

**HEAD OF GOVERNANCE AND POLICY**  
**(Fixed Term Appointment – 12 months)**  
**Wolstanton – Staffordshire (or location negotiable)**

The Shaw Education Trust are looking to appoint a Head of Governance and Policy to play a significant role in ensuring the Trustee and Academy Council governance arrangements operate as a coherent part of the Shaw Education Trust governance model. This is a new position for a fixed term period reporting to the Chief Operating Officer on governance process and practice. You will oversee the compliance with regulatory and legislative requirements ensuring the Trust Boards' decisions are acted upon in accordance with appropriate Memorandum and Articles of Association.

We are searching for a proactive, flexible and creative individual who has the necessary skills and abilities to identify where governance is working well but also where the required interventions may be required. You will be able to build strong relations with Principals and Chairs of Academy Councils ensuring the full compliance of each Academy in line with the SET scheme of delegation.

**The Role**

Reporting to the Chief Operations Officer, you will be responsible for several dual elements: the need to provide strategic leadership as well as operational management; to be an expert on the theory and approach to governance with the ability to implement and safeguard high standards of challenge and support; and to be equally comfortable operating at central as well as local level whilst ensuring all elements of governance combine to support driving improvements in standards across SET.

You will be expected to be the Trust's Governance expert, and will design and roll-out a professional academy councillor training programme, leading on governor recruitment and retention.

**Key Requirements**

- Educated to degree level or equivalent
- Relevant experience working in a strategic and operational governance role
- Experience in the development of education governance policies and procedures.
- Experience of leading and managing change
- Experience of leading and managing people
- Significant experience of reviewing, developing and implementing effective governance mechanisms

- Experience of interpreting government policy and providing comment and advice to a range of stakeholders.
- Commitment to safeguarding young people and prepared to take an Enhanced DBS check.
- Significant knowledge of current governance legislation and best governance practice.
- Project management skills
- Be able to work flexibly, which will include any scheduled after school/evening meetings.

### **Why Shaw Education Trust**

The Shaw Education Trust is a highly successful Multi Academy Trust sponsored by a charity and focussed on harnessing the power of people to affect positive change for youngsters. We work with children, leaders and teachers to create the very best opportunities for all their futures.

### **Salary**

We are looking to pay a salary commensurate with appropriate experience and on the SET Management pay scale £50,436 - £54,440.

### **The Application Process**

As part of our safer recruitment policy CV's **will not** be accepted. Please complete the Application Form and email to [recruitment@shaw-education.org.uk](mailto:recruitment@shaw-education.org.uk) for the attention Mr Philip Harrison, Chief Operating Officer.

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not receive any response within 14 days of the closing date of this position, unfortunately your application has been unsuccessful.

**Closing date:** 5pm Monday 11<sup>th</sup> February 2019

**Interview date:** Wednesday 20<sup>th</sup> February 2019

### **Start date**

This vacancy is available immediately and we will be looking for a start date as soon as possible.