



Governance Officer – Clerk to AGC's



Trust Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington
Bedworth CV2 9PF

Candidate Information

Together, pursuing life in all its fullness

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was formed by the Diocese of Coventry in 2013, and is now one of 2,500 Multi Academy Trusts in England. Our children, volunteers and staff come from all faiths and none, and the Diocese remains a key partner in all that we do.

The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an excellent team player, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. You must be kind, and able to support and challenge others in order to help them flourish. Above all else, you must like young people and aspire to make them exceptional citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, Chief Executive Officer

Our Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'



Bishop Ruth

About the Role

The trust is looking to appoint an inspirational and highly effective Governance Officer – **Clerk to AGC's** who is committed to supporting academies to educational excellence and support as they further develop the distinctive Christian character of educational provision and the school community.

The role has come about as a result of organisational change, and recognizing the positive impact such a role can have on the academies within the Trust.

You will work in partnership with the Governance Manager as well the Headteacher and Academy Governance Committee in several of our academies to administer and clerk governance activity for 13-14 academies.

Based centrally, you will work with several academies across Coventry and Warwickshire.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- Full time Term Time Only to be worked flexibly with a need to attend local governance meetings outside of normal working hours
- We are offering a FTE salary of **£23,850 - £28,850** per annum depending on experience
- Eligibility to join the Local Government Pension Scheme

Applications

Thank you for your interest in this post. Candidates with questions about this role can learn more by contacting Louise Beale via email louise.beale@covmat.org

Please note the closing date for applications is 3rd June. Completed applications and supporting documents should be sent via email to hr@covmat.org

Interviews are planned to take place week commencing 10th June.

Governance Officer – Clerk to AGC's

Job Description

CORE PURPOSE

The role is responsible for ensuring effective administration and minuting of Academy Governance Committee meetings for 13 or 14 academies across Coventry and Warwickshire, ensuring that they are consistent with Trust wide practice.

The Governance Officer – Clerk to AGC's will report to the Trust Governance Manager, but will liaise with the Headteacher and the Academy Governance Committee Chair day to day.

The role is working from home with an expectation to minute meetings in person at the academies at times agreed with the Headteacher and Academy Governance Committee, which will usually be outside of normal working hours.

PRINCIPLE RESPONSIBILITIES

Main Accountabilities to include:

- Provide a clerking service to the Academy Governance Committee (AGC) of 3 schools, ensuring that services are timely and meet quality expectations, (including use of the Trust standardised documentation) to include:
 - agenda preparation and correspondence including collating meeting papers
 - minute taking for AGC meetings
 - minute finalisation with officers and chair
 - minute circulation and filing
 - clerking panel hearings where necessary
 - finalising and sending out papers
 - document storage on Sharepoint
 - meeting administration such as recording attendance
 - administration of AGC action logs
 - tracking academy policies and flagging for review and clerking panels.
 - maintaining up to date Register of Interests and Code of Conduct for AGC's
 - administration of skills audits for AGC's
- Ensure the AGC's are properly constituted, for example advising on expiry of terms of office, undertaking and supporting governor recruitment, completing training etc.
- Provide advice to the AGC's, officers and staff of the Trust regarding governance such as quoracy and other procedural matters, responsibilities, best practice, policies, induction, learning and development etc.
- Manage information effectively in accordance with legal requirements and those of the Trust and ensuring compliant data protection practice.
- Manage training records for the AGCs, encouraging compliance with training requirements.

- Ensure that the governance records, controls, databases and public information (including websites) are statutory and regulatory compliant for the 13-14 schools.

Other:

- Work in collaboration with the Trust Central Team and all Trust staff as appropriate.
- Develop and maintain strong relationships with Leadership teams.
- Undertake other duties commensurate with the grade.
- Maintain knowledge and skills in appropriate technology and undertake any training as necessary.
- Safeguard and promote the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.
- The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the Governance Manager will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a trust culture which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom

English is an additional language), to support and improve pupils' achievement and personal development.

- Building bridges with the trust's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the trust reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Professional Development						
1	5 GCSE's (including Maths and English Grade C or above)	✓		✓		
2	A Level / NVQ level 3 or equivalent		✓	✓		
3	Successful completion (or evidence of registration) of Governance Clerking Development programme, the Governance Leadership programme, or equivalent		✓	✓		
4	Evidence of relevant, recent Continuous Professional Development		✓	✓		
5	Willingness to undertake professional development	✓		✓	✓	
Professional Experience and Knowledge						
1	Experience of managing and delivering organizational governance and compliance		✓	✓	✓	
2	Working to the DfE's Academy Trust Governance Guide		✓	✓	✓	
3	Experience of establishing strong relationships across a range of stakeholders	✓		✓	✓	
4	Effective information management and sharing	✓		✓	✓	
5	Experience of setting up and implementing administrative processes and procedures	✓		✓	✓	
6	Experience of organization and administration of organizational meetings, events and conferences within time and resource constraints	✓		✓	✓	
7	Track record of using sector good practice, collaboration and professional networks to inform and develop services		✓	✓	✓	
8	Experience of working within the Education sector		✓	✓	✓	
Skills and Abilities						
1	Knowledge and understanding of governance and compliance		✓	✓	✓	
2	Knowledge of data protection principles		✓	✓	✓	
3	Knowledge of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education		✓	✓	✓	
4	Ability to build strong working relationships with a range of internal and external stakeholders	✓		✓	✓	✓
5	Strong listening, verbal and written communication skills, including proficient skill in governance minute taking	✓		✓	✓	✓
6	Strong IT skills including word processing, using spreadsheets and presentation software	✓		✓	✓	
7	Flexible, adaptable and willing to meet the needs of the Trust	✓		✓	✓	
8	Possess a full driving license and have use of vehicle for business purpose and appropriate insurance and be willing to travel to sites across the Trust	✓		✓	✓	

9	Willing and able to flex working hours to attend routine governing body meetings and occasional events that may fall outside normal working hours	✓		✓	✓	
Personal Qualities & Ethos						
1	A passionate belief in the Trust's vision <i>Together, pursuing 'life in all its fullness' (based on John 10, 10)</i>	✓		✓	✓	
2	Commitment to the aims of the Diocese of Coventry Multi Academy Trust	✓		✓	✓	
3	Commitment to support the Trust's agenda for safeguarding, equality and diversity and health and safety	✓		✓	✓	
4	A motivated self-starter with the ability to work flexibly, both working collaboratively and independently	✓		✓	✓	✓
5	Ability to act with integrity to ensure confidentiality is maintained	✓		✓	✓	
6	Ability to follow rules, processes, and principles of public sector and Trust governance	✓		✓	✓	
7	Excellent interpersonal skills with the ability to promote the adherence of the Trust's policies and procedures	✓		✓	✓	

I _____ (name) hereby confirm that I have received a copy of the Job Description for the post of **Governance Officer – Clerk to AGC's**.

Signed

Date

Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy
Windemere Avenue
Nuneaton CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Central MAT Office
The Diocese of Coventry Multi Academy Trust
c/o St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA



Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF

