



#### Job Description

JOB TITLE	Lead Governance Professional
PAY GROUP	Pay Group 6, £39,493 (FTE)
HOURS	37 hours per week – 42/43/44 weeks per year or full time 52 weeks
LOCATION	Portsmouth or Kent (Hybrid – 2/3 days per week in office or schools)
REPORTING TO	Head of Governance & Compliance
RESPONSIBLE FOR	Regional Governance Professionals

#### Job Purpose

As Lead Governance Professional, your role will balance the delivery of high-quality operational governance services whilst also contributing to the strategic development of the Governance and Compliance Department.

- Deliver an effective and professional governance service across our Academies, the Central Trust and Subsidiary Boards.
- Working with key stakeholders, contribute to shaping the strategic direction, priorities and continuous improvement of the Governance and Compliance Department.
- Lead, coach and support a small team of regional governance professionals, fostering high performance and professional growth.
- Ensure the team's work aligns with departmental objectives and has tangible impact on creating effective governance across the Trust.
- Act as a senior point of expertise, modelling best practice and upholding the highest standards of governance.

*Please be aware that this role will require meeting support outside of usual working hours and travel within and across our three regional hubs.*

- *Daily/Weekly travel between schools/offices within your region*
- *Depending on your base region, a minimum of a visit to the other region (i.e. Kent or Portsmouth) once per half term and for Team events (6-8 times per year)*
- *A visit to our Southwest Region once per full term (3 times per year).*

#### Duties and Responsibilities

This role is a combination of the operational delivery of Governance Professional support across the Trust, as well as contribution to the strategic leadership of the department. Through you and the wider team, you will:



- To lead the delivery of our Governance Service to all of our customers by providing a high quality proactive and reactive support service Clerks, Heads, Regional Directors and all Governors.
- Ensure we provide governor services to schools that provide high quality resources, inductions, training and support to enable effective governance throughout the Trust.
- To deliver bespoke development and support to key stakeholders in the region to drive governance effectiveness forward.
- To attend Academy Governing Board (AGB) meetings in person to provide support and guidance and build effective relationships with Chairs, Heads and Clerks.
- Support schools to develop individual Governance development plans for improving their local governing boards.
- To work with Governance professionals to create a Trust wide Governance development plan to support improvements to local governance across the Trust.
- Work with key stakeholders at the Governance Oversight Meetings to determine priority actions to improve the effectiveness of governance and how you will measure the impact.
- Act as a point of contact for Leaders, Chairs and Clerks, communicating key messages internally, externally, through the governance structure, clerk briefings, other governor briefings and in the production of termly newsletters.
- Ensure we have a flow of new governors coming into the Trust, leading on external and internal recruitment initiatives and delivering retention initiatives with governors across the Trust, such as the annual governor of the year awards.
- To be present at and clerk local governing meetings, board committees, board meetings and subsidiary board meetings as required. Please note that some of these will take place outside of usual working hours.
- To clerk governor disciplinary panels and governing complaint hearings.
- Ensure all Board of Directors and Committees are suitably supporting with clerking services including meeting set up, minute taking (you will have access to AI minute taking support software), agendas, paper distribution and advice to chairs.
- Ensure the level of clerking is high across the Trust by setting and communicating standards of delivery, induction programme for clerks, clerking support sessions and building effective relationship with our local school clerks, mentoring where needed.
- Lead on the recruitment and onboarding of Trustees.
- Ensure all Governors and Trustees recruited at Board and Board committee level are recruited in line with Trust and national safer recruitment requirements.
- Ensure Governance policies, procedures and terms of references meet the needs of the Trust, are compliant with statutory guidance and are well communicated. Supporting stakeholders with their application where needed.
- Ensure required decisions at the meeting are completed and recorded accurately and support with a remote decision process if required. Ensure feedback is given to schools if required i.e. policy approval, governor appointments etc.
- Provide clerking services for Governor Disciplinary Committee meeting across the Trust.



- Provide or ensure the delivery of clerking services for additional meetings including Governor Complaint panels etc.
- Fulfil the role of the 'Regional Governance Professional' for our South region of schools, supporting Governance to be effective in the region.
- To line manage the Regional Governance Professionals for the Southeast and Southwest.
- The Trust has two subsidiary companies which are included in the scope of this role through the delivery of Governor services.
- To act as a leader across the Governance & Compliance department, inputting strategic discussion and supporting the formation and delivery of the Department development plan.
- Keep yourself up to date on legislative change and advise Governors on their statutory responsibilities and processes in governor meetings and in ad-hoc support.
- To maintain Ofsted files for schools in line with Trust practice.
- To deliver support to our schools and Governors in your region during an Ofsted inspection.
- To offer induction, training and advice to local AGB clerks.

#### **Governance & Compliance Department**

As a member of the Governance & Compliance team your duties will include aspects of the whole departments scope of responsibilities including but not limited to:

- Administration of compliance management system reporting, chasing and advice.
- Support new schools in the region's induction and training into the Trust.
- Advice on schools' compliance management.
- Compliance audit support.

#### **People & Relationships**

- To establish and maintain positive and professional working relationships with Governors and TSAT staff, being a trustworthy and responsive point of contact for support and guidance.
- To always maintain the highest levels of confidentiality.
- To be considerate of and provide additional support to Governors who require adjustments to fulfil their role.

#### **Manage Information**

- Maintain records of all statutory documents retained within the required time frame, including but not limited to:
- Signed minutes of meetings
- Outcomes of meetings
- Maintain records of panel correspondence

#### **Additional Responsibilities**

- Participate in, and contribute to the training of Governors in areas appropriate
- Perform such other tasks as may be determined by the governing body



- To support the Governance Professional in all regions as required
- Other tasks as directed

#### **External Commercial work/Partnerships/Events**

- In alignment with *Thinking Solutions for Education*, you may be required to provide services to customers outside the Trust. These services will be tailored to the specific needs of each customer and will fall within the scope of your role and responsibilities as a Governance Professional. Your contribution will reflect the standards, expertise, and professional practice expected within the Trust.
- Support Trust ethos in the wider community.
- Support with the administration of Trust incentives and events.

#### **Generic Duties relevant to all members of Staff**

##### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

##### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

##### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality



- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at TSAT Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring



the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### **Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### **Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



I understand and agree to the job description of Lead Governance Professional

Name:

Signed:

Date: