



# MacIntyre Academies

Compassion - Ambition - Partnership

## Candidate Pack Governance Professional



# Contents

Welcome

Our Story so Far

Benefits

Our Core Values and DNA

Our Academies

Safeguarding

The Role

Job Description

Person Specification

How to Apply

# Welcome

Dear Applicant

Thank you for your interest in the role of Governance Officer. This is an exciting opportunity to join a growing Trust with an inspiring vision to make a difference to the lives of children and young people.

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding learner centric education by promoting high aspirations, empowering parents as partners and successfully equipping every learner for adult life.

Our Central Team is vital to achieving that mission through efficient and effective management of the Trust's business systems and functions, including providing high quality governance services.

At the heart of what we do is a passion and dedication to supporting children and young people. Values, ethos and behaviours are as important as skills and experience; we want to hear from passionate people who value their contribution to a wider team in achieving our mission.

I look forward to reading your application and meeting you in person.

Best Wishes

*Gemma Deehan*

**Gemma Deehan**  
**Head of Operations**



# Our Story So Far

MacIntyre Academies is a multi-academy special education trust for special schools and specialist alternative provision.

We are sponsored by the national charity MacIntyre and our school's benefit from 50 years experience of innovative approaches to supporting children with special educational needs and their families. Our philosophy is based on Macintyre's commitment to providing local personalised learning, support and care.

Our vision is for all learners to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Please see our Safeguarding page.

Putting children and families *first*

As our vision suggests, our learners and their families are at the centre of everything that we do. To achieve this we use person centred approaches and place a high value on working in Partnership with Families.

We want all learners to achieve their full potential and to develop in a way that makes sense to them. Each school has its own bespoke curriculum framework designed with holistic, flexible and ambitious opportunities. We work in collaboration with a wide range of partners including future destination providers for our learners.

We are proud of our Compassionate Curriculum which supports learners to become more resilient, and fosters positive relationships between learners and staff.

Our Sponsor MacIntyre's approach has informed and shaped our Core Values.

## Our Strategic Objectives

- To grow the Academy Trust in a way that supports capacity building but ensures outcomes within existing academies are not compromised
- To create a culture of challenge, support and mutual benefit so that MAT academies are schools that learners, families and employees are proud to be identified with and others want to join
- To build a leadership culture that promotes the sharing of skills and expertise across academies and encourages school leaders to work in partnership and support others in their journey
- To be transformational, set and expect high standards and provide challenge/ support to improve outcomes for children in all schools joining the Trust
- To provide exceptional and differentiated interventions that support all schools to raise aspirations of learners and staff
- To provide outstanding governance and leadership that has high expectations and a rigorous process of scrutiny at every level
- To operate robust management systems and controls that support individual schools and promote efficient data analysis and sharing
- To use evidence based practice to continuously improve the offer, delivery and outcomes

# Benefits

## Our people are at the heart of our success

- A competitive salary
- Generous Annual Leave Entitlement (Plus Bank Holidays)
- A loyalty scheme which rewards you with an extra day of annual leave each September with length of service over 12 months (up to 5 additional days)
- Excellent local government pension scheme
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing an access to various perks including discounts Tesco, Cineworld, Go Ape and many more
- Benefits for Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for social care staff/ Teachers and support staff

# Our Core Values

**Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.**

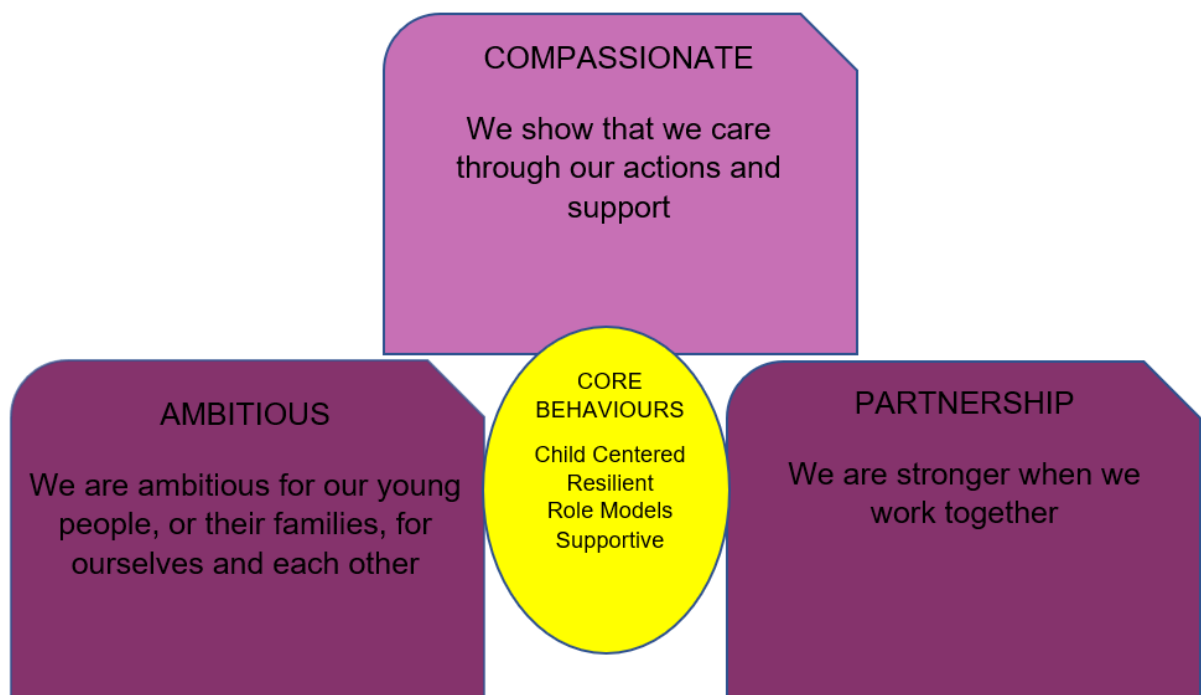
## *What is our DNA? Why is it important?*

We don't just value what you do, but also how you do it. Our DNA defines who we are as individuals and as an organisation. It provides a defined way of working: how we do things around here, how we treat others and how we should expect to be treated.

Adhering to our DNA is also the key to delivering our vision, making MacIntyre Academies a great place to work and ensuring we provide high quality education and care to young people and their families.

## *What does the DNA mean for me?*

Every colleague is expected to demonstrate behaviors which are consistent with our DNA. Whether you are applying for a job, you are a new employee or have been a colleague for many years, you will need to demonstrate our DNA in everything you do. This will be a key part in our recruitment, training and development and the appraisal processes.



# Our Core Values

## Our value: Compassion



- We are better together
- We will deliver success through teamwork and in
- partnership with families and other key stakeholders

## Our value: Ambition



- We are ambitious for learners, for their families, for ourselves and each other
- We will set ambitious goals, seize every opportunity for learners to thrive and take personal accountability for everything we do.

## Our value: Partnership



- By building safe, trusting, honest, kind and meaningful relationships
- We will focus on positives, create a safe environment and building trusting relationships to help learners overcome challenges day practices

# Our Academies

## Endeavour Academy, Oxfordshire

MacIntyre Academies' first school which opened in September 2014. We provide 32 places for learners (aged 8 to 19) with autism and learning disabilities who are in need of specialist education, care and support.



## Discovery Academy, Nuneaton

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire for learners, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need.

## Quest Academy, Rugby

Quest Academy is for learners, aged 7 – 19 years who have additional needs associated with an autistic spectrum condition (ASC) or social, emotional and mental health (SEMH) difficulties.



## Venture Academy, Henley-in-Arden

Venture Academy is a specialist school for learners aged 9 -16 years with autism and/or a social, emotional or mental health diagnosis. The school has capacity for 50 learners and is based in Henley-in-Arden, Warwickshire

# Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of learners. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to learners and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK ([www.gov.uk](http://www.gov.uk)) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with learners and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.



**Job Title:** Governance Professional

**Reference No:** MATGOV032026

**Salary:** £28,334.51 - £34,406.75 MAT Pay Scale D-E, points 26-32

**Hours of Work:** 38 hours per week (full-Time, all year round); part-time or TTO working will be considered. Note that some meetings are in the evenings.

**Location:** Seebeck House, Knowlhill, Milton Keynes, MK5 8FR, with travel to Academy locations and some remote / home working

**Closing Date:** 19th April 2026

**Interviews:** 30<sup>th</sup> April 2026

**Start Date:** ASAP

**Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.**

## About Us

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

We currently have 4 Academies. Endeavour Academy in Oxford opened in 2014 for a cohort of children and young people with autism and associated severe Learning difficulties aged from 9 to 19 years old. In 2015 we opened Discovery Academy in Nuneaton, for children with social, emotional and mental health needs and /or autism. In 2017 we opened Quest Academy also catering for children with SEMH and/or autism. Finally, in September 2020, Venture Academy based in Henley-in-Arden joined the Trust catering for pupils in years 5-11 (ages 9-16) who may have Social, Emotional and Mental Health Difficulties and/or Diagnoses of Autism or an associated condition.

MacIntyre Academies benefits greatly from its sponsor MacIntyre, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centered organisation.

## The Role

We are currently seeking a Governance Officer to join our Central Support Team who provide support services to all four schools within our Trust.

You will work closely with the Compliance Manager to facilitate effective governance, supporting our academy leaders and building relationships with a range of stakeholders as you do so. Your day to day tasks will be varied, and you will need to be happy to be flexible to follow the demands of a busy Trust.

With attention to detail, you will be efficient at providing draft agendas, preparing data and papers and minuting meetings. You will provide a comprehensive and confidential administration support service to MacIntyre Academies Trust. You will have good organisational skills and be a confident communicator. You will need advanced skills in Outlook and Microsoft Office, and have regard for branding guidelines.

## About You

You will be a strong team player and possess the ability to operate calmly under pressure. As the sector changes and develop, you will have an appetite to learn and undertake training to ensure the Trust remain compliant and up to date with industry standards. You will be prepared to work variable hours to meet the requirements of the role. You will understand the importance of your contribution, and work embodying the Trust's values of ambition, compassion and partnership. You will be excited to join in the mission of the Trust to provide the very best outcomes for children and young people.

Due to the nature of the role we are unable to accept applications from parents / carers of young people who are on roll at one of the Academies.

# Job Description

**Reporting to:**

Compliance Manager

**Accountable to:**

The Chair of the Board of Trustees

**Purpose:**

To provide the services of a Governance Professional as per The Academies Trust Handbook and manage the policies of the Trust

The role of the governance professional is to:

- Provide independent governance advice, guidance and effective administrative support to the board
- Support the board to meet high standards of governance, including fulfilling legal or regulatory requirements and decision-making
- Help the board to understand its role and legal duties
- Support the chair to facilitate strategic debate and decision-making
- Promote the flow of information throughout the governance structure, including between the board, its committees, local committees and members

**Key Responsibilities and Duties:****Governance**

- Act as Clerk to the Trust Board, Local Advisory Boards (LABs) and Committees to the Board as required, prioritising face to face attendance.
- Skillfully manage relationships with trustees, governors and other stakeholders to nurture effective governance.
- Fully administer meetings in line with the annual master agenda and other relevant documents, ensuring consistency and quality of clerking services.
- Provide governance data as required, update the governance information on Trust /Academy websites and liaise with others to ensure accuracy and compliance.
- Maintain the Trust's Live Register of Interests, updating annually and as any new declarations occur.
- Maintain records of meeting attendance in a format suitable for websites and external agencies
- Update Get Information About Schools (GIAS) and any other statutory governance information as required.
- Ensure that the governance-related work of the board and our staff is compliant with the Academy Trust Handbook and advise the Board on any items required to ensure compliance.
- Manage all Trust level policies ensuring that they are reviewed and approved appropriately and timely. Make recommendations for improvements to policy management.
- Keep up to date with new policies coming into force and assist the Compliance Manager in preparing initial templates
- Assist Academies in the local policy approval process, ensuring that policies held locally within schools are reviewed and approved appropriately and timely
- Process trustee or governor approval and/or feedback of policies and ensuring policy review is meaningful and efficient.
- Assist with proof reading of policies and documents as required.
- Maintain a governor training log, reminding governors when their training needs renewal.
- Assist with governor recruitment and skills audits
- Attend and take notes at Trust Forums as required, ensuring efficient distribution of notes and accurate recording of actions.
- To coordinate office and building activity for the Trust Head Office at Seebeck House, liaising with the landlord, issuing entry passes, setting up systems for booking meeting rooms, etc.

# Job Description

## General Accountabilities

- To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
- To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
- To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
- To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy any other associated policies and procedures.
- To be responsible for your own personal and professional development; undertaking learning and development activities including attending role specific training as required.
- To attend and participate in team meetings, individual formal supervisions, appraisals and debriefings to ensure consistency and good practice.
- To undertake any other reasonable tasks as are required at the discretion of the Compliance Manager

This description is not intended as a total definition of the post, only an outline of the duties involved. The post-holder will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by the Principal according to the normal practice of the Trust.



# Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> <li>• Good standard of education Demonstrative written and verbal communication skills.</li> <li>• Demonstrative advanced skills in Outlook and Microsoft Office.</li> <li>• Good organisational skills and ability to set priorities.</li> <li>• Excellent communication and facilitation skills with all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant qualification in Governance</li> <li>• Knowledge of governance developments in education</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• A belief that children with learning difficulties and their parents have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences</li> <li>• A commitment to supporting high service delivery</li> <li>• A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy</li> <li>• Ability to act as an appropriate member of MAT and keep calm under pressure and in all situations</li> <li>• Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professional</li> </ul>	
Special knowledge and Skills	<ul style="list-style-type: none"> <li>• The Candidate must be able to demonstrate:</li> <li>• A passion for working with a Trust that supports pupils with SEND and their families</li> <li>• Ability to work flexibly to meet the needs of MacIntyre Academies Trust</li> <li>• High level of resilience and determination</li> <li>• Commitment to and a genuine interest in the pastoral welfare of the school communities</li> <li>• Ability to plan and prioritise workload in order to meet deadlines</li> <li>• Adopt a reflective approach to work</li> </ul>	

# Person Specification

<b>Respecting and Understanding Others</b>	<ul style="list-style-type: none"> <li>• Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions.</li> <li>• Treats children and young people we support and colleagues with respect, dignity, honesty and equality</li> <li>• Adapts their working style and level of support to an individual's needs or wishes.</li> <li>• Works cooperatively with colleagues and assists when they need support</li> <li>• Values the different contributions that people can make within a team</li> </ul>
<b>Influential Communication</b>	<ul style="list-style-type: none"> <li>• Listens actively and display enthusiasm in their communication</li> <li>• Uses and presents information in a manner which is persuasive, logical and understandable to the receiver</li> </ul>
<b>Facilitating Success and Improvement in Others</b>	<ul style="list-style-type: none"> <li>• Support, motivate and inspire others to try new tasks or activities</li> <li>• Seek assistance appropriately and receive feedback from others</li> </ul>
<b>Results &amp; Quality Focus</b>	<ul style="list-style-type: none"> <li>• Completes work to a high standard, with a high degree of attention to detail</li> <li>• Takes personal responsibility for the quality of their work and be willing to 'go the extra mile'</li> <li>• Looks for continual improvement in own performance</li> <li>• Work to agreed policies and procedures</li> </ul>
<b>Problem Solving and Decision Making</b>	<ul style="list-style-type: none"> <li>• Is able to collect, interpret and evaluate information effectively</li> <li>• Can develop a deep understanding of a problem, exploring alternative ways of resolving problems including new possibilities</li> <li>• Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice</li> </ul>
<b>Resilience to Change and Challenges</b>	<ul style="list-style-type: none"> <li>• Is open to change and embracing new developments / initiatives</li> <li>• Adapts well in new and unfamiliar situations responding to changing plans quickly</li> <li>• Works independently without direction</li> <li>• Is resilient and copes well in emergency situations</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Is committed to achieving high standards for their own self-development</li> <li>• Is able to reflect on self-development needs and address them</li> <li>• Meets agreed development action plans as agreed with line manager</li> <li>• Achieves positive feedback from peers, senior colleagues and external stakeholders</li> </ul>

# How To Apply

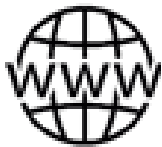
**Come join us!**

Please visit:

<https://careers.macintyreacademies.org/vacancies/>

Or contact:

[hr@macintyreacademies.org](mailto:hr@macintyreacademies.org)



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