

Diocese Of Brentwood
Our Lady of Fatima Catholic Multi Academy Trust
Summary Of Key Delegated Leadership Responsibilities

CSEL/CAO	Chief Operating Officer/Chief Financial Officer	Headteacher/Head of School
<ul style="list-style-type: none"> • Trust Accounting Officer • provides leadership and vision to the Trust • chairs Leadership Group and provides focal point for reporting to the Trust Board • represents views of Leadership Group and supports implementation of strategic decisions by Trust Board • advises on operational priorities and leads on development of Trust strategic plan and Trust policies, which remain the responsibility of the Trust Board • in conjunction with the relevant Chair of the Local Governing Committee, supports the process for carrying out the performance management of Headteachers and supports their professional development • manages the Trust Executive Team ensuring high quality effective support is provided to the Academies • responsible for ensuring that the Trust keeps proper financial records, has appropriate financial systems in place and manages opportunities and risk • submits annual “statement on regularity, propriety and compliance” to ESFA • manages Trust’s external relations • builds effective partnerships with external agencies including the Regional Director and the Regions Group • leads and manages any process for the expansion of the Trust and its schools 	<ul style="list-style-type: none"> • responsible for all operational matters • fulfils responsibilities of “chief financial officer” under the Academy Trust Handbook • supports the Trust CSEL/CAO in managing operations and responsible for delivery of the Trust’s financial and accounting processes • ensures there is sound and appropriate financial governance and that risk management arrangements are in place • develops and ensures the implementation of the Trust’s financial management regulations and/or finance policy • prepares and monitors Trust and academy budgets • ensures delivery of annual accounts • advises on financial policies including a procurement policy and strategy • leads on any significant procurement and advises on and monitors less significant procurements in line with the Trust procurement policy • undertakes contract management of any Trust wide contract and supports school based teams to manage school contracts • develops and advises on operational support for the head teachers • ensures there is risk protection cover in place for all risk areas • leads on any significant capital project including managing any application for capital funding and/or distribution of any capital grant 	<ul style="list-style-type: none"> • undertakes statutory responsibilities as head teacher* • provides leadership and vision to the Academy • responsible for standards and pupil outcomes • determines the curriculum priorities and takes responsibility for all teaching and learning • implements Trust Board decisions affecting the Academy • advises on and implements Academy’s development plan and strategic priorities • advises on and implements the staffing structure approved by the Local Governing Committee for the Academy and is responsible for the organisation of resources • responsible for recruitment of Academy staff and their professional development* • undertakes performance management of Academy staff and deals with any grievances • responsible for the first stage of any disciplinary process involving Academy staff • working with the COO/CFO, advises on the Academy budget making recommendations to the Local Governing Committee and ensuring the Academy manages within its budget* • advises on Academy policies, which are delegated to the Local Governing Committee for determination • responsible for safeguarding and well-being of pupils and staff • decides any pupil exclusions* • manages Academy’s relationship with its community <p>* Function of Executive Headteacher</p>