

# Governance Lead

DDAT Central Team

Closing date: 9am Friday 2<sup>nd</sup> May 2025

Interview date: Wednesday 14<sup>th</sup> May 2025



## Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



# Working for DDAT

## Governance

DDAT values local accountability through a Local Academy Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains earned autonomy.

## Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

## Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

## External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

## Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

## School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

## Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [Upcoming Events – DDAT](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](#)
- [Home - DDAT](#)

# Job Description

Job Title: Governance Lead  
Reports to: CEO  
Hours: Full Time 40 hours per week – 52 weeks  
Salary: DDAT Grade 12, Pay Points 36-40 (Currently £45,718-£49,764)

## Job Purpose

Reporting to the CEO, the Governance Lead will lead strategic matters relating to governance across The Trust and alongside the Governance Professional supporting the Trust Board. To work closely with Local Academy Committees (LAC), Governance Professional to Trustees and clerks on statutory, policy and process requirements. This role will be pivotal in bringing alignment and engagement between Trust Leadership and Governance across the Trust. To secure great governance with real impact across The Trust, maximising impact by drawing on independent legal advice and input from other third parties where appropriate. To work with the Executive Team to define clear areas of responsibility and collaborate to drive school improvement bringing a fresh and positive approach to Governance in a modern education system. To support school leaders and LACs to hear the voice of students, staff and the local communities to ensure they are aligned in their vision, values and objectives.

## Key Responsibilities:

- To support the Leadership teams in schools across the Trust in establishing a robust and sustainable structure for effective school governance
- To support the recruitment and retention of LAC members and their Chairs to Local Academy Committees and assist with developing a succession plan.
- Drive recruitment of LAC members through a wider range of initiatives, e.g. Alumni, and businesses who are alert to their Corporate Social Responsibilities
- To support the induction of new LAC members.
- Provide coaching and mentorship for new Chairs, as well ensuring they are receiving training specific to their role either through signposting or in-house training opportunities.
- Develop and deliver a comprehensive training programme for Local Academy Committees and where applicable the Trust Board
- To work with Trust colleagues to deliver training for LAC members beyond the Trust as appropriate.
- Working with the Governance Professional for the Trust Board develop and keep under review resources to share with Local Academy Committees and the Trust Board including the DDAT Code of Conduct for Trustees and Local Academy Committees and Scheme of Delegation.
- To advise the Trust's Executive and Leadership Teams of any actions or other measures which should be put in place Trust-wide to improve governance across the Trust.
- To offer support, guidance and training for LAC members in terms of Ofsted and SIAMS inspections, complaints and appeals.
- To ensure that GovernorHub (or designated information portal) is maintained to a high level.

- To support with aspects of compliance and communication working with the operations team for example in the management of complaints and appeals and oversight of academy websites
- To ensure Local Academy Committees compliance with all relevant audit requirements, Trust, and government guidance.
- To participate in and deliver periodic governance reviews which look at governance policy, structure and practice.
- Work with colleagues in schools, the central team and local authority to support the process for complaints panels and formal disciplinary committees as required.
- Utilise expertise to work with other Trusts and external stakeholders fulfil our civic responsibilities and potentially generate revenue for the Trust.

### **Line Management**

Responsible for managing Clerks, and admin support as the role develops in particular:

- Providing an induction, training and support to new hires when applicable.
- Providing coaching and performance feedback to team members
- Communicating and ensuring understanding of strategic goals
- Monitoring individual and team metrics and performance versus targets
- Identifying the need for corrective actions
- Ensuring quality standards for all processes
- Evaluating overall team and individual performance and delivering performance reviews
- Engaging and coordinating with other line managers across the organisation

Undertake HR management processes when necessary, including: absence, disciplinary, capability

### **Other Duties**

- Form positive professional relationships and work in partnership with colleagues throughout the Trust.
- To willingly engage with CPD and training as required by DDAT.
- Be flexible in undertaking the duties and responsibilities of this role.
- Travel between schools will be required, as will the need to attend occasional evening meetings.
- To treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures in relation to child protection, health, safety and security, confidentiality, equality and diversity, and data protection, reporting all concerns to the COO.
- Assurance of emergency planning and business continuity.
- Any other duties that are reasonably required at DDAT.



## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment at interview (AST).

<b>Governance Lead</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Education</b>		
Qualified by experience with evidence of continued professional learning	AF	
Relevant degree or post graduate qualification		AF
Further relevant professional studies		AF
Full current UK/European Driving licence and access to own transport which can be used for business purposes	AF	
NLG qualifications or equivalent		AF
<b>Knowledge</b>		
Project Management Techniques	AF	
Knowledge of GDPR Regulations	AF	
Knowledge of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children. Being well versed in KCSIE.	AF/I	
Sound financial management and budgeting skills.		AF
<b>Experience</b>		
Experience of working effectively with a Board/Local Academy Committee to create a vision and form the direction for an organisation.	AF	
Experience of school inspection or school to school support.	AF	
Experience in the role of Chair of a Governing Body		AF
Successful career experience, a proven track record in a similar role.	AF	

Strong track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, ideally within a multi-site organisation.		AF
Proven success in building effective partnerships and links including with central government, schools, local authorities, and contractors to maximise networks and opportunities.	AF/I	
At least 5 years working in Governance	AF	
Successful experience of promoting inclusion, equality and diversity.	AF	
Experience of leading/managing complex/multiple organisations or trusts and sites.		AF
Experience of dealing with government officials and policy makers.		AF
Experience of designing leadership and management structures in education settings.		AF
Evidence of successful management of change.		AF
<b>Skills and Abilities</b>		
An inspirational leader and a great communicator.	I/ AST	
Energetic and alive to current issues in schools	I/ AST	
A strategic thinker who can work with the schools, trust leaders and governance.	AF/ AST	
Committed to ethical leadership: to the highest standards in all areas of school life, including behaviour, academic, and enrichment.	AF/ I	
Well-developed presentation and writing skills, and comfortable with public speaking.	AF/ I /AST	
Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust.	AF/I/AST	
Effective leader who can build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential.	I/AST	
Demonstrate political acumen.	I/AST	
Capitalise on appropriate sources of external support and expertise.	AF	



Manage industrial relations.	AF/I	
Negotiate and manage conflict, providing appropriate support.	AS/I/AST	
Have a high level of emotional intelligence and use it.	I/AST	
<b>Deposition/Attitude</b>		
• Self-motivation and good time management	AF/I	
• Commitment and enthusiasm to Academy Trust development	AF/I	
• Team worker who can also work on own initiative	AF/I	
• Approachable and friendly	AF/I	

### Terms and Conditions

The employer for this post is Derby Diocesan Academy Trust (DDAT).

The post will be based at our Bakewell Central Office but may be required to work at any other centre where DDAT business is conducted. **Hybrid working is available.**

This post requires the ability to travel and work directly with academies in the Trust and therefore requires a full current UK/European Driving licence with access to private transport which can be used for business purpose.

This post requires a reasonable level of flexibility to work occasional evenings or early morning starts to support the needs of the trust

An Enhanced DBS is required for this post.

# Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

## The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

## Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

## Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

## Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

## Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

## The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

## Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

### **Selection for Appointment**

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

### **Arrangements for Applications**

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.