

Job Description

Job Title:	Clerk to the Academy Council	Reporting to	Chair of the Academy Council and/ or Head of Governance at Woodard Academies Trust.
		Grade and Range:	WAT Grade H, pt 26, £17.06 per hour (FTE £32,909)

Purpose and context:	<p>Academy Council clerks support the efficient functioning of the Academy Councils through:</p> <ul style="list-style-type: none"> • Providing administrative and organisational support to the Academy Council • Providing advice and guidance on procedural matters to ensure that the Council works in compliance with the appropriate legal and regulatory framework, the trust's scheme of delegation and the Council's terms of reference • Helping the Council to deliver high standards of challenge and support that complements respective improvement plans • Advising on the application of local policies and procedures, ensuring it is well understood which policies are trust-wide and which are developed and managed locally • Assisting in the process of evaluating and developing the quality of governance at local level
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Responsibilities:	<ul style="list-style-type: none"> • Attend all Council and subcommittee meetings and provide procedural advice. • Work with the Academy Council chair to plan meeting agenda; draft, amend and circulate meeting papers in a timely manner. • Draft and circulate accurate minutes in a timely fashion. • Oversee arrangements for the election of parent and staff members in accordance with the Academy Councils' terms of reference. • Provide administrative support to appeals processes managed by the Academy Council, such as appeals against pupil exclusions, or employment related appeals. • Support succession planning by providing timely notice to the trust when Council member terms of office are due to expire, in accordance with trust policy. • Welcome new Academy Council members and work with the trust's Governance Lead to provide an induction. • Keep up to date and publish Council membership and attendance. • Maintain and publish a Register of Interests for all Council members. Ensure all members complete a declaration at least annually, in accordance with Trust policy.
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	<ul style="list-style-type: none"> • Working with the school, ensure that information published on the school website contains the statutory information required by the Department of Education. • Ensure that Council member information on the Department of Education's Get Information About Schools database is kept up to date. Inform the trust of appointments to and resignations from the Council as they occur. • Attend development and training sessions arranged by the trust. • Support the trust in co-ordinating Academy Council training and provide records to the Governance Lead. • Undertake such other related duties as may arise.
Other Information	<ul style="list-style-type: none"> • The Clerk will have remote access to the Academy's IT network. A lap-top can be provided as necessary to enable the Clerk to carry out their responsibilities.

Additional expectations – all staff are expected to:

- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences;
- Promote the Woodard Christian ethos that embraces all faiths and none;
- Take responsibility for their own professional development and support that of colleagues where appropriate;
- Engage in the Academy appraisal process and support colleagues in achieving their own objectives where appropriate;
- Follow Trust policy and procedures in relation to keeping children safe in education;
- Observe health and safety requirements and play their part in ensuring a safe working environment.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities
The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed:

Date:

Signed:

(Principal)

Person Specification

Clerk to the Academy Council

Qualifications

Essential

Evidence of training and/or qualifications relevant to the role, or relevant experience.
Experience of committee clerking

Experience and Knowledge

Essential

Understanding of the key features of effective governance and the core functions of the board, ideally gained in an education context

Desirable

Some knowledge of the key themes of national education policy and the local education context

Skills and Abilities

Essential

Excellent administrative and organisational skills; able to identify priorities, anticipate issues which may arise and propose recommendations
Excellent oral and written communication skills: able to take accurate and concise minutes
Excellent literacy and numeracy skills; able to lay out and format documents (including minutes) to a high standard
Ability to use technology effectively to support planning and administration activity for the Academy Council
Ability to exercise confidentiality and discretion
Able to work pro-actively and flexibly, and remain calm under pressure
An ability to learn and develop skills and expertise as required within the role
Ability to develop and maintain effective professional working relationships with the Chair, Council members and executive leaders

Ethos

Essential

Willing to support the Christian ethos of the trust, although not necessarily share the beliefs and worship practice which underpins it.
Incorporates into all professional work and personal behaviour the values of friendship, service and respect for others.

Other

Essential

Willing to work flexibly, including early evening work.

Special Conditions

Essential

All postholders will be required to undertake an enhanced DBS check