



dry sand  
'like glitter' 'soft'  
'like sprinkles' 'doesn't stick'  
'comes out of your hands'  
'raining' 'smooth'

Chief  
Executive

# Introduction from the Chair

Dear Candidate,

Thank you for your interest in becoming our new Chief Executive, succeeding our current CEO, Professor Dudley Shallcross, who will shortly be stepping down after ten highly successful years with us.

Primary Science Teaching Trust (PSTT) is a charitable trust founded in the late 1990's with the vision that every primary classroom in the UK should have excellent teaching of science. From our initial endowment of £20million from the Zeneca Group (now AstraZeneca), we have gone from strength to strength and have developed an international reputation as a prominent voice in the area of primary science education.

PSTT's work consists of three main areas; supporting award-winning primary science teachers through the Primary Science Teacher College; supporting groups of schools working together through the Cluster Programme; and supporting research and innovation through our Academic Collaborators. Last year alone, we supported over 2,700 teachers through our Regional Mentor Programme through online resources, a growth of over 200%.

Dudley leaves behind him a legacy of a highly impactful charity, with excellent teachers at its heart, and an international network of collaborators. Our new CEO will continue on our upward trajectory by seeking out prospects for the charity to grow and expand its reach through new partnerships and funding opportunities. You will lead a highly skilled and passionate workforce who are the soul of our organisation and, as an ambassador, continue to engage with our teaching fellows and external audiences.

We are looking for a leader with entrepreneurial skills, who can work in the charity sector and who is able to spot opportunities and develop a sustainable model that represents our ambitions for the future. An inspiring leader and visionary, you will bring those around you on the journey, while building trust and credibility across the teaching community and with external partners. An understanding, therefore, of science and/or primary education is beneficial, although we wouldn't want it to be a barrier to applying and are interested in candidates who bring transferable skills and experiences from other sectors. What is most important is that you share our vision and are excited by the opportunity to be an integral part of our journey for the coming years.

We are committed to building a truly diverse workforce here at PSTT. If you share our commitment to this, bring the skills and leadership qualities we are seeking and are excited by our vision we'd love to hear from you.

**Professor Derek Bell**  
**Chair of the Board**

# About Us

The structure of PSTT support has three very clear strands:

- The Primary Science Teacher College – a virtual network of over 190 award winning primary science teachers, which in the short time since its development, has become a shining beacon of excellence in primary science with a wealth of expertise.
- Clusters – PSTT has built, and is growing, a network of local school clusters to develop primary science expertise and shared practice.
- Collaborators – recognising the importance of research to underpin classroom activities, the Trust works with partner organisations and supports academic collaboration across the UK.

In 2014 we set up Primary Science Teaching Trust Trading Ltd to facilitate the dissemination of our professional resources. Since 2020 our commercial resources have been made available through TTS Group. Our plan is to continue to create excellent resources written by teachers for teachers. We hope that the income generated from sale of our resources will allow the Trust to support more teachers across the UK.

## Our Vision and Mission

Our vision is to see excellent teaching of science in every primary classroom in the UK.

There is much evidence showing that children's interest in science is shaped before they leave primary school. So there is a very pressing need to ensure that primary-aged children do not lose that latent interest and enthusiasm for the world around them, and the science that underpins this.

While not all children will follow a career in science or related disciplines when they leave school, science literacy will influence their lives daily: for example, managing their health, and understanding issues such as climate change. This means that science taught in primary schools is of vital importance to individuals and to the nation's well-being. There is also a significant body of data that shows that the teaching of science supports literacy and numeracy and within the Trust's activity there are myriad excellent examples of this.

The message is clear: we need good science teaching at primary school level, which is precisely what the Trust is seeking to support through a strategy that puts the teacher at the centre of all that we do.



# Job Description

## Role overview

Work on behalf of the Board of Trustees to grow our positive impact on the quality and breadth of science education in primary schools in the UK.

Act as a strong ambassador for the charity with teachers, schools, other partners, central and local government and be a positive leader and role model for employees.

## Values and Attitude

All PSTT employees are expected to demonstrate the Charity's values, by working positively as part of a team delivering vital high quality services and to create a working culture where all are valued and encouraged.

## Leadership

- Be an inspirational leader for the organisation, so that it consistently achieves excellence, and invites innovation and change.
- Provide leadership to the PSTT and to take responsibility for the effective delivery of all functions within the strategic and accountability frameworks established by the Board of Trustees.
- Develop a culture which motivates all staff to enable them to provide a high quality service.
- As an ambassador, build respect and credibility with the PSTT College Fellows and externally, while promoting the charity so as to ensure a positive external image.
- Take responsibility for key strategic projects, ensuring that risks and threats are robustly managed.
- Oversee all aspects of services and standards, development and maintenance of supervision structure, management of welfare of staff and the management of health and safety.

## Principal Accountabilities Strategy, Planning and Control

- In conjunction with key stakeholders, develop the PSTT's strategic business plan in response to key strengths, weaknesses, opportunities and threats.
- Manage the PSTT effectively, ensuring that its financial security, asset management and risk appraisal is maintained and enhanced.
- Lead the development and implementation of strategic goals, objectives and financial plans to meet both the short-term and long-term business plan aspirations.
- Take overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of the PSTT's activities, taking appropriate action as required.
- Develop a culture of continuous improvement throughout all aspects of the PSTT's work.

## Financial Management

- Be accountable to the Board of Trustees for the overall financial health of the PSTT, including ensuring that new funding opportunities are pursued.
- With the support of the Finance Director, oversee budgets, expenditure and management accounts ensuring that income and expenditure is within business plan targets.
- Identify and put in place an effective risk management strategy and framework for the PSTT to support business plan objectives and robust financial and strategic management.

## Robust Governance

- Foster good working relationships and ensure systems and structures are in place for the Board of Trustees to fulfil its statutory responsibilities and exercise effective control of the PSTT's affairs.
- Report to the Board on progress against key strategic objectives, providing information and answering for organisational performance.
- Advise the Board in all aspects of leading the PSTT, including short term and long term strategic planning for the financial welfare of the Trust, human resources management, communication/Public Relations.
- Ensure at all times that Board operates within statutory and corporate approved frameworks, requirements and guidelines.

## General Requirements

- Ensure that all responsibilities are undertaken in an effective and appropriate manner which meet the requirements of the PSTT in accordance with the Code of Conduct for Employees.
- Seek to continuously improve output in order that the PSTT delivers the best possible service.
- Participate in internal/external meetings and training.
- Participate in regular supervision of staff and annual appraisal of the output of PSTT with the Chair of the Board.
- Ensure that all PSTT Policies and Procedures are adhered to at all times.
- Work in accordance with the PSTT culture, values, aims and objectives.
- Act as a positive ambassador for the PSTT at all times.
- Undertake any other duties that may be reasonably required from time to time.
- Acknowledging the need for professional sharing of information with relevant parties, the Chief Executive is required to maintain a strict confidentiality of information conveyed to them by the Chair, Board of Trustees, staff and external organisations.
- This role is subject to the receipt of a satisfactory disclosure checks and references.



# Person Specification

## Knowledge and Experience

### Essential

- Good knowledge of education in the UK, particularly primary schools and developments in science teaching.
- Significant senior experience in a charity, not-for-profit or commercial setting, either as a CEO or as part of a wider senior leadership team.
- Significant experience and track record in developing and successfully delivering business plans and strategies.
- Experience of financial management including forecasting, budget setting and monitoring income and expenditure.
- Experience of risk strategy and management in a charity, not-for-profit or commercial setting.
- Experience of representing an organisation at a senior level with key stakeholders, such as with Government organisations.

### Desirable

- Post-graduate qualification, such as in science, business management or education.
- Robust knowledge of Charity Governance, Policies and statutory requirements.
- Experience of working closely with Boards of Trustees, advising and guiding robust decision making.

## Skills and Abilities

- Excellent communication skills at all levels.
- Excellent financial skills in preparation and control of budgets.
- Excellent networking, relationship building and partnership working skills.
- Excellent organisational skills and ability to prioritise multiple tasks.
- Project management skills.
- Strong management & leadership skills.

## Style and Behaviour

- Effective leadership style.
- Able to work under own initiative and follow direction from the Board.
- A strong team player, who leads by example and inspires those around them to be the best they can be.
- Confidential, tactful and diplomatic.
- Committed to working within the organisation's agreed values framework.

# Terms of Appointment

<b>Salary</b>	The salary for this role is circa.£90,000 per annum on a full-time permanent basis.
<b>Location</b>	Expected to be office based (Bristol) circa 3 days a week.
<b>Pension</b>	5% employee contribution, 5% employer contribution.
<b>Annual leave</b>	25 days per year, excluding public holidays.



# How to Apply

We hope you will consider making an application. If having read through the candidate brief you have any questions about the appointment, please contact [Katy.Giddens@starfishsearch.com](mailto:Katy.Giddens@starfishsearch.com) or [Mark.Crowley@starfishsearch.com](mailto:Mark.Crowley@starfishsearch.com).

To make an application, please go to <https://starfishsearch.com/jobs/pstt-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Please ensure you have also completed and submitted the equal opportunities monitoring form. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Being a diverse and inclusive organisation is at the heart of everything that we do, and we actively encourage applicants from underrepresented groups. If you need any adjustments made to the application process to accommodate your needs, please let us know.

## Closing date

Friday 18th June 2021

## First interviews

Monday 28th June 2021

## Second interviews

Wednesday 7th July 2021



