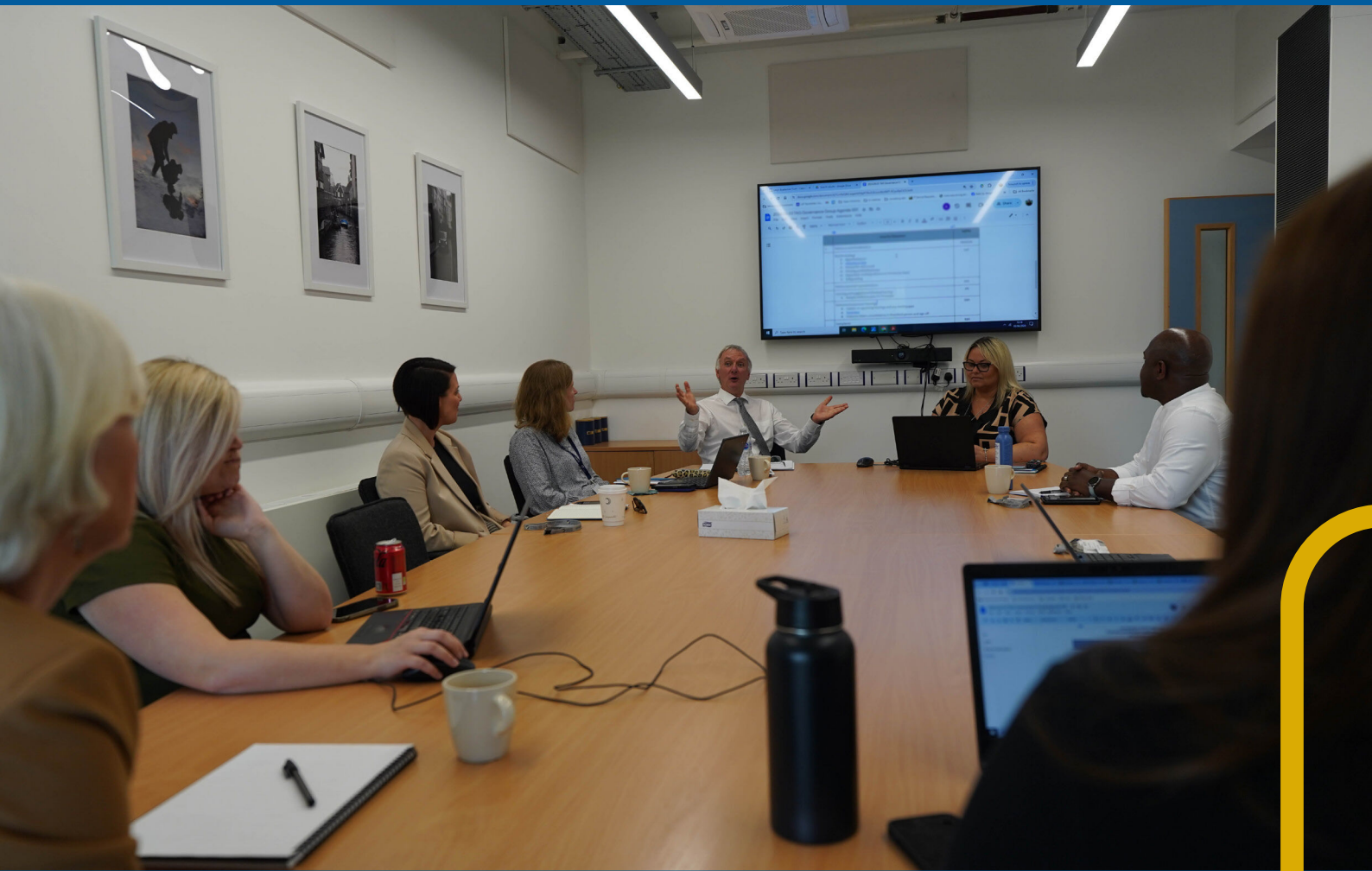


# Governance Professional

Leigh Academies Trust



More than just a job. More than just an employer.

Leigh Academies Trust is a dynamic, vibrant multi-academy trust, founded in 2008. Today we encompass 33 academies across Kent, Medway and South-East London.



**LEIGH**  
Academies Trust

## Simon Beamish

BA (Hons) MSc PGCE NPQH NLE FCCT

Chief Executive  
Leigh Academies Trust



# Welcome

Through a model of education that creates a network of inspirational and inclusive academies that share the same values, the Trust provides the drive for educational improvement and dynamic transformation. All of the academies work closely and collaboratively together, along with our partners, seeking to exploit the key educational philosophy of human scale education. To maximise the levels of achievement across each of our learning communities, all activities are focused on improving the life chances of the young people in our care.

As of 1st September 2024, our Trust will comprise 33 geographically organised academies (17 secondaries, 14 primaries and 2 special) educating over 24,000 students, and employing almost 4,000 talented staff. Nearly 40% of our academies are judged outstanding overall by Ofsted, versus 15% nationally. The Trust is establishing four 'clusters' of academies: North Kent; Central Kent; South East London; and Medway. In addition, the Trust is responsible for one of the region's

biggest initial teacher training organisations, a large teaching school hub and is an accredited apprenticeship provider. Our future plans are found in our [Vision 2030](#) document available on our website.

We are now recruiting to appoint an exceptional Governance Professional. The successful candidate will work closely with the Trust Chair, Chief Executive Officer and Head of Administration and Governance to develop effective governance Trust-wide.

Our ideal candidate will be an existing Clerk to Governors, aspiring to a leadership position or an existing Governance Professional. Considerable governance experience within education is essential, leading a governance team of administrators and clerks would be preferred. We are looking for an exceptionally talented professional who will use their energy and vision to make a real impact.

# Vacancy

We are looking for an exceptional candidate to join us as a Governance Professional. Based at our head office in Strood, the successful candidate will work alongside the Head of Administration and Governance, leading the governance team of two Officers and an Administrator.

We are looking for an individual who can confidently establish and develop excellent relationships with all stakeholders. He or she will be a highly effective and inspirational leader, with strong governance experience in an educational setting.

As a community, we believe in working collaboratively and sharing good practice. If you want to be part of a team which embraces innovation and creativity then we are interested to hear from you.

## What we are offering:

- A competitive salary commensurate with the profile of the post
- Bespoke CPD with mentoring and coaching opportunities
- The opportunity to work laterally across a number of Leigh Academies Trust schools

## We would like to hear from candidates who are:

- An excellent Governance Professional who is passionate about education and has a strong subject knowledge
- Collaborative, able to build strong professional relationships
- Energetic and have a can-do attitude
- Confident and has strong career aspirations

<b>Position</b>	Governance Professional
<b>Location</b>	Leigh Academies Trust
<b>Responsible to</b>	Head of Administration and Governance
<b>Basis</b>	Permanent, 37 hours per week, term time + 2 weeks inset
<b>Commencement</b>	November 2024
<b>Salary</b>	Actual salary £43,794 - £48,390 per annum, (£49,643 - £54,854 full time equivalent) commensurate with experience

# Application Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

On the basis that interested candidates may be keen to discuss the position before making a formal application, you can arrange this by contacting: Emma Johnson, Head of Administration and Governance: [emma.johnson@latrust.org.uk](mailto:emma.johnson@latrust.org.uk)

To submit an application in full, please do so online via the following link:

[Governance Professional - Online Application Form](#)

If you have any queries on any aspect of the application process or need additional information please contact Amy Wenban (Recruitment Advisor) on **01634 412 205** or [amy.wenban@latrust.org.uk](mailto:amy.wenban@latrust.org.uk).

The academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

<b>Closing date for applications</b>	Monday 9th September 2024, 9am
<b>Shortlisting date</b>	Tuesday 10th September 2024
<b>Interviews and assessment activities</b>	Friday 20th September 2024



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## Job Profile

**Role: Governance Professional**  
**Reporting to: Head of Administration and Governance**

### Job Purpose

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.

*This is achieved by:*

- supporting the efficient and effective operation of the trust board and its committees
- ensuring governance at all levels is carrying out its functions
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust

### Duties

*The main focus of the role will be to:*

- Provide advice and guidance to the Trust Board on governance, constitutional and procedural matters
- Provide a Governance Professional report to each Trust Board meeting outlining key issues related to functioning of governance trust wide and to ensure that Directors are fully apprised of their statutory responsibilities
- Lead on governance across the Trust, working with executives, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met
- Develop, implement and monitor the MAT's strategy for effective governance support services
- Ensure effective communications are maintained with governing boards and other stakeholders
- Lead on the strategy and planning of governance induction and CPD
- Write and present training and briefings for governors, senior leaders and clerks working with the Learning & Development team and using the Thrive system
- High level issue resolution
- Engage with other governance professionals and related organisations to identify best practice, policy and thought leadership in school governance
- Keep abreast of any changes related to statutory and non-statutory guidance which is published in through the year by the DfE / EFSA ensuring that LAT policies and procedures are adjusted to be in line the any changes
- Set the cycle of annual trust board and committee meetings and keep this under constant review, adjusting as required
- 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 Board, developing and overseeing systems for board self-



#### evaluation and review

- Monitor effectiveness of governance structures and routines across schools (hubs, locality models etc.), providing reports to the Chief Executive Officer and Chair of the Trust Board as required
- In conjunction with the Chief Executive Officer, ensure governing structures are developed in parallel with organisational growth strategies
- Develop, review and maintain governance documents, such as Articles of Association, Schemes of Delegation, terms of reference, role descriptions and code of conduct
- Maintain trust-specific documents such as a governance code of conduct and skills matrix
- Manage the trust's online governance portal.
- Develop record management and communication methods that are fit for purpose and maintain confidentiality
- 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
- Manage appropriate records of trust board and academy committee membership, along with any terms of reference
- Manage a Trust policy register and advise on the policy review and approval cycle.
- Manage the application of policies, procedures, and relevant legislation/guidance across the Trust
- Ensure copies of statutory policies and documents are published as agreed (on the trust and/or school website) and in line with the most recent requirements
- Write new policies to meet changes to new statutory requirements
- Ensure that the annual governance register of interests for existing governors is completed and published in a timely fashion, and that there is an effective process for this information to be collected from governors who are appointed in year
- Ensure that governance-specific risks are included in the trust's risk register and provide reports to the audit committee as required
- Write the annual governance statement required for the trust's annual accounts
- Management of governance team
- Recruit, manage and quality assure the work of the clerks
- Review the effectiveness of governance support and implement strategies as necessary, to include succession planning for different roles in the structure
- Conduct performance management and appraisals of Governance Officers, Clerks and an Administrator
- Ensure Governance Officers maintain information about trustees such as any pecuniary interests and where required, publish this information on the Trust website
- Ensure relevant authorities are notified of changes to membership and governance structures as appropriate (GIAS etc)
- Oversight of governance structures and processes for LAT CICs
- Be a role model for effective and ethical

governance

- Provide advisory support to Academy Board chairs and governors
- Be an expert resource for Clerks and the wider organisation
- Work with the Governance Officer, Academies Directors and where relevant, the Trust Board Chair to address to issues including concerns and complaints related to governance
- Ensure board and committee meetings are efficient, effective and properly recorded
- In conjunction with the Chief Executive Officer and/or Academies Director, facilitate governor recruitment, election/appointment and induction for different governance tiers
- Provide induction training for all Chairs and Vice Chairs, as well as all governors or newly constituted Academy Boards related to a free school or a school joining the trust
- Organise trust-wide biennial governance reviews. Report key findings to the Trust Board and use outcomes to inform governor training and development programmes
- Ensure that all governors meet the expectations defined within the LAT Code of Conduct Where necessary address any concerns directly with individual governors, liaising with the relevant Academies Director as necessary
- Ensure maintenance of central governance records related to attendance at meetings and training undertaken by members, directors and governors
- Routine reporting to Academies Directors of Academy Board attendance and composition.
- Ensure different tiers of governance are properly constituted
- Support statutory compliance areas such as admissions or data protection
- Undertake regular personal training including the pursuit of professionally recognised qualifications keeping abreast of policy developments affecting academy Trust governance
- Write initial onboarding process for new governors - including liaison with People Services re DBS
- Be point of regular communication with Academy Chairs and Vice Chairs ensuring they are aware of Trust developments related to the operation of their Academy Board

- Ensure all governors are fully conversant with their safeguarding obligations as outlined in Keeping Children Safe in Education. Work with the appropriate Academies Director and Trust Safeguarding Officer to ensure that this and associated training is fully implemented

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

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## Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Governance Professional, we would expect candidates to demonstrate:

- passion for continuous personal and social improvement by self and others;
- professional integrity and respect for the opinions and circumstances of others;
- personal impact and presence with all stakeholders;
- leadership ability to inspire and motivate governors and the governance team;
- excellent interpersonal and communication skills;
- passion governance and education;
- significant leadership and management experience in a similar role;
- creative and innovative skills in finding new solutions;
- strong relationships with governors and other stakeholders;
- willingness to share knowledge and work collaboratively with academies and trust executives;
- abundant enthusiasm and energy;
- ability to think reflectively and adapt well to change;
- resilience and the ability to remain calm and consistent under pressure;
- reliability and ability to meet deadlines;
- sense of humour;
- effective organisational skills; and
- excellent personal ICT skills.

*The post holder will also be expected to undertake any other tasks as reasonably required by the Head of Administration and Governance to ensure the efficient and effective operation of the governance team.*

The background is a solid blue color. A thick yellow line starts from the left edge, goes down, then right, then up, and then right again, forming a stepped shape in the upper left. A thick white line starts from the right edge, goes down, then left, then down, and then left again, forming a stepped shape in the lower right. Another thick yellow line starts from the left edge, goes down, then right, and then down again, forming a stepped shape in the lower left.

All of our academies  
work closely and  
collaboratively together,  
along with our partners,  
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educational philosophy of  
human scale education.

# 4

## Benefits at Leigh Academies Trust

At Leigh Academies Trust, we want to provide you with a rewarding and enriching career and to help you to reach your full potential, both professionally and personally. As an employee of Leigh Academies Trust, here is a taster of the great benefits you can receive from day one;

### Culture

- An open and collaborative working environment, not just within your academy but also across the Trust where innovation is encouraged
- A career in an organisation that values individuality and diversity
- Dedicated focus groups to ensure we have the optimal working environment in all aspects.

### Professional development opportunities

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career
- Educational sponsorship (application required)
- Opportunities for career progression as we are willing and able to support moves from one academy to another

### Financial

- A competitive salary for both teaching and non-teaching staff whereby pay progression is possible on an annual basis, following successful performance
- Access to a highly attractive pension plan
- Neyber platform – support provided to build your financial confidence and support when needed with Neyber loans
- Access to a range of benefits and discounts that

are sourced specifically for our staff

### Well-being

- Full-time associate staff receive 25 days annual leave plus bank holidays which increases to reflect your length of service
- The chance to work with a company who received a 'Platinum' Workplace Wellbeing Award for the last two years
- Wellbeing champions and access to Mental Health First Aiders
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Student Wellbeing support from our Educational Psychologist team
- Personal resilience and Wellbeing courses
- Access to our Wellbeing platform with a range of ever evolving benefits
- Wellbeing campaigns

### Facilities

- Great school buildings with many state-of-the-art facilities across our academies, providing positive working environments
- Free gym access on selected academy sites
- Free car parking at every site
- On-site catering with great food, all reasonably priced for staff (with the option to buy evening meals so you don't have to cook!)
- Social networking opportunities across the trust to create new relationships both inside and outside of the work setting



# An overview of the Trust you would be joining

Leigh Academies Trust is a non-profit making charitable company limited by guarantee, based in Strood, Rochester, Medway. The Trust exists to support and assist schools to build upon their existing strengths and to help them achieve educational transformation. It has significant experience in running schools, and today includes both sponsored academies and schools which have chosen to convert to academy status.

The Trust was formed in 2008 with the linking of The Leigh Technology Academy and Longfield Academy under one governing body. It now encompasses over 24,000 students, between the ages of 2 and 19, in 33 primary, secondary and special academies, across Kent, Medway, Bexley and Greenwich. Nearly 40% of academies are judged outstanding versus 15% nationally.

Leigh Academies Trust – Our Vision: *Through our Excellence Charter, we will ensure:*

- Excellent teaching so that young people achieve their ambitions.
- Outstanding leadership to drive improvement in our own academies and across the sector.
- An exceptional IB curriculum.
- A world class digital strategy for education.
- A highly developed and engaged workforce who make a difference.
- A small school model of education that delivers high quality pastoral care.
- Disruption-free learning and a wide personal development programme.
- Targeted support for those who need it so that they too can succeed.

Leigh Academies Trust – Our Values:

- We care – about our pupils through our human scale approach to education, our staff and their well-being

and the communities that we serve, driven by our high ideals and strong moral values.

- We have boundless ambition – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- We work together – as one team in the belief that we are greater than the sum of our parts. We foster an enterprising culture through collaboration and in close partnership with industry and other educators.
- We keep getting better – using our ‘can-do’ attitude towards continuous improvement and innovation.

Trust Advantages:

- Expert central services for finance, HR, IT, facilities and business functions.
- Innovative approaches to teacher recruitment and retention.
- Fast track development of leaders for internal promotion opportunities.
- Central reserves protect individual school budgets.
- Substantial investment in cross-Trust initiatives to improve teaching and learning.
- Close collaboration between senior leaders across the Trust.
- Integration of primary and secondary approaches into all-through education.
- Adequate scale to design and test new ideas.
- High quality strategic governance with wide business and professional experience.
- Robust delivery models as government policies, rules and measures change.

**Our Mission:  
Education for a better world**

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