

## Local Governing Body Governance Professional

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| <b>Salary:</b>                    | Aquila Pay Level f (APLf), £23,651 - £26,775 /annum (pro rata)   |
| <b>Benefits:</b>                  | Local Government Pension Scheme, salary sacrifice Tech and Cycle Schemes   |
| <b>Hours:</b>                     | 11 hours per week (initially)  |
| <b>Weeks:</b>                     | 38 weeks per annum (plus holiday pay entitlement pro rata)   |
| <b>Trust Office Location:</b>     | Shearway Business Park, Folkestone and academies within the Trust  |
| <b>Responsible to:</b>            | Head of Estates & Governance   |
| <b>Responsible for:</b>           | None   |
| <b>Key Working Relationships:</b> |  |
| <b>Internal:</b>                  | <ul style="list-style-type: none"><li>• Staff within the Trust team</li></ul>  |
| <b>External:</b>                  | <ul style="list-style-type: none"><li>• Academy Head Teachers and Senior Leaders</li><li>• Academy Governors</li></ul> |

## Purpose of the Role:

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 on 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 TASKS AND RESPONSIBILITIES

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| 1 | <p><b>Structure &amp; Legislative Advice</b></p> <ul style="list-style-type: none"> <li>• Advise the allocated Local Governing Bodies (LGB's) on the regulatory framework for governance and the relevance of key documents including (but not limited to) <ul style="list-style-type: none"> <li>○ The Aquila Scheme of Delegation</li> <li>○ the Academies Financial Handbook,</li> <li>○ the Governance Handbook,</li> <li>○ the Memorandum and Articles of Association</li> </ul> </li> <li>• Advise on governance process and procedural matters where necessary before, during and after meetings</li> <li>• Know when to seek advice and guidance from the Head of Governance and Estates and third parties on behalf of the body if necessary</li> <li>• Be aware of and offer advice on best practice in governance, including on committee structures at LGB level</li> </ul>  |
|   | <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Ensure the effective administration of the LGBs, ensuring they are effective, comply with accepted standards and underpinned by appropriate professional development for governance professionals;</li> <li>• Attend all Meetings of the LGBs for which you are assigned</li> <li>• Arrange meetings and ensure the proper preparation and despatch of agendas and papers for all meetings in line with the articles and scheme of delegation;</li> <li>• 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.</li> <li>• Follow-up any agreed action points with those responsible and inform the Chair of progress.</li> <li>• Organise the election and/or appointment of staff and parent Local Governor Appointments in your assigned LGBs;</li> <li>• Identify priorities, anticipate issues which may arise and draw these matters to the chair's attention and propose recommendations</li> <li>• Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.</li> <li>• 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.</li> </ul> |

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| 2 | <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Understand the roles and responsibilities of the Members, Trustees and the relationship with governors on LGB's of individual academies</li> <li>• Ensure that statutory policies are in place, and that the relevant staff revise these when necessary keeping a rolling review document.</li> <li>• Advise the LGB's on the DfE's recommendations and guidance in relation governors</li> <li>• Where applicable, be aware of the role that the Diocese has in ensuring the Trusts and Schools Christian Foundation is upheld by the LGB.</li> </ul>   |
| 3 | <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• Send new Governors induction materials and ensure they have access to appropriate documents, including the agreed Code of Conduct, Business Interests documents</li> <li>• Ensure Disclosure and Barring (DBS) has been carried out by the school for all governors when it is appropriate to do so.</li> <li>• Advise the LGB on succession planning of all roles integral to the LGB.</li> </ul>   |
| 5 | <p><b>Culture and ethos</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain effective professional working relationships with the chair and executive leaders at all levels.</li> <li>• Proactively promote and demonstrate Aquila's vision and values in all aspects of work.</li> <li>• Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes.</li> <li>• Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational development and best management practice.</li> <li>• Work collaboratively developing the concept of family across the Trust and its academies.</li> <li>• Ensure regular open and honest communication in all professional duties.</li> <li>• Recognise the importance of serving the wider community and promoting inclusivity.</li> </ul> |
|   | <p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Set up' disciplinary hearings, interviews and appeal committees 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)</li> <li>• 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 Operations Officer, Director of Business and Finance and Head of Governance and Estates</li> </ul>  |

*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. This job description is not an exhaustive document. It is a reflection of the duties and responsibilities applicable at the time of issue.*

## Person Specification:

### Knowledge and Skill

#### Essential

- 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.
- Be able to use own initiative and work independently

#### Desirable

- Experience of working within a school environment
- Experience of a clerking/governance professional role or similar

### Qualifications and Experience

#### Essential

- Good standard of general education
- Effective delivery of compliant policies and procedures
- Establishing and maintaining effective quality assurance processes and systems
- Track record of leading on policy and procedure

#### Desirable

- Completion of the National Training Programme for Clerks or be willing undertake such a qualification.
- 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

### Personal Attributes

#### Essential

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