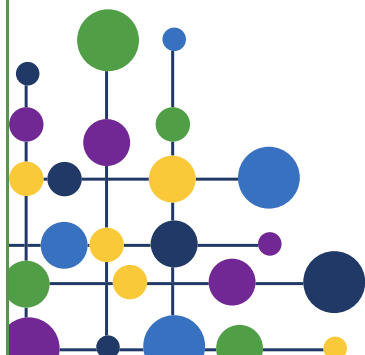
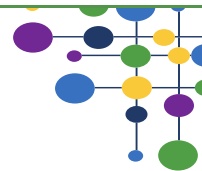


Application Pack for Governance Professional





Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,



Thank you for taking an interest in the post of the Governance Professional. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.

Our belief in "Valuing People, Supporting Personal Best" means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as "helping others to achieve their best" and that is what your line manager will try to do for you.

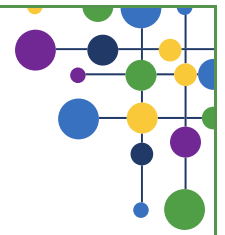
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount Academy, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley; and Luck Lane Primary Academy, Huddersfield. Our academies are thriving – achieving record results and improving their grades at every OFSTED inspection.

We believe in helping staff and students to achieve their personal best and are keen to recruit the very best talent to our trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme. Training and ongoing support continues at every stage of our colleagues' careers, to ensure they enjoy working for the trust.

More than seven hundred people work hard across the trust to ensure we provide the very best education and service to all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

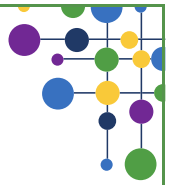
The Central Services Team

The Central Services Team is a key part of the trust's infrastructure primarily ensuring Headteachers and Senior Leaders can focus upon teaching and learning, freeing them from the burden of finance, ICT, administration and operations.

The Governance Professional reports to the Director of Operations and leads on governance effectiveness and compliance ensuring good practice and that all statutory requirements are met.

Other key duties include ensuring relevant leaders update policies in line with the agreed cycle, ensuring parental complaints are dealt with in accordance with trust policy and carrying out the duties of company secretary for which on the job training will be provided.

Please do contact Amanda Eastham, Executive PA to the CEO on 01484 868777 ext. 1010 for more information.



Governance Professional – Role Profile

Role Title	Governance Professional	Reporting to	Director of Operations
Section	Central Services, SHARE MAT		
Contract type	Permanent, 37 hours per week, all year round. Flexibility in hours is required (e.g., evening meetings and travel.)	Band	Band H

Part A – JOB DESCRIPTION

Overall purpose of role	<p>To oversee all aspects of governance effectiveness and compliance within the trust, ensure governance adheres to good practice and meets all statutory and regulatory requirements and provide strategic leadership of services that support governance across the trust.</p> <p>Responsible for leading on the development of the trust’s governance framework and driving improvements to its systems, processes and structures.</p> <p>Responsible for ensuring parental complaints are dealt with in accordance with the trust’s policy</p>
Safeguarding Requirements	<p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e., primary school age) are also required to complete a declaration about family or other members of their household.</p>

Key Outputs

This postholder will support the efficient and effective operation of the trust board and its committees to ensure due diligence and to ensure governance at all levels is carrying out its functions.

Leading governance services

1. Work with executives, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met;
2. Act as the lead adviser on issues relating to the governance of the trust;
3. Develop and implement the trust's strategy for effective governance support services
4. Design and monitor the governance support structure;
5. Assess capacity and develop the structure in line with organisational growth
6. Ensure effective communications are maintained with governing boards, governance professionals and stakeholders such as the DfE;
7. Report immediately to the CEO and Board of Directors all material and significant breaches or potential breaches of regulations including compliance with the Governors Handbook.
8. Develop and oversee a system for consistent handling of such breaches.

Lead adviser for issues relating to the governance of the trust

9. Provide advice and guidance on complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them;
10. Quality assure governance advice given by others ensuring that it is informed by an intelligent assessment of risk;
11. Carry out risk informed assessments of options for support and interventions to strengthen governance.

Developing governance

12. Keep 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;
13. Set the cycle of trust board and committee meetings and preparing focused agendas;
14. Ensure all meetings are inclusive and well structured;
15. Satisfy 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 trust board;
16. Develop governing structures, particularly in relation to committee structures and the scheme of delegation, and routines across schools (hubs, locality models etc.) and monitoring effectiveness;
17. Ensure governing structures are developed in parallel with organisational growth strategies;
18. Develop, review and maintain governance documents, such as articles of association, schemes of delegation, terms of reference, role descriptions and code of conduct;
19. Develop record management and communication methods that are fit for purpose and maintain confidentiality;
20. Oversee 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;
21. Lead on the strategy and planning of governance induction and CPD;
22. Develop and oversee systems for board self-evaluation and review, including commissioning of external reviews

Compliance

23. Maintain appropriate records of trust board and academy committee membership, along with any terms of reference;

24. Maintain a trust policy register and approval cycle, commission relevant leaders to update policies in line with the agreed cycle and advise on the policy review;
25. Ensure 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;
26. Ensure that governance-specific risks are included in the trust's risk register;
27. Support production of the annual report and governance statement published with the trust's annual accounts;
28. Manage the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business;
29. Develop trust-specific documents such as a governance code of conduct and skills matrix;
30. Maintain the trust's online governance portal or equivalent.

Leadership and management

31. Oversee recruitment and induction of the governance support team/clerks;
32. Brief and train staff on governance matters;
33. Manage budget and resources allocated to the governance support function.

Maintaining relationships and communication

34. Work collaboratively and holistically with stakeholders in and outside of the organisation so that governance supports and enables the operational delivery of strategic objectives;
35. Ensure relevant authorities are notified of changes to membership and governance structures as appropriate;
36. Serve as a role model for effective and ethical governance.

Acting as a central point of contact

37. Act as a central point of contact, providing advisory support to boards, by being an expert resource for clerks and the wider organisation, offering quality assuring advice (acting as a high-level resource), responding to issues including concerns and complaints related to governance and facilitating networks and communication between governing boards.

Line managing clerks

38. Responsible for the recruitment, management and quality assurance, assigning work and deployments, ensuring board and committee meetings are efficient, effective and properly recorded, delivering induction, training and briefings and conducting annual appraisals.
39. Responsible for convening exclusion committees in consultation with relevant administration staff as determined by the Headteacher.

Delivering wider and targeted support

40. Responsible for overseeing recruitment, election/appointment and induction for different governance tiers, overseeing a CPD offer/development programme, organising reviews and self-evaluation. Presenting training and briefings at events and organising targeted support and intervention when circumstances require.

Compliance monitoring

41. Responsible for maintaining a central records system to include attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals;
42. routine reporting, such as regarding board vacancies, ensuring different tiers of governance are properly constituted and monitoring compliance with schemes of delegation;

43. Ensure 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.

Carrying out the duties of a company secretary

44. Responsible for advising the board of trustees on their role, constitutional and procedural matters, maintaining statutory registers and ensuring compliance with Companies House annual filing requirements;
45. Work with the Chief Financial Officer to ensure that the requirements of Companies House are met;
46. Work with the Executive PA to the CEO to ensure that Board and Committee meetings are properly administered and recorded;
47. Ensure that the AGM is properly administered and ensuring that membership records are kept up-to-date;
48. Work with the Executive Directors to ensure that all returns are made to regulatory bodies as appropriate.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers / Support Staff – up to 1000.
- Number of sites – liaise with all schools within the trust (up to 12 sites).
- Number of direct reports – 0

Work/Business contacts

Internal: Members, Trustees, Local Governors, Headteachers and the Central Team.

External: National Governance Association, Department for Education, Local Authorities, External Agencies.

Expertise in Role Required (At selection - Level 1)

**Essential or
Desirable**

- | | |
|---|---|
| <ul style="list-style-type: none"> • Extensive knowledge of the schools’ system • Extensive knowledge of governance law, structures, policy and practice in all types of state school • Awareness of current issues and thought leadership relating to the governance of schools and academy trusts • Understanding of charity law and governance in other sectors • Qualification or experience in Company Secretary role • High level communication and IT • High level strategic planning • Decision-making based on intelligent assessment of risk and benefits | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> |
|---|---|

- | | |
|--|-----------|
| • Outstanding organisation skills | Essential |
| • Interpersonal/relationship building/stakeholder engagement skills | Essential |
| • Leadership and line management: planning and coordinating the work of others | Essential |
| • Presentation and facilitation skills | Essential |
| • Personal integrity and commitment to the principles of public life | Essential |
| • Ability to respect and observe confidentiality at the highest level | Essential |
| • Confidence and influence as a senior leader | Essential |
| • Can manage and make decisions independently | Essential |
| • Ability to lead by example, coach, motivate and inspire others | Essential |
| • Calm and resilient under pressure | Essential |
| • Commitment to CPD (e.g., the clerking competency framework) and modelling this to others | Essential |

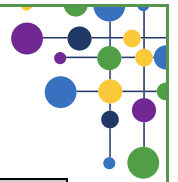
Other (Physical, mobility, local conditions)

- | | |
|--|-----------|
| • Has the ability to travel around the MAT area (and when required throughout the UK). | Essential |
| • Is willing to work flexibly, e.g., regular evening meetings. | Essential |
| • Has a full current UK/European Driving Licence. | Essential |
| • Has access to a motor vehicle and is prepared to use it for business purposes. | Essential |

Structure

Director of Operations

Governance Professional



Signatures

Approved by: CEO



Approved by: Post Holder/or Representative

March 2023

Due to the safer recruitment requirements for staff working in education, we cannot accept CVs. Please apply by downloading the application form from the vacancies page of the SHARE MAT website.

[Share Multi Academy Trust - Vacancies \(sharemat.org\)](https://sharemat.org)

Closing date: Monday 20th March 2023 at 9am

