



Job Description

JOB TITLE	Regional Governance Professional – South & Central
PAY GROUP	Pay Group 5
HOURS	37 hours per week, Term Time + 2 weeks (40 working weeks)
LOCATION	Portsmouth (Hybrid – 2/3 days per week in office or schools)
REPORTING TO	Head of Governance & Compliance
RESPONSIBLE FOR	Clerk to Governors

Job Purpose

To provide a professional, efficient and proactive governance support service to Academies within the South region, as well as to the Trust Board and Trust Subsidiary Boards. This includes high-quality clerking, informed advice, and clear guidance to ensure all proceedings are conducted effectively and in full accordance with relevant legislation, the Trust's Scheme of Delegation, and established policies and processes.

Working collaboratively with key stakeholders, identify the needs of governing boards across the region and take targeted action to strengthen governance effectiveness. This will include contributing to and leading Trust-wide governance projects that enhance support for local boards.

Lead on governance-related queries/tasks within the region, including Governor Discipline Panels, Stage 4 Complaints, and Independent Review Panels, and provide support across the wider Trust where required.

Support the overall governor experience by delivering an outstanding, personalised service that ensures governors feel valued, supported, and confident in their roles.

Please be aware that this role will require meeting support outside of usual working hours, regular travel between our Portsmouth schools/offices and occasional travel to our Kent offices (approx. 3 times per year).

Duties and Responsibilities

Governance administration

To be responsible for delivering the administration of the governance function within the region and to our central Trust and subsidiaries, including but not limited to:

- To deliver the Governance Service to our Academies in our South region by providing a high quality proactive and reactive support service Clerks, Heads, Regional Directors and all Governors.



- To attend Academy Governing Board (AGB) meetings within your region in person to provide support and guidance.
- To deliver bespoke development and support to key stakeholders in the region to drive governance effectiveness forward.
- Administration for the Governor's meetings, ensuring all Governors and staff have the correct documents sent in a timely manner.
- Ensure bi-annual skills audits are completed.
- Collect KPI data from your region and boards, analyse it and create a proposed action plan presented at the Governance Oversight Meetings.
- 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.
- Support with regional recruitment efforts to ensure our Boards have the right people and skills to deliver effective governance.
- To identify and complete other projects that will improve the effectiveness of Governance. This may be for a specific board, your region or Trust wide projects.
- Complete onboarding processes for new Governors or Trustees as required ensuring safer recruitment procedures are adhered to.
- Be considerate and support in implementing any additional adjustments required by certain governors to fulfil the role.
- 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.
- 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.
- 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.
- Act as the first point of contact for governors with queries on procedural matters for panels. Schedule panel meetings, invite attended and ensure all parties have material to complete their function.
- Understand the legal requirements regarding suspensions and permanent exclusions from schools and advise governors accordingly.
- Ensure all panel meetings take place within the statutory or policy defined timeframes.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation or other regulations.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not).
- Complete minutes in line with Trust guidelines. You will have use of AI minute taking support in some meetings.
- Complete the approval process of minutes and store in line with Trust practice.



- Complete governor letters following panel and GDC hearings, written accurately and within the required time frames.
- To maintain Ofsted files for schools in the region 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.
- Act as a first point of contact for AGB clerks in your region for support on procedures and for advice on Governance matters.

Trust wide Governance projects

- Governance professionals will deliver projects and aspects of the Governance & Compliance development plan that have a Trust wide span. Including areas such as handbooks, training materials, delivery of training etc.

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 work in other 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 Regional Governance Professional

Name:

Signed:

Date: