



# Head of Governance Candidate Pack

Candidate Pack



PONTEFRACT  
ACADEMIES TRUST

## Welcome from the CEO and context for this appointment.

Dear applicant,

Thank you for your interest in Pontefract Academies Trust and the brand-new role of Head of Governance. I hope the information provided will interest you and I'm delighted that you are interested in joining our organisation.

Pontefract Academies Trust is a cross-phase Multi Academy Trust comprising six primaries and two 11-16 secondary schools. Currently, our schools are located within a tight geographic hub within Pontefract, with pupils drawn from the local community, including different catchment areas.

Our family of schools has moved forward at some pace since 2018, and we aim to continue this trajectory and emerge from the pandemic with excellent outcomes and continuous improvement. The Trust has refreshed its strategic plan to reflect the next phase of its development. We are clear on our strategic priorities and what levers we have to pull to deliver on our mission of running high achieving schools. The Trust is well-positioned with a growing reputation for school improvement across the region, is financially solid and sustainable, and all our schools collaborate strongly.

We are looking for a candidate to assist in leading our organisation with effective and efficient governance standards. The role is brand new at the Trust. The postholder will be the lead professional at the Trust in ensuring high governance standards, including the smooth and efficient administration of the Trust Board and compliance oversight. At school level, the postholder will be proactive and creative in identifying where governance is working well and where interventions may be required. The successful candidate will build strong relationships with Headteachers, and local Chairs of Governing Bodies (known as School Performance Review Boards), ensuring that governance at school is fit for purpose, adding value and is "Ofsted ready".

We believe the role is exciting with several dual elements: the need to provide strategic leadership and operational management; to be innovative and creative in developing system-leading governance for the Trust. The successful candidate, whilst accountable to the Trust Board, will work closely with the executive leadership team to map the governance and risk environments within the Trust and ensure our framework of policies and practices to allow compliance with regulation and the mitigation of risk.

We wish to appoint people that understand and believe in our guiding principles and values. If successful, you will be joining the Trust at an exciting time. Of course, it is essential that we get the right people on board. The Trust is keen to find the right person to fill this new and exciting position; however, as the CEO, I am keen that the right person finds the role fulfilling and the opportunity to shape and define a new role across the Trust professionally and personally rewarding.

The Trust is highly focused on delivering excellent outcomes for our students. The Head of Governance position enables the Trust to focus on educational issues knowing that the steps taken in all other aspects are secure and supportive. If you think you have the necessary skills, experience, aspiration, and qualities to join us at the forefront of the next step of our journey, we would be delighted to hear from you.

Best wishes,



Julian Appleyard OBE



## About the Trust.

### Achievement Without Excuses.

We have an unwavering focus on achievement. This is paramount so that all of our children and young people enjoy greater life chances.

We take responsibility for ensuring that they succeed. We own our own performance and do not rest on our laurels or seek to blame others.

### Excellence As Standard.

We set high standards. "Good enough" is simply not. We do not accept second best from our pupils or ourselves.

The Trust aims to be a highly reliable school improvement organisation that is disciplined in its approach to improving performance. A Trust with clear plans and simple and precisely executed systems that not only develop and sustain excellent performance, but never stifle individual flair.

### Stronger As One.

We take collective responsibility for each other and the results of all of our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each school. To this end, collective accountability is rooted in a "if one fails we all fail" mentality.

As a family of schools we collaborate with each other, challenge each other and share best practice. We do not let competition get in the way of our desire to get the best outcomes for all.

## Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

## Our Vision.

Where every child and young person makes outstanding progress.

### Our People Matter.

We know that our people make a difference to the lives of our 3–16-year-olds. We want to make our schools places where great teachers want to teach, lead and build a career. Investment in the recruitment, development and retention of the best people is a top priority.

We aim to provide professional work environments where our people have the support and tools to do a great job and push our children and young people to scale new heights in a safe and secure environment.

### Pupils Come First.

Our schools are run for the benefit of children and young people, not the ease of adults. Their achievement comes first and staff in schools and the central Trust office work to this end.

The Trust aims to keep low priority tasks away from front line teachers and leaders so that they can focus explicitly on our core business of teaching and learning.

# Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery, through primary and secondary.

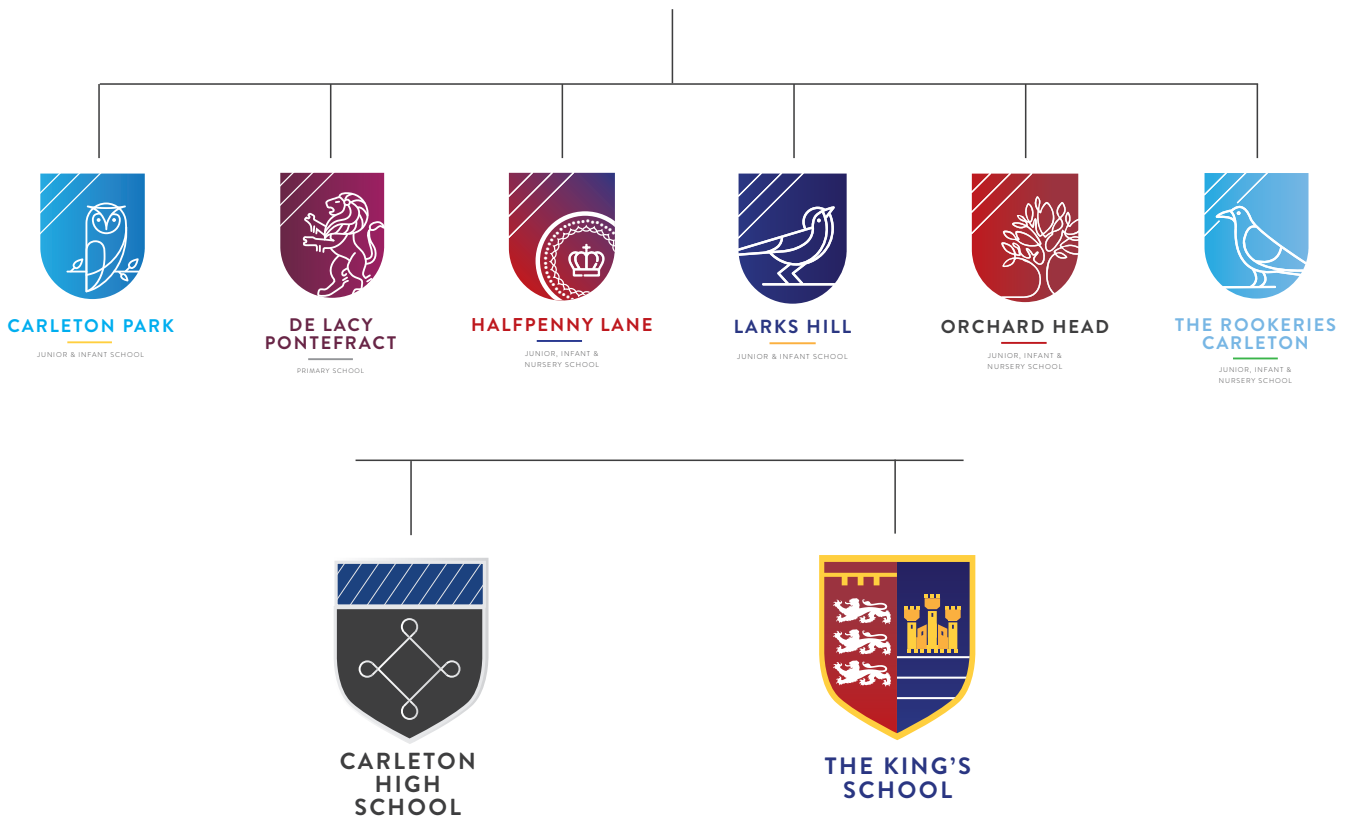
Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.

8 SCHOOLS

# ONE TRUST



**PONTEFRACT**  
ACADEMIES TRUST





# Job Description:

## Head of Governance

Accountable to:	<b>Trust Board (through the Chair of the Board)</b>
Salary:	<b>£45k – £54k, negotiable dependant on experience</b>
Location:	<b>Trust central office with the option for some hybrid working</b>
Hours:	<b>Full-time or part-time considered</b>

### Role Purpose

Successful leadership of a high quality and effective governance, assurance and risk function. The post-holder will report independently to the Trust board, whilst working collaboratively with the Executive Leadership Team to support operational delivery of Trust strategic objectives

- Oversee all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to best practice and meets all statutory and regulatory requirements.
- Act as Company Secretary for the Trust and undertake all compliance with, and reporting to, Companies House and other regulatory bodies.

### Key Responsibilities and Accountabilities

- To work with the Chair of the Trust/Chairs of School Performance Review Boards (SPRB's), the Trust Executive Leadership Team and the schools' senior leadership teams to design, implement and support the highest quality governance across the Trust.
- To develop the infrastructure to facilitate seamless reporting mechanisms between the CEO, SPRB's, Board Committees and the overarching Trust Board by leading on strong assurance, accountability and regulatory compliance. This includes preparing annual meeting schedules, and business cycles, preparing agendas and reports, giving advice to the Board as requested, presenting reports, taking accurate minutes, and ensuring follow up actions are completed.
- To ensure that the Trust operates and complies with all relevant government legislation, Charity Commission and DfE/ ESFA requirements and also General Data Protection Regulations (GDPR).
- Assist with the development and review of governing documents, policies and procedures in compliance with legislation, constitutional or regulatory requirements and current best practices.
- To lead on the development of the Trust Governance Framework, demonstrating a strong understanding of the Trust's governance structure, constitution, procedures, schemes of delegation and other key documents, and ensure governance is delivered in line with these.

*Job description continued on next page*



## Job description continued

- To provide advice and support to the Board of Trustees, the SPRB's, Chair, senior leaders of the Trust and Headteachers. Ensuring Trustees and governors have the appropriate skills and competencies to fulfil their legal duties and obligations.
- To support the development and expansion of the Trust by drafting and amending documentation and liaising with relevant parties to allow new schools to join the Trust.
- Develop new systems and effective ways of working and assist on specific governance projects.
- To support the Board and Audit & Risk Committee to establish, monitor and manage strategic risks by mapping the governance and risk environments within the Trust and creating a framework of policies and practices to allow compliance with regulation and the mitigation of risk.
- To develop and maintain a Trust-wide risk register (consisting of all risks identified but with subsets to be used at ELT and Board level) and facilitate periodic meetings, or training, to ensure that all Headteachers follow recommended practice with regards to risk identification and management.
- To create an annual internal audit plan which addresses primary areas of risk and develop a cost-effective mechanism for the delivery of such audits.
- To serve as Data Protection Officer (DPO) for the Trust in conjunction with the services provided by third party providers and the primary point of contact and liaison for the Information Commissioners Office (ICO) and other EEA Data Protection Authorities on all data protection related matters under GDPR.
- To serve as the primary point of contact for queries within the Trust and respond to Freedom of Information (FOI) and Subject Access Requests (SAR), leading on and/or supporting responses as required.
- To undertake any other duties appropriate to the purpose of the post as required by the organisation.

## Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust and personal objectives. They will be formally agreed with your line-manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required.
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

## Other Duties and Responsibilities

- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

# Person specification

No.	Categories	Essential or Desirable	Assessed by	
			Application Form	Interview or Task
1.	Degree educated.	E	✓	
2.	Qualified Teacher Status.	D	✓	
<b>Skills and Experience</b>				
3.	Highly effective influencing and enabling skills.	E	✓	✓
4.	Prior experience of working in the education sector.	D	✓	✓
5.	Experience of working within and adherence to ICO guidelines for GDPR.	D	✓	✓
6.	Experience of policy writing, risk assessments and Data Protection Impact Assessments (DPIA's).	E	✓	✓
7.	Legislation awareness of health and safety, HR and the education sector.	D	✓	✓
8.	Able to problem solve and anticipate issues.	E	✓	✓
9.	Confidence to advice the Chair, Trust Board and CEO.	E	✓	✓
10.	Able to take minutes and maintain accurate records.	E	✓	✓
11.	Excellent planning and organisation skills.	E	✓	✓
12.	Able to communicate clearly and effectively.	E	✓	✓
13.	Able to quality assure the work of clerks minuting SPRB meetings.	E	✓	✓
<b>Abilities, skills and knowledge</b>				
14.	Knowledge of the characteristics of effective governance, including effective methodologies for board evaluation, growth and development and succession planning.	E	✓	✓
15.	Understanding the methodologies of risk assessment, management and mitigation.	E	✓	✓
16.	Basic understanding of school funding and financial planning.	E	✓	✓
17.	Knowledge of Education, Charity and Company Law and the range of compliance activities required in an Academy Trust, including but not limited to ESFA, Charity Commission and Companies House reporting requirements.	E	✓	✓
18.	A long-term orientation and futures focus.	E	✓	✓
19.	Knowledge of strategic planning and people management.	E	✓	✓
<b>Personal Qualities</b>				
20.	Understanding of the importance of maintaining independence and the demonstrable ability to do so.	E	✓	✓
21.	A commitment to doing the right thing – even in the most challenging of circumstances.	E	✓	✓
22.	The ability to be open minded and provide accurate, honest and constructive advice and guidance.	E	✓	✓
23.	A commitment and ability to being independently purposeful.	E	✓	✓

# How to apply:

## **Making your application**

If you have any further questions about the role or would like to discuss making an application please contact our recruitment partner, Martin Blair at Hays Leadership, who is available to talk in confidence and will explain the process for making an application.

## **Recruitment partner**

We have retained Martin Blair of Hays Leadership to support this recruitment process.

T: 07736791138

E: martin.blair@hays.com

## **Timeframes**

Closing date for applications: 8am on 10th October 2022

## **Safer recruitment**

Pontefract Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks.

**We look forward to hearing from you.**



## **Pontefract Academies Trust**

The Barracks Business Centre,  
Wakefield Road Pontefract,  
WF8 4HH.

**Tel:** 01977 232146

**Email:** [adminsupport@patrust.org.uk](mailto:adminsupport@patrust.org.uk)

**Twitter:** @PontefractAT

Registered Company: 08445158

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