







### **APPLICATION PACK**

ROLE: GOVERNANCE OFFICER

LOCATION: WHITE ROSE ACADEMIES TRUST

SALARY: SO2 (£30,984 TO £32,798)
REPORTS TO: HEAD OF GOVERNANCE

HOURS: FULL TIME, ALL YEAR ROUND

(Term Time Only and Part Time considered)

PROBATION PERIOD: 6 MONTHS SUBJECT TO PERIODIC REVIEWS

SAFEGUARDING: ALL POSTS ARE SUBJECT TO AN ENHANCED DBS CHECK

Leeds City Academy

Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG **Telephone:** 

0113 284 4260

Email:

recruitment@whiteroseacademies.org





### **CONTENTS**

PAGE	ITEM
4	Welcome from the trust
6	Our academies
13	Job description
16	Person specification
20	The selection process
21	Staff benefits
22	Staff wellbeing
23	Message from the board
25	Luminate Education Group



### MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community–focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when our first primary school joined our trust as a sponsored academy. Already, this truly community-focused academy, now named Alder Tree Primary, has enriched our trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation. As we look forward to the prospect of many more schools joining us, the reality is that this could be a pivotal moment in your career. As we grow, the opportunities within our trust and the wider Luminate Education Group are limitless.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- · world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,
- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.





The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed our first primary school in late 2020, Alder Tree Primary.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The trust strives daily to empower Academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



### THE WHITE ROSE ACADEMIES TRUST "WE SAID, WE DID"



Yours sincerely,

Andres Wide

Mr Andrew Whitaker
CEO, White Rose Academies Trust
Deputy CEO Teaching and Learning,
Luminate Education Group

Yours sincerely,

Mr Christian Wilcocks

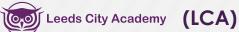
Mr Christian Wilcocks
Executive Principal
White Rose Academies Trust





### **OUR ACADEMIES**

Our academies are at the heart of the communities they serve, providing students in Leeds with inspiring learning environments where they can become the best version of themselves.



Type of School	Brief Outline of the Academy	Description of Facilities	Number of Staff and Students
Secondary 11-16 Leeds	The school building was opened to pupils in 1992 as City of Leeds School, it then converted to academy status on 1 August 2014 to Leeds City Academy. The school received a 'Good' Ofsted inspection with 'Outstanding' for Leadership and Management in 2019.	Close to the city centre, a purpose-built school with a sports field. Recently enjoyed a small expansion and currently undergoing further renovation.	123 staff 875 students



Type of School	Brief Outline of the Academy	Description of Facilities	Number of Staff and Students
Secondary 11-16 Leeds	Leeds East Academy is a diverse and vibrant school community which has recently been judged as 'Good' across the Ofsted framework.	A purpose-built modern building with a unique interior, consisting of classroom pods and mezzanines.	120 staff 1015 students



(LWA)

Type of School	Brief Outline of the Academy	Description of Facilities	Number of Staff and Students
Secondary 11-16 Leeds	Leeds West Academy is a school with a remarkable sense of community and a strong and safe culture, a place where staff and students can thrive. As judged by Ofsted as 'Good' in May 2019. Improved results year-on-year since 2016, 2019 saw students secure the best results in the school's history.	A state of the art £40m facility which includes 350-seater theatre, climbing wall, fitness suite.	173 staff 1362 students







Type of School	Brief Outline of the Academy	Description of Facilities	Number of Staff and Students
Primary 3 - 11 (including nursery provision) Leeds	With easy access to local green spaces, Alder Tree Primary in Potternewton provides children with the skills to support them with their lifelong learning. The school joined our trust in December 2020 and has begun its journey of transformation.	Close to the city centre, a purpose-built school with a large sports field. Currently undergoing renovation.	49 staff 302 students

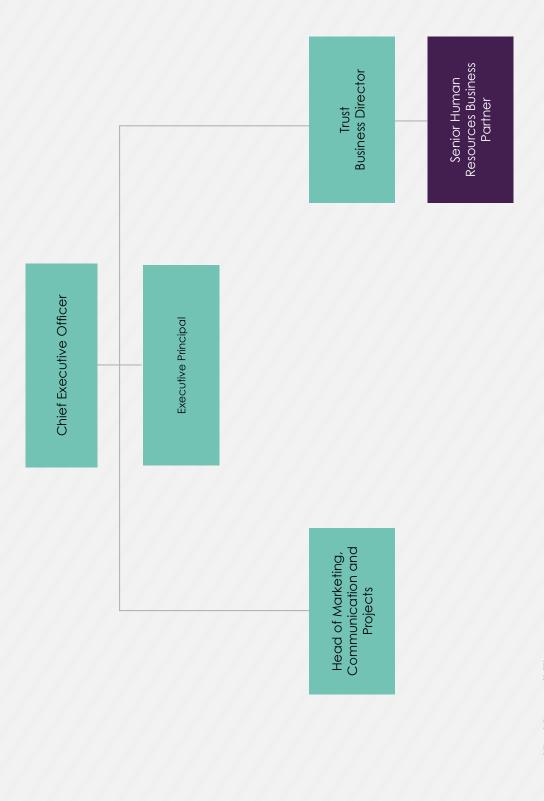


Group	Brief Outline of the Group	Description of Facilities	Number of Staff
Central Trust Team	There is a central team of White Rose Academies Trust employees, the majority of whom are currently based at LCA but others are located across the schools. The team includes a finance team, HR services, Marketing, communications & projects team and a school improvement team.	The trust headquarters is based at Leeds City Academy, however the team work across all our locations.	23 staff

The White Rose Academies Trust prides itself on supporting its family of schools with a team of education and industry specialists, each delivering in-house, world-class services to raise and maintain our schools' standards.



# WRAT: EXECUTIVE LEADERSHIP TEAM

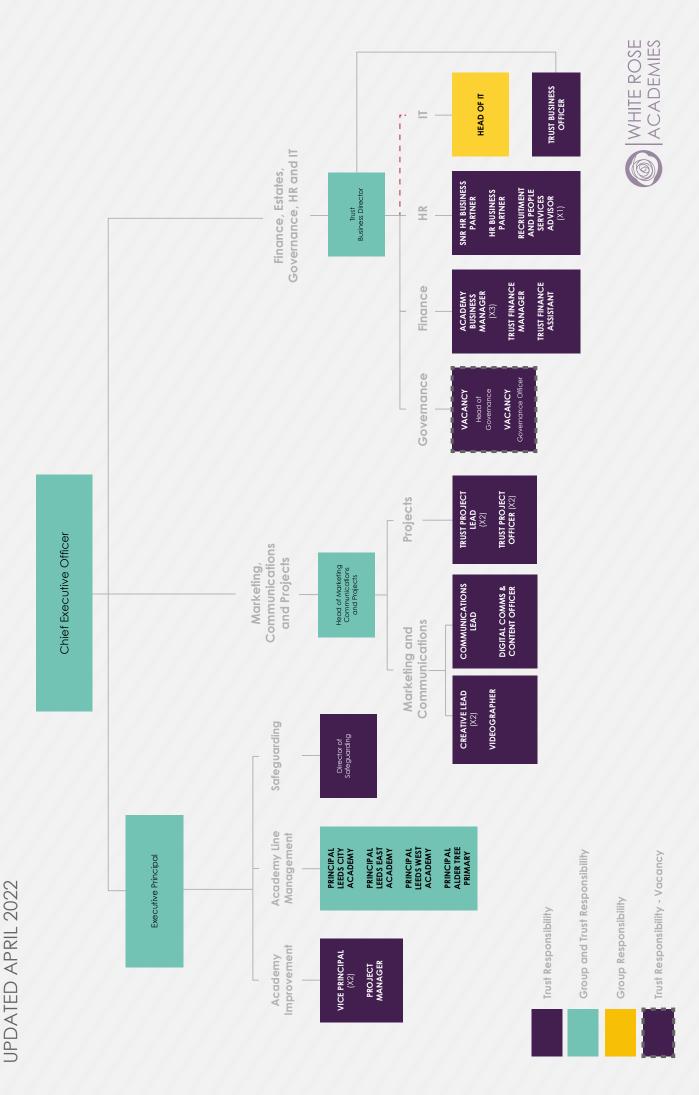


WHITE ROSE ACADEMIES

Group and Trust Responsibility

Trust Responsibility

# WRAT: CEO LINE MANAGEMENT RESPONSIBILITIES





### **SOCIAL SETTING**

Our social media platforms are a space where we celebrate many of the fantastic stories that emanate from our academies.

With a focus on our wonderful students, staff and governors, our community service efforts and feel good news from the exciting city of Leeds, we use social media to spread positivity amongst all trust stakeholders and affiliates.

### **STAFF SPOTLIGHT**

Our social media platforms are a space where we celebrate our fantastic staff and recognise their achievements.







### STUDENT SPOTLIGHT

We use our social media platforms to showcase our wonderful students and celebrate the milestones they accomplish both inside and outside of school.







FOLLOW US...





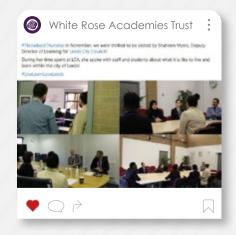






### #LIVELEARNLO VELEEDS

#LiveLearnLoveLeeds is a hashtag we use on social media to highlight events and good news from across the amazing city of Leeds.







### **COMMUNITY SUPPORT**

We love to help and support our communities in any way we can, and subsequently share these efforts via our social media channels.







### **GOVERNANCE**

Governance plays a fundamental role in the ongoing transformation of our academies and the trust, which is why we highlight this on a frequent basis across social media.











lines of support and direction, so I feel secure in contributing to the overall vision and strategic direction of the trust. I would strongly welcome any potential applicant for any role across our academies to take the time and really consider the White Rose Academies Trust as your future employer."

Sam Bradley, Trust Business Director.





### JOB DESCRIPTION

Location: White Rose Academies Trust

Job title: Governance Officer

Grade/Hours: Full time, all year round – 37 hours a week (term time only and part

time considered), SO2 (£30,984 to £32,798)

Accountable to: Head of Governance

### Role:

To provide an effective clerking service to the trust's local accountability boards (LABs) and Pupil Exclusion Panels, providing administrative support, advice and guidance regarding governance, constitutional and procedural matters.

NB: All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping children safe in education and the guidance for safer working practice, direct the work of every adult working at or associated with White Rose Academies Trust.

Some evening work required to service board/local accountability board and audit and finance committee meetings.

### MAIN DUTIES AND RESPONSIBILITIES

### **Advice and Guidance:**

- Advise the Chair and LABs on governance regulations and procedural matters where necessary before, during and after meetings
- Ensure that the LABs are fully aware of their roles and responsibilities and support them in fulfilling these
- Support the LABs in adhering to best practice in governance, including in respect of their individual and collective performance
- Ensure that statutory policies are in place and adhered to
- Actively support new governors, in association with the LAB Chair, ensuring that all new governors
  participate in induction training and have access to all necessary documents and policies
- Work with HR to set up new govs i.e. DBS checks, emails etc

### **Effective Organisation and Administration of Meetings:**

- Liaise with the LAB Chairs and Academy Principals to prepare focused agendas for meetings
- Distribute the agenda and papers according to the agreed timetable and distribution processes
- Ensure that meetings are quorate and that standing orders are adhered to record the attendance of governors at meetings and ensure that action is taken in respect of extensive absence
- Produce draft minutes of LAB meetings, indicating who is responsible for any agreed action and the
  relevant timescales, to be checked for accuracy by the Principal and for approval by the Chair
- Follow up agreed action points with those responsible, ensuring that timescales are adhered to
- Clerk any appropriate committees/panels which require governor involvement





### Membership:

- Support the LABs in identifying potential governors, ensuring that the administration processes are adhered to
- Ensure that governors' details are kept up to date on the DfE website
- Advise governors and the relevant appointing bodies in advance of the expiry of a governor's term
  of office, in order that elections or appointments can be organised in a timely manner
- Assist in the election of parent and staff governors, with the support of academy colleagues
- Ensure that agreed practices in respect of appointments / re-appointments are adhered to, such as limits on the number of consecutive terms served
- Ensure that agreed processes are adhered to in respect of the election of LAB Chairs and Vice-Chairs
- Ensure that all key documentation completed by governors is signed (where appropriate) and maintained and that records are updated on an ongoing basis (eg Register of Interests)
- Ensure that Disclosure and Barring (DBS) checks are carried out as required

### **Governance Documentation:**

- Maintain a record of training undertaken by LAB members individually and collectively, ensuring adherence to any agreed requirements
- Maintain a record of signed minutes of meetings and ensure that copies are sent to relevant bodies on request and are published as agreed at meetings
- Ensure that copies of statutory policies and other school documents approved by the LAB are maintained at the academy and that documentation/information regarding governance which is posted on the academy websites is accurate and up to date
- Support the LAB in respect of reviews of skills and effectiveness, which are undertaken at least annually
- Ensure that all policies are always kept up to date, filed centrally and placed on websites where relevant
- Ensure that trust and academy websites remain compliant around governance and policies at all times

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the CEO of White Rose Academies Trust to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the White Rose Academies Trust Performance Management Policy. The Governors and Principals of the White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Child Protection policy <a href="here">here</a>.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the trust and it's academies.







### PERSON SPECIFICATION

Job Title: Governance Officer

Accountable to: Head of Governance

The specific qualifications, experience, skills and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

You should be able to demonstrate that you meet the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form I = Interview

T = Test/Exercise R = References

P = Presentation C = Certificate

	QUALIFICATIONS	
E	Minimum of 5 GCSEs or equivalent qualification including Maths and English	A/C
D	Experience of governance within an equivalent setting	A
D	Relevant professional qualification (eg NCTL Clerks' Qualification)	A/C





	KNOWLEDGE & EXPERIENCE SECTION	
E	Demonstrable experience of working as an effective administrator	A/I
E	Experience of taking accurate and succinct minutes of meetings	A/I
D	Experience of working within the education sector	Α
D	Working knowledge of organisational governance and school governance procedures including DfE Governance Handbook and Trust Governance Handbook	A/I
D	Knowledge and understanding of the law (e.g. in relation to charities, companies, trusteeship, data protection, etc)	1
D	An up-to-date understanding of good practice in corporate governance, including an understanding of the relationship between the Executive and Non-Executive	1

	SKILLS, ATTRIBUTES AND ABILITIES	
E	Advanced administration skills including minute-taking	I/R
E	Strong organisational skills and ability to prioritise effectively	I/R
E	Excellent interpersonal skills, with the ability to handle confidential and sensitive matters and situations with tact, diplomacy and confidentiality	I/R
E	Excellent written and oral skills with the ability to convey complex information with clarity	I/R
E	Ability to use initiative whilst ensuring good communications with others	I/R
E	Willingness to participate in further training and developmental opportunities offered by the Trust	1
E	Ability to maintain confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	I/R





	SKILLS, ATTRIBUTES AND ABILITIES	
E	To embody the culture, ethos and values of the Trust	_
E	The ability to work under pressure and manage conflicting deadlines and challenging situations	I/R
E	To be committed to children's and young people's education	1
E	To have a positive attitude to personal development and training	ı







### THE SELECTION PROCESS

### **HOW TO APPLY**

Thank you for taking time to read and digest our information. If you wish to apply for this post with the White Rose Academies Trust, then you should;

- Download and complete the WRAT application form
- Complete the application form **fully**, ensuring all details are accurate and all declarations are signed. Please ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO
  YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.
- Submit your application by the deadline stated below to recruitment@whiteroseacademies.org.

### TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Monday 6th June 2022, 9am

Shortlisting: Monday 6th June 2022

Interviews: W/C 13th June 2022

Start: ASAP

If you have not been contacted within the timescales outlined above, we regret that you have not been offered an interview on this occasion. Due to the large amount of applications received for each advertised post, it is not possible for feedback to be provided at this stage.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment.

Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.





### **STAFF BENEFITS**

### A HAPPY WORKFORCE IS A PRODUCTIVE ONE

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary trust, we also want to share with you a sample of the amazing benefits available to all staff.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (when possible).



Teaching staff have access to a wide range of excellent CPD opportunities – including a new trust-wide CPD programme, attendance at national and international conferences, visits to 'outstanding' academies/trusts nationally and formal qualifications up to Masters level.



Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, price frozen for 12 months, tickets sent straight to your mobile, never worry about renewing your bus ticket again. If you lose your phone we can transfer your ticket to a new one.



The trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a statutory scheme. This means that the rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



Techscheme allows you to purchase the latest tech through your employer through salary sacrifice. What this means is that you can now spread the cost of tech products in up to 12 payments from your salary across a year, making a National Insurance saving of between 2 and 12%. There are over 5,000 tech products to choose from, from cameras to phones, tablets or game consoles.





### STAFF WELLBEING



The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability, capacity and wellbeing of our colleagues is a priority for the trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



Several schemes operate across our academies where staff can recognise their colleagues for going above and beyond. We have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7.45am in the canteen.



This group is made up of colleagues across the trust who are on maternity leave. The aim of the group is to create a provision in which colleagues can receive support from one another, as well as the trust, during this exciting, yet possibly isolating, time.



Access to the Nuffield hospital. Staff have access to physiotherapy, counselling and appointments with medical specialists in a range of fields. Nuffield also offer discounted gym memberships and private medical plans to all our staff, as well as a FREE annual health check available in the academies (where possible).



We have signed up to the Education Staff Wellbeing Charter because the wellbeing of our staff is of paramount importance to us. Visit the DfE website for further details.



Unlike other accreditations or quality standards, the Charter for 'Employers Positive about Mental Health' is about recognising those employers working towards better mental health in the workplace; no matter where they are in their journey. Add to the end 'We are proud to be registered as a Mindful Employer.'





## MESSAGE FROM THE BOARD

### WELCOME TO THE WHITE ROSE ACADEMIES TRUST

We are an ambitious trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure its money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Alder Tree Primary, to the trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the trust.

**Board of Directors** 







# OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS **DEFINED THROUGH THE WORK OF ALL OUR STAFF EVERY DAY.**

The White Rose Academies Trust is a member of Luminate Education Group.

Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Alder Tree Primary) provide education to almost 4,000 4-16 year olds in Leeds. The trust employs over 500 staff and has an annual turnover of £26 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is one of the largest education providers in the Yorkshire region, with over 30,000 students and 3,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all. The group has now established itself as 'a leading voice in education, training and community transformation'.

www.luminate.ac.uk

















