

Head of Governance

Applicant Information Pack





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Introduction from the CEO

Dear Candidate,

As one of the largest Primary school specialist Trusts in the country, we have the challenge of driving school improvement at scale and ensuring it is sustainable. Whilst significant focus is given to establishing and delivering a high quality education for our children, we recognise that we can only achieve our ambition if all constituent parts are excelling. We believe Governance is a critical part of this wider, sustainable success.

The DEMAT family of schools are guided by our core values of love, trust, respect, community and ambition. Our curriculum and assessment principles provide the framework for our leaders to work within the concept of aligned autonomy. Our schools are broad in context with distinctive communities and we work with our school leaders to provide high quality, effective and efficient support from the Trust so that teaching staff can focus on the things that matter most – delivering a great curriculum for the benefit of the pupils.

We are committed to ensuring effective, focussed governance at all levels. With the transformation of our other support functions in the last 12 months, we look forward to our governance structures aligning in supporting our headteachers in their delivery of a high-quality curriculum, but also to the new ways of working that have been introduced.

In joining, you will find an opportunity to become part of a cohesive, high-performing central function that is purposeful, determined and impassioned in its obligation to drive lasting impact.

All leaders across the Trust are encouraged to support in the development of not just their own areas of responsibility but contribute towards our joint vision and strengthening alignment between our schools.

I would like to thank you for your interest in this exciting opportunity and hope you are inspired to join us. I'd encourage you get in contact with us to find out more about who we are and how we work. Should you wish to speak directly, or have any questions, please get in touch.

Best wishes



Adrian Ball
Chief Executive Officer

DEMAT

DEMAT, founded in 2012, is a large multi-academy Trust which consists of 39 primary schools and around 8,000 pupils.

We have seen our Trust grow considerably, and have experienced and successfully tackled many of the challenges that face new and growing MATs. This has given us clarity on what we need to do to continue in a successful, sustainable manner. We have created an operating model which allows for additional growth in incremental steps while still providing the capacity to support our academies in a multifaceted approach.

DEMAT is the first option for any Church school within the Diocese that wishes to join. We believe in the power of education to transform lives and are committed to delivering a high-quality education, collaborating with one another and realising the benefits of being part of a larger group of like-minded schools.

Each of our academies has their own unique history and identity and we set out to ensure that we preserve these characteristics. We recognise that further growth of the Trust must both prioritise the preservation of the unique characteristics of new academies whilst also developing the alignment to the DEMAT family values and principles.



Our Mission

Is to deliver a high-quality education for children and young people of all faiths and none that is underpinned by our Christian distinctiveness.

Our Vision

Is for every child to flourish, to be introduced to the richness of human experience, and to understand, question, and contribute to the world around them.

Our Values

Love

Is central to our work. It is because of love that we ensure that the best interests of every child are at the centre of our decisions.

Community

Our sense of community shapes who we are, and we have a commitment to our local, national, and global communities.

Respect

We treat one another as we hope to be treated ourselves.

Trust

We acknowledge accountability and responsibility for our actions but ensure that we encourage each other to make brave decisions and learn from them.

Ambition

We want the best for ourselves, our families, our friends, and our colleagues.

Governance at DEMAT

Governance in a large Multi-Academy Trust is an everchanging landscape, this role offers the post holder an opportunity to shape governance within the Trust. We believe our governance should be best in class.

The Governance function in the Trust is currently small, with the team comprising the 'Head of' role, and a Governance Officer. The central governance team supports the Trust Board, comprising 13 Trustees, and its relevant sub-committees, Standards & Ethos, Personnel, Audit & Risk, Finance & Estates Committee and 32 Local Governing Bodies (LGBs).

Within the local tier of governance, our LGBs, the Trust has 345 volunteer local governors who are essential in ensuring their school reflects the local context, whilst aligning with the wider Trust educational approach. Each LGB is led by a Chair/Co Chair, who bring a variety of experience to the role, educational and non-educational.

Our support functions have changed significantly over the last 12 months, reflecting an operating model change in Finance and HR, and additional central expertise in Buildings & Site. This has led to streamlined processes in some areas, including a variety of centralised activity. Underpinning this change has been the belief that to deliver a high-quality education to our pupils, our schools and leaders need to be supported by experts in their field – this includes governance.

As part of this commitment, and reflecting the scale at which we now operate, the Board commissioned an external review of Trust Governance in Summer 2020. Subsequently, the Trust established the Head of Governance role and we look forward to the function evolving with the appointment of the successful candidate.

The focus of the role is;

Governance organisation and structure

- Board & Committees
- LGBs

Assurance

- Internal scrutiny
- Programmes

Compliance

- Audit (internal/external)
- Policies and procedures
- GDPR



Job Description

Job Title

Head of Governance

Reporting to

Chief Operating Officer,
Audit & Risk Committee (as required)

Location

Ely, travel required, some remote working considered

Salary

£50,000 - £65,000

Purpose of role

The purpose of the role is to ensure best in class governance, risk management and assurance activities are in place across the trust, enabling high quality teaching and learning and bringing this important area of operations up to the high standards we achieve with the Finance, HR and site activities.

The role sits at an important intersection between our Trust leadership, at Trustee and executive level and our local governance. Ensuring a coherent, strategic approach to working with, and aligning each of those key areas of our organisation is a core component of the role.

Job description

Governance organisation and structure

Board & Trustee Committees

- Liaison with Company Secretary and Clerk
- Provide update to Trust board on key themes arising in local governance, including maintenance and reporting of a governance risk register
- Training and support as required to Board and Committees
- Review and development of the scheme of delegation

LGBs

- Develop and maintain regular communications with all LGBs and their members, to cover Trust activity, governance developments.
- Liaise with other central colleagues, wider Trust senior leaders and Chairs to establish a high quality, specific DEMAT Governor training programme which supports short- and long-term governance objectives, including challenging local leaders on the quality of education being delivered in Trust academies.
- Develop and embed a systematic approach to succession planning of Chair of Governors
- Develop and embed a comprehensive induction programme for Governors and Chairs
- Establish a clear, structured recruitment strategy for governors across the Trust, in collaboration with LGB representatives
- Ensure local governance is effective and consistent in all LGBs across the Trust.



Risk management

Assurance

- Review and development of risk registers and associated activity
- Liaison with colleagues in ensuring risks are identified, reported and relevant controls/mitigations implemented.
- Oversee the internal scrutiny programme, ensuring all reports are provided to the Audit & Risk Committee for consideration and findings are incorporated into risk registers as appropriate.

Programmes

This covers conversions and any projects which cover multiple functional areas at Trust-level

- Develop & deliver project plans, including stakeholder management and consultation where relevant
- Oversee and embed effective project governance and project reporting
- Ensure all projects have clear, focussed risk registers, with appropriate controls in place to address risks identified

Compliance

Audit

- Internal
- External
- Understanding of, and ability to deliver at scale, compliance requirements for the Trust

Policies and procedures

- Policy management and maintenance
- Managing the complaints procedure in accordance with the Trust complaints policy
- Provide executive with updates on the regulatory environment, and any actions required

GDPR

Responsible for ensuring Trust compliance with GDPR



Person Specification

Qualifications	Essential / Desirable
Relevant degree and professional status relating to governance	D
A minimum of an A level or equivalent education	E
ISCA or equivalent qualification	D

Experience	Essential / Desirable
Experience of leading strategic governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver on the organisation's strategic objectives.	E
Experience of successfully planning and implementing a strategy which includes improving processes and policies across an organisation	E
Experience in managing/leading a team and or function, setting and monitoring performance objectives.	D
Experience of advising committees, and Boards, preferably within a highly regulated environment.	E
Experience of leading and influencing change	E
Experience of working in a similar role in an education setting.	D



Skills, Attributes and Knowledge	Essential / Desirable
A commitment to our organisation's values.	E
Understanding of educational legislation, guidance, and legal requirements	D
Knowledge of MAT best practice, plus DfE and ESFA requirements	D
Knowledge of Equal Opportunities, GDPR and Human Rights	E
To be familiar with governing body structures, particularly in public sector organisations	E
Ability to demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	E
Effective stakeholder and relationship management	E
Excellent Organisational and Planning skills	E
Effective communication skills (both verbal and written)	E
Ability to write reports, including writing concise and cohesive Board reports	E
Ability to effectively use a variety of IT packages including Powerpoint Excel, Outlook and Teams	E

Personal Qualities	Essential / Desirable
Professional and an ambassador of the trust	E
Excellent interpersonal skills	E
Drive to deliver high quality support	E
To undertake travel to schools	E
Resilience to work under pressure	E
Dynamic, proactive and driven	E
Integrity, trustworthy, honest and open.	E
Flexible and adaptable	E
Commitment to continuous evaluation and improvement	E
Occasional flexibility to hours may be required to complete tasks	D

How to join us

To apply for this opportunity to join the Trust as the Head of Governance, please visit My New Term via www.tinyurl.com/head-of-governance.

Application forms and supporting cover letters should be submitted via 'My New Term': Please refer to the Job Description and Person specification in your application.

Please note the following is being applied for this position:

Closing date:

Monday 21st June 2021 at 12.00pm

Shortlisting of Applicants:

Monday 21st June 2021 with notification by 5.30pm

First interview:

Wednesday 23rd June 2021

Second interview:

Wednesday 30th June / Thursday 1st July 2021

Getting in Touch

Please do get in contact to discuss the role in more detail. Please contact Alex Duffety via hrteam@demat.org.uk.

You can find further information on our Trust by visiting our website: www.demat.org.uk.

Interviews

Interviews will be held, COVID-19 restrictions permitting, at Grace Building, 8 High Street, Ely, Cambridgeshire CB7 4JU

Our Recruitment Approach

The Diocese of Ely Multi-Academy Trust (DEMAT) is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Any appointments will be subject to satisfactory references, an enhanced DBS check and medical checks.



We will remember
to look after our
Den and tidy things
away after us.



01353 656760
www.demat.org.uk

DEMAT Office Address:
Grace Building, 8 High Street
Ely, Cambridgeshire, CB7 4JU

The Diocese of Ely Multi-Academy Trust (DEMAT)
Company limited by guarantee Number 08464996. Registered
in England & Wales. Registered Office: Diocesan Office, Bishop
Woodford House, Barton Road, Ely CB7 4DX

The logo features three stylized, overlapping wavy lines in yellow, orange, and teal, positioned above the text.

Diocese of Ely
multi-academy trust