

JOB DESCRIPTION	
JOB TITLE	Local Governing Body Governance Professional
GRADE	APLd (£30937 – £39444)
REPORTS TO	Head of Governance/Governance Manager
DATE	September 2025

JOB PURPOSE

The core purpose of this role is to serve as a governance professional to Aquila, The Diocese of Canterbury Academies Trust by providing advice, guidance and administrative support to our local governors covering governance, constitutional and procedural matters. The post holder will oversee many matters of the Trust's governance including compliance with national and trust agreed policy at local level.

MAIN DUTIES AND RESPONSIBILITIES

Structure & Legislative Advice

- Ensure Governors fulfil their functions
- Advise the allocated Local Governing Bodies (LGBs) on the regulatory framework for governance and the relevance of key documents including (but not limited to)
 - The Aquila Scheme of Delegation
 - the Academy Trust Handbook,
 - the Governance Handbook,
 - the Memorandum and Articles of Association
- Advise on process and procedural matters
- Know when to seek advice and guidance from the Aquila Governance Team and third parties on behalf of the LGB if necessary
- Be aware of and offer advice on best practice in governance

Administration

- Ensure the effective administration of the LGBs, ensuring they are effective, comply with accepted standards and underpinned by appropriate professional development for governance professionals;
- Attend all Meetings of the LGBs for which you are assigned
- Arrange meetings and ensure the proper preparation and despatch of agendas and papers for all meetings in line with the trust articles and scheme of delegation;
- Draft minutes of governance meetings, indicating who is responsible for any agreed actions with timescales, and send drafts to the chair and the CEO or Headteacher as appropriate.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.
- Organise the election and/or appointment of staff and parent Local Governor appointments in your assigned LGBs;
- Identify priorities, anticipate issues which may arise and draw these matters to the chair's attention and propose recommendations
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Ensure the meeting management system is kept up to date with any and all information such as calendar dates of meetings, membership composition and contact details for governors and trustees.

Governance

- Understand the roles and responsibilities of the Members, Trustees and the relationship with governors on

LGB's of individual academies

- Ensure that statutory policies are in place, and that the relevant staff revise these when necessary keeping a rolling review document.
- Advise the LGB's on the DfE's recommendations and guidance in relation to governors
- Where applicable, be aware of the role that the Diocese has in ensuring the Trusts and Schools Christian Foundation is upheld by the LGB.

Membership

- Prepare and send new Governors induction materials which are specific to the school so as to ensure they have all necessary information and supplements the documentation provided by the Head of Governance welcome pack
- Ensure existing governors undertake annual updates at the start of each academic year such as Judicium training (uploading certificates on GH), SG/KCSIE and declaration of interests (as listed and requiring confirmation on GH) and the governor skills audit (to be sent direct to the LGB training and development governor)
- Advise the LGB on succession planning of all roles integral to the LGB.
- Amend GovernorHub to ensure all governor roles are up to date and identifiable

Culture and ethos

- Develop and maintain effective professional working relationships with the governance team, Chair of each LGB and executive leaders at all levels.
- Proactively promote and demonstrate Aquila's vision and values in all aspects of work.
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes.
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational development and best management practice.
- Work collaboratively developing the concept of family across the Trust and its academies.
- Ensure regular open and honest communication in all professional duties.
- Recognise the importance of serving the wider community and promoting inclusivity.

Additional Duties

- Keep governance team updated on any Stage 2 complaints and also copy CEO into any Stage 3 Panel Hearing correspondence/arrangements
- Set up disciplinary hearings, interviews and appeal committees in line with Aquila processes and procedures, as and when required, and to act as administrator for hearings on matters such as parental complaints and local grievance panels (these will normally fall outside of agreed hours and will be remunerated accordingly)
- Keep governance team updated on any exclusions from Stage 1 (school) , Stage 2 (appeals) and Stage 3 (IRPs) and also ensure the CEO is informed at each stage

The employee is expected to undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade by the Chief Executive Officer, Chief Finance Officer and Governance Team.

The Trust is determined to excel in education and nurture those within its care; thus accountability, communication and relationships are key to effective leadership and management. The post holder will be encouraged to build a professional learning community which enables others to achieve and work collaboratively; sharing knowledge and understanding, celebrating success and accepting responsibility for outcomes.

The trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

This job description is not an exhaustive document. It is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of Aquila, the Diocese of Canterbury Academies Trust.

Person Specification: Local Governing Body Governance Professional

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ Good standard of general education ➤ Completion of the National Training Programme for Clerks or be willing undertake such a qualification. 	<p>Essential</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> ➤ Effective delivery of compliant policies and procedures ➤ Establishing and maintaining effective quality assurance processes and systems ➤ Track record of leading on policy and procedure ➤ Knowledge of the respective roles and responsibilities of the Governing Body, Headteacher, Diocese, Trust Board and CEO ➤ An understanding of the role of a Governing Body 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Skills and knowledge	<ul style="list-style-type: none"> ➤ To have worked offering administrative support to boards or similar. ➤ The ability to communicate information accurately with a range of different people, both internally and externally. ➤ IT literate; e.g. experienced and capable using Word, Teams, Excel, Outlook to a high level of competency ➤ Foster and develop appropriate internal/external working partnerships/networks ➤ Excellent organisational skills used in planning own work, with attention to detail. ➤ Skilled listener and communicator (orally and in writing) ➤ Able to translate ideas/recommendations into action ➤ Comfortable and ready to be recognised by others as the 'expert' and lead practitioner in the area of local governance and compliance. ➤ Experience of working within a school environment ➤ Experience of a clerking/governance professional role or similar 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>

Personal qualities	➤ Ability to work under pressure to meet targets and deadlines	Essential
	➤ Calm and professional disposition	Essential
	➤ Self-motivated and enthusiastic	Essential
	➤ Ability to respond effectively to changing priorities	Essential
	➤ Ability to manage a high-volume workload	Essential
	➤ Ability to work effectively with minimal supervision	Essential
	➤ Willing to accept responsibility	Essential
	➤ Logical and systematic in work processes	Essential
	➤ Approachable and empathetic	Essential
	➤ Supportive of the aims and purpose of the Church of England and the Diocese of Canterbury in providing education	Essential
	➤ Be able to take a proactive approach to personal development and engage in any training needs	Essential

Name (Employee):

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: