Job Description for the Post of Governance Development Lead, Orchard Hill College Academy Trust

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Orchard Hill College Academy Trust (the Trust) is a specialist multi academy trust home to 13 schools across London, Surrey, Sussex and Berkshire.

Established in 2013 by Orchard Hill College, a post-16 specialist education provider, the Trust represents all designations of special education needs and disabilities (SEND) and has a range of experts and practitioners who advocate for children and young people with SEND.

Orchard Hill College Academy Trust provides corporate support services to Orchard Hill College.

Our Vision: Orchard Hill College Academy Trust will be a leading provider of innovative special education, delivering life changing and life-enhancing outcomes for children and young people.

Our Mission: Orchard Hill College Academy Trust exists to support, enable and champion the talents, skills and rights of the most complex and vulnerable people in our society in order that we can release their potential, promote their wellbeing and transform their lives.

Our Ethos: As a community of learners, families and colleagues we believe that by working collaboratively, with energy and ambition we can always effect positive change. At the core of our ethos is the conviction that there should be no limit placed on what is possible and that everyone has the ability to be the very best they can be.

Our Values:
We adhere to the seven principles of public life to drive our behaviours and provide a framework for our actions. These are: leadership, openness, objectivity, selflessness, honesty, integrity and accountability. Within this framework, we have defined our own set of core values and behaviours based around the word ‘create’.

- Confident
- Respectful
- Equitable
- Advocacy
- Team Working
- Enabling

Job Title: Governance Development Lead
Reports to: Director of Governance
Responsible for: No direct line management responsibility
Location: Central Team, with travel across Trust sites as required

Job Purpose:

The Governance Development Lead is a senior governance professional responsible for supporting the Director of Governance in shaping, developing and continuously improving governance across Orchard Hill College Academy Trust.

As Deputy to the Director of Governance, the postholder will play a key role in ensuring governance arrangements at Trustee, Committee and Local Governing Body level remain effective, responsive and aligned to the Trust's strategic priorities. The role will support the development of governance structures that are fit for purpose as the Trust grows and evolves, ensuring governance remains a strategic enabler of organisational success.

Working closely with Trustees, Local Governing Body Chairs, governors, executive leaders and school leaders, the postholder will support the delivery of the Trust's strategic governance priorities, ensuring governance arrangements remain effective, inclusive and aligned to the Trust's vision, values and strategic objectives; and, lead governance development initiatives, strengthen governance effectiveness, support succession planning and oversee governor recruitment, induction, training and development.

Orchard Hill College Academy Trust

The postholder will act as a trusted adviser and partner to governance leaders across the Trust, supporting governance leaders to build strong, effective and impactful Local Governing Bodies that contribute positively to pupil outcomes and organisational performance, and promoting excellence in governance helping to build sustainable governance capacity for the future.

Specific Responsibilities:

Strategic Governance Leadership

- Act as Deputy to the Director of Governance and provide leadership across the governance function as required.
- Deputise for the Director of Governance during periods of absence, ensuring continuity of governance support and leadership.
- Work alongside the Director of Governance to develop and deliver the Trust's strategic governance agenda.
- Support the Board of Trustees in maintaining effective governance arrangements and oversight across the Trust.
- Contribute to the development, review and implementation of governance structures, frameworks and operating models.
- Lead and support strategic governance projects and organisational change initiatives.
- Support governance considerations relating to Trust growth, organisational development and structural change.
- Build effective working relationships with Trustees, Committee Chairs, Local Governing Body Chairs and executive leaders.
- Represent the governance function at meetings, events and stakeholder forums as required.
- Contribute to governance reporting, strategic planning and governance self-evaluation.

Governance Development and Effectiveness

- Develop frameworks and approaches that support consistent governance practice across the Trust.
- Promote high standards of governance, accountability and strategic oversight.
- Foster a culture of continuous improvement and reflective governance practice.
- Support governance leaders in identifying strengths, risks and areas for improvement.
- Develop and monitor governance improvement plans and development priorities.
- Lead the development and implementation of a Trust-wide framework for Local Governing Body effectiveness.
- Support Local Governing Bodies to fulfil their responsibilities through effective governance practice, strategic oversight and constructive challenge.
- Coordinate governance effectiveness reviews for Trustees, Committees and Local Governing Bodies.
- Identify and share governance best practice across schools and governing bodies.
- Monitor governance indicators including attendance, participation, skills, succession planning and committee effectiveness.

Governor and Trustee Recruitment, Succession and Engagement

- Lead the Trust's approach to governor and trustee recruitment.
- Support governance bodies in identifying and addressing skills gaps.
- Develop and implement succession planning arrangements for governance leadership roles, including Chairs and Vice Chairs.
- Coordinate recruitment campaigns and onboarding processes.
- Support initiatives that promote diversity, inclusion and representation within governance.
- Develop strategies that enhance governor and trustee engagement, retention and participation.
- Maintain oversight of governance membership, vacancies and skills profiles.
- Support the development of future governance leaders across the Trust.

Learning, Development and Leadership

- Develop and implement the Trust's governance learning and development strategy.
- Design, deliver and coordinate governance training programmes.
- Lead induction arrangements for new governors and trustees.

- Support the development of Chairs, Vice Chairs and committee leaders.
- Organise governance conferences, workshops, development events and networking opportunities.
- Develop governance guidance, toolkits, resources and briefing materials.
- Evaluate the effectiveness and impact of governance training and development programmes.
- Maintain awareness of developments in governance legislation, regulation and best practice and ensure these are reflected in development activities.

Governance Advisory and Professional Support

- Provide high-quality governance advice and guidance to Trustees, governors and senior leaders.
- Support the interpretation and implementation of governance policies, procedures and frameworks.
- Produce reports, briefing papers and governance analysis to support strategic decision-making.
- Assist with governance reviews, consultations and organisational change activity.
- Support governance planning and annual business cycles.
- Provide professional governance support for key meetings and governance activities as required.
- Work collaboratively with governance colleagues to ensure a high-quality and responsive governance service.
- Support the Director of Governance in promoting excellence in governance throughout the Trust.

Quality Assurance and Continuous Improvement

- Support the ongoing review and development of governance policies and procedures.
- Identify opportunities for innovation and improvement within governance practices.
- Monitor governance developments across the academy and education sectors.
- Contribute to the development of governance assurance and reporting mechanisms.
- Support the evaluation of governance impact and effectiveness.
- Ensure governance arrangements remain scalable, proportionate and effective as the Trust develops.

General Responsibilities

- Demonstrate commitment to the vision, values and strategic objectives of Orchard Hill College Academy Trust.
- Promote equality, diversity and inclusion in all aspects of work.
- Maintain the highest standards of integrity, discretion and confidentiality.
- Comply with all Trust policies and procedures.
- Undertake relevant professional development and maintain professional knowledge.
- Support and promote safeguarding and the welfare of children, young people and vulnerable adults.
- Undertake any other duties commensurate with the nature and grading of the post.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Governance Development Lead, Orchard Hill College Academy Trust

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The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications & Experience	Significant experience supporting governance within an academy trust, education, public sector or comparable governance environment.	Essential
	Experience working with boards, committees, governing bodies or senior leadership teams.	Essential
	Experience leading governance development, improvement or organisational change initiatives.	Essential
	Experience designing and delivering training and development programmes.	Essential
	Experience of building effective relationships with senior stakeholders.	Essential
	Experience preparing reports, briefings and governance documentation for senior audiences.	Essential
	Relevant governance qualification.	Desirable
	Experience within a multi-academy trust environment.	Desirable
	Experience undertaking governance reviews or board evaluations.	Desirable
	Experience supporting trust growth, governance restructuring or organisational development.	Desirable
	Experience of designing and delivering leadership or governance development programmes	Desirable
	Coaching, facilitation or leadership development experience.	Desirable
	Experience working directly with Trustees and Board Chairs.	Desirable
Knowledge	Strong understanding of education governance, academy trust governance and governance best practice.	Essential
	Knowledge of governance structures, accountability frameworks and board effectiveness.	Essential
	Understanding of governance development, succession planning and organisational growth.	Essential
	Knowledge of relevant regulatory and compliance requirements.	Essential
	Strong understanding of safeguarding, confidentiality, data protection and information governance requirements.	Essential
Skills & Attributes	Excellent interpersonal and stakeholder management skills.	Essential
	Ability to influence, advise and challenge constructively at senior level.	Essential
	Strong strategic thinking and problem-solving skills.	Essential
	Excellent written and verbal communication skills.	Essential
	Ability to analyse complex information and present clear recommendations.	Essential
	Strong project management and organisational skills.	Essential
	Ability to manage multiple priorities and work autonomously.	Essential
	Strong facilitation, coaching and presentation skills.	Essential
	Strong commitment to continuous improvement and professional development.	Essential

Orchard Hill College Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*