



LEARNING
ACADEMIES TRUST

HEAD OF GOVERNANCE RECRUITMENT PACK

BELIEVE YOU CAN, TOGETHER WE WILL

 www.learningat.uk  01752 914160  hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk
hr@learningat.uk

About Learning Academies Trust

CEO: Mr Simon Spry

Location: Salisbury Road, St Judes, Plymouth, PL4 8QZ

Approximate number of pupils: 5000

Approximate number of staff: 900

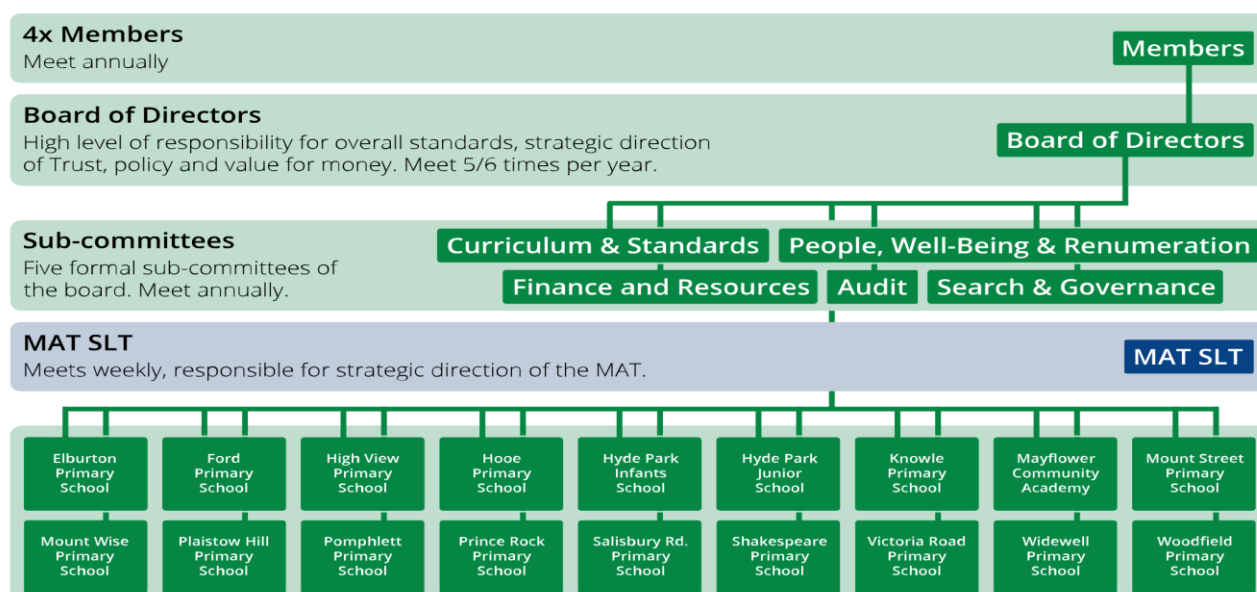
The Trust recognises the importance of high-quality governance at all levels and its pivotal strategic function. Our Head of Governance will lead on all aspects of governance and compliance across the organisation. They will work closely with CEO & the Chair of Trustees to ensure that the governance framework and work programmes are appropriately aligned.

The Head of Governance will be the lead advisor, providing strategic leadership of services that support governance across the Trust. They will be responsible for ensuring governance adheres to good practice and meets all the statutory and regulatory requirements.

Your main responsibilities will include:

- 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
- Being the named company secretary for the Learning Academies Trust

The Learning Academies Trust Structure



Should you wish to arrange a visit or an informal discussion regarding the role, please contact Amy Bosworth, HR Lead and Business Partner at amy.bosworth@learningat.uk

Head of Governance Job Description

Job title	Head of Governance
Location	Learning Academies Trust Central Office
Reporting To	Chair of the Board of Trustees
Day to Day Accountability	Chief Executive Officer
Grade	NJC Pay Scale Grade J
Terms of contract	Permanent
Salary FTE	£49,498.00 - £54,670.00 (Depending on experience)
Hours/weeks	30 Hours per week, 52 weeks per year
Actual annual salary	£40,133.00 - £44,326.00
Closing date	9am, 3 rd September 2024
Proposed interview date	TBC
Anticipated start date	September 2024 or ASAP

Job Summary

To oversee all aspects of governance effectiveness and compliance within the Trust, ensure governance adheres to good practice and meets all statutory and regulatory requirements, and provide strategic leadership of services that support governance across the Trust.

This is 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
- Being the named company secretary for the Trust

Main Duties & Responsibilities

Leading Trust Governance Services

- Work with the Chair of the Board, the CEO, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities for the Trust being met
- Act as the lead adviser on issues relating to the governance of our schools' and the Trust
- Developing and implementing the Trust's strategy for effective governance support services
- Designing and monitoring the governance support structure, liaising with our Local Governing Bodies

- Ensuring effective communications are maintained with the Board, the Trust advisory committees, governance professionals and stakeholders for example the DfE

Lead Adviser for Issues Relating to Governance

Act as the main point of contact for queries relating to governance within the Trust by providing advice and guidance on:

- Complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them
- Quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk
- Risk informed assessments of options for support and interventions to strengthen governance
- Carrying out the duties of a company secretary (see below)

Developing Governance

Clerk meetings of the Trust Board and its committees, ensuring these enable the successful delivery of strategic objectives by:

- Keeping the Board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics
- 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 Trust Handbook, and in accordance with arrangements agreed by the Board
- Developing governing structures, particularly in relation to committee structures and the scheme of delegation, and routines across the Trust, monitoring effectiveness
- Ensuring governing structures are developed in parallel with organisational growth strategies
- Developing, reviewing and maintaining governance documents, such as articles of association, schemes of delegation, terms of reference, and Trust Board code of conduct
- Developing record management and communication methods that are fit for purpose and maintain confidentiality
- Overseeing a strategy and protocol for recruiting Trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation
- Leading on the strategy and planning of governance induction and CPD
- Developing and overseeing systems for board self-evaluation and review, including commissioning of external reviews

Leading on Compliance

Manage 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 the Trust board and Trust 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 (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 Trust committees and members, maintaining an up-to-date record of the Trust's committee business
- Developing Trust-specific documents such as a governance code of conduct and skills matrix
- Maintaining the Trust's GIAS and Companies House online accounts
- Help to develop a governance intranet page on the Trust's website
- The approval of policies, procedures, and relevant legislation/guidance across the Trust

Leadership Management

- Support the HR recruitment process and oversee induction of the governance support team/clerks for the Trust Advisory Committees
- Briefing and training staff
- Conducting appraisals for the governance support team/clerks as appropriate
- Succession planning for different roles in the structure
- Managing resources allocated to the governance support function
- Overseeing Plymouth County Council's admissions and appeals process for all Trust schools

Maintaining Relationships and Communication

Maintain productive working relationships while maintaining independence by:

- Working collaboratively and holistically with stakeholders in and outside of the Learning Academies Trust so that governance supports and enables the operational delivery of strategic objectives
- Ensuring relevant authorities are notified of changes to membership and governance structures as appropriate
- Being a role model for effective and ethical governance

Acting as a Central Point of Contact

- Providing advisory support to Boards
- Being an expert resource for clerks and the wider organisation
- Quality assuring advice – acting as a high level resource
- Responding to issues including concerns and complaints related to governance
- Facilitating networks and communication between Local Governing Bodies

Line Managing Clerks

- Management and quality assurance
- Assigning work and deployments
- Ensuring Board and committee meetings are efficient, effective and properly recorded
- Delivering induction, training and briefings

- Conducting annual appraisals

Delivering Wider and Targeted Support

- Overseeing the Trust Board's election/appointment and induction for different governance tiers
- Provide support to the HR recruitment process
- Overseeing a CPD offer/development programme
- Organising reviews and self-evaluation
- Presenting training, briefings and at events
- Organising targeted support and intervention when circumstances require

Compliance Monitoring

- Maintaining a central records system to include attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals
- Routine reporting, such as regarding Board vacancies
- Ensuring different tiers of governance are properly constituted
- Monitoring compliance with schemes of delegation
- Ensuring systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health and safety legislation

Personal Development

Continuing professional development to include:

- Liaising with relevant professional organisations and networks
- Undertaking regular training including the pursuit of professionally recognised qualifications
- Keeping abreast of policy developments affecting Trust governance
- Participating in regular performance management, led by the Chair of the Board of Trustees

Carrying out the Duties of a Company Secretary

- Advising the Board of Trustees on their role, constitutional and procedural matters
- Maintaining statutory registers
- Ensuring compliance with Companies House annual filing requirements
- Providing support and guidance on governance matters when new schools join the Trust

General:

- To promote and support the Learning Academies Trust values: Aspiration, Excellence, Collaboration, Inclusivity, Kindness and Respect
- To promote and safeguard the welfare of all children that you come into contact with, in accordance with the Trust Safeguarding and Child Protection Policy
- To comply with, promote and act in accordance with all Trust policies
- To be responsible for complying with data protection legislation and expectations for confidentiality
- To be responsible for complying with health & safety legislation and guidance
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities

Person Specification

Job Title	Head of Governance
Location	Learning Academies Trust Central Office
Grade	NJC Grade J (£49,498.00 - £54,670.00)

Attributes	Essential	Desirable
Qualifications and CPD	Significant experience of working in a senior governance and compliance role within an equivalent setting Professional Membership to Chartered Institute of Governance Institute of Leadership & Management (or working towards)	Relevant professional qualification (Level 4 Certificate in Academy Governance) Graduate or equivalent experience
Experience	Proven experience of leading on governance and compliance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives Experience of supporting and advising Boards and their senior committees, with direct corporate governance and compliance experience Experience of handling confidential and sensitive matters and situations with tact, diplomacy and confidentiality Experience working as a company secretary	
Knowledge	Extensive knowledge of the schools system Extensive knowledge of governance law, structures, policy and practice in academies and Multi Academy Trusts	

	Awareness of current issues and thought leadership relating to the governance of schools and the Trust Extensive knowledge of the governance requirements in the Academy Trust Handbook Understanding of charity law and governance in other sectors	
Skills	High level communication and IT Decision-making based on intelligent assessment of risk and benefits Interpersonal/relationship building/stakeholder engagement skills Leadership and line management: planning and coordinating the work of others	High level strategic planning Commercial acumen
Personal Attributes	Personal integrity and commitment to the principles of public life Respecting and maintaining confidentiality Confidence and influence as a senior leader Can manage and make decisions independently Ability to lead by example, coach, motivate and inspire others Agile thinker Innovator Calm and resilient under pressure Commitment to CPD and modelling this to others	

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.