



Job Description

JOB TITLE	Deputy Head of Governance
SALARY	Pay Group 6
HOURS	Full time with 2-3 days flexible for working from home around Governance meetings
REPORTING TO	Head of Governance & Compliance with close working with the Directors of Education and Chairs of Boards
RESPONSIBLE FOR	Regional Governance Professional and Governance Officer

Job Purpose

As a key leader within the Governance & Department, feed into the strategic direction of the department and its annual development plan. Leading a small team of regional governance professionals and clerks to, be their best, enjoy their work and deliver our department goals

To ensure the delivery of an approachable, customer focussed Governor services to our Trust and Schools, governors and clerks. Through the delivery of high calibre Governor and clerk support, resources, induction programmes and training.

To work with local school leaders, clerks, chairs and regional governance professional to ensure local governance is effective and support with development plans to improve and support where needed.

Duties and Responsibilities

Through yourself and your team:

- Ensure centrally we provide or acquire governor services to school that provide high quality resources, induction, training and support to enable effective governance throughout the Trust
- Attend local governance meetings to ensure oversight of effective local governance and build effective relationship with chairs, Heads and Clerks.
- Support schools to develop individual governance development plans for improving their local governing board and with the Head of Governance and Compliance and Regional Governance Professionals produce a Trust wide Governance development plan to support improvements to local governance across the trust.
- Act as a point of contact for Leaders, Chairs and Clerks, communicating key messages internally, externally, through the governance structure, clerk briefings and in the production of termly newsletters
- Ensure we have a flow of new governors in to the trust working external and internally on recruitment initiatives and delivering retention initiatives with governors across the Trust, such as the annual governor of the year awards
- Ensure all Board of Directors meetings and committees and suitable supported with clerking services, including meeting set up, minute taking, agenda and paper distribution and advice to chairs.



- Ensure the level of clerking is high across the trust by setting & communicating standards of delivery, induction programme for clerks, clerking support sessions and building effective relationship with our local school clerks, mentoring where needed.
- Ensure all Governors and Trustee 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, compliant with statutory guidance and well communicated. Supporting stakeholders with their application where needed.
- Provide clerking services for Governor Disciplinary Committee meetings across the trust.
- Ensure the delivery of clerking services to additional Governor meeting such as Governor complaint panels
- Act as interim Regional Governance Professional for the South Region supporting governance in the regional to be effective. Reporting to the Regional Review and Assurance Board three times a year.
- To line manage the Trust governance team, including Regional Governance Professionals and central (not school) clerks.
- The Trust has two subsidiary companies which are included in the scope of this role through the delivery of governor services. The trust also provides external services to the education sector as an income generation benefiting our pupils. This role will involve some of this work to be discussed based on the post holders strengths, abilities and aspirations.
- To act as a leader across the Governance & Compliance department, inputting to strategic discussion and supporting the formation and delivery of the Department development plan.

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 Deputy Head of Governance:

Name:

Signed:

Date: