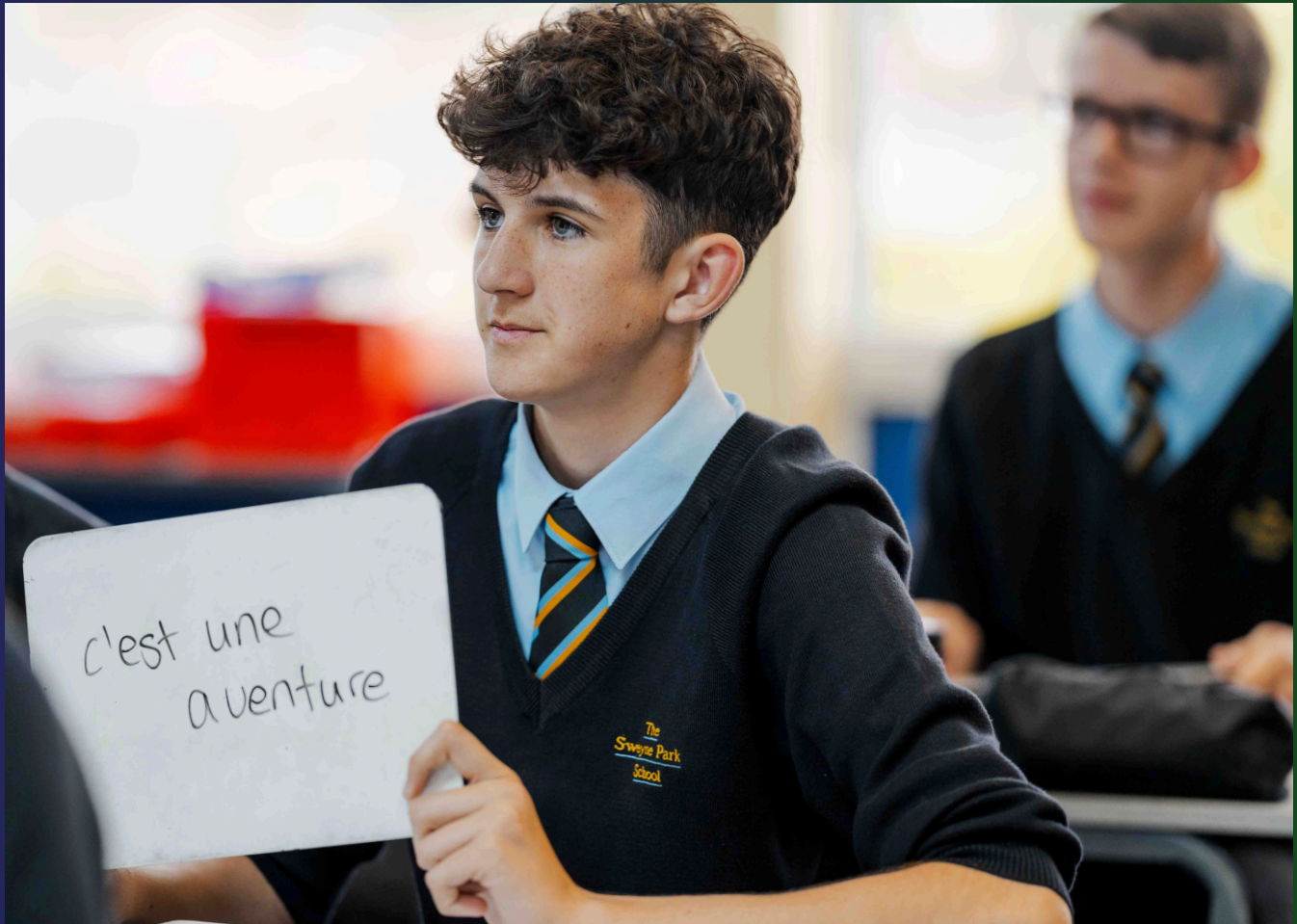
We ask all applicants to use the standard application form provided (CVs will not be accepted). Please complete all aspects of the form in full, including your work history. Please ensure that you explain any gaps in employment. Include all the relevant training you have completed, particularly those in recent years which you feel have helped you prepare for the CEO/Headteacher role.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address to allow us to contact them direct.



RAYLEIGH SCHOOLS TRUST



Rayleigh Schools Trust (RST)

Sir Walter Raleigh Drive, Rayleigh, Essex, SS6 9BZ

01268 784721

admin@sweynepark.com

www.rayleighschoolstrust.com