

TUDOR PARK EDUCATION TRUST

GOVERNANCE PROFESSIONAL: JOB DESCRIPTION

Salary scale

NJC P02

Hours and weeks

502.5 hours per annum, 40.2 weeks per year

Line of responsibility

The Governance Professional will be directly responsible to the COO..

Job purpose

To oversee all aspects of governance effectiveness and compliance within the trust and ensure governance adheres to good practice and meets all statutory and regulatory requirements.

This is achieved by:

- supporting the efficient and effective operation of the trust board and its academy committees
- ensuring governance at all levels is carrying out its functions
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- performing the role of clerk and providing administrative and organisational support

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the CEO, Chair of Trustees or line manager (CFO).

Job specification

Leading governance services

In conjunction with the CFO:

- work with executives, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met
- act as the lead adviser on issues relating to the governance of schools and/or the trust
- developing and implementing the MAT's strategy for effective governance
- designing and monitoring the governance structure
- obtaining and disseminating advice and guidance on complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them
- quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk
- risk informed assessments of options for support and interventions to strengthen governance
- highlighting evidenced based best practice, policy and thought leadership in school governance

Performing the role of clerk

- clerking meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives

- keeping the board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics
- setting the cycle of trust board and committee meetings and preparing focused agendas
- ensuring all meetings are inclusive and well structured
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academy Trust Handbook, and in accordance with arrangements agreed by the board
- developing governing structures, particularly in relation to committee structures and the scheme of delegation, and routines across schools and monitoring effectiveness
- ensuring governing structures are developed in parallel with organisational growth strategies
- developing, reviewing and maintaining governance documents, such as articles of association, schemes of delegation, terms of reference, role descriptions and code of conduct
- developing record management and communication methods that are fit for purpose and maintain confidentiality
- overseeing a strategy and protocol for recruiting governors and trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation
- leading on the strategy and planning of governance induction and CPD
- developing and overseeing systems for board self-evaluation and review, including commissioning of external reviews
- providing administrative and organisational support to the trust board and its committees, as required
- meeting agreed administrative timelines including the distribution of meeting paperwork no less than 1 week prior to the meeting; draft minutes produced within 1 week of the meeting; meeting files and policy database updated within 1 week of the meeting; updating governor/trustee meeting attendance for the previous year for the website; maintaining the Trust register of interests and GIAS as "live"
- clerking panel hearings as required

Ensuring compliance

To manage information and documentation that clearly details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- maintaining appropriate records of trust board and academy committee membership, along with any terms of reference
- maintaining a trust policy register and advising on the policy review and approval cycle
- ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (on the trust and/or school website) and in line with statutory requirements
- ensuring that governance-specific risks are included in the trust's risk register
- supporting production of the annual report and governance statement published with the trust's annual accounts
- managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- developing trust-specific documents such as a governance code of conduct and skills matrix
- maintaining the trust's online governance portal (shared drive)
- the application of policies, procedures, and relevant legislation/guidance across the trust
- ensuring compliance with the governance requirements set out in the Academy Trust Handbook and Academy Trust Governance Guide

Maintaining relationships and communication

To develop and maintain productive working relationships while maintaining independence by:

- working collaboratively and holistically with stakeholders in and outside of the organisation so that governance supports and enables the operational delivery of strategic objectives
- ensuring relevant authorities are notified of changes to membership and governance structures as appropriate
- being a role model for effective and ethical governance

Providing coordinated support

- providing advisory support to board and committees
- quality assuring advice – acting as a high level resource
- responding to issues including concerns and complaints related to governance
- facilitating networks and communication between governing boards
- overseeing recruitment, election/appointment and induction for different governance tiers
- overseeing a CPD offer/development programme
- organising reviews and self-evaluation
- organising targeted support and intervention when circumstances require
- maintaining a central records system to include attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals
- routine reporting, such as regarding board vacancies
- ensuring different tiers of governance are properly constituted
- monitoring compliance with schemes of delegation
- ensuring systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health and safety legislation

Personal development

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of lead governance professional should include:

- liaising with relevant professional organisations and networks
- undertaking regular training including the pursuit of professionally recognised qualifications
- keeping abreast of policy developments affecting academy trust governance
- participating in regular performance management, led by the CFO

Carrying out the duties of a company secretary

- ensuring compliance with Companies House annual filing requirements

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the trust board.
- To uphold the Trust's policy in respect of child protection and safeguarding matters.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members are required to participate in the Trust's appraisal scheme.

Safeguarding

- Uphold the Trust's policy in respect of child protection and safeguarding matters.
- Have commitment to the Trust's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious views. Where political issues are discussed, a balanced view is always presented.

Health and Safety

The law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Cooperate with their employers on health and safety matters
- Do their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

GDPR

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and the requirements of GDPR.

Notes:

This job description may be amended at any time in consultation with the postholder.

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

Last review date:	
Next review date:	
Line manager's signature:	
Date:	
Postholder's signature:	
Date:	