



The Barton Court Academy Trust seeks to appoint a new Clerk to join an established Board of Directors to be responsible for overseeing all aspects of governance effectiveness and compliance within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements.

Person specification

We require an experienced and well-qualified clerk for both BCAT Trustees and BCGS Local Governing Body. You will be working with an already established and experienced Board of Trustees and Local Governing Board and will provide additional clerking capacity to the Free School, Barton Manor School, when this opens in September 2022. We seek someone who is experienced and well-qualified at clerking a Multi-Academy Trust but the Trust will provide training and support Level 3 training and accreditation in Certificate in Clerking Schools & Academy Boards if this not yet achieved.

Salary and Terms and Conditions

Clerks are appointed on a zero hour contract and paid per hour as the role requires flexible working hours. The hours of work are approximately 20hrs per week, 38 weeks of the year, mainly in term time but not exclusively. Rate of pay depends on qualifications and experience. A well-qualified and experienced Clerk with level 3 accreditation will receive BCAT pay scale 8 (£25,692 - £29,299 pro rata); a clerk with less experience and without level 3 qualification will receive BCAT pay scale 7 (£22,581 - £25,564 pro rata) and will be expected to commit to level 3 training.

On appointment Clerks are required to:

- Sign a Declaration of Interests to record all business and relevant interests, financial or otherwise, which they and their spouse or partner, children, parents and any other close relatives may have;
- Undertake online training in Safeguarding, Prevent and any other course that may be required;
- Complete an enhanced DBS check (as this position will give access to children) and names will be checked against the list of people banned or with restrictions imposed on them from working in Schools with children and young people.

Role Summary

Multi-Academy Trust governance professionals are responsible for overseeing all aspects of governance effectiveness and compliance within the trust, ensuring 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 committees
- ensuring governance at all levels is carrying out its functions
- Supporting the clerks of the Local Governing Board as required
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust

The Trust

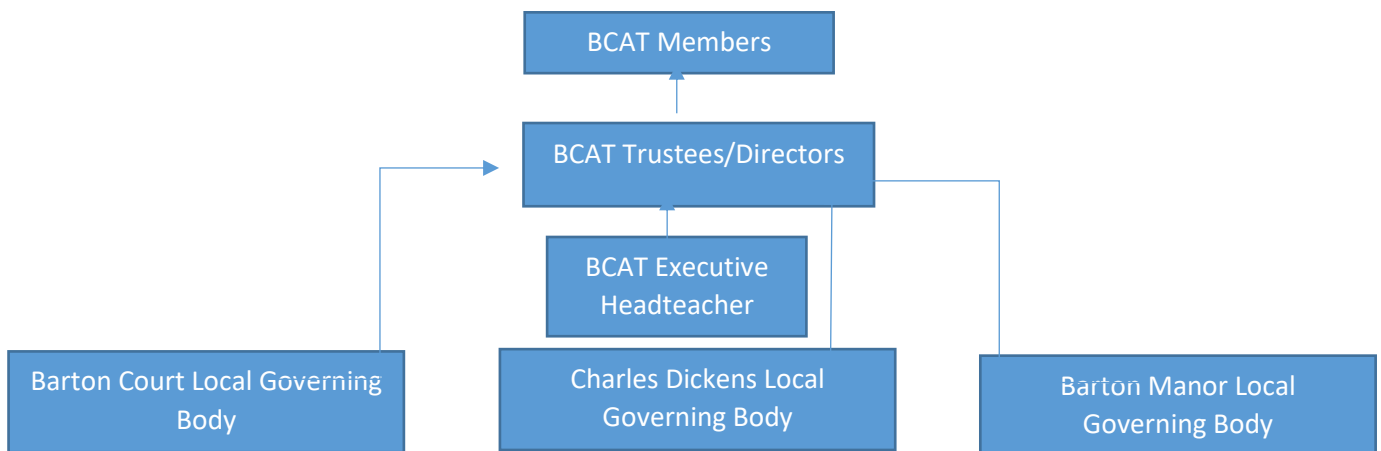
Barton Court Academy Trust (BCAT) is a multi-academy Trust which was established in 2017.

It currently consists of two secondary schools: Barton Court Grammar School, an 11-18yrs, mixed selective school in the heart of Canterbury, rated "Good" with many outstanding features by Ofsted in February 2020, and The Charles Dickens School, an 11-16yrs mixed non-selective school in Broadstairs, which came out of special measures and is rated "Requires Improvement" by Ofsted in June 2019 and is a rapidly improving school.

The Trust is also opening Barton Manor Free School, an 11 – 18yrs non-selective mixed school in the heart of Canterbury on the former Chaucer School site in September 2022 to Year 7.

The diagram below shows the governance relationships within the Trust:

The Director/Governance Structure of Barton Court Academy Trust (BCAT)



Plans for the Future

BCAT is currently in the process of opening a non-selective, 11- 18yrs co-educational Free School on an adjacent site to Barton Court Grammar School in the heart of Canterbury. This school will offer high quality educational provision to students who do not pass the Kent 11+ test. A joint Sixth Form with Barton Court Grammar School is planned with the grammar school offering excellence in academic post -16 courses and the Free school excellence in vocational post-16 courses.

Our key challenges will be ensuring that this new school opens successfully; that there is significant and sustained support and challenge for The Charles Dickens School, our sponsored secondary academy, whilst ensuring there is rapid school improvement. Our aim is for the school to achieve at least a “Good” rating from Ofsted in the next visit. To maintain the high standards and high quality education provision at Barton Court Grammar School. BCAT has extended its leadership team in Barton Court for phase one of expansion but will need to recruit and retain additional senior leaders for future expansion of the trust including the Free School. This would include an executive layer of school leaders.

Trust Values and Ethos

BCAT has academic excellence and high aspiration at the heart of its vision and ethos. Its lead school, Barton Court Grammar School has a track record of academic excellence and innovation. Barton Court has a language specialism and has promoted internationalism and Global Citizenship as essential values in equipping our children for 21st century working and living. Barton Court is also an accredited Advanced Thinking School with Exeter University and BCAT promotes cognitive tools throughout its schools to improve teaching, learning and robust self-assessment.

The Trust Board (BCAT)

The Trust board is the decision-making body of the academy trust and is accountable and responsible for the academy (or all the academies equally) in the academy trust. The academy trust will also be the employer of any central staff and those within its academies. Non-executive Directors/Trustees are both charity trustees and company directors of the Academy Trust; the role is to hold to account the executive and senior leadership team. The Board of Directors manages the business of the Academy Trust and may exercise all the powers of the Trust. Directors ensure compliance with the Trust’s charitable objects and with company and charity law.

As set out in the Governance Handbook, all Trust Boards have 3 core functions:

- Ensuring clarity of the vision, ethos and strategic direction
- Holding Executive Leaders to account for educational performance of the school(s) its pupils and the effective and efficient performance management of staff
- Overseeing the financial performance of the school(s) and making sure that money is well spent

Expectations of Meetings – BCAT & BCGS

- BCAT: Clerk 3 Director meetings and 1 AGM per year. In addition you clerk various sub-committees such as 4 Finance Meetings, 3 Quality Assurance Meetings, 3 Audit and Risk Meetings and 3 Personnel Meetings. Each meeting lasts for about 1.5 - 2 hours and takes place on a weekday evening, usually 2 meetings are held consecutively in the evening, typically from 5pm - 8pm.
- BCGS: Clerk 3 Local Governing Body meetings and 3 Quality Assurance meetings per year
- Clerk any Trustees and LGB additional meetings and/or training/development meetings as required
- Organise the clerk/volunteers and administration for the independent pupil appeal panels for BCGS each summer (usually 60 – 90 appeals) and throughout the year as required.

Location of Board Meetings and Trust Website

BCAT Board meetings and BCGS Board meetings are almost always held in Canterbury at Barton Court Grammar School. <http://www.bartoncourtagencytrust.org/>

What to do next.....

If you feel that the role of Clerk to BCAT Trustees and Clerk to BCGS LGB is one that you could contribute to, then please provide a completed application form and brief personal statement about your skills and reasons for applying. This should be emailed to rlight@bartoncourt.org for the attention of the Chair of the Trust.

If you would like to know more about the role or would like to speak to someone who is already serving as a Clerk, then please contact the Executive Headteacher's PA, Mrs Roberta Light, rlight@bartoncourt.org who will be pleased to help you.