



Exmouth  
Community  
College  
Academy Trust

*Recruitment Information & Job Pack*

# GOVERNANCE PROFESSIONAL FOR THE GOVERNING BOARD

Permanent

NJC Grade E

**Closing Date:** Tuesday 8 February 2022 at 10.00am

**Interview Date:** Thursday 17 February 2022

Exmouth Community College, Gipsy Lane, Exmouth, Devon. EX8 3AF

[www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Principal: A J Davis BSc(Hons), PGCPSE, NPQH

# Letter from the Principal



Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

In terms of student outcomes, at both GCSE and Post 16 we have been delighted with our continued improvements in this area following a major revamp of our curriculum at GCSE. Equally, we are proud of the work that has been done to keep everyone safe during Covid alongside continuing to provide a high quality education for our students. This work was recognised by OfSTED during a recent monitoring inspection. We have implemented a range of changes to further improve outcomes such as re-sequencing our curriculum offer, introducing a totally new approach to assessment and reporting and moving to a coaching model for staff development based on Tom Sherrington's Walk Thru programme. We are sure that with our excellent staff, both teaching and non-teaching, we will continue to provide a great education for the students within our community.

If you are looking for a College which is completely focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: [www.exmouthcollege.devon.sch.uk](http://www.exmouthcollege.devon.sch.uk)

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Davis', with a stylized flourish at the end.

Andrew Davis  
Principal

## The School

*"Pupils follow a broad curriculum. Pupils and parents appreciate the breadth of choice the school offers at GCSE and in the sixth form."*

**Ofsted 2020**

Exmouth Community College is one of the largest secondary schools in the country with 2,250 students currently enrolled (over 300 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive College and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.



*"For pupils who need greater support to regulate their behaviour, specialist staff provide a bespoke curriculum. This is successful and many pupils reintegrate into the main school seamlessly."*

**Ofsted 2020**

As an Academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. Due to the size of our College there are exciting opportunities for curriculum development. This is reflected in the breadth of our offer both at GCSE and Post-16 which includes subjects from Engineering to Criminology. In addition, we are able to differentiate within subjects such as PE and Business Studies to allow students to follow different examination routes tailored to each individual student. We also offer Latin from Year 7 all the way through to GCSE and into A Level with almost a 100 students currently studying the subject in their first year with us. In addition, we offer the opportunity for some students with additional needs to follow a more nurturing pathway leading to a wide range of GCSEs that are taught in a way that gives greater time for students to process information. Our curriculum leads to good outcomes for students and high rates of progress into Post-16 and ultimately apprenticeships, employment and university, with students regularly gaining places at top universities including Oxbridge.

*"The new behaviour management policy responds positively to pupils' better behaviour. The school is calm and orderly as a result."*

**Ofsted 2021**



The College also provides opportunities beyond the classroom in: sport, the arts, dance, foreign visits from Spain to New York and Cambodia, Ten Tors and Duke of Edinburgh award to a gold standard.

The College has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools. This provision is supported by our REACH centre which provides support for students struggling with SEMH issues, STEPS which helps to re-track students with their behaviour and a large SEND team. We also provide support for students through Study Centres and two further Support Workers for students.

# Your Health, Wellbeing and Development

Within our Academy Improvement Plan we have three key aims:

1. Culture
2. Curriculum, teaching and learning
3. Consistent implementation of our behaviour policy

Culture is all about making sure the climate at the College is based around mutual respect, transparency, openness, intelligent accountability and integrity. We recognise that working in the College, as a member of teaching or support staff can be very rewarding but is also tough at times.

To help us develop a great culture, 18 months ago we internally appointed a new Assistant Principal (Staff) who focusses on key issues for staff, such as communication and quality professional development as well as making sure staff are well looked after by organising events such as a hog roast, individualised “Thank you” cards from a local artist, yoga for staff and free access to our fitness suite. We also run our own on-site Nursery “Happy Days” which caters for the children between the ages of 0 and 5 of many of our staff. We regularly gain views from staff about issues and take action wherever we can to improve the working conditions, including thinking carefully about the meeting cycle, position of Parents’ Evenings and quality departmental development time.



We have approximately 300 staff split equally between teachers and non-teaching staff with support staff leading teams around data, IT, HR, facilities, administration, attendance and student receptions to support the work of teachers in getting the best education possible for our young people.

Our aim is to have the best trained staff in the South West and to this end we have invested in the National College of School Leadership resources to provide online access to training for support and teaching staff. We have recently

supported staff through National Professional Qualifications and welcomed nationally recognised external speakers such as Daniel Sobel to the College. For the next academic year, we are looking forward to welcoming Tom Sherrington and John Tomsett to the College to work with staff. We have moved away from stand alone performance observations towards a non-hierarchical peer to peer coaching model based around incremental and continuous improvement. All teaching staff have been trained and are engaged in this process across the College.

## Our Vision

Our vision is to create a College for the whole of our community that emphasises the importance of progress and innovation alongside more traditional values such as integrity, honesty and respect. For everyone we will provide the skills, knowledge and awareness to enable all to play an active and positive role in their families, workplace and global community. We will do this through world-class teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum model and opportunities beyond the classroom.

*“You are always looking  
for ways to move the  
school forward.”*

**Ofsted 2020**



## Characteristics of our Students

Prior to Covid we had renewed our vision and values for the College by talking to a wide range of stakeholder groups. These groups also identified eight key characteristic traits that any students from Exmouth Community College should be able to demonstrate and have been given opportunities to learn and develop these during their time at the College:



1. Know how to be healthy and stay safe.
2. Always endeavour to show resilience to be the best they can be.
3. Be aspirational and understand their career options.
4. Know how to behave well and respect other members of our community.
5. Have confidence and communicate effectively.
6. Be mutually tolerant and empathetic individuals.
7. Be knowledgeable and able to deeply understand and recall information easily.
8. Be skilled in applying this knowledge in a range of circumstances.

These key characteristics have been identified and embedded into our curriculum.

## The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.



Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.

The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants and a number of pubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.



*"Pupils are tolerant of different beliefs and cultures. They enjoy putting democracy into practice in school council elections. Pupils have been keen to help others by training as mental health first aiders. Pupils appreciate the support the school gives them to prepare for their next steps."*

**Ofsted 2020**

*"Pupils say the school wants the best for them. The school helps them to develop their interests and talents. Many pupils take part in school productions, dance performances and sporting activities. Pupils say the school provides a wide range of courses that match their interests."*

**Ofsted 2020**

# Job Description

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Governance Professional for the Governing Board   |
| <b>Contract Type:</b>      | Permanent   |
| <b>Start Date:</b>         | ASAP  |
| <b>Grade:</b>              | NJC Grade E   |
| <b>Salary:</b>             | £20,472 – actual starting salary per annum<br>Annual progression to top of the Grade E (£23,054 actual salary per annum)  |
| <b>Hours:</b>              | 37 hours per week x 39 weeks of the year (term time + 5 non-pupil days)<br>Monday, Wednesday & Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm<br>Tuesday 11.00am – 7.00pm (when there are meetings, which is most Tuesdays)<br>Includes a daily 30 minute unpaid break<br><i>Flexibility is required to work irregular hours as required. Further details provided below.</i> |
| <b>Reporting to:</b>       | Chair of the Governing Board  |
| <b>Responsibility for:</b> | No line management responsibilities   |

## Introduction to the Governance Professional for the Governing Board

The College is seeking to appoint a competent and effective individual to take on this key role within the College. The post holder will provide high quality professional support to the Board. This includes administrative and organisational support but also, and more importantly, helping the Board understand its role, functions and legal duties.

The role requires the ability to build good relationships with a diverse range of individuals and stakeholders who form the Governing Board and, especially, the Chair and the Principal. The Governance Professional is the ‘face’ of the Governing Board and is often the first point of call for anyone who wishes to make contact with the Chair or the Governors. They must provide a timely, welcoming and professional response to all such enquiries on behalf of the Governing Board.

Meetings of the Full Governing Board and its sub-committees, usually take place on Tuesday from 4.30pm. In addition to these scheduled meetings, the post holder will provide essential support to Governors’ statutory committees which meet when required to hear such matters as: pupil exclusions, staff discipline, and complaints. During these meetings, the Governance Professional may be the only source of professional advice available to Governors as the Principal cannot be a member of such committees. Statutory committees can be called at short notice, often held in the evening or outside of the working day and require the swift production of accurate, documentary evidence.

The post-holder will need to be flexible around all the above start and finish times, depending on the workload. Some weeks the post-holder will work more hours and these will be deducted from future weeks as the workload fluctuates. Equally, bearing in mind the flexibility required, the Board wishes to be flexible with the post-holder in return and the above can be discussed during the interview process, although the meetings taking place on Tuesdays is a fixed requirement.

## Purpose of the Job

- To manage the work of the Governing Board by providing advice to the board and its individual members on governance, constitutional and procedural matters; ensuring the board meets its statutory requirements and focuses on strategic issues, relevant current legislative issues, accountability and school improvement.
- To provide administrative support to the Governing Board, its committees and individual Governors ensuring effective and efficient meetings and strategic governance; establishing a rolling programme of business to ensure that all appropriate business is prioritised and attended to and that actions and decisions are followed up.
- To have a thorough understanding of the OFSTED framework and how the Board should contribute to school improvement; ensuring a strong evidence base is provided for Ofsted/Audit through an accurate record of Governing Board challenge, actions and decisions via concise and accurate minutes.
- To take responsibility for ensuring that the policies which apply to the Board (for example managing complaints and exclusions) are managed correctly in the College.
- To be responsible for the effective management of information, in accordance with legal requirements, observing confidentiality where necessary and ensuring that the Chair of Governors, the Principal, individual Governors and the Board receive accurate, reliable and appropriate advice so that they can make appropriate and secure decisions.
- To facilitate and co-ordinate the recruitment of new Governors and their induction process and to promote governor training, succession planning and recruitment, based on the skills required to fulfil the Governing Board's three key functions.
- To be responsible for coordinating the production of the Governors' Annual Report for the accountants as part of the Report and Accounts.
- To provide cover for the PA to the Principal if required and to work closely with the Principal to the PA to ensure that administration across the Senior Team and Board of Governors is effective and seamless.

## Key Responsibilities

### **Provide professional advice to the Members and the Governing Board:**

In the role of adviser, the Governance Professional will act to support, advise and enhance the work of the Governing Board within the framework in which it operates. In order to do this effectively the Governance Professional will need to read widely to keep up to date with changes in education which impact on the Board. They will also need to network with other Governance Professionals and groups such as the NGA and Governance Support at DCC and, as part of their CPD, take part in training and update sessions.

The role requires the ability to build good relationships with a diverse range of individuals and stakeholders who form the Governing Board and, especially, the Chair and the Principal. An individual Governor's term of office is a maximum of four years at a time; the Chair may be in post for a period as short as one year and the Principal may also change. This means these relationships will be constantly changing and the Governance Professional must guide and advise those new to their role. They will need to have the ability, knowledge and confidence to challenge and intervene.

### **Provide administrative support to the Governing Board and the Members:**

In the role of administrator, the Governance Professional will support the work of the Members, the Governing Board, its committees and individual Governors through planning, preparation, research and administration including:-

- Keeping up to date with information and developments relating to governance.
- Preparing and setting focussed agendas for Governor meetings ensuring papers are distributed and available on time.
- Attending and taking minutes for Members' meetings, the full Governing Board, committees, formal hearings, permanent exclusions and complaint panels, which involves helping Governors to phrase appropriate resolutions in order to summarise and record accurately all decisions made in meetings.

- Running staff and parent elections as required and facilitating the recruitment of community Governors.
- Maintaining terms of reference, annual cycle of business and rolling programme of policy review.
- Ensuring that business interest and eligibility to be a Governor records are kept, updated and published as required.

#### **Support statutory committees:**

The role provides essential support to Governors' statutory committees which meet when required to hear such matters as pupil exclusions; staff discipline; staff redundancy and complaints against the Principal. During these meetings the Governance Professional may be the only source of professional advice available to Governors as the Principal cannot be a member of such committees.

#### **Manage relationships – the Governance Professional will need to:**

- Ensure positive working relationships, observing confidentiality where necessary, providing a supportive and advisory role for all Members and Governors.
- Liaising between the Board and College staff to facilitate the effective working of the Board.
- Provide accurate advice to parents/carers in connection with statutory processes and procedures in an appropriate manner - often when parents/carers may be angry and under stress when lodging a formal complaint or in connection with student disciplinary procedures.

#### **Manage information effectively:**

In the role of information manager, the Governance Professional will establish and maintain good communication systems, in accordance with legal requirements including:-

- Ensure that all Members and Governors, including new Governors and reappointed Governors, complete a Declaration of Eligibility form and ensure DBS checks are carried out as agreed by the board. Ensure that the Disqualification by Association requirements are only applied where appropriate and do not breach the requirements of the Data Protection Act.
- Ensure a register of relevant business and pecuniary interests is maintained, reviewed at least annually, is on every agenda, drawn to Governors' attention at all meetings and published on the school website.
- Maintain relevant filing for the Governing Board including a complete set of approved minutes of all Member, Governing Board and Committee meetings (where appropriate) and all other associated paperwork. Ensure part two (confidential) minutes are dealt with appropriately so confidentiality is maintained. Be aware of requirements under a Freedom of Information access request.
- Co-ordinate compliance of the Governing Board with relevant regulatory, statutory and administrative requirements, advising on responsibilities and liaising with third parties as required.
- Ensure that access to appropriate statutory policies is available to all stakeholders e.g. via website, electronic or hard copy.
- Ensure that the board have published all legally required information and update Exmouth Community College's Governance pages on the website to ensure they comply with statutory guidance.
- Maintain accurate records of membership of both the Board and the Members.
- Receive, distribute and record incoming correspondence.
- Ensure that evidence is available for internal audit/OFSTED requirements and co-ordinate the provision of this data as required.
- Keep the College Risk Register up to date.
- Any other duties commensurate with the grading of the post.



## **Working Conditions**

Normal office environment.

## **Physical Demands**

Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time.

# Person Specification

| Attributes   | Essential | Desirable | How Identified  |
|--|-----------|-----------|---|
| Qualifications   |           |           |   |
| GCSE English and Maths at Grade 6 (B) / Level 2 qualification or above, or equivalent training / experience                  | ✓         |           | Application, Certificates.                                  |
| A Levels / Level 3 qualification or equivalent training / experience   |           | ✓         |   |
| Evidence of relevant Continuing Professional Development   | ✓         |           |   |
| Experience   |           |           |   |
| Working effectively within a school environment  |           | ✓         | Application, Interview, Assessment/ Observation, Reference. |
| Experience of working with a Governing Board or in a Governance focused role   |           | ✓         |   |
| Skills and Knowledge   |           |           |   |
| Knowledge of Governing Board procedures ability to gather and analyse information for research purposes                      |           | ✓         | Application, Interview, Assessment/ Observation, Reference. |
| Good research and resourcing skills  | ✓         |           |   |
| Experience of writing agendas and accurate, concise minutes  | ✓         |           |   |
| Knowledge of educational legislation, guidance & legal requirements  |           | ✓         |   |
| Organised, able to prioritise workload and meet deadlines while maintaining accuracy under pressure                          | ✓         |           |   |
| Capacity to take responsibility, use initiative, work independently and demonstrate a proactive approach                     | ✓         |           |   |
| Ability to adopt a variety of leadership and management styles   | ✓         |           |   |
| Ability to work actively, productively and flexibly as part of a team  | ✓         |           |   |
| Confident user of ICT, including Microsoft Office packages   | ✓         |           |   |
| Excellent written skills and ability to communicate clearly with people at all levels in a professional and sensitive manner | ✓         |           |   |
| Excellent record keeping and administrative skills   | ✓         |           |   |
| Awareness and understanding of data protection and confidentiality   | ✓         |           |   |
| Personal Qualities   |           |           |   |
| Confidence to make suggestions and provide guidance to Governors   | ✓         |           | Application, Interview, Assessment/ Observation, Reference. |
| Ability to relate well to children, young people and adults  | ✓         |           |   |
| Proactively generate positive working relationships both within the College and with external agencies                       | ✓         |           |   |
| Adaptable, flexible and creative   | ✓         |           |   |
| Enthusiastic and motivated   | ✓         |           |   |
| Problem solver, analytic and strategic thinker   | ✓         |           |   |
| Ability to maintain integrity, impartiality and confidentiality  | ✓         |           |   |
| Have a flexible approach to working hours  | ✓         |           |   |

## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

## To Apply

Please complete the Non-Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

## Equated Pay Adjustment

This is for non-teaching term time only employees.

When leaving the College's employment or changing to a new role within the College, an adjustment will be made depending on whether or not the service of the employee included more or less time off during school holidays, to the proportion of time they worked. This will compare the hours worked to the hours paid and make the required payment/deduction.

## Questions?

For further information about this post please contact Amanda Day:

Email: [amanda.day@exmouthcollege.devon.sch.uk](mailto:amanda.day@exmouthcollege.devon.sch.uk)

Phone: 01395 255687



# Our six core values



We will always show **INTEGRITY** and operate in the best interests of the College. Our decisions are based on evidence, honesty and courage.



We recognise that achieving our best is difficult and requires hard work, determination and commitment. We value and aspire to be **RESILIENT INDIVIDUALS** who identify solutions and opportunities, seeing problems as challenges to resolve.



**CREATIVITY** and innovation are the hallmarks of active participants and good learners and are the key skills required for any successful organisation. We consistently look forward and find opportunities for ourselves and students to explore.



We all strive continuously to use our imagination and be curious about the world around us. We celebrate diversity and the **POWER OF EDUCATION** and learning.



We look beyond current expectations and are open to new ideas, feedback and best practice. We are outward facing, open and optimistic, **EMBRACE CHALLENGE**, persist in the face of setbacks and see effort as the path to mastery.



We are proud of our College. We do many things exceptionally well. As **REFLECTIVE LEARNERS** we find opportunities for feedback, listen to it and act where necessary to improve our performance. Fearless and dedicated we never give in or give up and, where we see others struggle, we reach out and give them support, strength and encouragement to be the best they can be.

*Learn • Progress • Grow*