



The Richmond upon Thames School

Job Application Pack

Governance Professional

Salary: Competitive, depending on experience

Hours: Term-time, part-time and flexible; to be agreed with the successful candidate

Start date: September 2022 or soon after



Dear Candidate

We are delighted you have expressed an interest in the Richmond upon Thames School Trust.

We are a multi-academy trust (MAT), currently with one school, the Richmond upon Thames School (RTS); a comprehensive secondary (11-16) academy which opened in the London Borough of Richmond upon Thames in 2017.



Uniquely, the trust comprises four corporate Members, Harlequins FC, Haymarket Media Group, the National Physical Laboratory and Richmond upon Thames College.

We are seeking a resilient and forward-thinking Governance Professional to support the trust board to realise its vision that every child will leave the Trust with excellent academic outcomes and a clear purpose for the next stage of their lives.

The trust has already established one vibrant, inclusive school that provides an excellent experience for every member of its community. The Richmond upon Thames School is uniquely situated on the Richmond Education and Enterprise Campus Hub (REECH) which comprises two special schools (Clarendon School and Capella House School) and a further education college (Richmond Upon Thames College). They are housed in state-of-the-art purpose built premises, and the next phase of the campus' development continues with a new Sports Centre due for completion in 2024.

Working closely with the Trust Board you will help to shape our MAT development options over the years that follow. You will benefit from working with a strong and dedicated group of trustees and senior leadership team fully committed to ensuring that all students achieve excellence through endeavour.

We know that building an exceptional Trust relies on our ability to inspire and nurture a phenomenal team of staff. We want to recruit dedicated staff keen to use professional development and share best practice to make a difference to the education landscape. The trust encourages its staff to strive for professional excellence and, in doing so, prepare our students for the modern world, limitless opportunities; and to become champions for equality and social justice.

I hope that you will be able to see your place in this story and come forward to apply for this fantastic role.

You are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher via pa@rts.richmond.sch.uk to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jason Hughes'.

Jason Hughes
Chair of the Board of Trustees

A handwritten signature in black ink, appearing to read 'Kelly Dooley'.

Kelly Dooley
Head Teacher - The Richmond upon Thames School

Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School Trust. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the Richmond upon Thames School website.

www.richmonduponthameschool.org.uk

School visit

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at pa@rts.richmond.sch.uk.

Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

1. How have your experiences to date prepared you for this post?
2. How will you support the trust board to achieve outstanding governance?
3. How will you build effective relationships with both volunteers (trustees) and senior school staff and support them in a professional way?
4. What professional development have you undertaken in the last 5 years relevant to this role?

Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The Trust reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

Interview

To be confirmed.

Safeguarding

The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Our Members

The current members of the Richmond upon School Trust are Harlequins, Haymarket Media, Richmond upon Thames College and The National Physical Laboratory (NPL).

Harlequins: The Club has been in the borough for over 100 years with its original ground on the site that is now Twickenham Stadium. Since 1963, the Club has been based at the Twickenham Stoop stadium. Harlequins is one of the founding members of the RFU and boasts more presidents than any other club, as well as a healthy dose of international players. The Club supplied six England players for the wider 2015 Rugby World Cup squad.

In January 2015, Harlequins launched the Harlequins Foundation to bring together the considerable charitable activity delivered by Harlequin FC and to better harness the power of the players, the Club and its supporters. The Foundation's aims are simple – to give the next generation a better chance in life – particularly disabled or disadvantaged children.

The range of activity is extensive, from work in the local community to inner-city hostels, from London hospital wards to playing fields and classrooms in the Third World. Harlequins rugby, its values, the players and staff are central to delivering this and in turn gain considerable personal benefit from the experience.



Harlequins

Haymarket Media Group is a global media and information company, based in Richmond upon Thames borough, managing over 70 multi-platform brands including FourFourTwo, Stuff, Clothes Show Live, WhatCar?, Campaign, PRWeek and Third Sector.



Haymarket has a strong track-record of working with schools, colleges and universities locally and nationally and recently launched the 'Haymarket Skills Academy', an initiative that aims to develop the next generation of media talent.

The introduction of the Haymarket 'tech hub' on the Campus site will enable students to access industry standard technology and work with established professionals who will be on hand to provide 'master classes' and help shape curriculum content. The Haymarket 'tech hub' will comprise state of the art facilities to help ensure that the next generation of talent is equipped with the relevant skills they need to thrive within the industry.



The National Physical Laboratory (NPL) is the national measurement standards laboratory of the United Kingdom. It is one of the most extensive government laboratories in the UK and has a prestigious reputation for its role in setting and maintaining physical standards for British industry.

Founded in 1900, it is one of the oldest metrology institutes in the world. Research and development work at NPL has contributed to the advancement of many disciplines of science, including the development early computers in the late 1940s and 1950s, construction of the first accurate atomic clock in 1955, and the invention and pioneering implementation of packet switching in the 1960s, which is today one of the fundamental technologies of the Internet. The former heads of NPL include many individuals who were pillars of the British scientific establishment.



Richmond upon Thames College is a college of General Further and Higher Education providing education and training to 16-18 year olds and adults from across Richmond, London, Surrey and Berkshire.

As one of London's top colleges* our purpose is to drive aspiration, ambition and achievement to help all learners achieve their goals and we work closely with employers to provide learners with opportunities that enhance their careers and life chances with inspired provision and a commitment to our community values of mutual respect, honesty, integrity and personal accountability.

We are dedicated to treating each learner as an individual and to help everyone who joins our vibrant student community fulfil their potential and achieve their aspirations. We offer a wide range of academic and technical vocational qualifications (entry level through to level 6) including a wide range of A Levels, higher education courses and apprenticeships. Around 3,000 students and employers choose to come to the College because we offer a friendly and supportive environment plus we get some of the best results in London.

Our motto

Excellence Through Endeavour



The Richmond upon Thames School - RTS

RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits five forms of entry (150 children) per year.

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees; all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, and will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school serves as a learning hub, providing a range of before-and after-school clubs, holiday activities and sports facilities hire.



Our campus and facilities

RTS is located in a new, purpose built building, and Clarendon School's secondary students, as well as Capella House students, are located in accommodation adjoining RTS's building.

A newly built Richmond Upon Thames College, together with the schools, make up the Richmond Education and Enterprise Campus.

When complete, RTS's outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football. In 2023-24, our double-height Sports Centre, comprising four-courts, dance studio and changing facilities will open.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally; and bring an exciting additional dimension to our school.



Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



haymarket®

Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the Free School to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



Job Advert

Start date: September 2022 or soon after

We are looking to appoint a dynamic and enthusiastic Governance Professional to support a unique School Trust based in Twickenham. This role offers the right individual a unique opportunity to this new, ambitious and rapidly growing academy trust.

We are seeking an individual who:

- has good numeracy and excellent written skills, including being able to identify relevant information, take accurate notes at meetings and summarise information to prepare high quality minutes
- is an efficient administrator, able to use initiative and able to work under pressure including meeting deadlines
- can research and manage advice from a variety of sources
- is able to work with detailed information, such as DfE governance regulations and provide detailed and accurate advice
- can support volunteers and lay people in a professional way
- has excellent communications skills, including the ability to liaise, and build effective relationships with senior school staff and support them in a professional way
- understands the importance of confidentiality and integrity
- is willing to work in the evenings
- will undertake CPD and an accreditation governance-related programme(s)

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at pa@rts.richmond.sch.uk.



RTS opened to 150 Year 7s in September 2017, growing by 150 year on year until reaching capacity in 2021. We are an 11-16 mixed school with an open admissions criteria. The school is co-located with Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus (www.reec.org.uk).

The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.

Job description

**Job
Report to
Line management**

**Governance Professional
Chair of Trustees
In line with the job description**

Overall Job Purpose

As the trust governance professional, you will be responsible for overseeing all aspects of governance effectiveness and compliance within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This will be achieved by:

- supporting the efficient and effective operation of the trust board and its committees
- ensuring governance at all levels is carrying out its functions
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust
- establishing procedures for sound governance of the trust
- ensuring board meetings and committee meetings are efficient and effective and properly recorded
- preparing annual company reports compliant with both financial and legal requirements
- providing advice to directors and board members on constitutional and procedural matters
- communicating with other professionals (eg lawyers and auditors) and stakeholders (eg students, parents, wider public)
- keeping up to date with policy, legal and statutory requirements and managing information effectively
- communicating board decisions and ensuring actions are implemented by those required to undertake them, reporting back as necessary
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association, the Academies Financial Handbook, Company law and Charity Commission guidance, and in accordance with arrangements agreed by the board of trustees
- maintaining confidentiality and the security of information and documents as required
- notifying relevant authorities of any changes to membership
- reviewing the trust's academy's articles of association, proposing and implementing changes as appropriate
- maintaining a record of attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals
- ensuring systems and controls are in place to comply with obligations under data protection legislation, safeguarding guidelines and health and safety legislation

As the trust governance professional, you will be responsible for providing advice and guidance on:

- any changes to the board's responsibilities as a result of a change in school status or changes in relevant legislation
- compliance with education legislation, funding agreements, charity legislation, company law and other relevant legislation and regulations
- risk management process and framework

Effective organisation and administration of trust board meetings

As the governance professional, you will clerk meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, you have a key role in:

- keeping the board focused on its core strategic priorities
- setting the cycle of trust board and committee meetings and preparing focused agendas
- ensuring all meetings are inclusive and well structured
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academies Financial Handbook, and in accordance with arrangements agreed by the board of trustees

Job description

Key duties and responsibilities

Effective organisation and administration of trust board meetings

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- ensuring all meetings are inclusive and well structured
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academies Financial Handbook, and in accordance with arrangements agreed by the board of trustees

Advice and guidance

As well as acting as the main point of contact for all queries relating to governance within the trust, you will proactively update those governing by providing advice and guidance on:

- the respective roles of members and trustees as required, including their duty to maintain the highest professional standards of conduct and ethics
- strategic leadership responsibilities
- best practice in trust governance, particularly in relation to committee structures and the scheme of delegation
- the application of policies, procedures and relevant legislation/guidance across the trust

Manage statutory information and governance documentation

As the governance professional, you will act as gatekeeper for information and documentation that clearly details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- maintaining appropriate records of trust board and committee membership, along with any terms of reference
- maintaining a trust policy register and advising on the policy review and approval cycle
- ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (eg on the trust and/or school website) and in line with statutory requirements
- ensuring that governance-specific risks are included in the trust's risk register
- supporting production of the annual report and governance statement published with the trust's annual accounts
- managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- developing trust-specific documents such as a governance code of conduct and skills matrix
- maintaining the trust's online governance portal or equivalent

Oversee governance membership and structure

In order to ensure the efficiency and effectiveness of the trust's governance framework, you will be responsible for:

- ensuring the trust board and its committees are properly constituted
- advising the trust board on succession planning
- support the trust board in developing effective and inclusive recruitment practices which promote diversity
- overseeing member, trustee and academy committee member recruitment as required, advising on election and appointment procedures
- developing a trust-wide induction process for those governing
- supporting the recruitment and implementation of local tier interim advisory committees where these are considered necessary
- assisting in the process of new schools joining the trust by supporting, where necessary, the due diligence process along with the academy conversion process

Job description

People and relationships

As the governance professional, you will develop and maintain productive working relationships whilst maintaining independence by:

- working collaboratively with other key trust functions including senior leadership so that governance supports and enables the operational delivery of strategic objectives
- working closely with the chair of trustees and committee chairs to ensure strong links between the trust board, members and the local tier
- maintaining effective communications with relevant stakeholders such as the local authority, member organisations

Evaluation and development

In contributing to rigorous and effective methods of self-review across the trust, you will be responsible for:

- coordinating the design and review of professional development plans for the chair of trustees and committee chairs (including academy committee chairs)
- coordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- coordinating annual completion of the school resource management self-assessment tool
- supporting the commissioning of external reviews of governance
- developing and implementing a training programme for those governing

Personal development

Your continuing professional development in the role of governance professional should include:

- liaising with relevant professional organisations and networks
- undertaking regular training including the pursuit of professionally recognised qualifications
- keeping abreast of policy developments affecting academy trust governance
- participating in regular performance management, led by the chair of the board of trustees

Other

As governance professional, you may also be asked to undertake the following duties:

- Organise and minute employee hearings and appeals conducted by the Trustees
- Organise and minute any complaint panel hearings conducted by the Complaints Panel
- Source or provide clerking cover during times of absence
- The post holder will be working in a developing environment and will be expected to undertake other appropriate duties as required for the effective operation of the MAT
- As a growing school, we anticipate changes to roles and responsibilities
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition
- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title
- RTS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person specification

Qualifications and Experience

- Experience of serving as a clerk or governance professional to governors and/or trustees
- Experience of the support and development of academy or school governance
- In depth understanding and knowledge of educational legislation, guidance and policy regarding school and/or educational trust policy.
- Experience of setting up and managing administrative and records management systems
- Experience of organizing and recording formal meetings in a timely and effective manner
- Experience of dealing effectively with a wide range of stakeholder and agencies and responding to complex and sensitive issues.
- Interest/experience in developing MATs and understanding of consequences for local education landscapes

Working At RTS

The school is well placed for excellent transport links whether travelling by foot, cycle, car, bus or train.

- There are ample secure cycle racks for staff to use (as well as staff showering facilities on site), as well as access to a 'Cycle to Work' scheme.
- Access to employee health insurance
- The site also has a secure, controlled access car park for staff to use with direct access to the A316.
- The school is well served by local bus routes in all directions; and is within easy walking distance to Twickenham train station, which is in Zone 3 and well served by South Western Trains. The station has recently undergone a major redevelopment with a new station building, access and shops.

There is a focus on developing community and positive staff wellbeing through

- Private Medical, Health and Optical insurance
- Quiz nights;
- Free yoga and relaxation sessions;
- Staff-led fitness;
- Staff 'pique-nique' events;
- Seasonal gatherings;
- Free tea and coffee in the light and airy staff social room

Continuing professional development has a strong focus. There is an extensive programme available which extends to internal and external specialists, as well as partnerships with other educational and business providers.

Reciprocal school visits are encouraged with existing arrangements already in place.

Membership of a pension scheme is available.

The school has a two-week Autumn half-term break.

RTS is proud of its well established links within the community and has an active PTA. We welcome and encourage local businesses and groups to join us during the annual Summer and Christmas Fairs.

The Richmond upon Thames School

Egerton Road, Twickenham

Middlesex, TW2 7SL

Email: info@rts.richmond.sch.uk

Tel: 020 8891 2985

www.richmonduponthamesschool.org.uk