



Bishop Bewick Catholic Education Trust

Job Description

Post: Governance Partner **A5440**

Grade: BB06

Responsible to: Head of Governance

Responsible for: N/A

Job Purpose: To support the Head of Governance in delivering a professional and high-quality advisory and administrative service for BBCET, working with the wider team and BBCET schools to support governance at all levels.

Main Duties: The following list is typical of the level of duties the post holder would be expected to perform. It is not exhaustive, and other duties of a similar type and level may be required.
The role requires the post holder to be flexible in working some extended days and evenings. This job description may be amended at any time after discussion with the postholder.

The post holder will undertake clerking for a portfolio of Local Governing Committees (LGCs), as well as provide high quality governance support and advice to headteachers and chairs of governors. As a member of the central team, the post holder will ensure efficient and effective support to schools and the wider Trust and will work closely with the Head of Governance to support the Trust board and to achieve strategic objectives in relation to governance.

The post holder will act as an ambassador for the Trust, liaising regularly with a number of key stakeholders both internal and external, and therefore discretion and diplomacy will be required. The post holder will be required to work with schools across the Trust.

The majority of LGC meetings are held in the late afternoons or evenings, therefore the ability to attend evening meetings is essential. The post holder will be expected to attend meetings and carry out some of their role at the BBCET offices in Fenham. However, there are opportunities for some remote working by mutual agreement.



Specific responsibilities include:

Trust Governance

1. In conjunction with the Head of Governance, organise an annual schedule of governance meetings and plan the associated business.
2. Develop, manage, and maintain systems and processes that improve the experience of governors and staff.
3. Develop, review, and maintain governance documents and records, such as terms of reference, role descriptions and codes of conduct.
4. Manage and respond to governance enquiries, both verbally and in writing.
5. Provide confidential, high-level administrative support to the Head of Governance and other colleagues as required.
6. Contribute to the development and publication of the Trust's governance resources to support governance volunteers and colleagues to be effective in their roles, undertaking research and drafting documentation as necessary.
7. Contribute to the development and implementation of recruitment, onboarding, induction and development processes for governance volunteers and ensure records are updated accurately and on a timely basis.
8. In conjunction with the Head of Governance, plan and organise the design and delivery of Trustee and governor CPD and deliver governor and Board training (online and in person) as required.
9. Support and implement clear communication between the various layers of governance, managing the flow of information between the Trust Board and LGCs, and ensuring colleagues have the relevant governance information, procedures, and advice they need.
10. Support the Trust complaints procedure, including support to individual schools with stage 3 complaints and co-ordinating a record of frequency and nature of complaints.
11. Provide clerking support to other governance meetings as required, including panels, appeal hearings and Trust Board committees.
12. Contribute to the regular review of policies to ensure they meet statutory requirements as well as organisational needs, providing support to policy authors, undertaking research, drafting routine updates, and supporting consultation processes where required.
13. Contribute to the Trust's self-evaluation and external reviews of the effectiveness of governance.
14. Liaise with external stakeholders and organisations regarding the Trust's governance arrangements, including local authorities and the Diocese.

Local Governance

15. Act as the governance professional/clerk for Local Governing Committees (LGCs) and support the efficient and effective administration of those meetings including preparing agendas and minutes and following up on agreed actions.



16. Conduct regular consultations with Chairs and headteachers to ensure they are informed about Trust governance development and are adequately prepared for LGC meetings.
17. Provide support and guidance to headteachers and Chairs on constitutional requirements, legal duties, statutory guidance and policies, annual tasks and decisions and governor CPD, and support issue resolution where necessary.
18. Provide advice to headteachers and governors on procedural and governance matters and the content of papers, seeking further guidance from others as necessary.
19. Ensure messages are clearly communicated between the Trust and LGCs and maintain up-to-date records of business for schools in your portfolio.

General

20. Promote and implement the Trust's Equality, Diversity, and Inclusion (EDI) Policy in all aspects of employment and service delivery.
21. Promote and safeguard the welfare of children and young people within the Trust.
22. Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
23. Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.
24. Attend and participate in regular team and one to one meetings.
25. Undertake appropriate and regular training and development to maintain knowledge and improve practice.
26. Keep up to date with current educational developments and legislation affecting Trust/school governance.