

Warwick
Schools
Foundation
Multi Academy Trust



MAT Director Candidate Pack

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Welcome Letter from the CEO

Richard Nicholson

Warwick
Schools
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Multi Academy Trust



Dear Applicant,

Thank you for your interest in joining us at this pivotal and exciting time. Warwick Schools Foundation is establishing a brand new Multi Academy Trust, and we are seeking a MAT Director (0.6 FTE) to help shape our vision and drive impactful change across our founding schools.

Our Trust will include three highly distinctive schools: Evergreen School - renowned for their specialist education – alongside two excellent mainstream primaries, Westgate Primary School and Clapham Terrace Primary School. This diverse and dynamic partnership represents our deep commitment to inclusive education and transformative learning. There are also ambitions to grow this beyond the three founding schools to become a multi-phase Trust and we are confident that this will be achieved over then coming months and years. Given this ambition, the role may well expand beyond 0.6FTE in the fullness of time.

As Director, you will work closely with me and the senior leadership team to help establish the systems, culture and strategic framework that will guide the MAT in its formative years and beyond.

If you are a strategic thinker with a passion for inclusive, high-quality education and are excited by the opportunity to help build something from the ground up, we warmly invite your application.

With best wishes,

Richard Nicholson
Chief Executive Officer
Warwick Schools Foundation Multi Academy Trust

About Warwick Schools Foundation Multi Academy Trust

The Warwick Schools Foundation Multi Academy Trust (WSF MAT) is a newly forming Trust bringing together a unique blend of specialist and mainstream schools. Drawing on Warwick Schools Foundation's long-standing commitment to excellence and innovation, this MAT represents a new chapter in inclusive, community-focused education.

Warwick Schools Foundation is an educational charity which currently runs independent schools in Warwick and Leamington with education links broadening into the wider communities we serve which has led us to support the formation of a multi academy trust. It has a long history in Warwickshire, being able to trace its roots back to 914AD. More about the Foundation schools, our governance and leadership may be found here: <https://www.warwickschoolsfoundation.co.uk/our-schools>

Vision and Values

The desire of all the schools seeking to join the proposed WSF MAT, in common with Warwick Schools Foundation, is to support excellence in educational provision in the local and surrounding area, drawing on the best of all the schools and sharing practice to ensure that the life of every pupil is enhanced.

This will be achieved through:

- A relentless focus on memorable educational experiences for all children and young people;
- Innovative and dynamic SEND and inclusion provision drawing on the outstanding expertise across all our schools;
- Enhanced educational and enrichment opportunities, through a deeply collaborative way of working across all the schools in the WSF groups – state and independent; and
- Meaningful ways for all our young learners to engage with each other and learn together.



It is our aim that this will result in:

- Improved outcomes: through sharing best practice and developing strong cross-school partnerships supported by centralised functions that enables schools to focus on school improvement strategies;
- Joy in learning: through an enriched curriculum, valuing Sport, Music and the Arts, including access to outstanding specialist facilities and resources;
- Improved social mobility: through a transformed and evidence-based approach to SEND and inclusion;
- Social cohesion: through meaningful and structured partnerships that enable pupils to experience education together across schools and sectors (state funded and independent)
- Exceptional and enhanced CPD offer to support staff collaboration and progression, which is also an important aspect of the MAT's school improvement strategy; and
- Improved well-being for all through a collegiate and supportive relationship within and across all the WSF MAT Schools and the WSF schools.

Our Founding Schools:

- **Evergreen School** – A special school committed to personalised learning and inclusion.
- **Westgate Primary School** – A vibrant and inclusive primary school with a strong local reputation.
- **Clapham Terrace Primary School** – A creative and community-driven primary with a rich learning culture.

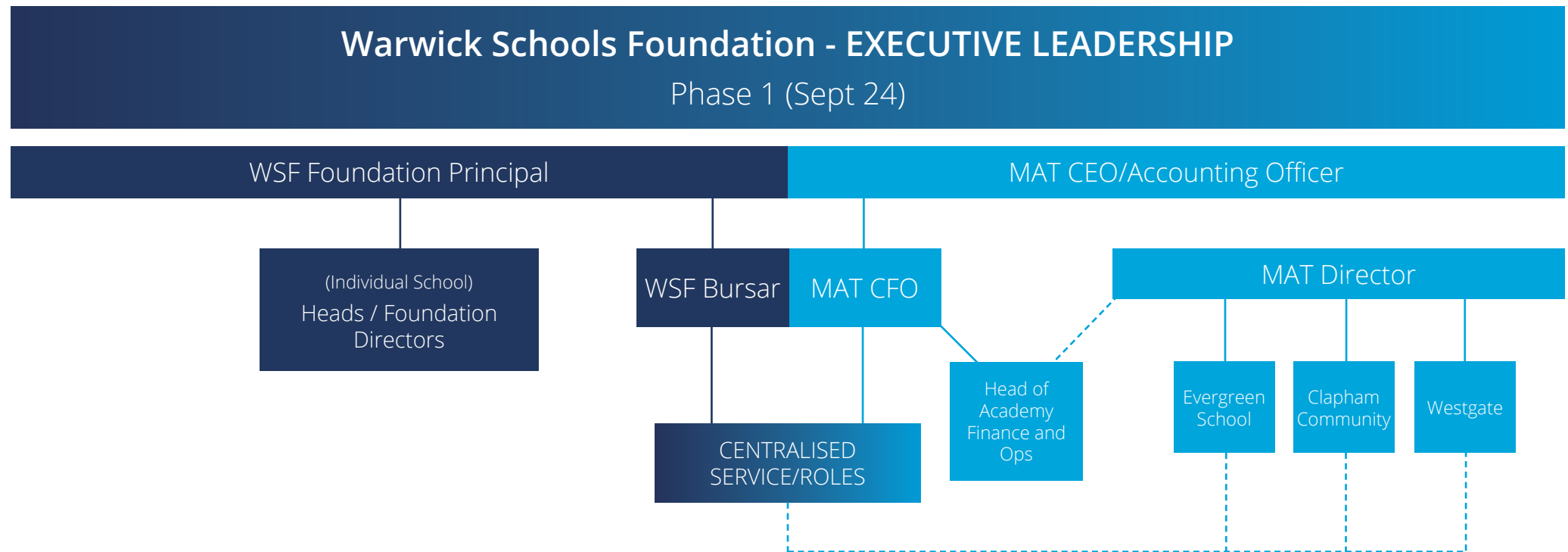


The MAT's Strategic Objectives:

- Build a strong and coherent MAT infrastructure
- Deliver outstanding education across all settings
- Empower staff through professional development and shared practice
- Forge strong partnerships within and beyond the Trust



WSF MAT structures and links with Warwick Schools Foundation



The figure above summarises graphically the key positions in the WSF MAT executive structure (in light blue), indicates the relationship and line management responsibilities across the MAT's senior leadership team, and the relationship between the MAT and the Warwick Schools Foundation Charity (in dark blue). The MAT's CEO and CFO are shared roles between the MAT and the Foundation and both will provide 0.2FTE for the MAT. As a result the MAT Director and MAT Head of Finance and Operations are significant roles in the MAT's operations.



Role Overview: MAT Director (0.6 FTE)

Location:

Hybrid – Warwick base with school visits required

Role Purpose:

As one of the founding senior leaders of the WSF MAT, the MAT Director will help shape and embed the MAT's strategic direction, with a focus on building capacity, quality assurance, and sustainable systems and processes across all schools. This is a unique opportunity to influence the long-term impact of the MAT from the earliest stages of its development.

Key Responsibilities:

- Support the CEO in establishing trust-wide frameworks, priorities and systems
- Lead on agreed portfolios (e.g., curriculum development, SEND, safeguarding, operations, governance – tailored to candidate strengths)
- Collaborate with Heads and senior leaders to drive improvement and cohesion
- Act as a key liaison between the central trust and schools
- Provide regular reports to the CEO and Trust Board
- Represent the Trust externally and build stakeholder confidence
- Champion an inclusive, pupil-centred ethos in all areas of work



MAT Director Job Description

Job title: MAT Director

Contract type: Part time, 0.6FTE

Reporting to: Chief Executive Officer (CEO)

Responsible for: Academy Heads

Main Purpose: The MAT Director will be the operational lead for the WSF Multi-Academy Trust (MAT), reporting to the CEO, in accordance with MAT Strategy and the requirements in the Academy Trust Handbook.

The aim of this role is to work with the CEO and Headteachers to enable each school to thrive, foster a culture of collaboration and shared best practices across the MAT and beyond, and ensure that academy leaders receive the appropriate balance of challenge, support and professional development in order to secure the highest quality of education for all the MAT's children and young people.

The MAT Director will make a significant contribution to the strategic management and leadership of the MAT, and supporting the MAT Board, Chief Executive Officer, and the Central Leadership Team in leading the day-to-day work and business of the MAT.

Key Responsibilities:

Strategic Leadership:

- Be responsible for implementing the strategic vision for the MAT, with reference to the strategic vision of WSF.
- Collaborate with the CEO and wider executive team to implement a growth plan for the MAT, ensuring sustainable expansion and improvement.
- Provide strategic leadership for teaching and learning and curriculum development across the MAT.

Governance:

- Ensure that the CEO (and, in turn, the MAT Board and its committees, including local governing bodies) are fully updated on MAT progress and performance, on a timely basis.
- Ensure that all MAT policies are updated for review and approval by the Board in accordance with the MAT's policy review schedule.



MAT Growth:

- Assist the CEO in the development of the MAT Growth Strategy.
- Implement the MAT Growth Strategy through leading on due diligence and supporting converting schools, with support from HFO who will manage the detail of the due diligence and conversion process.
- Assist the CEO in maintaining an outward-facing role on behalf of the MAT and its academies to support future growth and development.

School Development and Collaboration:

- Provide executive leadership and support to individual schools within the MAT, utilising the expertise of MAT school leaders and empowering them to achieve excellence in teaching, learning, and pupil outcomes.
- Advise the CEO on the development and be responsible for the implementation of the MAT's school improvement strategy, utilising the expertise of school leaders.
- Provide quality assurance and accountability through a rigorous and robust system of target setting.
- Monitor and evaluate the performance of schools within the MAT, implementing strategies to drive continuous improvement and raise standards and model the MAT's commitment to continuous improvement and high achievement across all areas of its work
- Oversee school-to-school support across the MAT including fostering a culture of collaboration and knowledge-sharing among schools within the MAT and wider Foundation, facilitating regular communication and opportunities for joint professional development and school improvement.
- Facilitate effective communication at all levels by chairing a senior leaders' group across the MAT.
- Lead on the development of the MAT's talent through appropriate and effective CPD, leadership development programme and succession planning, including developing and empowering senior staff, appointing consultants where appropriate, and supporting recruitment and CPD at academy-level.
- Lead the MAT's improvement processes, including identifying and analysing academy improvement needs, prioritising appropriately resourced solutions and evaluating the impact of improvement strategies, and commission external support for MAT and academy improvement, and assess the effectiveness and impact of the support provided, and then to feedback into the MAT's school improvement strategies.
- Ensure all schools are "Ofsted-ready" and that self-evaluation is rooted in sound evidence of impact.



Stakeholder Engagement and MAT Partnerships:

- Assist the CEO in building and maintaining effective relationships with stakeholders and MAT partners, including school leaders, staff, trustees, parents, and external partners.
- Assist the CEO in representing the MAT externally, advocating for its interests and promoting its achievements within the wider community.

Business Oversight and Resource Management:

- Develop for approval by the CEO and the MAT Board a recruitment, management, and staff development framework across all schools within the MAT and oversee the implementation of this to ensure that staff are motivated and supported to deliver high-quality education.
- Work closely with the MAT CFO and MAT Head of Finance and Operations to support robust financial management and governance across all schools within the MAT, and day-to-day control of budgeting, resource allocation, and risk management.
- Assist the MAT Head of Finance and Operations in the management of the MAT's resources and facilities effectively, including overseeing major capital projects.
- Input into the MAT's income generation strategies, including grant applications and other fundraising, working with CFO and Head of Finance and Operations.
- Assist the Head of Finance and Operations in considering the allocation of MAT resources, including in particular through inputting into the preparation of the draft MAT budget for approval by the CEO and CFO, and ultimately the MAT Board.
- Work closely with the CFO and Head of Finance and Operations to ensure budgetary targets are met and reported to MAT Board.
- Work closely with the CFO and Head of Finance and Operations to establish effective procurement procedures in order to achieve financial efficiencies.

Safeguarding and Compliance

- Lead responsibility to support the CEO to fulfil their safeguarding and compliance responsibilities, including:
 - compliance with statutory and regulatory requirements;
 - compliance with the Academy Trust Handbook and such further requirements as may be determined by the Department for Education from time to time;
 - compliance with MAT-wide accountability and quality assurance procedures; and
 - compliance with MAT policies and procedures.



MAT Director Person Specification

Qualifications and Experience:

Essential:

- Qualified to degree level and teacher status, and a successful record of leading schools or multiple schools.
- NPQH qualified.
- Experience in senior leadership roles within the education sector
- Leading successful change programmes.

Desirable:

- NPQEL qualified, or working towards this.
- Experience with a focus on strategic growth and innovation in a multi academy trust .
- Experience across educational settings, ideally with two or more of: special, primary or secondary schools.
- Previous experience of working within the SEND sector

Knowledge and Skills:

- **Leadership:** Strong leadership, communication, and decision-making skills with the ability to inspire, motivate, manage and guide teams, as well as lead the development of collegiate and supportive relationship across the MAT and WSF schools.
- **Networking and Influencing:** A natural networker able to engage effectively with diverse stakeholders, build strong relationships and implement effective partnership working.
- **Curriculum innovation and planning,** and the development and implementation on a wide reaching and enriched school curriculum, making the most of the partnership working across the MAT schools and in collaboration with WSF.
- **School improvement** through sharing best practice and developing strong cross-school partnerships.
- **Provision of SEND:** Innovative and dynamic SEND and inclusion provision drawing on the outstanding expertise SEND practitioners within the Trust.

- **Financial Management:** Proficiency in financial and operational management, including budget planning and management.
- **Data Analysis and Technology:** Familiarity with educational technologies and data-driven decision-making.
- Approaches to **continuing professional and staff development:** to support staff collaboration and progression, as an important aspect of the MAT's school improvement strategy.
- **Governance** within a multi-Academy Trust environment.

Personal Attributes:

- **Visionary Leadership:** A visionary leader with the ability to inspire and drive positive change, creating a shared vision and strategy for the MAT.
- **Passion for Education:** A genuine passion for education and a commitment to improving learning outcomes for all students.
- **Resilience and Adaptability:** Resilient, adaptable, and able to manage complex challenges and navigate change effectively.
- **Communication and Engagement:** Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders, including staff, parents, governors, and the wider community.
- **Results-Driven:** A focus on delivering measurable impact and achieving strategic goals.
- **Continuing professional development:** Evidence of personal ongoing learning and self-improvement.
- **Collaborative Disposition**

Additional Considerations:

- **Knowledge of Educational Systems:** A strong understanding of educational systems, trends, and challenges.
- **Governance:** Awareness of good governance practices and the importance of effective governance structures.
- **Compliance:** Familiarity with the relevant legislation and regulations governing MATs, including the Academies Financial Handbook.
- **Public Service Values:** Demonstrated commitment to the Nolan principles of public service.

How to Apply



If you would like to discover more about this exciting opportunity, need any further information or have an informal discussion, please contact our retained consultant at Academicis, Neil Massie:

**nmassie@academicis.co.uk or
01223 907979 / 07818 8755149**

Please email your application to, Neil Massie: **nmassie@academicis.co.uk**

Closing date: Monday 7th July 2025

Shortlisting: Wednesday 9th July 2025

Interview dates: Tuesday 15th July 2025

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