



ST TERESA
of **CALCUTTA**
Catholic Academy Trust



DIOCESE of **SALFORD**

Head of Governance

Applicant Information Pack



MAKE CHRIST *known*;
MAKING LIVES *better*



Welcome from the CEO

On behalf of the St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Head of Governance.

Our Trust Mission is simple, it is to make Christ known, and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise of 17 schools: 13 primary and four secondary. Over the coming months and years, we anticipate more Catholic schools to join us on our journey. Before the end of the academic year, five further schools will have joined us.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents that we make a difference to all our children and young people, regardless of their location.

Over the last twelve months we have worked incredibly hard to align our organisation into four critical functions. We have been fortunate enough to recruit candidates to lead our operations, finance, information and performance functions. We are now seeking an individual to join our information function to lead the Governance service. This is a role with great scope and great potential and will play a critical role in the development of our Trust. I would suggest all potential candidates take some time to review our Trust website so they get a sense of the organisation we are going to build together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read "Chris Foley".

Chris Foley
Catholic Senior Executive Leader (CEO)





About the Trust

Our Trust began in 2017, and we currently comprise of 17 schools: 13 primary and four secondary.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust will continue to grow over the coming years in line with the Salford Diocesan Academy Strategy.

Our Mission

Our Trust Mission is simple, it is to make Christ known, making lives better for our communities, our children and young people.

Our Values:



Hope

Inspired by St Teresa of Calcutta, we are people of hope. We have a complete belief in the future we will build together. By offering our children, staff and schools' opportunities to grow and flourish, we make aspiration and ambition a reality. Our people, just like St Teresa are relentless and fiercely ambitious. We will always reach for that which seems to be just out of our grasp.



Courage

As modelled for us by St Teresa of Calcutta, we will have the courage to do what is right. As a community, we will not shy away from making decisions that ensure our communities thrive. We will be brave in our actions. As a truly Catholic organisation this courage will be most apparent in how we collectively support the most vulnerable.



Innovation

St Teresa of Calcutta changed the world. Together, we will always be pursuing new ideas and best practice in all areas of our work. We will prepare our children and young people for the world that awaits them. A world which they will shape and change.





About the Role

The St. Teresa of Calcutta Catholic Academy Trust (STOC) is seeking to appoint a Head of Governance to work with the Board, the Strategic Leadership Group and Headteachers, in partnership with the Diocese, to ensure support for governance is compliant, effective and contributes towards strategic priorities being met. This shall include filing returns to Companies House and other statutory reporting as required to ensure the Trust is legally compliant.

This is an exciting opportunity to join the Trust as it grows over a period of time into a Catholic Academy Trust which, at scale, will be one of the largest Trusts in England.

The Head of Governance will lead on the development of the Trust's Governance Framework, with a strong understanding of the Trust's governance structure, its Articles of Association and Scheme of Delegation, and to ensure that the Trust operates in line with these. They will also highlight key risks to the Board, Committees, and Local Governing Bodies as deemed appropriate; providing updates on changes and progress.





The successful candidate will:

- Work with the Board, the Strategic Leadership Group and headteachers, in partnership with the Diocese, to ensure support for governance is compliant, effective and contributes towards strategic priorities being met;
- To lead on the development of the Trust's Governance Framework, with a strong understanding of the Trust's governance structure, its Articles of Association and Scheme of Delegation, and to ensure that the Trust operates in line with these.
- To provide advice and support so the Strategic Leadership Group are able to act in accordance with relevant regulations relating to the operation of the Board and its committees. This shall include filing returns to Companies House and other statutory reporting as required to ensure the Trust is legally compliant.
- To organise and lead Annual General Meeting of the members of the Trust.
- To ensure any Ordinary and Special Resolutions are completed appropriately, supporting the Members to discharge their responsibilities.
- To ensure effective communications and flow of information are maintained with local governing bodies, the board and other governance professionals.
- To undertake the support and full servicing of the work of any formal committees/panels or hearings of the Board or its sub-committees.
- To lead on the development and review of governing documents, policies and procedures, taking account of changes in best practice and/or statutory or regulatory requirements.
- To design and implement the Governance onboarding process for new schools joining the Trust.

We can offer:

- an opportunity to be a member of a forward-thinking and innovative information team,
- a caring and engaged group of stakeholders,
- a committed and highly supportive Central Team and Trust Board with a clear vision and high aspirations for the Trust,
- precise support for your own professional and spiritual development from both the Academy Trust and the Diocese,
- excellent local and borough wide collaborative links,
- generous 22.7% Local Government Pension Scheme
- Recognition of continuous Local Government service (where applicable).
- Free onsite parking.
- Free onsite gym.
- Generous annual leave allowance.
- A variety of onsite events, including weekly pop-up shops.



Job Description

Post:	Head of Governance
Pay Scale:	HOS1- HOS4 (£63,000 - £70,000)
Responsible to:	Chief Information Officer
Main Location:	Main Location STOC Central Office with travel to other sites

Main Duties

- To lead on the development of the Trust's Governance Framework, with a strong understanding of the Trust's governance structure, its Articles of Association and Scheme of Delegation, and to ensure that the Trust operates in line with these.
- To provide advice and support so the Strategic Leadership Group are able to act in accordance with relevant regulations relating to the operation of the Board and its committees. This shall include filing returns to Companies House and other statutory reporting as required to ensure the Trust is legally compliant.
- To organise and lead Annual General Meeting of the members of the Trust.
- To ensure any Ordinary and Special Resolutions are completed appropriately, supporting the Members to discharge their responsibilities.
- To work closely with the Chair/Vice chair of the Board of the Trust and other Directors, Local Governing Bodies (LGB's) and staff of the Trust as required in order to ensure the smooth and secure operation of Governance arrangements, meetings and follow-up actions.
- To ensure all Directors and Governors are aware of their role and responsibilities through a programme of induction and initial training. This will involve contact with newly appointed Directors and being the first point of contact should any issues arise.
- To line manage the Governance Administrator, overseeing performance review, training and development.
- Support setting the calendar of Board and core committee meetings and preparing focused agendas, ensuring all meetings are inclusive, structured and well facilitated;
- To provide advice, guidance, and on occasion instruction to the Clerks of the Local Governing Bodies of all schools across the Trust on constitutional and procedural matters in order to ensure smooth and consistent operation of the governance functions, including advising clerks on appropriate CPD, its implementation and performing the delivery of said CPD.
- To undertake the support and full servicing of the work of any formal committees/ statutory panels (e.g. Independent Review Panels) or hearings of the Board or its sub-committees.
- To lead on the development and review of governing documents, policies and procedures, taking account of changes in best practice and/or statutory or regulatory requirements.
- To advise the Board/Committees on governance legislation, regulatory requirements and procedural matters.
- To manage the annual programme of training for Local Governing Bodies, ensuring maximum exposure for governor CPD.



- To maintain and implement annual/part-year of standing items for reports and for the update of procedural requirements of the Board to ensure that the Board is meeting its formal and funding obligations and that its policies and practices are up to date.
- To advise the Strategic Leadership Group and as appropriate the Board of Directors, on the interpretation of its instruments and articles of governance and schemes of delegation.
- To ensure (carry out where appropriate) compliance of policies and annual reviews of Trust documentation on behalf of the Board, such as the Articles of Association and Scheme of Delegation, advise on amendments required and ensure such amendments are adopted.
- To undertake follow-up correspondence resulting from actions/decisions of the Board or its committees/panels as appropriate.
- To ensure local governor panels for admissions, suspensions, staff disciplinary hearings and parental complaints are dealt with in accordance with the Trust's policy.
- To maintain an up-to-date Register of Interests for all Members and Trustees.
- To maintain an up-to-date Register of Director and local governor training.
- Support the organisation of the internal audit process, engaging in internal audits relevant to governance.
- Organising reviews and self-evaluation of the Trust Board and Local Governing Bodies, including commissioning of external reviews and actioning any recommendations.
- 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.
- To design and implement the Governance onboarding process for new schools joining the Trust.
- To be responsible for the collation of risks onto the risk register ensuring risks are highlighted and scored appropriately.
- To highlight key risks to the Board, Committees, and Local Governing Bodies as deemed appropriate; providing updates on changes and progress.
- To work with the Strategic Leadership Group, and Headteachers in mitigating risks when they are highlighted.

Senior Leader within the Trust

- To support the St Teresa of Calcutta Catholic Academy Trust in the successful achievement of its vision, values, strategic aims and business plan while working collaboratively with the Directors, Executive Team and Headteachers.
- To support the effective collaborative culture for working with schools within and beyond STOC CAT to enable good practices to be shared, whilst enabling each school to maintain its distinctive character, educational beliefs and ethos.
To support the profile of the Trust with key stakeholders, local, national and international bodies and professionals from a range of sectors.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.



- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Ability to relate well to children and adults.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

Location:

The role is central office based with regular visits across school sites. A valid driving license and access to a vehicle is necessary to fulfil this role. Authorised mileage claims should be submitted to the Post holders Line Manger to recompense for this travel.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.



Person Specification

		Essential / Desirable	Evidence
Qualifications:	Educated to degree level/Level 4 certificate in Academy Governance or equivalent skills and knowledge.	E	A/C
	Qualified as a Chartered Secretary / Chartered Governance Professional.	D	A/C
	Practising Catholic	D	
Skills, Knowledge & Experience:	Knowledge and experience of risk management and completing and reviewing risk assessments.	E	A/I/R
	Prior experience of working within the education sector, or a similar environment.	E	A/I/R
	The ability to solve problems and proactively anticipate challenges.	E	A/I/R
	Highly effective influencing and enabling skills.	E	A/I/R
	The confidence to work at the most senior levels of the organisation and to appropriately challenge the status quo.	E	A/I/R
	The ability to (and experience of) taking effective minutes and maintaining accurate records.	E	A/I/R
	Excellent planning and organisational skills.	E	A/I/R
	Excellent communication skills (both verbal and written).	E	A/I/R
	Ability to command confidence, and to lead others (either those who may report to the postholder, or those working collaboratively with them).	E	A/I/R
	Knowledge of the characteristics of effective governance, and the ability to evaluate these in practice.	E	A/I/R
	An understanding of school funding models.	D	A/I/R
	An understanding of the framework of governance and regulations for academy trusts in England (or the demonstrable ability to gain this understanding quickly).	E	A/I/R
	A knowledge of the Companies Act 2006 and other legislation as it relates to education, and the range of compliance required in an Academy Trust.	D	A/I/R
Personal Characteristics:	Ability to be adaptable and work flexibly across the Trust.	E	A/I/R
	Demonstrate personal and professional integrity, including modelling values and vision.	E	A/I/R
	Commitment to promote and support the aims and values of the St Teresa of Calcutta Catholic Academy Trust.	E	A/I/R
	Self-awareness in terms of emotional intelligence, biases	E	A/I/R



	and personal triggers with cultural sensitivity and awareness.		
	Ability to work under pressure with limited supervision.	E	A/I/R
	Confidential and discreet in dealing with sensitive matters and collaborative working with executive leaders.	E	A/I/R
Equal Opportunities:	To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E	A/I/R

Key

E Essential **R** References **I** Interview **C** Certificate **D** Desirable **A** Application



HOW TO APPLY

Please complete the online application form accessible via St Teresa of Calcutta Catholic Academy Trust website. Click here to access the advert: [Job Vacancies](#)

The closing date for this position is:

Midnight Tuesday 25th February 2025

Shortlisting: Friday 28th February 2025

Interviews: Wednesday 5th March 2025

Applicants are encouraged to arrange a conversation with the CIO and visit the central office to discuss this role. Initial contact should be made with our Trust Administration Team by email admin@stoccat.org.uk.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1074 (Exceptions) Order 1975 (as amended in 2013). All appointments will be subject to an enhanced DBS check including Children's barred list check and satisfactory references, including your suitability to work with children. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance. All shortlisted applicants will be required to complete a form for self-disclosure of cautions and convictions.

