

HEAD OF GOVERNANCE AND POLICY Job Description

Salary Range: SET Grade 13, SCP £50,436 - £54,440

Reporting to: Chief Operating Officer

Location: Wolstanton, Staffordshire

Purpose of the role:

The primary purpose of the Head of Governance and Policy is to ensure that Trustee and Academy Council governance arrangements operate as a coherent part of the Shaw Education Trust (SET) governance model.

The post holder will be the lead in the Trust for ensuring high standards of governance at Academy Council level, including the smooth and efficient administration of the Board of Trustees and each academy council, as well as advising the Chief Operating Officer on governance process and practice. They will oversee compliance with regulatory and legislative requirements, ensure the Trust Board's decisions are acted upon, are in accordance with the Memorandum and Articles of Association, and continue to provide public benefit.

The post holder will be responsible for the full organisation of the SET Board of Trustee meetings.

At academy level the post holder will be proactive and creative in identifying where governance is working well but also where interventions may be required. They will build strong relationships with Principals and Chairs of Academy Councils, ensuring governance at each Academy is fully compliant with the SET Scheme of Delegation.

As the Trust's Governance expert, the post holder will design and roll-out a professional academy councillor training programme, and also lead on developing a governor recruitment and retention process, with a licence to be innovative in attracting high calibre volunteers.

This is a role with several dual elements: the need to provide strategic leadership as well as operational management; to be innovative and creative in developing system-leading governance for SET, whilst also ensuring statutory and regulatory requirements continue to be met; 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.

Main duties and responsibilities

To support the efficient and effective operation of the academy councils and their committees, ensuring that the Trust Board's work continues to drive the successful delivery of SET's strategic objectives at local level, as well as:

- Ensuring that each academy council is constituted correctly.
- Responsible for ensuring appropriate meeting preparation and arrangements, agenda setting, Board reporting, and ensuring actions are followed up accordingly.
- Provision of strategic governance and policy advice to the Chief Operating Officer.

To lead on maintaining robust local governance across SET, including ensuring that the Trust continues to meet its regulatory and statutory reporting obligations, as well as:

- Advising the Chief Operating Officer on key matters of regulatory and statutory importance.
- Ensuring that academy council decisions are made and implemented in accordance with the SET scheme of delegation.
- Ensuring each academy council has an action plan for developing its work.
- Ensuring an appropriate skill mix at academy council level through maintaining council membership and managing new appointments and their induction.
- Ensuring that each academy maintains a Risk Register.
- Work in conjunction with the Executive Leadership Team (ELT) to ensure all other regulatory obligations are fulfilled.

To drive SET's development of local governance arrangements through ensuring high standards of local challenge and support, and enabling all layers of governance to function as an effective and coherent whole, as well as:

- Ensure a high standard of local academy challenge and support in SET schools through knowing how all local arrangements are working, standardising good practice and identifying where local interventions are necessary.
- Oversee the linkages between the various layers of SET's governance – local and Trustee – so that information flows efficiently both ways.
- Build proactive and productive working relationships with Principals, local Chairs, and local academy councillors, and act as trouble-shooter for governance issues across all academies.
- Lead recruitment and retention of local academy councillors.
- Lead on embedding SET's governance handbook, scheme of delegation and local governance terms of reference across the whole Trust.

To work collaboratively with other key SET functions so that local governance within the Trust supports and enables the delivery of SET's strategic objectives, as well as:

- Support due diligence activity of new academies potentially joining SET by supporting the preparation of the schools' current governing body for conversion/transfer.
- Support the Chief Operating Officer on co-ordination of key policies across SET, including training for academy councillors where appropriate.
- Ensure academy councils complement school improvement activity by working alongside the Director of Education and ELT to ensure local arrangements are providing robust support and challenge for school action plans.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may reasonably be expected within the scope and grade of the post.

The post holder will be required to undergo an Enhanced DBS check in order to comply with the Trust's Child Safeguarding Policy which applies to all adults, including volunteers, working in or on behalf of the Trust.